

<b>Budget and Corporate Services Overview and Scrutiny Committee</b> <b>Work Programme 2024/2025</b>
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**1. Proposed Items to be programmed:**

<b>Executive Reports (Portfolio Holder to be invited):</b>		
<b>Topic</b>	<b>Detail and Comments</b>	<b>Lead Officer</b>
<ul style="list-style-type: none"> <li><b>Revenue &amp; Capital Trends</b></li> </ul>	To be programmed following quarterly submission of the report to the Executive, November, February/March, June/July and September	ACE (F&CFO)
<ul style="list-style-type: none"> <li><b>Medium Term Financial Strategy (MTFS)</b></li> </ul>	Report to set out the Medium Term Budget Strategy for the Council. The Council refreshes its Medium Term Financial Strategy (MTFS) twice a year in line with good practice.	ACE (F&CFO)

<b>Regular Updates:</b>		
<b>Topic</b>	<b>Detail and Comments</b>	<b>Lead Officer</b>
<ul style="list-style-type: none"> <li><b>Quarterly Performance Indicator Reports</b></li> </ul>	To receive a copy of the Performance Indicator reports on a quarterly basis, and focuses on the areas that fall within the remit of this Committee.	Jashpal Mann

<b>Other Self-Commissioned Reports:</b>		
<b>Topic</b>	<b>Detail and Comments</b>	<b>Lead Officer</b>
<ul style="list-style-type: none"> <li><b>Operational Property Usage</b></li> </ul>	To receive a report on the Operational Property Usage. (occupation levels at Borough Hall and other sites)	Margaret Birtles

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## Major Review:

Topic	Detail and Comments	Lead Officer
<ul style="list-style-type: none"> <li><b>Financial Support for Residents</b></li> </ul>	<p>To conduct a major review on financial support for residents, including eligibility for financial support/discounts; welfare advice and support; and referral protocols.</p> <p>To receive feedback from other local authorities, who have adopted a more active approach to identifying people in need of financial support or in crisis, be received at a future meeting of this Committee.</p>	Lee Phanco

## 2. Meeting Calendar (2024/25 Work Programme):

<b>05 Dec 2024</b>	<ul style="list-style-type: none"> <li><b>Major Review - Financial Support for Residents</b></li> </ul>	<p>To conduct a major review on financial support for residents, including eligibility for financial support/discounts; welfare advice and support; and referral protocols.</p> <p>That a local authority be invited to attend the December OSC meeting. The local authority should have implemented the proactive approach to providing Financial Support (Lee Phanco to provide details on this).</p> <p>That interim recommendations be discussed and made to the Executive prior to the budget setting meeting scheduled to take place in January 2025.</p>	Lee Phanco
	<ul style="list-style-type: none"> <li><b>RAAC Progress Update – Standing Item</b></li> </ul>	<p>That a RAAC Progress Update report be received, including a tracking matrix of how many buildings had been inspected, the outcomes of these inspections, and the associated timelines.</p>	Margaret Birtles

	<ul style="list-style-type: none"> <li>• <b>Cyber Security</b></li> </ul>	To receive a report on Cyber Security for Bedford Borough Council. <b>(Will be a confidential – Part Two – item).</b>	Rughbir Singh
	<ul style="list-style-type: none"> <li>• <b>Subject Access Requests &amp; Freedom of Information Requests</b></li> </ul>	To receive a report on the performance of Subject Access Requests and Freedom of Information Requests, including why there was blockages within this process and what the possible solutions could be to improve performance.	Anna Robbani
	<ul style="list-style-type: none"> <li>• <b>Council Owned Properties and Assets</b></li> </ul>	<p>To receive a report which supplied further information on the following Council owned properties and assets:</p> <ul style="list-style-type: none"> <li>• What surplus space was available at Council depots (PROVISIONAL); and</li> <li>• What surplus space was available at former school sites</li> </ul>	Margaret Birtles/Paul Pace
	<ul style="list-style-type: none"> <li>• <b>Revenue &amp; Capital Trends</b></li> </ul>	To receive the Revenue and Capital Trends report going to the Executive on 22 November 2024.	ACE (F&CFO)
	<ul style="list-style-type: none"> <li>• <b>Fees and Charges</b></li> </ul>	To receive a copy of the Fees and Charges report.	ACE (F&CFO)
	<ul style="list-style-type: none"> <li>• <b>Savings Plan/Efficiency Plan</b></li> </ul>	To receive a copy of the Savings Plan/Efficiency Plan.	ACE (F&CFO)
	<ul style="list-style-type: none"> <li>• <b>Council Tax Reduction Scheme</b></li> </ul>	To consider the Council Tax Reduction Scheme report, if available, otherwise this item will be withdrawn from the agenda.	Lee Phanco
	<ul style="list-style-type: none"> <li>• <b>Customer Services – Average Waiting Times</b></li> </ul>	To receive a briefing note with the comparable data on customer service average waiting times from 2023/2024 as well as an update on why the current average waiting times were so high when residents called into the Council.	Anna Robbani

