

Appendix A

Scrutiny Work-Plan – Resource and Performance Panel

Chair: TBC Vice-Chair: TBC

Panelists: Councillors Mrs. Ackerley, Bowles, Dewes, Evans, Galton, Graves, Johnson, Knowles, Spendlove-Mason, Wood

Meeting Date: 31 July 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Financial Performance (2013/14 end-of-year position)	To review the Council's financial performance for the 2013/14 year.	Finance, Assets and Planning	Section 151 Officer	Ongoing requirement
Regulation of Investigatory Powers Act (RIPA)	To receive details of instances of when the RIPA provisions have been invoked	Corporate Services	None required	The Council's Constitution requires that a report be brought to Scrutiny at regular intervals.
Risk and Opportunity Management Strategy	This strategy will set out the Council's approach to managing risk and opportunity.	Corporate Services	Corporate Director – Resources	Necessary revision to Corporate Risk Strategy
End-of-Year Risk Report 2013/14 and Quarter One Risk Report 2014/15	To review the status of the Council's Risk Register.	Corporate Services	Corporate Director – Resources	Suggestion from the Scrutiny Steering Group
Quarterly Performance Report: Quarter one 2014/15	To review the Council's performance against objectives in the first quarter of the 2014/15 year.	Corporate Services	Corporate Director – Resources	Ongoing requirement
A Review of the Council's working arrangements with	To scrutinise the Council's working arrangements with The Leisure Trust/ Serco.	Community Wellbeing	Coporate Director – Community Services	Members Suggestion

Appendix A

<p>The Leisure Trust/Serco</p>	<p>The report should include performance data against set targets and comparative data against previous year.</p> <p>The report should include details of how the Olympic legacy has affecting uptake of sporting/ recreation classes and activities.</p> <p>The report should include customer satisfaction data.</p> <p>At its Meeting on 5th September 2013 the Scrutiny Commission resolved to keep this item in the 'pending list' of Scrutiny items. The Scrutiny Commission suggested that an appropriate time to visit this item may be a Meeting of the Resource and performance Panel at the end of the 2013/14 year.</p>		<p>Representative from Serco /Leisure Trust</p>	
<p>County Council Spending Review</p>	<p>To examine the impact of proposed County Council spending review.</p>	<p>Finance, Assets and Planning</p>	<p>Section 151 Officer</p>	<p>Scrutiny Steering Group</p>
<p>Call Centre Operations</p>	<p>To examine the operation of the Council's Call Centre in the post-transformation period. The report should include details of operational costs and performance against targets in both the pre- and post-transformation periods.</p>	<p>Corporate Services</p>	<p>Corporate Director – Resources</p>	<p>Minutes of the Meeting of the Resource and Performance Scrutiny Panel held on 6th March 2014.</p>

<p>Meeting Date: 6th November 2014</p>				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
<p>Quarterly Risk Register: Quarter Two</p>	<p>To review the status of the Council's Risk Register.</p>	<p>Corporate Services</p>	<p>Corporate Director – Resources</p>	<p>Suggestion from the Scrutiny Steering Group</p>

Appendix A

Broadband Provision	To examine: (i) Community Satisfaction with roll-out of Superfast Broadband across the District. (ii) The value for money obtained by the Council for its financial contribution to the Superfast Broadband project.	Finance, Assets and Planning	Section 151 Officer	Meeting of the Scrutiny Commission, 20 th March 2014
Quarterly Financial Performance (Quarter One)	To review the Council's financial performance for the first quarter of the 2014/15 year.	Finance, Assets and Planning	Section 151 Officer	Ongoing requirement
Empty Properties And Provision of New Homes	(a) At the Meeting of Council held on 30 th January 2012 Members suggested that the Council investigate its powers concerning empty properties. The report should contain a summary of the Council's powers and the cost of using those powers. To undertake a detailed analysis of how many new homes are built in the District compared to planning permissions granted for new homes. To review the impact on the allocations of New homes bonus grant to the Council. At its Meeting on 6 th March 2014, the Scrutiny Panel stated that it wished to receive an update on the status of the above in approximately six months.	Finance, Assets and Planning	Corporate Director: Community Services	Minutes of the Meeting of Council held on 30 th January 2013 (view Meeting). Commissioned on 30 th May 2013. Minutes of the Meeting of the Resource and Performance Scrutiny Panel, 6 th March 2014 (link)

Meeting Date: 22nd January 2015

Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Revenue and Capital Budgets, Fees and	To scrutinise budget proposals, to report back to the Executive to inform budget setting.	Finance, Assets and Planning	Section 151 Officer	Ongoing requirement

