

Scrutiny Work-Plan – Performance Panel

Chair: Councillor TBC Vice-Chair: TBC

Panelists: Councillors Bannister, Graves, Hollick, Knowles, Mahal, Modha and Wood

Meeting Date: 20 June 2019					
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source	
Quarterly Financial Performance: Quarter 4 2018/19	To review the Council's financial performance in the final quarter of the 2018/19 year.	Finance	Section 151 Officer	Ongoing requirement	
Regulation of Investigatory Powers Act (RIPA)	To receive details of instances when RIPA provisions have been invoked.	Corporate	None required.	The Council's Constitution requires that a report be brought to Scrutiny at regular intervals.	
Economic Development Strategy update	To review the progress of the Council's Economic Development Strategy Action Plan after the first year. To consider outcomes achieved, against expenditure.	Strategy	Head of Environmental Services, Economic Development & Major Projects Economic Development Manager	Officer suggestion.	
Review of Council Tax printed bills	At its meeting on 30 October, the Ethical Governance Committee RESOLVED that the following should be submitted to the Scrutiny Commission in November: <i>"Scrutiny Commission to request a review as to</i>	Corporate	Section 151 Officer Revenues & Benefits Partnership (Sally O'Hanlon / Leigh Butler)	Ethical Governance Committee meeting of 30/10/2018	

	<p><i>what should be included in the council tax printed bills, to ensure that it is clearer to residents as to how the charge is made up, particularly with regards to special expenses and other expenses, to ensure clarity and transparency in communications with the public and the press.”</i></p> <p>At its meeting on 29th November 2018, the Scrutiny Commission RESOLVED that this item be allocated to the Performance Scrutiny Panel for consideration at its meeting in June 2019.</p>			
<p>Corporate Property Strategy</p>	<p>To consider the draft Corporate Property Strategy covering the next 3 year period.</p> <p>At its meeting on 2nd March 2017, the Scrutiny Commission RESOLVED that the scope of this item be developed and included in Scrutiny Workplan for agreement in June 2017.</p> <p>At its meeting on 15th June 2017, the Scrutiny Commission RESOLVED that this paper be allocated to the Performance Panel for its meeting in June 2018.</p> <p>At its meeting on 7th June 2018, the Scrutiny Commission RESOLVED that this paper be considered by the Performance Panel at its meeting in December 2018.</p> <p>At its meeting on 29th November 2018, the Scrutiny Commission RESOLVED that this paper be considered by the Performance Panel at its meeting in March 2019, so that it follows on from the Capital Strategy, upon which it depends.</p>	<p>Strategy</p>	<p>Joint Chief Executive (BJ)</p>	<p>Officer suggestion</p>

	The Capital Strategy was considered at the March 2019 meeting of the Panel.			
SLM Leisure Contract	<p>To scrutinise the Council's working arrangements with SLM.</p> <p>The report should include performance data against set targets and comparative data against previous year. 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 the 27th November 2014, the Scrutiny Commission resolved that this item should be considered by the Resource and Performance Panel at a meeting to be included in the rota for Summer 2015.</p> <p>At its meeting on 16th July 2016, the Resource & Performance Scrutiny Panel RESOLVED:</p> <ul style="list-style-type: none"> (i) that future reports should be based on six Key Performance Indicators; (ii) that details of the 36 Performance Indicators that are available would be circulated to Panel Members so that the six indicators mentioned above could be selected; (iii) that a link would be made with the Council's corporate system of performance management; and (iv) that future reports would contain: <ul style="list-style-type: none"> • financial information 	Communities	<p>Joint Chief Executive (BJ)</p> <p>Representative from SLM</p>	<p>At the Meeting of the Resource and Performance Scrutiny Panel held on 31st July 2014 it was recommended that an annual review of this subject be undertaken.</p>