<b>23 Jan 2025</b>	<ul style="list-style-type: none"> <li><b>Major Review - Financial Support for Residents</b></li> </ul>	To conduct a major review on financial support for residents, including eligibility for financial support/discounts; welfare advice and support; and referral protocols.	Lee Phanco
	<ul style="list-style-type: none"> <li><b>RAAC Progress Update – Standing Item</b></li> </ul>	That a RAAC Progress Update report be received, including a tracking matrix of how many buildings had been inspected as well as the outcomes of these inspections.	Margaret Birtles
	<ul style="list-style-type: none"> <li><b>Council Owned Properties and Assets</b></li> </ul>	<p>To receive a report which supplied further information on the following Council owned properties and assets:</p> <ul style="list-style-type: none"> <li>Opportunities around Borough Hall surplus office space and Enterprise House.</li> </ul>	Margaret Birtles
	<ul style="list-style-type: none"> <li><b>Budget Trends Reports</b></li> </ul>	To receive a copy of the Budget Trends reports as and when received by the Executive.	ACE (F&CFO)
	<ul style="list-style-type: none"> <li><b>Annual Budget Reports</b></li> </ul>	To receive a copy of the Annual Budget reports.	ACE (F&CFO)
<b>13 Mar 2025</b>	<ul style="list-style-type: none"> <li><b>Major Review - Financial Support for Residents</b></li> </ul>	To conduct a major review on financial support for residents, including eligibility for financial support/discounts; welfare advice and support; and referral protocols.	Lee Phanco
	<ul style="list-style-type: none"> <li><b>RAAC Progress Update – Standing Item</b></li> </ul>	That a RAAC Progress Update report be received, including a tracking matrix of how many buildings had been inspected as well as the outcomes of these inspections.	Margaret Birtles
	<ul style="list-style-type: none"> <li><b>Council Owned Properties and Assets</b></li> </ul>	To receive a report which supplied further information on the following Council owned properties and assets:	Margaret Birtles

		<ul style="list-style-type: none"> <li>Review of all non-operational assets, including agricultural holdings and how proceeds were to be split with Central Bedfordshire (where relevant), as well as an update on the sale of Central Bedfordshire farms where proceeds were to be shared with Bedford Borough.</li> </ul>	
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### 3. Member briefings and activity:

Topic	Lead Officer	Target/Sent Date

### 4. Past meetings

<b>13 June 2024</b>	<ul style="list-style-type: none"> <li><b>Quarterly Performance Indicator Report</b></li> </ul>	To receive a copy of the Performance Indicator reports on a quarterly basis, and focuses on the areas that fall within the remit of this Committee.	Jashpal Mann
	<ul style="list-style-type: none"> <li><b>RAAC Progress Update – Standing Item</b></li> </ul>	That a RAAC Progress Update report be received, including a tracking matrix of how many buildings had been inspected as well as the outcomes of these inspections.	Margaret Birtles
	<ul style="list-style-type: none"> <li><b>Update on the Council's Outturn</b></li> </ul>	Members to discuss and raise any questions they may have in relation to the General Fund Budget Provisional Outturn 2023/2024 and Capital Budget Provisional Outturn 2023/2024 report being received by the Executive on the 19 June 2024.	Councillor Coombes/ ACE (F&CFO)
	<ul style="list-style-type: none"> <li><b>Major Review on Financial Support for Residents</b></li> </ul>	To commence scoping a review on Financial Support available to Residents of Bedford Borough (scoping template enclosed).	Interim Monitoring Officer

