

### Scrutiny Work-Plan – Performance Panel

**Chair: Councillor Mrs Page Vice-Chair: Councillor Spendlove-Mason**

**Panelists: Councillors Bilbie, Evans, Graves, Hammond, Knowles**

<b>Meeting Date: 20 September 2018</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Financial Performance: Outturn	To review the Council's financial performance in the final quarter of the 2017/18 year.  At its meeting on 7 <sup>th</sup> June 2018, the Scrutiny commission RESOLVED: (i) that this report be brought to the September meeting of the Performance Panel; and (ii) that a copy of the Financial Outturn report to the meeting of The Executive in July 2018 be copied to Members of the Scrutiny Commission.	Finance & Assets	Section 151 Officer	Ongoing requirement
Quarterly Financial Performance: Q1	To review the Council's financial performance in the first quarter of the 2018/19 year.	Finance & Assets	Section 151 Officer	Ongoing requirement
Risk and Opportunity Management, End of Quarter 1 2018/19	To review the status of the Council's Risk Register in the first quarter of the 2018/19 year.	Corporate Governance	Section 151 Officer	Ongoing requirement
Performance, End of Quarter 1 2018/19	To review the Council's performance against objectives in the first quarter of the 2018/19 year.	Corporate Governance	Section 151 Officer	Ongoing requirement
Regulation of Investigatory Powers Act (RIPA)	To receive details of instances when RIPA provisions have been invoked.	Corporate Governance	None required.	The Council's Constitution requires that a report be brought to Scrutiny at regular intervals and that a

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				regular review of the policy is carried out.
Broadband Update	<p>To examine Community Satisfaction with 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 timing of future reports on Superfast Broadband should be agreed when the Scrutiny Commission considered its 2017/18 work programme.</p> <p>At its meeting on 7th September 2017, the Scrutiny Commission AGREED that reports on Superfast Broadband should continue to be brought to the Performance Scrutiny Panel on a six monthly basis.</p>	Finance & Assets	Section 151 Officer	Performance Scrutiny Panel, 15th September 2016
Market Hall	<p>To cover:</p> <ul style="list-style-type: none"> <li>• The original plans for the refurbishment of the Market Hall</li> <li>• Work carried out</li> </ul> <p>At its meeting on 8<sup>th</sup> March 2018, the Scrutiny 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>	Finance & Assets	Corporate Director (BJ)	Performance Scrutiny Panel, 7 <sup>th</sup> December 2017

<b>Meeting Date: 13 December 2018</b>					
<b>Subject</b>		<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Quarterly Financial Performance: Q2		To review the Council's financial performance in the second quarter of the 2018/19 year.	Finance & Assets	Section 151 Officer	Ongoing requirement
Risk and Opportunity Management, End of Quarter 2 2018/19		To review the status of the Council's Risk Register in the second quarter of the 2018/19 year.	Corporate Governance	Section 151 Officer	Ongoing requirement
Regulation of Investigatory Powers Act (RIPA)		To receive details of instances when RIPA provisions have been invoked.	Corporate Governance	None required.	The Council's Constitution requires that a report be brought to Scrutiny at regular intervals and that a regular review of the policy is carried out.
Planning Enforcement Protocol		<p>To scrutinise the effectiveness of the Planning Enforcement Protocol after six months in place.</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 30<sup>th</sup> November 2017, the Scrutiny Commission RESOLVED that this paper be allocated to the Performance Panel for its meeting in March 2018.</p> <p>At its meeting on 8<sup>th</sup> March 2018, the Scrutiny Commission noted that the Protocol will now be considered by the Executive in April 2018 and RESOLVED that this paper be allocated to the Performance Panel for its meeting in December</p>	<p>Planning, Housing &amp; Regeneration</p> <p>[Portfolio holder to attend]</p>	Head of Planning and Regeneration	Member suggestion

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	2018.			
Property Strategy and Capital Strategy	<p>At its meeting on 2<sup>nd</sup> 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 15<sup>th</sup> 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 7<sup>th</sup> June 2018, the Scrutiny Commission RESOLVED that this paper be considered by the Performance Panel at its meeting in December 2018, due to new Ministry of Housing, Communities and Local Government (HCLG) and The Chartered Institute of Public Finance and Accountancy (CIPFA) guidance for preparing Capital Strategies and integration to other Corporate Strategies.</p>	Finance & Assets	Corporate Director (BJ) Section 151 Officer	Officer suggestion

