



Finance and Corporate Services Scrutiny Board (1)

Time and Date

10.00 am on Wednesday, 27th April, 2016

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes**
 - (a) To agree the minutes of the meeting held on 2 March 2016 (Pages 3 - 6)
 - (b) Matters Arising
4. **City Council Capital Programme 2016/17** (Pages 7 - 30)
Briefing note
5. **Review of 2015/16 Scrutiny Activity** (Pages 31 - 32)
Briefing note.
6. **Outstanding Issues Report**
Outstanding issues have been picked up in the Work Programme
7. **Work Programme** (Pages 33 - 36)
Report of the Scrutiny Co-ordinator
8. **Any other items of Public Business**
Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Tuesday, 19 April 2016

Notes:1)The person to contact about the agenda and documents for this meeting is Carolyn Sinclair, Governance Services, Council House, Coventry, alternatively information about this meeting can be obtained from the following web link:

<http://moderngov.coventry.gov.uk>

2) Council Members who are not able to attend the meeting should notify Carolyn Sinclair as soon as possible and no later than 9am on the day of the meeting giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.

3) Scrutiny Board Members who have an interest in any report referred to this meeting, but who are not Members of this Scrutiny Board, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors S Bains, J Blundell, D Chater, G Duggins, D Gannon (By Invitation), R Lakha, J Mutton (Chair), T Sawdon, T Skipper and D Welsh

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

Carolyn Sinclair

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e-mail: carolyn.sinclair@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Finance and Corporate Services Scrutiny Board (1) held
at 10.00 am on Wednesday, 2 March 2016

Present:

Members: Councillor J Mutton (Chair)
Councillor S Bains
Councillor J Blundell
Councillor G Duggins
Councillor R Lakha
Councillor T Sawdon
Councillor R Singh (substitute for Councillor Skipper)
Councillor D Welsh

Other Members: Councillors Maton (Cabinet Member for Business, Enterprise and Employment)

Employees:

Place: N. Clews, D. Cockroft

Resources: V. Castree, L. Commane, C. Sinclair

Apologies: Councillor D Chater and T Skipper

Public Business

38. Declarations of Interest

There were no declarations of interest.

39. Minutes

The minutes of the meeting held on 6 January 2016 were signed as a true record. There were no matters arising.

40. Strategic Property Review

The Board considered a briefing note and received a presentation in respect of progress made on the Strategic Property Review.

The presentation set out performance against targets for a 3-year period from 2013/14 to 2015/16. The data indicated that performance was on target to achieve £3m. This had been achieved in a number of ways including disposal of poor performing assets, paying down expensive debts with proceeds, a smaller operational estate, control of property expenditure through centralisation and investment for new income. A project group met monthly to focus on these key areas. It was reported at the meeting that an additional £250k income had been delivered from the property portfolio.

Going forward there would be continued focus on reducing expensive to run and poor performing property, a smaller operational portfolio and further investment in income opportunities.

The Board questioned officers on a number of matters including how the Council could maximise income from current premises, impact on business rate taxes and the process for repaying expensive debt. In respect of the latter, the Board asked that officers provide a briefing note which would explore what additional debts could be paid off using receipts, reserves and underspends.

RESOLVED that the Scrutiny Board note the presentation and request that officers provide a briefing note identifying what additional debts could be repaid and setting out methods to achieve this including using capital receipts, reserves and underspends to maximise revenue which could then be built into budgets.

41. Council move to Friargate

The Board considered a briefing note and received a presentation on progress in respect of the Council move to Friargate. Key points made were:

- The office building at Friargate was progressing at pace. All existing buildings had been demolished, infrastructure and utility diversions had been completed, pipe networks for the District Energy System had been installed and the central core of the building was almost complete. There had been some recent utilities issues which meant the timetable had slipped by approximately 6 months, therefore staff moves would be starting in Summer 2017.
- The Customer Service Centre had opened to the public in November 2015, consolidating multiple reception points, the conference suite for Safeguarding and Youth Offending was now in use, the customer “meet and greet” staff and new ways of customer engagement was working well.
- Designs for the new Democratic Centre were progressing. Member and staff consultations had taken place, Planning and Listed Building Consent had been submitted, toilet and kitchenette refurbishment to start in April 2016 as well as works on the Democratic Centre – with an expected completion date of September 2016. The link between the Council House and CC3 would be removed as soon as the new committee rooms were operational.
- There had been investment in a number of other suburban office buildings to support locality based service delivery. City Centre First had been superseded by Connecting Communities.
- The introduction of agile and flexible working arrangements for Council staff.
- The rationalisation of the Council’s operational office buildings from 27 to 9.

- The construction of the Friargate Bridge – project delivered completing Phase 1 of the Friargate Masterplan.
- Communications and engagement – for example, ongoing Comms support, regular attendance at ward forums and community meetings. Training with managers

The Board questioned officers on the Friargate financial model and whether it was on target in respect of costs. It was reported that there was an expected delivery of £500k net savings per year, and were currently on course to deliver that this year. In respect of this, officers agreed to provide further detail of capital and revenue expenditure at a future meeting.