<b>11 July 2024</b>	<ul style="list-style-type: none"> <li><b>Review of all property and assets held by the Council</b></li> </ul>	<ul style="list-style-type: none"> <li>To receive an overview of all property and assets held by the Council (including, for example, community centres, family hubs, youth facilities, etc).</li> <li>To provide confirmation on what the medium term plan was for the property and assets and what the intension was for each of these going forward.</li> <li>To include a table of properties outlining how they were currently used, or if they were empty.</li> </ul>	Margaret Birtles
	<ul style="list-style-type: none"> <li><b>RAAC Progress Update – Standing Item</b></li> </ul>	That a RAAC Progress Update report be received, including a tracking matrix of how many buildings had been inspected as well as the outcomes of these inspections.	Margaret Birtles
	<ul style="list-style-type: none"> <li><b>Risk Management Arrangements – Review of Strategic and Corporate Risks</b></li> </ul>	To receive a copy of the Risk Management Arrangements Report, received by the Executive on 19 June.	ACE (F&CFO)
	<ul style="list-style-type: none"> <li><b>Review of Reserves</b></li> </ul>	To receive a copy of the Review of Reserves report, received by the Executive on 19 June.	ACE (F&CFO)
	<ul style="list-style-type: none"> <li><b>Major Review - Financial Support for Residents</b></li> </ul>	To conduct a major review on financial support for residents, including eligibility for financial support/discounts; welfare advice and support; and referral protocols.	Lee Phanco
<b>12 Sept 2024</b>	<ul style="list-style-type: none"> <li><b>Revenue &amp; Capital Trends</b></li> </ul>	To receive a copy of the Revenue and Capital Trends report, received by the Executive on 11 September.	ACE (F&CFO)

	<ul style="list-style-type: none"> <li>• <b>Medium Term Financial Strategy (MTFS)</b></li> </ul>	To receive a copy of the MTFS report, received by the Executive on 11 September.	ACE (F&CFO)
	<ul style="list-style-type: none"> <li>• <b>Corporate Plan Outturn 2023/2024</b></li> </ul>	To receive a copy of the Corporate Plan Outturn 2023/2024 report, received by the Executive on 11 September.	ACE (F&CFO)
	<ul style="list-style-type: none"> <li>• <b>Council Tax Reduction Scheme (Deferred)</b></li> </ul>	To consider the Council Tax Reduction Scheme report, if available, otherwise this item will be withdrawn from the agenda.	Lee Phanco
	<ul style="list-style-type: none"> <li>• <b>RAAC Progress Update – Standing Item</b></li> </ul>	That a RAAC Progress Update report be received, including a tracking matrix of how many buildings had been inspected as well as the outcomes of these inspections.	Margaret Birtles
	<ul style="list-style-type: none"> <li>• <b>Major Review - Financial Support for Residents</b></li> </ul>	<p>To conduct a major review on financial support for residents, including eligibility for financial support/discounts; welfare advice and support; and referral protocols.</p> <p>To invite external agencies (including - Food Bank, FACES, CAB, and IMPAKT) to provide information on the work they do in relation to financial support in the Borough – to be split over two meetings.</p>	Lee Phanco
<b>17 Oct 2024</b>	<ul style="list-style-type: none"> <li>• <b>Major Review - Financial Support for Residents</b></li> </ul>	<p>To conduct a major review on financial support for residents, including eligibility for financial support/discounts; welfare advice and support; and referral protocols.</p> <p>To invite external agencies (including CAB and IMPAKT) to provide information on the work they do in relation to financial support in the Borough</p>	Lee Phanco
	<ul style="list-style-type: none"> <li>• <b>RAAC Progress Update – Standing Item</b></li> </ul>	That a RAAC Progress Update report be received, including a tracking matrix of how many buildings had been inspected as well as the outcomes of these inspections.	Margaret Birtles