<b>Meeting Date: 24 January 2019 (Budget)</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Revenue and Capital Budgets, Fees and Charges	To scrutinise budget proposals, to report back to the Executive to inform budget setting.	Finance & Assets	Section 151 Officer  All Executive Portfolio Holders	Ongoing requirement
Corporate Plan (a) and Corporate Delivery Plan (b)	<p>(a) This document sets out the key priorities that the Council will deliver in the 2019/20 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 2019/20 period.</p>	Strategy / Communications / Economic Development / Tourism	Section 151 Officer  All Executive Portfolio Holders	Ongoing requirement

<b>Meeting Date: 21 March 2019</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Quarterly Financial Performance: Quarter Three	To review the Council's financial performance in the third quarter of the 2018/19 year.	Finance & Assets	Section 151 Officer	Ongoing requirement
Performance, End of Quarter 3 2018/19	To review the Council's performance against objectives in the third quarter of the 2018/19 year.	Corporate Governance	Section 151 Officer	Ongoing requirement
Risk and Opportunity Management, End of Quarter 3 2018/19	To review the status of the Council's Risk Register in the third quarter of the 2018/19 year.	Corporate Governance	Section 151 Officer	Ongoing requirement
Regulation of Investigatory Powers Act (RIPA)	To receive details of instances when RIPA provisions have been invoked.	Corporate Governance	None required.	The Council's Constitution requires that a report be brought to

				Scrutiny at regular intervals.
<p>The Council's working arrangements with The Leisure Trust/ Serco</p>	<p>To scrutinise the Council's working arrangements with 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 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 16<sup>th</sup> July 2016, the Resource &amp; Performance Scrutiny Panel RESOLVED:</p> <p>(i) that future reports should be based on six Key Performance Indicators;</p> <p>(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;</p> <p>(iii) that a link would be made with the Council's corporate system of performance management; and</p> <p>(iv) that future reports would contain:</p> <ul style="list-style-type: none"> <li>• financial information</li> </ul>	<p>Wellbeing &amp; Localities</p>	<p>Corporate Director (BJ)</p> <p>Representative from Serco /Leisure Trust</p>	<p>At the Meeting of the Resource and Performance Scrutiny Panel held on 31<sup>st</sup> July 2014 it was recommended that an annual review of this subject be undertaken.</p>

	<ul style="list-style-type: none"> <li>• information over a full year, separated for the two sports centres</li> <li>• some benchmarking information, where available</li> <li>• detail of complaints received</li> <li>• detail of injuries</li> </ul> <p><b>It is suggested that this item be moved to this meeting from the Performance Scrutiny Panel meeting in December 2018 to tie in with the revised procurement timetable and to be twelve months since it was last considered.</b></p>			
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 timing of future reports on Superfast Broadband should be agreed when the Scrutiny Commission considered its 2017/18 work programme.</p>	Finance & Assets	Section 151 Officer	Performance Scrutiny Panel, 15th September 2016

## Scrutiny Work-Plan – Communities Panel

**Chair: Councillor Nunn Vice-Chair: Councillor Tomlin**

**Panelists: Councillors Beesley-Reynolds, Brodrick, Elliott, Mrs Robinson, Mrs Simpson**

<b>Meeting Date: 27 September 2018</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
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 (NHS)	<p>At its meeting on 22<sup>nd</sup> 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> <p>At its meeting on 7<sup>th</sup> 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"> <li>• the amount received by the NHS from individual schemes</li> <li>• the mechanism by which the money is collected</li> <li>• how and when these amounts are spent</li> <li>• reporting mechanisms</li> </ul>	Planning, Housing & Regeneration	Head of Planning and Regeneration	Resources Scrutiny Panel, 15 <sup>th</sup> September 2016



Meeting Date: 06 December 2018				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Annual review of Partnership Register	To review and comment on the annual review of partnerships including new additions, removals and changes to risk/opportunity ratings.	Wellbeing & Localities	Head of Communities	On-going requirement
Lightbulb Service Delivery	<p>At its meeting on 24<sup>th</sup> July 2017, The Executive resolved that the provision of the disabled facilities grants and private sector renewal grants and loans service be delegated to Blaby District Council as the host authority of the Lightbulb programme. It was suggested that Scrutiny could invite the Lightbulb project team to one of its meetings and The Leader asked that the project be a standard item on the Scrutiny Workplan, with the Portfolio Holder being involved prior to being considered by Scrutiny in assessing the annual reports of the project.</p> <p>At its meeting on 7<sup>th</sup> September 2017, the Scrutiny Commission RESOLVED that this item should be considered by the Communities Scrutiny Panel at its meeting in September 2018.</p> <p><b>At its meeting on 22<sup>nd</sup> March 2018, the Communities Scrutiny Panel RECOMMENDED to the Scrutiny Commission that the Scrutiny Workplan be amended so that future reports on the Lightbulb Programme be brought to the December meeting of the Panel, after the completion of a full year for the Programme.</b></p>	Wellbeing & Localities	<p>The Portfolio Holder</p> <p>Head of Legal &amp; Democratic Services</p> <p>Members of the Lightbulb Team</p>	The Executive, 24 <sup>th</sup> July 2017
Charities and Voluntary Organisations	<p>To examine how the Council obtains value for money from the grants that it awards to voluntary organisations and charities.</p> <p>At its meeting on 8<sup>th</sup> March 2018, the Scrutiny Commission noted that this item had in the past</p>	Wellbeing & Localities	<p>Head of Communities</p> <p>Housing Manager (to discuss Choice-based Lettings)</p>	Suggested for Annual Review by a Scrutiny Task Group on 7 <sup>th</sup> November 2013