Appendix A

Charges			All Executive Portfolio Holders	
Corporate Plan (a) and Corporate Delivery Plan (b)	<p>(a) This document sets out the key priorities that the Council will deliver in the 2013-2015 period. The document is designed to provide this information to the public in an easy-to-understand fashion.</p> <p>(b) This document sets out the critical and key activities that will deliver the Council's priorities during the 2014-2015 period.</p>	Corporate Services	<p>Corporate Director -- Resources</p> <p>All Executive Portfolio Holders</p>	Ongoing requirement
Performance Management Framework	This document sets out the Council's approach to performance management. It was approved at the beginning of the 2013/14 period and is now due to be refreshed.	Corporate Services	<p>Corporate Director -- Resources</p> <p>All Executive Portfolio Holders</p>	Ongoing requirement

Meeting Date: 19 th February 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Risk Register: Quarter Three	To review the status of the Council's Risk Register in the third quarter of the 2014/15 year.	Corporate Services	Corporate Director – Resources	Ongoing requirement
Quarter Three: Performance	To review the Council's performance against objectives in the third quarter of the 2014/15 year.	Corporate Services	Corporate Director – Resources	Ongoing requirement
Quarterly Financial Performance (Quarters Two and Three)	To review the Council's financial performance in the third quarter of the 2013/14 year.	Finance, Assets and Planning	Section 151 Officer	Ongoing requirement

Appendix A

Meeting Date: 14th May 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Risk Register: Quarter Four	To review the status of the Council's Risk Register in the fourth quarter of the 2014/15 year.	Corporate Services	Chief Executive	Suggestion from the Scrutiny Steering Group

Scrutiny Work-Plan – Community Leadership Panel

Chair: Councillor Brodrick, Vice-Chair: Councillor Tomliln

Panelists: Councillors Beaty, Callis, Elliott, Holyoak, Rook, Everett, McHugo, Mrs. Simpson

Meeting Date: 15th May 2014				
Subject	Scope/Purpose	Portfolio Holder	Other attendees	Source
Community Safety Partnership: Annual Meeting	<p>To receive updates on the progress made on the three-year Community Safety Partnership Plan.</p> <p>The Three-Year Community Safety Partnership Plan is required by the Crime and Disorder Act 1998 and describes how the Community Safety Partnership will fulfill its statutory obligation to reduce crime, antisocial behaviour, substance misuse and reduce re-offending. The Council is a responsible authority under the 1998 Crime and Disorder Act and the Plan will form part of the Council's Policy Framework.</p>	Regulatory Services	<p>Representative from Leicestershire Constabulary</p> <p>Representative from Leicestershire Fire and Rescue Service</p>	Annual requirement
Supporting Leicestershire Families	Leicestershire's Supporting Families Programme was established in 2011 as one of the Coalition Government's 16 Community Budgets under the name "Families with Complex Needs", with the two following aims:	Community Wellbeing	<p>Head of Policy, Performance and Partnerships</p> <p>Supporting Leicestershire</p>	Minute 504, 7 th March 2013

Appendix A

	<ul style="list-style-type: none"> · Improving outcomes for England's most complex families. · Reducing the public service costs resulting from addressing the needs of these families. <p>Approximately 1,300 families in Leicestershire meet the agreed criteria for complex needs, as well as a further 2,000 families identified as having some of the risk factors that could result in families becoming complex. These families are those to be supported by the SLF programme.</p> <p>On 7th March 2013 the Community Leadership Scrutiny Panel recommended that it receive six-monthly updates on the progress of the SLF programme (Minute 504 refers).</p>		Families Case Officer(s)	
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Finance, Assets and Planning		Scrutiny Commission, 28 th November 2013
Leicestershire County Council: Unitary Authority for the county of Leicestershire Strategic Financial Case	To discuss the findings of an independent report, published by the County Council, which explores the strategic financial case for establishing a unitary council for the county of Leicestershire.	All	Section 151 Officer Leader of the Council	Scrutiny Steering Group

Meeting Date: 11 th September 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Registered Housing Providers	To enable the Panel to receive an update from registered providers of social housing in the District about their provision of accommodation in the District. To receive information on the plans and actions of registered housing providers and their	Finance, Assets and Planning	Strategic Housing and Planning Manager All Housing	Ongoing requirement.

