

**Budget and Resources Scrutiny Committee**  
**2020/21 Work Programme**

Date of Meeting	Item	Notes	Objective / Proposed Outcomes	Action / Witness	Actual Outcome
<b>08/07/20</b>	Overview of what the Council's financial position is by July in light of its response to Covid-19 epidemic	Open to all councillors who are interested.	<p>What are the safeguards that have been created in order to manage the situation?</p> <p>What arrangements have the s151 officer and others put in place to ensure there is rigour and consistency in how money is managed</p>	<ul style="list-style-type: none"> <li>• Director, Finance &amp; Resources;</li> <li>• Heads of Finance;</li> <li>• Cabinet Member for Resources?</li> </ul>	<ul style="list-style-type: none"> <li>• Council be advised that Committee is satisfied that the safeguards created to manage the Council's finances are satisfactory at this point in time.</li> <li>• Council be advised that Committee commends the s151 Officer and his team for the rigour and consistency with which the Council's finances are being managed.</li> <li>• Committee's Planning Group to continue monitoring the situation so that the Committee can react quickly in order to scrutinise any changes in the Council's financial position.</li> </ul>

	<p>Report of Corporate Portfolio Board on Capital Programme</p>	<p>Corporate Portfolio Board is reviewing the work of the individual Project Boards within the Capital Programme</p>	<p>Committee to review:</p> <ul style="list-style-type: none"> <li>• Effects of Covid-19 and possible future slippage in the Capital Programme;</li> <li>• The reported slippage in the HRA Capital Programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Director Finance &amp; Resources;</li> <li>• Head of Finance;</li> <li>• Director of Housing / Strategic Housing Finance Manager?</li> </ul>	<ul style="list-style-type: none"> <li>• CPB to remain vigilant in its overseeing of the CP &amp; supports all council departments involved on capital projects to improve their standard of project management, preventing a high level of slippage in projects.</li> <li>• Where appropriate, cross-council working on capital projects encouraged to maximise the use of relevant expertise by departments and again prevent slippage within projects.</li> <li>• Explanations provided in the “Reasons for Variation from Period X Forecast” column on the CP spreadsheet be vetted and sense-checked for clarity and understanding before publication.</li> <li>• Resumption of the Council’s policy of buying houses on the open market to add to its housing stock treated as a priority.</li> <li>• Due to changed priorities caused by the Covid-19 pandemic the CP needs to be reviewed, particularly as there may be a surge in requests for disabled adaptations.</li> </ul>
	<p>2020/21 Work Programme</p>	<p>Approved by SMC on 09/06/20</p>	<p>Committee to receive, comment on and note the proposed Work programme for 2020/21</p>	<p>Chair &amp; Vice-Chairs</p>	<p>That the item on revisions to the Council’s MTFO necessitated by the Covid-19 pandemic be the priority item on 15/09/20.</p>

Date of Meeting	Item	Notes	Objective / Proposed Outcomes	Action / Witness	Actual Outcome
15/09/20	Medium Term Financial Outlook	Presented to Cabinet on 01/09/20	To scrutinise Council's current financial position in relation the Medium Term Financial Outlook in light of Covid-19 and make recommendations accordingly Will look at strategy and risk and how it underpins the Council's budget	<ul style="list-style-type: none"> <li>• Cabinet Member: Resources &amp; Finance</li> <li>• Director for Finance &amp; Resources</li> <li>• Heads of Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing uncertainty of the situation and the difficulties this poses to future financial planning noted;</li> <li>• Finance Team to continue to use their best efforts to produce figures and workable ideas to balance the budget</li> <li>• Finance Team to continue to give a regular update to the Committee on what the financial gap risk faced by the Council is, so that members can judge whether proposed mitigation actions are proportionate;</li> <li>• Planning Group to meet with the senior members of the Finance Team in the next couple of weeks in order to discuss the drafting of the 2021/22 budget and how this can be scrutinised in a positive and constructive manner</li> </ul>
	HRA Business Plan refresh	Will also be presented to Community & Housing Scrutiny Committee on 08/09/20	Committee to review refreshed HRA Business Plan, including the use of reserves, surplus, prudential borrowing and debt financing;	<ul style="list-style-type: none"> <li>• Cabinet Members: Resources &amp; Finance / Public Realm &amp; Housing</li> <li>• Director for Finance &amp; Resources</li> </ul>	<ul style="list-style-type: none"> <li>• recommends to Cabinet that the two pool approach to the apportionment of debt charges between the HRA and the housing General Fund be adopted;</li> <li>• recommends that the Council continues to pursue this option of acquiring properties to add to</li> </ul>

				<ul style="list-style-type: none"> <li>• Director of Housing / Strategic Housing Finance Manager</li> </ul>	its residential housing stock whenever it is prudent to do so.
	Glebe Meadow School Capital Project	Committee to scrutinise progress on this project every six months to understand the processes involved in a capital project from start to finish	To scrutinise progress with the Head of Finance (Capital Programme) and the Glebe Meadow Project Team	<ul style="list-style-type: none"> <li>• Head of Finance</li> <li>• Relevant Project Team Lead</li> </ul>	Project Team commended for including information on the possible effects of Covid-19 on the progress of the project and how these are being managed