Following a question, it was confirmed that, post-sale of Civic Centres 1-4, Heatline would continue to be viable.

In response to a question on the level of interest in companies re-locating to the Friargate site, it was considered that, now that the building was taking shape, more interest would now be shown in the development as a whole. In addition, as business rates were now part of the Council's income, it followed that the Council would be in a stronger position to help develop properties and therefore maximise business rates income.

Following discussion, it was agreed that a joint meeting with Scrutiny Board 3 be arranged to consider Friargate further.

RESOLVED that the Board:

- a) Request officers to schedule a joint meeting with the Business, Economy and Enterprise Scrutiny Board (3) to further consider Friargate.**
- b) Receive further details on capital and revenue expenditure in respect of Friargate at a future meeting.**

42. Outstanding Issues

There were no outstanding issues.

43. Work Programme

The work programme was noted.

44. Any other items of Public Business

There were no other items of public business.

(Meeting closed at 12.10 pm)



Coventry City Council

Briefing note

To Finance and Corporate Services Scrutiny Board (1)

Date 27th April 2016

Subject: City Council Capital Programme 2016/17

1 Purpose of the Note

Following discussion at its 14 April 2014 meeting, Scrutiny Board recommended that the Capital Programme be reviewed annually.

2 Recommendations

Members of Scrutiny Board are recommended to:

- (a) Note the contents of the presentation and the Programme
- (b) Identify any recommendations for the Cabinet Member (Strategic Finance and Resources)

3 Information/Background

The Capital Programme was approved by Council on 23rd February 2016. It is reproduced below in full and this will be accompanied by a presentation to be given at the Scrutiny Board meeting.

Helen Williamson/Paul Jennings
Resources Directorate
02476 833753

CAPITAL 5 YEAR PROGRAMME BY PORTFOLIO'S					
CABINET MEMBER: BUSINESS, ENTERPRISE & EMPLOYMENT					
CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Kickstart Office	32,922	4,914	1,233	0	39,069
Growth Deal	8,726	1,200	3,410	0	13,336
Growth Deal 2	3,060	5,640	1,050	2,250	12,000
Coventry Investment Fund (CIF)	11,569	29,317	0	0	40,886
Nuckle 1.2	5,490	9,510	0	0	15,000
Growing Places	5,342	0	0	0	5,342
Coventry Station Masterplan	6,703	10,602	472	0	17,777
Warwick Road Station Access	814	0	0	0	814
Far Gosford Street	201	0	0	0	201
Canley Regeneration	489	0	0	0	489
New Deal for Communities	25	25	25	224	299
London Road	200	1,093	0	0	1,293
Burges	0	526	526	526	1,578
Refit - Guaranteed energy savings	467	0	0	0	467
TOTAL APPROVED PROGRAMME	76,008	62,827	6,716	3,000	148,551
RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	7,536	1,800	575	224	10,135
Prudential Borrowing	43,408	32,456	683	0	76,547
Grant	25,064	28,571	5,458	2,776	61,869
Section 106	0	0	0	0	0
TOTAL RESOURCES	76,008	62,827	6,716	3,000	148,551
CABINET MEMBER: CHILDREN, YOUNG PEOPLE & EDUCATION					
CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Condition	3,348	2,240	1,300	2,430	9,318
Basic Need	4,500	3,750	4,846	0	13,096
Devolved Formula Capital	511	460	414	373	1,758
Broad Park House (Breaks for Disabled Grant)	315	0	0	0	315
Early Years	405	0	0	0	405
Plas Dol-y-moch Expansion	550	0	0	0	550
Pathways to Care (Support to Foster Carers)	200	210	220	230	860
Leased Equipment	25	25	25	25	100
Broad Spectrum School	3,000	6,990	500	0	10,490
Suitability/Access	130	100	100	100	430
TOTAL APPROVED PROGRAMME	12,984	13,775	7,405	3,158	37,322
RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	8,483	9,790	2,220	330	20,823
Grant	3,926	3,035	5,160	2,803	14,924
Revenue Contribution to Capital Outlay	0	0	0	0	0
Leasing	25	25	25	25	100
Prudential Borrowing	550	0	0	0	550
Section 106	0	925	0	0	925
TOTAL RESOURCES	12,984	13,775	7,405	3,158	37,322

