

Scrutiny Work-Plan – Performance Panel

Chair: Councillor Modha Vice-Chair: Councillor Bannister

Panelists: Councillors Graves, Hollick, Knowles, Mahal and Mrs Wood

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	
Corporate Property Strategy	To scrutinize the Corporate Property Strategy before it is considered by Cabinet.	Finance	Section 151 Officer		
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.	
Homelessness	To scrutinize the situation within the District, to include: <ul style="list-style-type: none"> • Definition of 'homelessness' and the human aspects (e.g. numbers presenting and being housed); • The historical context and the effects of the Homelessness Act 2017; • The Council's Housing and Homelessness Strategy; • Why performance is currently 'red' with the same direction of travel; and • What can be done to improve the situation. 	Wellbeing	Housing Manager	Performance Scrutiny Panel 19 th September 2019	

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Meeting Date: 23 January 2020 (Budget)				
NOTE: as in previous years, it is proposed that this meeting is open to all non-Cabinet Members (Cabinet Members will also be invited to answer questions)				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Revenue and Capital Budgets, Fees and Charges	To scrutinise budget proposals, to report back to the Cabinet 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. (b) This document sets out the critical and key activities that will deliver the Council's priorities during the 2020/21 period.	Strategy	Joint Chief Executive (BJ) Section 151 Officer All Executive Portfolio Holders	Ongoing requirement
Performance Management Framework	This document sets out the Council's approach to performance management. Following a decision by The Executive on 11th January 2016, the Performance Management Framework is to be reviewed on a two-year cycle, with the next review in January 2020.	Corporate	Joint Chief Executive (BJ) Section 151 Officer All Executive Portfolio Holders	Ongoing requirement

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

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Market Hall	<p>To cover:</p> <ul style="list-style-type: none"> • The original plans for the refurbishment of the Market Hall • Work carried out <p>At its meeting on 8th 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> <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> <p>Item moved to the December meeting of the Panel with the agreement of the Chairman of Scrutiny.</p>	Strategy	Joint Chief Executive (BJ)	Performance Scrutiny Panel, 7th December 2017
Open Spaces Policy	To scrutinize the management and delivery of open spaces through the Council's existing Open Spaces policy.	Regulatory	Chief Officer - Planning and Regeneration	Council, 18 th November 2019
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.
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	<u>Chief Officer,</u> <u>Governance Section</u> <u>151 Officer</u>	Ongoing requirement

Meeting Date: 18 June 2020 (date to be confirmed at Annual Council)				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Financial Performance: outturn	To review the Council's financial performance in the final 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.

Scrutiny Work-Plan – Communities Panel

Chair: Councillor Mrs Ackerley Vice-Chair: Councillor Whelband

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

Meeting Date: 15 January 2020				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Strategic Growth Plan	To receive the report of the Scrutiny Task Group	Strategy	Chief Officer - Planning and Regeneration	Scrutiny Task Group

Meeting Date: 19 March 2020				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Update on S106 Policy	Report to explain the S106 process to Members	Communities	Chief Officer - Planning and Regeneration	Scrutiny Commission, 6 th June 2019
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 8th 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.</p>	Wellbeing	<p>Chief Officer – Communities & Wellbeing</p> <p>Housing Manager (to discuss Choice-based Lettings)</p> <p>Representatives from the charities and organisations that receive funds from the Council.</p>	Suggested for Annual Review by a Scrutiny Task Group on 7th November 2013
Voluntary Sector Strategy	To receive input from Scrutiny into the revision of the Strategy.	Wellbeing	Chief Officer – Communities &	Officer Suggestion

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			Wellbeing	
Lutterworth Town Centre Masterplan	To scrutinize the Masterplan for Lutterworth Town Centre following its consideration by Cabinet.	Strategy	Chief Officer - Planning and Regeneration	Scrutiny Commission, 6th June 2019
Planning Enforcement	To scrutinize the planning enforcement process, to include; <ul style="list-style-type: none"> • Ease of access to information • Communication of information to Members • Interface with the new compliance officer 	Regulatory	Chief Officer - Planning and Regeneration	Scrutiny Commission, 6th June 2019
Market Harborough Masterplan	To scrutinize the Masterplan following its consideration by Cabinet.	Strategy	Chief Officer - Planning and Regeneration	Scrutiny Commission, 6 th June 2019

Meeting Date: 25 June 2020 (date to be confirmed in 2020/21 Rota of Meetings)				
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

Scrutiny Task Groups

Scrutiny Task Groups				
Subject				Source

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Items Pending Allocation by Scrutiny Commission

These items are not yet commissioned				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Air Quality	A briefing note to Scrutiny members – annual screening report (to be circulated by email)	Regulatory	N/A	Scrutiny Commission, 6 th June 2019
HDC Commercial Services	To receive an update after 6 months, to include: <ul style="list-style-type: none"> • What it is • What it does • How it is scrutinized Public record info – scrutiny of HDC as a shareholder. Suggest this goes to the Performance Panel on 12 March 2020.	Corporate		Scrutiny Commission, 6 th June 2019
Development Management SPG	To scrutinize the SPG after its consideration by Cabinet in March 2020. Linked to consultation – suggest this goes to the Communities Panel in June 2020	Regulatory		Scrutiny Commission, 6 th June 2019
Local Government Ombudsman (LGO) – Report on Planning Complaints	The LGO has published a special report that shares the lessons learned from the complaints it receives about planning and development. The report highlights stories from some of the LGO’s cases, which illustrate some of the common areas where the LGO finds fault. These include: <ul style="list-style-type: none"> • checking the validity of applications • advertising applications 	Regulatory Regulatory		Member Suggestion

	<ul style="list-style-type: none">• considering objections• explaining reasons for decisions• planning enforcement <p>To look at how this has been taken up by HDC.</p> <p>Suggest goes to the Performance Panel when available.</p>			
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Scrutiny Work-Plan – Scrutiny Commission Meetings

Chairman: Councillor Mrs Page

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

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	Chief Officer, 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	Joint Chief Executives	On-going Requirement

Meeting Date: 04 June 2019 (date to be confirmed in 2020/21 Rota of Meetings)				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Performance, End of Quarter 4 2019/20	To review the Council's performance against objectives in the final quarter of the 2019/20 year.	Corporate	Chief Officer, 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	Joint Chief Executives	On-going Requirement

Scrutiny Workplan – to be agreed by The Scrutiny Commission – November 2019

Scrutiny Workload (allocated items)

2019/20

	Cycle 1 June	Cycle 2 Sept	Cycle 3 Nov/Dec	Budget Jan	Cycle 4 March	Total
Commission						
Performance						
Communities						
Total						