Appendix A

	role in meeting housing need in the District.		Associations to be invited.	
Charities and Voluntary Organisations	To examine how the council obtains value for money from the grants that it awards to voluntary organisations and charities.	Community Wellbeing	Head of Policy, Performance and Partnerships Housing Manager (to discuss Choice-based Lettings). Representatives from the charities and organisations that receive funds from the Council.	Suggested for Annual Review by a Scrutiny Task Group on 7 th November 2013
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Finance, Assets and Planning		Scrutiny Commission, 28 th November 2013
A review of the Council's Planning Enforcement Function	The report will examine the operation of the Council's Planning Enforcement function by considering: - Performance against targets/ indicators (including performance trend data). - The resources allocated to the function. - Customer complaint data - Any other relevant information.	Finance, Assets and Planning		Meeting of the Scrutiny Commission, 20 th March 2014

Meeting Date: 15 th January 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Supporting Leicestershire Families	Leicestershire's Supporting Families Programme was established in 2011 as one of the Coalition Government's 16 Community Budgets under the	Community Wellbeing	Head of Policy, Performance and Partnerships	Minute 504, 7 th March 2013

Appendix A

	<p>name “Families with Complex Needs”, with the two following aims:</p> <ul style="list-style-type: none"> · Improving outcomes for England’s most complex families. · Reducing the public service costs resulting from addressing the needs of these families. <p>Approximately 1,300 families in Leicestershire meet the agreed criteria for complex needs, as well as a further 2,000 families identified as having some of the risk factors that could result in families becoming complex. These families are those to be supported by the SLF programme.</p> <p>On 7th March 2013 the Community Leadership Scrutiny Panel recommended that it receive six-monthly updates on the progress of the SLF programme (Minute 504 refers).</p>			
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Planning and Environment Portfolio		Scrutiny Commission, 28 th November 2013

Meeting Date: 19 th March 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source

Appendix A

Scrutiny Task Groups

Reserved Dates: 20th March 2014, 10th April 2014, 4th June 2014, 16th July 2014, 10th September 2014, 15th October 2014, 12th November 2014, 21st January 2014, 11th February 2014, 18th March 2014, 15th April 2014, 20th May 2014

Meeting Date: 16th July 2014				
Subject	Scope/Purpose	Portfolio Holder	Other attendees	Source
Community Asset Transfer Protocol	To address issues from the Quirk Review and Localism Act 2011, to give local people and community groups greater control in the future of their area and their community, it would be advisable to implement a protocol for interested parties to follow in the preparation of any bid and provide transparency in the approval process and criteria to be met to facilitate transfers of any assets.	Finance and Assets Portfolio Holder	Corporate Assets Manager, Section 151 Officer	Officer Suggestion

Meeting Date: 10th September 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Disposals and Acquisitions Policy	To ensure a consistent approach in dealing with disposals or acquisitions of any nature (freehold, leasehold, license, easement, etc.), the Council will develop a Disposals & Acquisitions Policy.	Finance, Assets and Planning	Corporate Assets Manager, Section 151 Officer	Officer Suggestion

Meeting Date: 15th October 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Changes to Council Tax	To examine how the Council has managed the recent changes to Council Tax. The report should include details of: - Comparison of revenue recovered pre- and post-changes.	Corporate Services	Corporate Director -- Resources	Meeting of the Scrutiny Commission, 20 th March 2014

Appendix A

	- Use of the Hardship Fund (how much was spent, in there much public interest? Are the criteria for applying for this too challenging?)			
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Items Pending Allocation by Scrutiny Commission

These items are not yet commissioned				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Assessment of Local Community Provision and Developer Contribution	<p>In 2010 the Council commissioned a report from Roger Tym and Partners (Document appended at Annex A)* on the provision of community facilities. Scrutiny will examine the Council's mechanisms for delivering these funds to communities.</p> <p>* Link to Roger Tym and Partners Report</p>	Planning and Environment Portfolio	<p>Statagic Planning Services Manager</p> <p>Parish Liaison Officer</p> <p>Officers responsible for delivery.</p>	Meeting of the Scrutiny Commission, 20 th March 2014
Community Infrastructure Levy (CIL) Policy	<p>To examine how the Council is taking account of market conditions in making its CIL Policy fit for purpose.</p> <p>At its Meeting on 5th September 2013, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on 20th March 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p>	Finance and Assets Portfolio Holder	District Council Planning Policy Manager	Councillor Suggestion
Government review of house extensions	<p>To examine the impact on the Council's resources as a result of proposed central government changes.</p> <p>At its Meeting on 5th September 2013, the Scrutiny</p>	Planning, Community Safety and the Environment	TBC	Meeting of the Scrutiny Commission, 20 th March 2014