CABINET MEMBER: PUBLIC SERVICES					
CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Public Realm Phase 3	2,000	0	0	0	2,000
Highways Maintenance	4,933	4,707	4,725	4,725	19,090
Vehicle & Plant Replacement	4,994	2,265	1,675	748	9,682
Whitefriars Housing Estates	1,409	0	0	0	1,409
Integrated Transport Programme	1,153	1,540	1,068	1,540	5,301
Highways S106	1,183	0	0	0	1,183
Canely Crematorium - New Burial Graves	97	0	0	0	97
Challenge Fund - Swanswell Viaduct	421	5,146	0	0	5,567
Challenge Fund - WM Network Renewal Project	1,080	614	0	0	1,694
TOTAL APPROVED PROGRAMME	17,270	14,272	7,468	7,013	46,023
RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	3,239	2,500	2,500	2,500	10,739
Prudential Borrowing	5,026	2,060	1,305	546	8,937
Grant	6,257	9,507	3,293	3,765	22,822
Revenue Contribution to Capital Outlay	0	0	0	0	0
Leasing	1,326	205	370	202	2,103
Section 106	1,422	0	0	0	1,422
TOTAL RESOURCES	17,270	14,272	7,468	7,013	46,023
CABINET MEMBER: CULTURE, LEISURE, SPORTS & PARKS					
CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
City Centre Destination Leisure Facility	9,580	12,308	12,308	1,571	35,767
Play Areas	238	0	0	0	238
Investment in Sporting Facilities	100	100	100	100	400
TOTAL APPROVED PROGRAMME	9,918	12,408	12,408	1,671	36,405
RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	100	100	100	100	400
Prudential Borrowing	9,580	12,308	12,308	1,571	35,767
Grant	0	0	0	0	0
Revenue Contribution to Capital Outlay	0	0	0	0	0
Section 106	238	0	0	0	238
TOTAL RESOURCES	9,918	12,408	12,408	1,671	36,405
CABINET MEMBER: HEALTH & ADULT SERVICES					
CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Disabled Facilities Grants (Better Care Fund)	2,851	2,851	2,851	2,851	11,404
TOTAL APPROVED PROGRAMME	2,851	2,851	2,851	2,851	11,404
RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Grant	2,851	2,851	2,851	2,851	11,404
TOTAL RESOURCES	2,851	2,851	2,851	2,851	11,404

CABINET MEMBER: STRATEGIC FINANCE & RESOURCES					
CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
ICT Change team	3,130	900	750	750	5,530
Property Repairs	0	0	0	0	0
ICT Operations Team	936	500	500	500	2,436
TOTAL APPROVED PROGRAMME	4,066	1,400	1,250	1,250	7,966
RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Corporate Resources	2,661	1,300	1,250	1,250	6,461
Prudential Borrowing	1,305	100	0	0	1,405
Revenue Contribution to Capital Outlay	100	0	0	0	100
TOTAL RESOURCES	4,066	1,400	1,250	1,250	7,966
CABINET MEMBER: COMMUNITY DEVELOPMENT, CO-OPERATIVES & SOCIAL ENTERPRISE					
CAPITAL SCHEME	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Housing Policy (Siskin Drive)	105	0	0	0	105
TOTAL APPROVED PROGRAMME	105	0	0	0	105
RESOURCES	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Grant	105	0	0	0	105
TOTAL RESOURCES	105	0	0	0	105

