

Finance Corporate and Services Scrutiny Board (1) Work Programme 2014/15

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4 August 2014

Customer Journey

15 September 2014

Pension Fund

Electoral Registration

3 November 2014

Coventry Investment Fund*

Ethical Investment

Medium Term Financial Strategy

15 December 2014

Review of Guidelines for Revenue Enforcement

Customer Journey – Customer Services Centre

2 February 2015

Procurement Strategy

Social Value Policy

Inward Investment

16 March 2015

Catering/Services to schools

20 April 2015

Issues for 2014/15

Dates to be determined

Capital Programme*

Transformation Programme Progress Report

Strategic Property Review and Council move to Friargate

Equalities in Employment

ACL

Performance Reports – only bring to board if issues of concern identified by Chair or Board Members

Half yearly reports on agency workers

Half yearly reports on sickness absence

Half yearly report on Benefits Service Performance

Half yearly report on Revenues Service performance

Finance and Corporate Services Scrutiny Board (1) Work Programme 2014/15

Meeting	Work programme item	Lead officer	Brief Summary of the issue	Source
4 August 2014	Customer Journey	Lisa Commane/ Clare Storey	To review 6 monthly progress on the Kickstart Customer Journey programme following discussion at the Board on 13 th January 2014. To include the equalities and consultation assessment.	SB1 13/01/14
15 September 2014	Pension Fund	Chris West/ Paul Jennings	To scrutinise changes to the pension fund and impacts on the authority.	
	Electoral Registration	Liz Read	To review levels or registration and progress with the move to individual electoral registration. Also to consider the sale of details from the electoral register.	
3 November 2014	Coventry Investment Fund*	David Cockroft/ Andy Williams/ Gary Collins	The Board discussed the need for robust management of risk thresholds for the Coventry Investment Fund, including how potential impacts on revenue spend are addressed, at their meeting on 14 April 2014. As the Fund gets established they asked for further information to come back to a future meeting. To include governance and reporting arrangements for companies and other bodies in which the Council has a financial interest.	SB1 14/04/14
	Ethical Investment	Paul Jennings	At its discussion on the Pension Fund, the Board asked for a short note on the Council's approach to ethical investment to be considered alongside the report on the Coventry Investment Fund.	SB1 15/09/14
	Medium Term Financial Strategy	Paul Jennings	For the Scrutiny Board to comment on, and make recommendations about, the MTFs before it goes to Cabinet (provisionally 4 th November).	Annual Review

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Meeting	Work programme item	Lead officer	Brief Summary of the issue	Source
15 December 2014	Review of Guidelines for Revenue Enforcement	Tim Savill	A review of the guidelines which provides guidelines to how Council appointed enforcement agents deal with vulnerable people, and how the Council monitors that guidelines are adhered to.	
	Customer Journey – Customer Services Centre	Lisa Commane/ Clare Storey	Progress on the Customer Journey, focussing on the development of the Customer Services Centre and the additional capital investment required identified in the 2014/15 Second Quarter Financial Monitoring Report to Cabinet on 4 th November.	Chair
2 February 2015	Procurement Strategy	Liz Welton	To review the annual report on progress against the priorities in the procurement strategy.	Annual Review
	Social Value Policy	Jenni Venn	To review the impact of the Social Value Policy approved by the Cabinet Member Strategic Finance and Resources in January 2014.	SB1 25/11/13
16 March 2015	Catering/Services to schools		An update on progress on how services are becoming more commercial in marketing themselves to schools and also progress on full-cost recovery where this hasn't already happened. Report expected June/July 2013	
20 April 2015				

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Issues for 2014/15	Work programme item	Lead officer	Brief Summary of the issue	Source
Dates to be determined	Capital Programme*	Paul Jennings	Following discussion at the 14 April 2014 meeting, the Board recommended that the Capital Programme be reviewed annually, including seeking assurance that the programme is delivering council priorities and that implications and risks are understood.	
	Transformation Programme Progress Report	Lisa Commane	To review progress on targets against the Transformation Programme reported through budget monitoring reports, including performance against targets as set out in the Council Plan 2013/14 Performance Report	Regular Review
	Strategic Property Review and Council move to Friargate	Nigel Clews, Lisa Commane	To review progress on the Strategic Property Review and Council relocation to the Friargate development following discussion at the 7 October Board and 3 March Board meetings. To include paperless working for Councillors	SB1 07/10/14 and 03/03/14
	Equalities in Employment	Shokat Lal	This item will look at the diversity of the Council's workforce and how the Council is encouraging a more diverse workforce. Scruco made recommendations on improvements to reporting when it discussed the item at its 7 August 2013 meeting.	Annual review
	ACL	Chris West	Item to be scheduled at an appropriate time, following the judicial review.	
Performance Reports – only bring to board if issues of concern identified by Chair or Board Members	Half yearly reports on agency workers	Shokat Lal	A regular update on progress on reducing use of agency staff across the Council	Regular Review
	Half yearly reports on sickness absence	Shokat Lal	A regular update on progress on reducing sickness absence across the Council	Regular Review
	Half yearly report on Benefits Service Performance	Tim Savill	A regular update on progress on performance in the benefits service.	Regular Review
	Half yearly report on Revenues Service performance	Jan Evans	A regular update on progress on performance in the revenues service.	Regular Review

*Identified as priority issues for 2014/15 by the Board's review of the 2013/14 year and work programme at their meeting of 14 April 2014