Appendix A

	<p>Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on 20th March 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items. The Commission asked that the Planning Department provide advice for its next meeting on whether or not to proceed with this item.</p>			
<p>Fuel Funding</p>	<p>Wording of Councillor suggestion:</p> <p>The front page of HDC's Harborough News Spring 2013, which goes out to every household in our District, reported news of funding of nearly £390,000 to help families in the Harborough District suffering as a result of high fuel prices. This funding was to be spread over several separate schemes (for full info see www.harborough.gov.uk/funding). The article stated that 'funding must be spent by 1 April'.</p> <p>I believe we should now examine in detail records associated with this funding, for example, funding allocation to each scheme and money unused at end of scheme, applications procedure, number of applications, qualifying details, take-up rate, time taken to process applications, installers (selection etc), customer satisfaction/complaints, publicity. I also believe it is important for Scrutiny to evaluate the success or otherwise of a scheme that has the ability to make a difference to the lives of low-income families and the more vulnerable residents in our District.</p> <p>At its Meeting on 30th May 2013, the Scrutiny Commission recommended that Members be</p>	<p>Finance and Assets Portfolio Holder</p>		<p>Scrutiny Commission, 5th September 2013</p>

Appendix A

	<p>provided with a Briefing Note outlining the above information.</p> <p>At its Meeting on 5th September 2013, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items in case further funds are received from central government.</p> <p>At its Meeting on 20th March 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p>			
Car Parking Policy	<p>To scrutinise the Council's car parking policy to ensure that it is fit for purpose.</p> <p>The report should include costs of altering car parking machines.</p> <p>The item should be considered once the relevant supporting evidence has been collected.</p> <p>At a Meeting of a Scrutiny Task Group held on 3rd September 2013 it was suggested that this item should be examined once the relevant supporting evidence had been brought up to date (it had been some years since a detailed study of car parking in the District had been carried out).</p> <p>At its Meeting on 20th March 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p>	Corporate Services Portfolio	Corporate Director – Community Services	Scrutiny Commission, 5 th September 2013
Cemetery Provision	To examine adequacy of current and future cemetery/burial provision across Harborough District.	Planning, Community Safety and the Environment		Previous Meetings of the Scrutiny Commission.

Appendix A

	At its Meeting on 20 th March 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.			
Electronic Dispatch of Meeting Papers	To investigate the possibilities for electronic dispatching Meeting papers (awaiting advice from central government).	Corporate and Regulatory Services Portfolio Holder		Meeting of the Scrutiny Commission, 20 th March 2014
Climate Change	The Council has signed up to the Climate Local initiative run by the Local Government Association. This commits the Council to action on climate change and it is required to produce a list of commitments and report annually on progress. This report will outline the initial list of commitments, which will form the basis for future action.	Environment and Waste Portfolio Holder	Head of Community Wellbeing and Partnerships	Officer Suggestion

Appendix A

Scrutiny Work-Plan – Scrutiny Commission Meetings

Meeting Date: 29th May 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Portfolio Holders' End-of-Year Reports	To inform the Scrutiny Commission of the Council's performance against the Corporate Delivery Plan & Performance Indicators for the 2013/14 year.	All Portfolio Holders	Corporate Directors	On-going Requirement
The Scrutiny Work-plan	To agree items to be scrutinised. To create a number of Scrutiny Task Groups, as required.	N/A	Corporate Directors	On-going Requirement

Meeting Date: 4th September 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
The Scrutiny Work-plan	To agree items to be scrutinised. To create a number of Scrutiny Task Groups, as required.	N/A	Corporate Directors	On-going Requirement

Meeting Date: 27th November 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Portfolio Holders' Half-Year Reports	To inform the Scrutiny Commission of the Council's performance against the Corporate Delivery Plan & Performance Indicators for the first half of the 2014-15 financial year.	All Portfolio Holders	Corporate Directors	On-going Requirement
The Scrutiny Work-plan	To agree items to be scrutinised. To create a number of Scrutiny Task Groups, as required.	N/A	Corporate Directors	On-going Requirement

Appendix A

Meeting Date: 26 th February 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
The Scrutiny Work-plan	To agree items to be scrutinised. To create a number of Scrutiny Task Groups, as required.	N/A	Corporate Directors	On-going Requirement

Meeting Date: 21 st May 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
The Scrutiny Work-plan	To agree items to be scrutinised. To create a number of Scrutiny Task Groups, as required.	N/A	Corporate Directors	On-going Requirement
Portfolio holders' End-of-year performance reports	To inform the Scrutiny Commission of the Council's performance against the Corporate Delivery Plan & Performance Indicators for the 2014/15 year.	All Portfolio Holders	Corporate Directors	On-going Requirement