Coventry City Council Capital Programme 2016/17

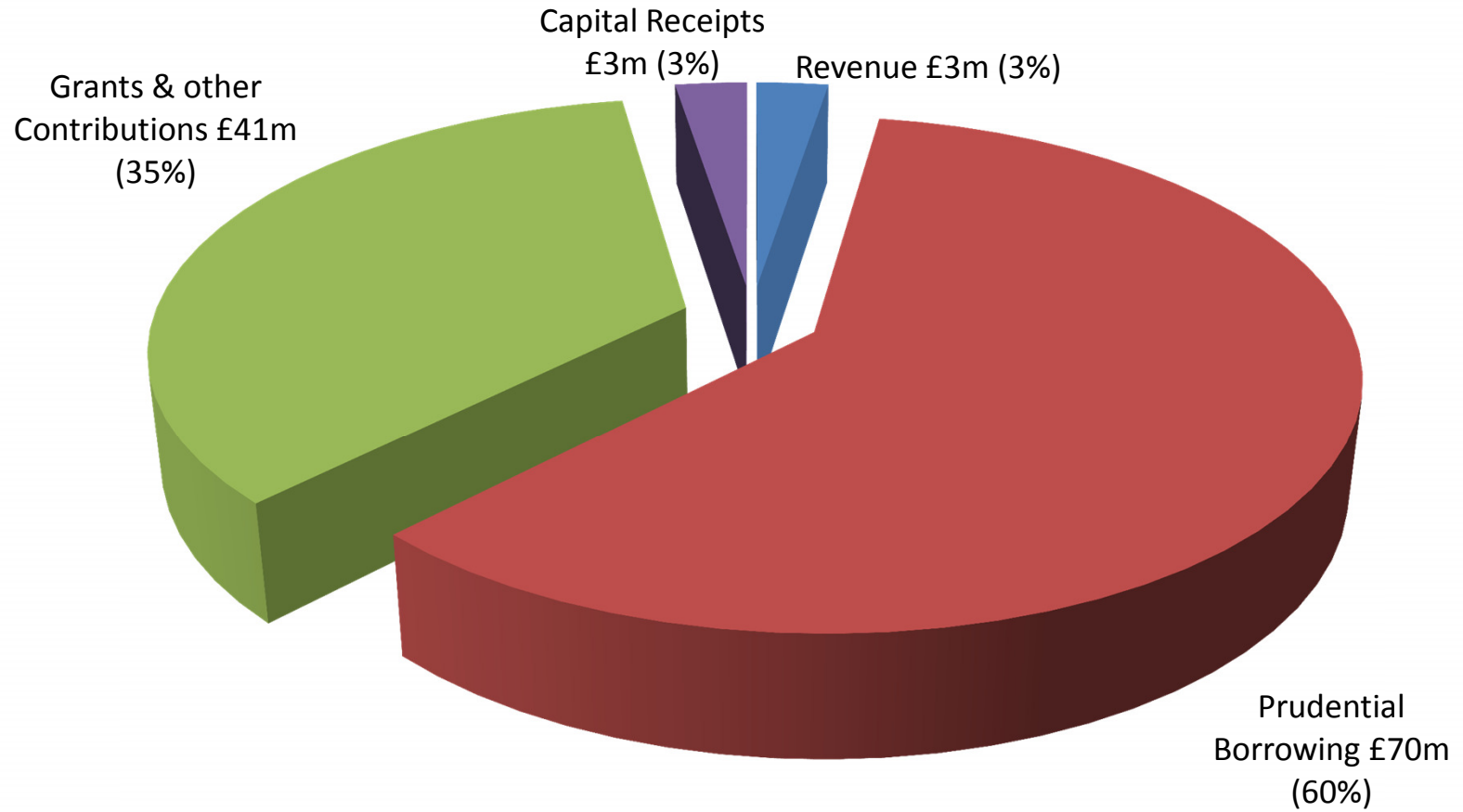
Contents

- Capital Programme update
- Revenue funding of Capital Programme
- Moving revenue spend into the Capital Programme
- Debt level
- CIF

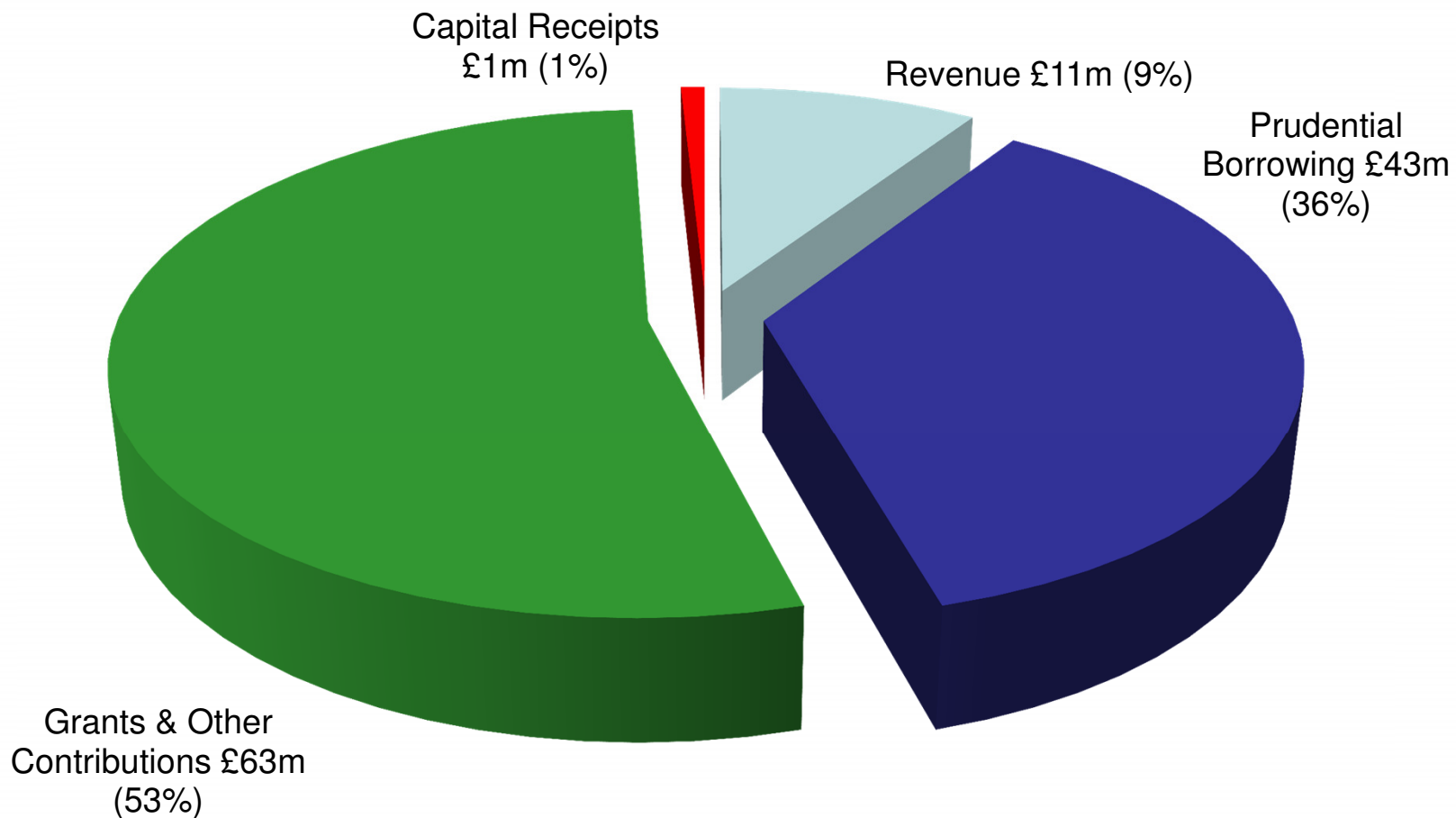
2016/17 Capital Programme

- Significant investment in capital spend continues for at least next 2 years
- Includes mixture of Government Funding and local contributions