## 2021/22 Budget & Resources Challenge Meetings (October):

Date of Meeting	Item	Notes	Objective / Proposed Outcomes	Action / Witness	Actual Outcome
<b>01/10/20</b>		Cancelled			
<b>07/10/20</b>		Cancelled			
<b>13/10/20</b>		Cancelled			
<b>20/10/20</b>	Report from Finance Team on challenges facing the Council due to reduction in main income streams (Council tax and business rates);		Report to share understanding of the issue with the Committee; What are the risk points? How can the uncertainty be reduced? How can the budget be used to best protect the Council's interests?	<ul style="list-style-type: none"> <li>• Cabinet Member – Resources</li> <li>• Director Finance &amp; Resources</li> </ul>	Finance Team to continue to monitor closely the level of Council income from all sources, particularly parking
	Report from the Director of Environment and Property on asset management plans for the Council's 164 operational properties;	Original proposed budget saving of £500k in 2020/21 budget	Committee to scrutinise the plans for asset management of the Council's commercial property portfolio? What is the effect of Covid-19 on these plans?	<ul style="list-style-type: none"> <li>• Director (Environment &amp; Property)</li> <li>• Cabinet Member - Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Number of recommendations made for inclusion in updated Business Case for Asset Rationalisation of Operational properties</li> <li>• Chief Executive to be invited to March meeting to update Cttee on progress on WFH by council staff</li> <li>• Further scrutiny by the Committee once the next phase of the Business Case has been completed</li> </ul>

					and the programme updated.
	Monitoring of Cabinet Investment Proposals for 2020/21 (Annex W)	Approximately £10m for additional projects in 2020/21 allocated by the Cabinet as part of the budget development process	What has been the effect of Covid-19 on delivery of these proposals? Cabinet members to review with Committee progress on the various projects listed in "Annex W"	<ul style="list-style-type: none"> <li>• Relevant Cabinet members?</li> <li>• Director Finance &amp; Resources</li> <li>• Senior Officers</li> </ul>	Update on Annex W noted,

Date of Meeting	Item	Notes	Objective / Proposed Outcomes	Action / Witness	Actual Outcome
<b>08/12/20</b> <b>17/12/20</b>	Local Government Finance Settlement 2021/22	No information yet as to when this will be announced – information may not be time for the meeting	To receive and comment on a presentation from the Finance Team on the key points of the 2021/22 Local Government Finance Settlement	<ul style="list-style-type: none"> <li>Senior Finance Team</li> </ul>	
	Scrutiny of Rebased Service Area Budgets for 2021/22	How Finance Team approached the work, identified issues and risks and its approach to managing the budget	To scrutinise at a strategic level the rebased service area budget lines as a precursor to carrying out detailed scrutiny of the draft 2021/22 budget proposals during the January Challenge meetings	<ul style="list-style-type: none"> <li>Senior Finance Team</li> </ul>	
	Arrangements for January Budget Challenge Meetings	Information item	Details of the January Challenge meetings	<ul style="list-style-type: none"> <li>Planning Group/OSO</li> </ul>	

**2021/22 Budget & Resources Challenge Meetings (January):**

<b>Date of Meeting</b>	<b>Item</b>	<b>Notes</b>	<b>Objective / Proposed Outcomes</b>	<b>Action / Witness</b>	<b>Actual Outcome</b>
<b>06/01/21</b>	Scrutiny of draft 2021/22 budget proposals	Service Group(s) TBA	Committee will need to look at both the pressures and savings/reductions at these meetings and make recommendations to Cabinet accordingly	<ul style="list-style-type: none"> <li>• Relevant Cabinet Member(s)</li> <li>• Senior Officers</li> </ul>	
<b>12/01/21</b>		Service Group(s) TBA		<ul style="list-style-type: none"> <li>• Relevant Cabinet Member(s)</li> <li>• Senior Officers</li> </ul>	
<b>14/01/21</b>		Service Group(s) TBA		<ul style="list-style-type: none"> <li>• Relevant Cabinet Member(s)</li> <li>• Senior Officers</li> </ul>	
<b>19/01/21</b>		Service Group(s) TBA		<ul style="list-style-type: none"> <li>• Relevant Cabinet Member(s)</li> <li>• Senior Officers</li> </ul>	
<b>26/01/21</b>		Report?			

Date of Meeting	Item	Notes	Objective / Proposed Outcomes	Action / Witness	Actual Outcome
09/03/21	These items are very provisional and may change at short notice				
	Effects on MK of leaving the European Union?	May be too soon as transition period doesn't end until December 2020?	UK formally left the EU on 31/01/20 – how is this affecting MK, particularly the wider business community?	External business witnesses?	
	Is Working from Home the New Normal?	Referred from meeting on 20/10/20	Report on the progress of establishing WFH as the new way of working for most council staff Benefits / savings? Drawbacks / pressures?	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Head of HR</li> <li>• Head of Property &amp; Facilities</li> </ul>	
	Progress on the implementation of Exacom system to monitor and report on S106 items	New technology to provide 'live' data on the use of S106 money	To scrutinise progress of the introduction of the new technology, whether it is working satisfactorily and whether the RAG rating status of projects is improving	<ul style="list-style-type: none"> <li>• Infrastructure Policy and Programme Manager</li> <li>• Director Growth, Economy &amp; Culture</li> </ul>	
	Glebe Meadow School Capital Project	Committee to scrutinise progress every six months	To scrutinise progress with the Head of Finance (Capital Programme) and the Project Team	<ul style="list-style-type: none"> <li>• Head of Finance</li> <li>• Relevant Project Team</li> </ul>	

## Items to be Carried Forward to 2020/21 Work Programme

Date of Meeting	Item	Notes	Objective / Proposed Outcomes	Action / Witness	Actual Outcome
TBC	Transition to cloud-based solutions for Council's IT systems	Resources issue wrapped up with LGSS <i>deferred until Council's future relationship with LGSS is clearer</i>	Review of proposals for future-proofing the Council's IT systems	Head of IT & Print External IT experts?	