	<ul style="list-style-type: none"> <li>• <b>Equality Impact Assessments</b></li> </ul>	To receive an update on the Council's Equality Impact Assessment procedure.	Chief Executive
	<ul style="list-style-type: none"> <li>• <b>Quarterly Performance Indicator Reports</b></li> </ul>	To receive a copy of the Performance Indicator report for Quarter 1 for areas that fall within the remit of this Committee.	Jashpal Mann
	<ul style="list-style-type: none"> <li>• <b>Council Owned Properties and Assets</b></li> </ul>	To receive a report which supplied further information on the intentions for all of the Council's Community Centre buildings.	Margaret Birtles
	<ul style="list-style-type: none"> <li>• <b>Council Tax Reduction Scheme (Deferred)</b></li> </ul>	To consider the Council Tax Reduction Scheme report, if available, otherwise this item will be withdrawn from the agenda.	Lee Phanco
	<ul style="list-style-type: none"> <li>• <b>Risk Register</b></li> </ul>	<p>That the Risk Register be reviewed to ensure that the issues that were raised at the 11 July 2024 meeting have been addressed. These included:</p> <ul style="list-style-type: none"> <li>• <b>Risk 1</b> – the risk stated that the uncontrolled risk was likely to happen; however, after all of the controls were put into place it still stated that the risk was likely to happen. Therefore, in this instance it was felt that there was not enough or the right controls in place. In addition, it was wondered whether the current controls were achieving anything.</li> <li>• <b>Risk 2</b> – this risk addressed the possible failure to ensure financial resilience. After the controls were applied the report still indicated that the risk was likely. This was deemed to be a major concern and a risk Members were not comfortable with. Mitigation of this risk was imperative.</li> <li>• <b>Risk 3</b> – related to service disruption and the assessment of mitigating the risk had appeared to exaggerate the ability of the Council to address such incidents occurring. It was highlighted that when the Council faced major incidents there was only so much it could do and therefore, it had needed to recognise its own limits when faced with catastrophic events.</li> </ul>	ACE (F&CFO)



		<ul style="list-style-type: none"> <li>• <b>Risk 45</b> - in relation to the membership of Local Resilience Forum (LRF), it was highlighted that one of the controls for the LRF was that meetings were called as and when required. Concern was expressed about why the membership and meetings called were not already in place as part of a business-as-usual approach. It was also highlighted that the LRF was an important local body, which addressed major incidents in Bedford Borough.</li> <li>• <b>Risk 61</b> – related to possible failures to protect staff against serious injury, death, or assault. It was highlighted that this had significant impacts that were not listed in the report. For example, the loss of a valued member of staff and the consequential impact this would have on the service area as well as the impact of morale on other staff members. It was surprising to see that these risks were not mentioned against this.</li> <li>• <b>Risk 70</b> – this was in relation to the lack of strategic direction. One of the controls stated that the last Corporate Plan was the one for 2017 to 2021. This was inaccurate and needed to be addressed as soon as possible by the relevant Officer.</li> <li>• <b>Risk 71</b> – was in relation to a minority administration and that some of the issues which related to this were currently possible. Two controls were outlined for this risk and were in place, but the risk was still possible. However, in a separate section in the report, which related to Risk 71, it stated that with these two same controls in place the risk would be unlikely. This seemed to contradict itself and needed to be looked at further to ensure it was accurate.</li> <li>• <b>Risk 73</b> – related to safeguarding adults. This was considered to be a serious issue; however, there were no control measures listed for this and it was wondered why this was the case.</li> <li>• <b>Risk 74</b> – was in relation to a future pandemic. No control measures were listed for this risk and again it was wondered why this was the case.</li> </ul>	
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