

 <b>Finance and Audit Committee</b> <b>11<sup>th</sup> February 2020</b>		<b>Agenda Item No. 5</b>
<b>Title</b>	Chief Executive's Office - Service Review	
<b>For further information about this report please contact</b>	Andrew Jones Deputy Chief Executive & Monitoring Officer <a href="mailto:andrew.jones@warwickdc.gov.uk">andrew.jones@warwickdc.gov.uk</a> 01926 456830	
<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	6 <sup>th</sup> February 2019	
<b>Background Papers</b>	See above	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	No
NA	

<b>Officer/Councillor Approval</b>	<b>Date</b>	<b>Name</b>
CMT	31 <sup>st</sup> January 2020	Chris Elliott Bill Hunt Andrew Jones
Section 151 Officer	31 <sup>st</sup> January 2020	Mike Snow
Monitoring Officer	31 <sup>st</sup> January 2020	Andrew Jones
Assets, Democratic Services, Human Resources, ICT	31 <sup>st</sup> January 2020	Steve Partner, Graham Leach, Tracy Dolphin, Ty Walter
Portfolio Holder	31 <sup>st</sup> January 2020	Councillor Day
<b>Consultation &amp; Community Engagement</b>		
NA		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **Summary**

- 1.1 This report brings together the Chief Executive's Office contract register, risk register and budget.

## 2. **Recommendation**

- 2.1 That Finance and Audit Committee should review the Chief Executive's Office contract register, risk register and budget.

## 3. **Reasons for the Recommendation**

- 3.1 Following several years of reviewing service contract and risk registers, it has been requested by Members that the two registers for each Service Area should be considered together, along with details of the budget and performance for the relevant service.

- 3.2 The Chief Executive's Office is presenting a report to the Finance and Audit Scrutiny Committee that brings together:

The Chief Executive's Office risk register (Appendix A)

The Chief Executive's Office contract register (Appendix B)

The Chief Executive's Office budget outline (Appendix C)

### 3.3 Risk Register

- 3.3.1 The risk register was last reviewed on 31<sup>ST</sup> January 2020. This version of the risk register is set out as Appendix A to this report.

- 3.3.2 The scoring criteria for the risk register are subjective and are based on an assessment of the likelihood of something occurring, and the impact that might occur.

- 3.3.3 In line with the traditional risk matrix approach, greater concern should be focused on those risks plotted towards the top right corner of the matrix whilst the converse is true for those risks plotted towards the bottom left corner of the matrix. If viewed in colour, the former-described set of risks are within the area shaded red, whilst the latter-described set of risks are within the area shaded green; the mid-range are in the area seen as yellow.

- 3.3.4 The Chief Executive's Office is responsible for a wide range of services which consequently lead to a number of potential risks. There are 15 risks contained in the risk register.

- 3.3.5 As with all the risks in the register, it is the controls and mitigations that are being undertaken to control the risks that are of importance. These reflect the tangible actions over which there is more control. As a result, many of the risks have reduced in likelihood over time which explains why a significant proportion are now within the "yellow" band.

### 3.4 Contract Register

- 3.4.1 The latest version of the contract register in so far as it relates to the Chief Executive's Office is set out in Appendix B.

### 3.5 Budget

- 3.5.1 Details of the budgets (as relevant to the Chief Executive's Office) are included as Appendix C.
- 3.5.2 Management of the budget set out in Appendix C is part of the ongoing processes which ensures that significant variances are discussed with finance. The budgets are devolved to budget managers who are responsible for the delivery of specific services. Each budget manager is trained on their responsibilities. Those responsibilities include regular liaison with the relevant accountant in finance to discuss and resolve issues and variances associated with the budget. Managing expenditure in line with the budget is therefore part of the established practice of the service.

#### **4. Policy Framework**

##### **4.1 Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it.

- 4.2 Supporting Strategies - Within the Chief Executive's Office there are two strategies which directly contribute towards the outcome of FFF.

- People Strategy 2016-2020
- ICT & Digital Strategy 2015-19

- 4.3 Changes to Existing Policies - There are no changes to existing policies as a result of this report.

#### **5. Budgetary Framework**

- 5.1 Details of the budgets are set out in section 3.5 above and appendix C.
- 5.2 Annual Budgets for Chief Executive's Office are set by the Council and budget reports are routinely considered by the Senior Management Team, with quarterly reports issued to the Executive.

#### **6. Risks**

- 6.1 Details of the Risk Register has been included in para 3.3 and Appendix A.

#### **7. Alternative Option(s) considered**

- 7.1 As this report is predominantly for information, at the request of the Finance and Audit Committee, no other options are proposed.