2016/17 Capital Funding



2015/16 Capital Funding

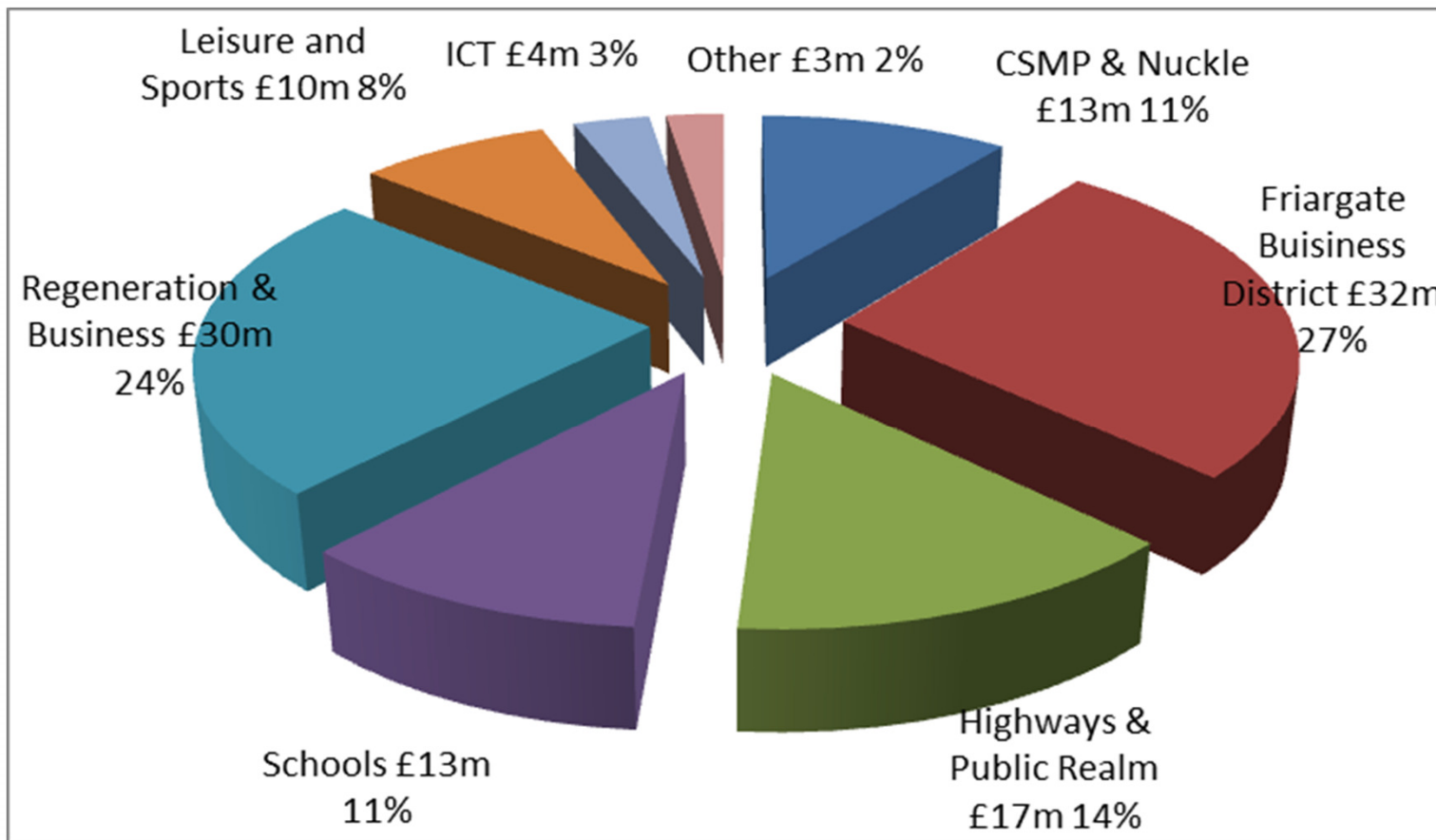


Prudential Borrowing

- Local authorities can make prudent decisions to borrow
- Decisions should have:
 - Business case (Kickstart Office)
 - Strategic policy importance (CIF)
 - Other rationale (vehicle replacement)
- Borrowing results in revenue costs for the lifetime of the scheme

Capital Programme Spending

– See detailed Programme



5 Year Plans

- Some game changing plans in the overall programme
- Kickstart office (£39m), CIF (£41m), Nuckle & Station Masterplan (£34m), Leisure facility (£36m), Growth Deal (£25m)
- In previous years any one of these would have been a headline grabber
- Worth a mention that CCC is self-funding 3 of these 5 schemes

Revenue Funding Capital (Highways)

- Highways Maintenance Capital programme £5m in 16/17 (£2.5m Grant, £2.5m revenue)
- Resurfacing, footway improvements and drainage repair and maintenance - life of 1+ year
- This is appropriate capital spend
- Smaller reactive repairs e.g. pot holes & Highways team costs funded directly within separate revenue budget

Revenue Funding Capital (ICT)

- £1m on-going revenue investment towards ICT Infrastructure and strategy development.
- This ensure future proofing of ICT requirements maintaining a programme of replacing obsolete equipment

Little Scope for Flexibility

- Capital receipts provides some limited flexibility
- £2.6m earmarked to fund 16/17 Programme
- Also used to deliver savings targets (through repayment and deferral of debt)
- Most of rest of Programme funding is subject to ring-fenced grant & specific borrowing decisions

Treasury ~ Why Do We Borrow?