	<ul style="list-style-type: none"> • information over a full year, separated for the two sports centres • some benchmarking information, where available • detail of complaints received • detail of injuries <p>SUGGESTED: that future reports on this subject are considered by the Communities Scrutiny Panel.</p>			
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Meeting Date: 19 September 2019				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Performance, End of Quarter One 2019/20	To review the Council's performance against objectives in the first quarter of the 2019/20 year.	Corporate	Section 151 Officer	Ongoing requirement
Quarterly Financial Performance: Quarter One	To review the Council's financial performance in the first quarter of the 2019/20 year.	Finance	Section 151 Officer	Ongoing requirement
Regulation of Investigatory Powers Act (RIPA)	To receive details of instances when RIPA provisions have been invoked.	Corporate	None required.	The Council's Constitution requires that a report be brought to Scrutiny at regular intervals.
Market Hall	To cover: <ul style="list-style-type: none"> • The original plans for the refurbishment of the Market Hall • Work carried out At its meeting on 8 th March 2018, the Scrutiny	Strategy	Joint Chief Executive (BJ)	Performance Scrutiny Panel, 7 th December 2017

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	<p>Commission noted that discussions over arrangements for the management of the Market were pending and RESOLVED that this paper should be considered by the Performance Panel at its meeting in September 2018.</p> <p>At its meeting on 6th September 2018, the Scrutiny Commission RESOLVED that this report be moved to the meeting of the Performance Panel in June 2019 in order that a full twelve months had elapsed since changes to the management arrangements.</p>			
Paperless working, extended use of CMIS and Members' Access to ICT systems	<p>Scope to be developed in line with Peer Challenge Action Plan: <i>"Provide members with an electronic device and appropriate support to reduce cost of printing and posting papers and improve access to information"</i></p> <p>At its meeting on 6th September 2018, the Scrutiny commission RESOLVED that this item be allocated to the meeting of the Performance Scrutiny Panel in June 2019.</p>	Corporate	Verina Wenham	Councillor Suggestion
Workforce Strategy	SCOPE OF REPORT NEEDED	Corporate	Human Resources Service Manager	Officer Suggestion
Broadband Update	<p>To examine Community Satisfaction with the roll-out of superfast broadband across the District and the value for money obtained by the Council for its financial contribution to the project.</p> <p>At its meeting on 15th September 2016, the Performance Scrutiny Panel RESOLVED that short update reports, in a similar format, be brought to future meetings of the Panel on a six monthly basis.</p> <p>At its meeting on 23rd March 2017, the Performance Scrutiny Panel AGREED that the</p>	Finance	Section 151 Officer	Performance Scrutiny Panel, 15 th September 2016

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	<p>timing of future reports on Superfast Broadband should be agreed when the Scrutiny Commission considered its 2017/18 work programme.</p> <p>SUGGESTED: that no further broadband updates are made to Scrutiny.</p>			
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Meeting Date: 05 December 2019				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Financial Performance: Quarter 2 2019/20	To review the Council's financial performance in the second quarter of the 2019/20 year.	Finance	Section 151 Officer	Ongoing requirement
Regulation of Investigatory Powers Act (RIPA)	To receive details of instances when RIPA provisions have been invoked.	Corporate	None required.	The Council's Constitution requires that a report be brought to Scrutiny at regular intervals.

Meeting Date: 23 January 2020 (Budget)				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Revenue and Capital Budgets, Fees and Charges	To scrutinise budget proposals, to report back to the Executive to inform budget setting.	Finance	Section 151 Officer All Executive Portfolio Holders	Ongoing requirement
Corporate Plan (a) and Corporate Delivery Plan (b)	(a) This document sets out the key priorities that the Council will deliver in the 2020/21 period. The document is designed to provide this information to the public in an easy-to-understand fashion.	Strategy	Section 151 Officer All Executive Portfolio Holders	Ongoing requirement

	(b) This document sets out the critical and key activities that will deliver the Council's priorities during the 2020/21 period.			
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Meeting Date: 12 March 2020				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Financial Performance: Quarter 3 2019/20	To review the Council's financial performance in the third quarter of the 2019/20 year.	Finance	Section 151 Officer	Ongoing requirement
Performance, End of Quarter 3 2019/20	To review the Council's performance against objectives in the third quarter of the 2019/20 year.	Corporate	Section 151 Officer	Ongoing requirement

