

**EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME – 2018/19**

<b>Topic</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>SCS Outcome</b>	<b>Darlington Conditions</b>	<b>Link to PMF (Metrics)</b>	<b>Scrutiny's Role</b>
Sickness Absence Year-end out-turn	12 <sup>th</sup> July, 2018	Helen Whiting	One Darlington Perfectly Placed	Spend Every Pound Wisely	FHR 001	To consider the year-end figures
Health and Safety Year end out-turn	12 <sup>th</sup> July, 2018	Joanne Skelton	One Darlington Perfectly Placed	Spend Every Pound Wisely	FHR 003	To consider the year-end figures
Medium-Term Financial Plan	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee  12 <sup>th</sup> July, 2018 (Quarter 1) 20 December 2018 (Quarter 2) 7 <sup>th</sup> February, 2019 (Quarter 3)	Elizabeth Davison	One Darlington Perfectly Placed	Spend Every Pound Wisely		To contribute and challenge the Medium Term Financial Plan and assist with the implementation and development of the required savings
Performance Management Framework	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee.  13 <sup>th</sup> September, 2018 (Quarter 1) 20 <sup>th</sup> December, 2018 (Quarter 2) 14 <sup>th</sup> March, 2019 (Quarter 3)	Barbara Copson/ Relevant Assistant Directors	One Darlington Perfectly Placed	Spend Every Pound Wisely	FHR 001 FHR 003 FHR 008 FHR 009 FHR 019 HBS 002 HBS 003 HBS 009 HBS 010 LGP 008	To provide Members with an update regarding the Performance Management Framework.
Schedule of Charges	To be considered as part of the Medium-Term Financial Plan proposals	Elizabeth Davison/	One Darlington Perfectly Placed	Spend Every Pound Wisely		To review the current charges for services within the

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		Relevant Assistant Directors				remit of this Scrutiny Committee
Procurement	12 <sup>th</sup> July 2018	Luke Swinhoe/Sarah Hutchinson	One Darlington Perfectly Placed	Spend Every Pound Wisely	LGP 008	To look at how the Council procures its contracts and the processes and procedures in place
Capital Management, Procurement and Controls	13 <sup>th</sup> September, 2018	Paul Wildsmith/Dave Winstanley/ Pauline Mitchell	One Darlington Perfectly Placed	Spend Every Pound Wisely	LGP 008	To look at the controls in place
Housing Revenue Account and the Housing Business Account	13 <sup>th</sup> September, 2018	Pauline Mitchell	One Darlington Perfectly Placed	Spend every pound wisely	HBS 002 HBS 003 HBS 009 HBS 010	To receive a briefing on the HRA and Housing Business Plan
Allocation of Section 106 Monies	To be programmed if needed.	John Anderson	One Darlington Perfectly Placed	Spend every pound wisely	ECI 108 ECI 114 ECI 115 ECI 116 ECI 117 ECI 130	To look at the information currently available in relation to Section 106 Agreements
Council Tax – Recovery Process	20 <sup>th</sup> December, 2018	Anthony Sandys	One Darlington Perfectly Placed	Spend every pound wisely	HBS 001 HBS 002 HBS 009 HBS 010	To look at the recovery process

FHR 001	DBC number of FTE working days lost due to sickness (excluding schools)
FHR 003	Number of reportable employee accidents / ill health
FHR 008	Number of complaints upheld by the Local Government Ombudsman/Housing Ombudsman
FHR 009	Number of complaints upheld by the Information Commissioner's Office
FHR 019	Staff turnover - Voluntary Leavers
HBS 002	Amount in £'s of Council Tax arrears collected
HBS 003	Amount in £'s of Housing Benefit overpayments recovered
HBS 009	% of Council Tax collected in year
HBS 010	% of Business Rates collected in-year
LGP 008	Contracted spend as a % of total non-salary spend
ECI 108	S.106 - Number entered into within current financial year
ECI 114	Total amount of S106 funding secured since 2010
ECI 115	S106 - Amount received [affordable housing/infrastructure/green space etc] since 2010
ECI 116	S106 - Total Amount outstanding [affordable housing/infrastructure/green space etc.] since 2010
ECI 117	S106 - Amount spent since 2010
ECI 130	% of Section 106 agreements signed within target time.