- To manage **day to day cashflow or working capital** - if we need to make payments before we get income
- To part finance investment in **long life or capital assets** e.g. buildings, roads etc - in some ways like a mortgage
- The underlying need to borrow to finance long life or capital assets is the **Capital Financing Requirement or CFR** - key measure of indebtedness

Treasury : How is the CFR Calculated?

Spend that is not financed from available resources = CFR (i.e. the need to borrow):

	£000
Capital Spend	250
Part met by:	
- capital receipts	-70
- grant	-90
Capital Financing Requirement	90

Treasury: How Do We Pay Down the CFR?

- We make an annual Minimum Revenue Provision charge ~ impact like a mortgage or personal loan:

	Vehicle/ Equipment	Building
Loan Duration	5 years	40 years
Repaid pa per £1m	£200k	£25k
Full Life Interest at 3%	£90k	£615k

- Short term v Long Term ~ level of annual payment and interest over time
- Can make lump sum repayments : revenue or capital receipts

Treasury: When Do We Actually Borrow?

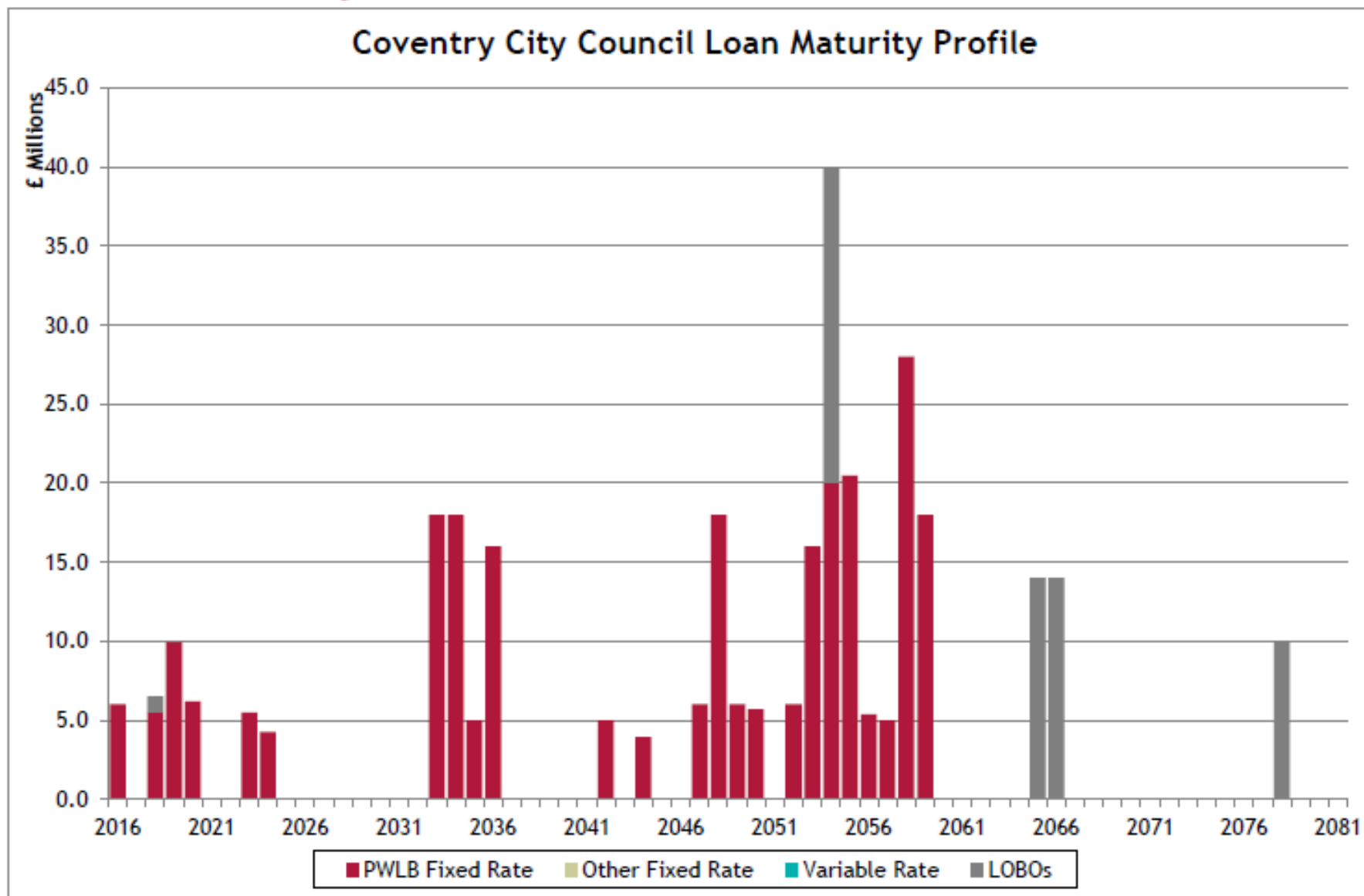
- We don't necessarily have to borrow when we invest in the asset;
- “We don't have to take out the mortgage when we buy the house”