Scrutiny Work-Plan – Communities Panel

Chair: TBC Vice-Chair: TBC

Panelists: Councillors Ackerley, Fosker, Frenchman, McHugo, Mrs Robinson, Mrs Simpson and Whelband

Meeting Date: 27 June 2019				
Subject	Scope/Purpose	Portfolio Holder	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 fulfil 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>	Communities	<p>Community Partnerships Manager</p> <p>Representatives of 'Responsible Authorities'.</p>	Annual requirement
Antisocial Behaviour Policy - review	To receive input from Scrutiny into the revision of the Policy.	Wellbeing	Head of Communities	Officer Suggestion
Meeting Date: 26 September 2019				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Section 106 Planning Obligations (NHS)	<p>At its meeting on 7th June 2018, the Scrutiny Commission RESOLVED that a report be brought to the September meeting of the Communities Scrutiny Panel on S106 funding to the NHS, to include:</p> <ul style="list-style-type: none"> • the amount received by the NHS from individual schemes 	Communities	<p>Head of Planning and Regeneration</p> <p>Representatives of E & W LRCCG</p>	Resources Scrutiny Panel, 15 th September 2016

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	<ul style="list-style-type: none"> • the mechanism by which the money is collected • how and when these amounts are spent • reporting mechanisms <p>At its meeting on 27th September 2018, the Communities Scrutiny Panel RESOLVED that representatives from Clinical Commissioning Groups responsible for the Council's area be invited to the meeting of the Panel in September 2019.</p>			
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 role in meeting housing need in the District.	Planning, Housing & Regeneration	Head of Planning and Regeneration All Housing Associations to be invited.	Ongoing requirement.
Section 106 Planning Obligations FOR EMAIL CIRCULATION ONLY	<p>At its meeting on 15th September 2016, the Performance Scrutiny Panel received a report on the implementation of recommendations from the Internal Audit and RESOLVED:</p> <p>(i) that reports providing an update on the progress of S106 agreements be brought on a six-monthly basis to the Communities Scrutiny Panel;</p> <p>(ii) that the reports contain information relating to the current position and over the preceding six months and (subject to refinement) include the following:</p> <ol style="list-style-type: none"> S106 obligations entered into; S106 obligations fulfilled by developers (i.e. works or payments made and due); S106 obligations in discussion, dispute or default; S106 funding held by the District Council; S106 funding allocated to projects by the District Council; and <p>(iii) that the reports be circulated to all Members.</p>	Wellbeing	Head of Planning and Regeneration	Resources Scrutiny Panel, 15 th September 2016

	At its meeting on 22 nd March 2018, the Communities Scrutiny Panel RESOLVED that future standard reports on S106 Planning Obligations would be circulated and noted by members without the need for them to be presented by officers at meetings of the Panel.			
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Meeting Date: 12 December 2019				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Voluntary Sector Strategy	To receive input from Scrutiny into the revision of the Strategy.	Wellbeing	Head of Communities	Officer Suggestion
Empty Properties	At its Meeting on 6 th November 2014, the Resource and Performance Scrutiny Panel recommended that it consider the subject of Empty Properties on an annual basis in order to assess the success of the new Empty Properties Strategy. It was subsequently decided by the Chairman of Scrutiny and the Panel Chairs that this item be reallocated to the Communities Panel.	Regulatory Services	Head of Communities	Resource and Performance Scrutiny Panel meeting, 6 th November 2014
Charities and Voluntary Organisations	To examine how the council obtains value for money from the grants that it awards to voluntary organisations and charities. At its meeting on 8 th March 2018, the Scrutiny Commission noted that this item had in the past been taken to the September meeting of the Communities Panel, but RESOLVED that, going forward, it be moved to the December meeting in order to balance the number of recurring items going to these two meetings.	Wellbeing	Head of Communities 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