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	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.		Representatives from the charities and organisations that receive funds from the Council.	
Empty Properties	At its Meeting on 6 <sup>th</sup> 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.	Environment & Regulatory Services	Head of Legal & Democratic Services	Resource and Performance Scrutiny Panel meeting, 6 <sup>th</sup> November 2014

<b>Meeting Date: 28 March 2019</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Progress on Neighbourhood Plans	<p>At its meeting on 8<sup>th</sup> 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.</p> <p>At its meeting on 7<sup>th</sup> June 2018, the Scrutiny Commission RESOLVED that this report be brought each year to the March meeting of the Communities Scrutiny Panel.</p>	Planning, Housing & Regeneration	<p>Head of Planning and Regeneration</p> <p>Neighbourhood and Green Spaces Officer</p>	Scrutiny Task Group, 8 <sup>th</sup> February 2018
Section 106 Planning Obligations  FOR EMAIL CIRCULATION ONLY	<p>At its meeting on 15<sup>th</sup> 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</p>	Planning, Housing & Regeneration	Head of Planning and Regeneration	Resources Scrutiny Panel, 15 <sup>th</sup> September 2016

	<p>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> <ul style="list-style-type: none"><li>a. S106 obligations entered into;</li><li>b. S106 obligations fulfilled by developers (i.e. works or payments made and due);</li><li>c. S106 obligations in discussion, dispute or default;</li><li>d. S106 funding held by the District Council;</li><li>e. S106 funding allocated to projects by the District Council; and</li></ul> <p>(iii) that the reports be circulated to all Members.</p> <p>At its meeting on 22<sup>nd</sup> 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: September 2019				
Members: TBC				
Local Plan Task Group	<p>At its meeting on 15<sup>th</sup> 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 7<sup>th</sup> September 2017, the Scrutiny Commission RESOLVED that this meeting of the Task Group should take place on 5<sup>th</sup> April 2018.</p> <p>At its meeting on 30<sup>th</sup> 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 8<sup>th</sup> 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><b>Following confirmation of the Local Plan examination dates from the Planning Inspectorate it is suggested that the date of Task Group be moved to September 2019 to allow the Local Plan to be adopted before scrutiny commences.</b></p>	Planning, Housing & Regeneration	Head of Planning and Regeneration	Councillor suggestion

### Items Pending Allocation by Scrutiny Commission

<b>These items are not yet commissioned</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Members' Access to ICT systems	Scope to be developed in line with Peer Challenge Action Plan  <b>It is suggested that this item be allocated to a meeting of the Performance Scrutiny Panel in June 2019.</b>	Corporate Governance	Section 151 Officer	Councillor Suggestion

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## Scrutiny Work-Plan – Scrutiny Commission Meetings

Chairman: Councillor P. Dann

Members: Councillors Bilbie, Mrs Burrell, Champion, Chapman, Hall, Johnson, Nunn, Mrs Page, Rook

Meeting Date: 06 September 2018				
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: 29 November 2018				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Performance, End of Quarter 2 2018/19	To review the Council's performance against objectives in the second quarter of the 2018/19 year.	Corporate Governance	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	Corporate Directors	On-going Requirement
Meeting Date: 07 March 2019				
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

**Scrutiny Workload**  
**Summary of reports/meeting (if above proposals agreed)**

	Cycle 1 June	Cycle 2 Sept	Cycle 3 Nov/Dec	Budget Jan	Cycle 4 March	Total
<b>Commission</b>	2	1	2	N/A	1	6
<b>Performance</b>	3	7	5	2	6	23
<b>Communities</b>	3	2	4	N/A	1	10
<b>Total</b>	8	10	11	2	8	39