Treasury : What Impacts on the Timing of Borrowing

- **Short Term** : working capital requirements
- **Long Term** Borrowing considerations:
 - How much cash do we have ~ why borrow at higher rates until we need to?
 - Now much cash will we have in the future ~ debt maturity profile?
 - Where are interest rates?
 - What are our capital investment plans?

Debt Maturity Profile

Interest rates average just over 4.5%



Coventry Investment Fund*

Project	Description	£m
City Centre Public Space	Public open space match funding	1.8
Kickstart	Contribution to kickstart programme	1.8
Lythalls Lane	Direct development of industrial units	3.15
Fargo Court	Loan for office & retail building plus building restoration	1.37
Friargate 2	Tenant incentive	0.55
Cathedral Lanes	Loan towards refurbishment for leisure uses	2.0
Finance Birmingham	Investment into Mezzanine Fund	5.0
Access to Finance	Provision for support to local SMEs	1.0
Total		16.67

* Position reported previously

CIF

- Purpose “to grow Coventry business rates and achieve economic benefits for its citizens”
- Other scored criteria - Strategic Fit to Council’s Vision and Aspirations, Deliverability & jobs created
- All decisions made within appropriate delegated limits including CIF Cabinet Cttee where relevant

Any Questions





Coventry City Council

Briefing note

To: Finance and Corporate Services Scrutiny Board

Date: 27th April 2016

Subject: Review of 2015/16 Scrutiny Activity

1 Purpose of the Note

- 1.1 To review the work of the Scrutiny Board carried out during the course of the 2015/16 municipal year and identify any priorities or issues for consideration when planning next year's scrutiny work programme.

2 Recommendations

- 2.1 The Scrutiny Board is asked to review the activities and issues covered by the Board during the year and make any comments or recommendations for consideration as part of work programming and planning for the 2016/17 municipal year.

3 Information/Background

- 3.1 During the year, the Board has met 6 times and considered the items set out in the work programme, included at item 7.
- 3.2 To help with the review, it is suggested that the Board include consideration of the following questions:
- 3.2.1 Recognising that the Board cannot cover everything, the work programme was used to prioritise issues for consideration. There are some issues on the work programme that were not covered during the year and some areas of Cabinet Member portfolios that were not addressed. The national and local policy landscape is also constantly changing.
Are there any issues that should be given priority for next year?
- 3.2.2 During the year, Scrutiny Boards have carried out their business through a range of activities including traditional board meetings, task and finish groups and visits. Boards have gathered evidence from and engaged with Cabinet Members, council officers, partner organisations from the public, private and third sectors and members of the public.
What has worked most effectively and what should be taken into account when planning arrangements for next year?

Victoria Castree
Scrutiny Co-ordinator
024 7683 1122

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Finance and Corporate Services Scrutiny Board (1) Work Programme 2015/16

1 July 2015
Customer Journey 2014/15 Revenues and Capital Outturn Report
2 September 2015
Council tax and Housing benefit support allocation Public Consultation – Local Council Tax Support Scheme Update on Coventry Investment Fund
11 November 2015
Sub Regional Procurement Strategy 2015-2020 Public Consultation – Local Council Tax Support Scheme Medium Term Financial Strategy
6 January 2016
Customer Journey Update Outcome of the additional investment into Children’s Services Treasury Management Funding of the Capital Programme Public Health Finance
2 March 2016
Strategic Property Review Council move to Friargate
27 April 2016
Capital Programme
2016/17
Impact of changes to Local Council Tax Support Scheme – September 2016 Equalities in Employment