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Annual review of Partnership Register FOR EMAIL CIRCULATION ONLY	To review and comment on the annual review of partnerships including new additions, removals and changes to risk/opportunity ratings.	Wellbeing	Head of Communities	On-going requirement
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Meeting Date: 19 March 2020				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Progress on Neighbourhood Plans FOR EMAIL CIRCULATION ONLY	At its meeting on 8 th February 2018, the Scrutiny Task Group on Neighbourhood Plans RECOMMENDED to the Scrutiny Commission that an annual report to one of the Scrutiny bodies on the progress of neighbourhood plans be considered for inclusion in the Scrutiny Workplan in June 2018. At its meeting on 7 th June 2018, the Scrutiny Commission RESOLVED that this report be brought each year to the March meeting of the Communities Scrutiny Panel.	Strategy	Head of Planning and Regeneration Neighbourhood and Green Spaces Officer	Scrutiny Task Group, 8 th February 2018
Section 106 Planning Obligations FOR EMAIL CIRCULATION ONLY	At its meeting on 15 th September 2016, the Performance Scrutiny Panel received a report on the implementation of recommendations from the Internal Audit and RESOLVED: (i) that reports providing an update on the progress of S106 agreements be brought on a six-monthly basis to the Communities Scrutiny Panel; (ii) that the reports contain information relating to the current position and over the preceding six months and (subject to refinement) include the following: f. S106 obligations entered into; g. S106 obligations fulfilled by developers (i.e. works or payments made and due);	Communities	Head of Planning and Regeneration	Resources Scrutiny Panel, 15 th September 2016

	<ul style="list-style-type: none">h. S106 obligations in discussion, dispute or default;i. S106 funding held by the District Council;j. S106 funding allocated to projects by the District Council; and <p>(iii) that the reports be circulated to all Members.</p> <p>At its meeting on 22nd March 2018, the Communities Scrutiny Panel RESOLVED that future standard reports on S106 Planning Obligations would be circulated and noted by members without the need for them to be presented by officers at meetings of the Panel.</p>			
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Scrutiny Task Groups

Meeting Date: 08 October 2019				
Members: TBC				
Local Plan Task Group	<p>At its meeting on 15th June 2017, the Scrutiny Commission RESOLVED that further scoping should be given undertaken towards setting up a Scrutiny Task Group to look into the production of the Local Plan.</p> <p>At its meeting on 7th September 2017, the Scrutiny Commission RESOLVED that this meeting of the Task Group should take place on 5th April 2018.</p> <p>At its meeting on 30th November 2017, the Scrutiny Commission RESOLVED that the date of the Task Group be moved to June 2018 (date to be confirmed in 2018/19 Rota of Meetings), to match the revised timetable for the Local Plan.</p> <p>At its meeting on 8th March 2018, the Scrutiny Commission noted that the examination of the Local Plan would be on-going during 2018 and RESOLVED that this Task Group be rescheduled to early 2019 to coincide with the end of the Local Plan process.</p> <p>At its meeting on 6th September 2018, the Scrutiny Commission RESOLVED that, following confirmation of the Local Plan examination dates, the date of the Task Group be moved to September 2019 to allow the Local Plan to be adopted before scrutiny commences.</p>	Strategy	Head of Planning and Regeneration	Councillor suggestion

Items Pending Allocation by Scrutiny Commission

These items are not yet commissioned				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source

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Scrutiny Work-Plan – Scrutiny Commission Meetings

Chairman: Councillor Mrs Page

Members: Councillors Ackerley, Bilbie, Bremner, Champion, Elliott, Golding, Johnson, Knowles and Whelband

Meeting Date: 6 June 2019				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
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 2018/19 year.	All Portfolio Holders	Joint Chief Executives	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	Joint Chief Executives	On-going Requirement

Meeting Date: 28 November 2019				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Performance, End of Quarter 2 2019/20	To review the Council's performance against objectives in the second quarter of the 2019/20 year.	Corporate	Section 151 Officer	Ongoing requirement
The Scrutiny Work-plan	To agree items to be scrutinised. To create a number of Scrutiny Task Groups, as required.	N/A	Joint Chief Executives	On-going Requirement

Scrutiny Workload (if above proposals agreed)

2019/20

	Cycle 1 June	Cycle 2 Sept	Cycle 3 Nov/Dec	Budget Jan	Cycle 4 March	Total
Commission	2	N/A	2	N/A	N/A	4
Performance	6	7	2	2	2	19
Communities	2	2	3	N/A	1	8
Total	10	9	7	2	3	31