Date	Title	Detail	Cabinet Member/ Lead Officer
1 July 2015	Customer Journey	Contact Centre access and performance - Residents have raised concerns that they have been unable to access the contact centre without a lengthy wait on the phone and delays in responses to emailed queries. Members want to look at the performance figures for the Contact Centre and understand how customer demand is being managed and met.	Cllr Gannon/ Lisa Commane
1 July 2015	2014/15 Revenues and Capital Outturn Report	Including reserves and underspends	Cllr Gannon
2 September 2015	Council tax and Housing benefit support allocation	To look at how the financial support is allocated to residents in need, including the subsidy of Council Tax. This includes discretionary payments.	Cllr Gannon/ Tim Savill
2 September 2015	Local Council Tax Support Scheme	The Council is consulting on proposed changes to the Council Tax Support Scheme. The Board will review the proposals and make any recommendations for consideration as part of the consultation process.	Cllr Gannon/ Tim Savill
2 September 2015	Collection of Council Tax – payment methods and impact on collection rates	Changes have been made to the way that Council Tax payments can be made by the public. This has been raised as an issue for those in certain areas of the City and the Board would like to discuss the rationale for these changes and the impact it has had on constituents. They would also like an indication as to how these changes have impacted on collection rates.	Lisa Commane/ Tim Savill
2 September 2015	Update on Coventry Investment Fund	To provide an update on spending from the CIF. To include governance and reporting arrangements for companies and other bodies in which the Council has a financial interest.	Cllr Gannon/ Andy Williams/ David Cockcroft
11 November 2015	Treasury Management	To look at approaches to treasury management including cash balances and approaches to borrowing	Cllr Gannon/ Barrie Hastie
11 November 2015	Funding of the Capital Programme	To look at how the Capital Programme is funded and approaches to managing existing loans.	Cllr Gannon/ Barrie Hastie
11 November 2015	Public Health Finance	The Board have requested a short briefing on Public Health finance to understand the levels of funding the area has brought with them into the Council.	Cllr Gannon/ Barrie Hastie
11 November 2015	Sub Regional Procurement Strategy 2015-2020	To approve the Sub Regional Procurement Strategy 2015-2020. This will be going to Cabinet Member on 26.11 so any comments and recommendations can be forwarded there.	Cllr Gannon/ Liz Welton

Date	Title	Detail	Cabinet Member/ Lead Officer
11 November 2015	Public Consultation – Local Council Tax Support Scheme	For the Board to feed into the consultation on changes to the Local Council Tax Support Scheme.	Tim Savill
11 November 2015	Medium Term Financial Strategy	For the Scrutiny Board to comment on, and make recommendations about, the MTFs before it goes to Cabinet.	Barry Hastie/ Paul Jennings
6 January 2016	Customer Journey Update	To look at the progress being made with the customer journey and customer services performance. To include whether the savings anticipated in the MTFs through the changes to customer service, through Kickstart and the Customer Journey, are on track to be achieved.	Cllr Gannon/ Lisa Commane
6 January 2016	Outcome of the additional investment into Children's Services	To consider the outcome of the additional investment into Children's Services,	Cllr Gannon/ Cllr Ruane/ Barrie Hastie
6 January 2016	Treasury Management	To look at approaches to treasury management including cash balances and approaches to borrowing	Cllr Gannon/ Barrie Hastie
6 January 2016	Funding of the Capital Programme	To look at how the Capital Programme is funded and approaches to managing existing loans.	Cllr Gannon/ Barrie Hastie
6 January 2016	Public Health Finance	The Board have requested a short briefing on Public Health finance to understand the levels of funding the area has brought with them into the Council.	Cllr Gannon/ Barrie Hastie
2 March 2016	Strategic Property Review	To review progress on the Strategic Property Review and to consider the property assets held by the Council.	Cllr Gannon/ Nigel Clews
2 March 2016	Council move to Friargate	For the Board to scrutinise the Council move to Friargate which includes the finances of the move. This Board can also consider the workforce, IT and HR implications of the move if they choose. SB3 will pick up Friargate and its impact on economic development including an update on the number of new jobs being created.	Cllr Gannon/ Lisa Commane
27 April 2016	Capital Programme	An update on the Capital Programme to be provided in March/ April 2016. Further consideration to be given to how revenue monies are used to fund the capital programme as raised at the meeting on 6 th January 2016.	Cllr Gannon/ Paul Jennings
Briefing Note	Collection of Council Tax – payment methods and impact on	Changes have been made to the way that Council Tax payments can be made by the public. The Board was concerned to understand the rationale for these changes and the impact it has had on constituents. They would also like an indication as to	Lisa Commane/ Glenda Cowley

Date	Title	Detail		Cabinet Member/ Lead Officer
	collection rates	how these changes have impacted on collection rates. A briefing note was circulated to the Board on 30 July; collection rates and impacts will be monitored throughout the year and will be brought to the Board should any concerns be identified.		
September 2015	Visit – Tour of Customer Centre prior to opening	Members have requested the opportunity to tour the customer centre a couple of months prior to it opening.		Lisa Commane
		2016/17		
TBC	Equalities in Employment	This item will look at the diversity of the Council's workforce and how the Council is encouraging a more diverse workforce which is representative of the local population.		Shokat Lal
TBC - September	Impact of changes to Local Council Tax Support Scheme	Changes have been proposed to the Local Council Tax Support Scheme. If approved by Cabinet in 2016, the Board have asked that the impact of implementation is looked at after 6 months.		Barrie Strain/ Glenda Cowley
Performance Reports – only bring to board if issues of concern identified by Chair or Board Members	Half yearly reports on agency workers	A regular update on progress on reducing use of agency staff across the Council	Shokat Lal	Regular Review
	Half yearly reports on sickness absence	A regular update on progress on reducing sickness absence across the Council	Shokat Lal	Regular Review
	Half yearly report on Benefits Service Performance	A regular update on progress on performance in the benefits service.	Glenda Cowley	Regular Review
	Half yearly report on Revenues Service performance	A regular update on progress on performance in the revenues service.	Jan Evans	Regular Review