

**Scrutiny Work-Plan – Performance Panel**

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

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

<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	To scrutinise the effectiveness of the Planning Enforcement Protocol after six months in place.  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.  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	Planning, Housing & Regeneration  [Portfolio holder to attend]	Head of Planning and Regeneration	Member suggestion	

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	<p>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 2018.</p>			
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<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>
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> <p>At its meeting on 29<sup>th</sup> November 2018, the Scrutiny Commission RESOLVED that this report be considered by the Performance Scrutiny Panel in January 2019 to tie in with other financial reports being considered at that time.</p>	Finance & Assets	Section 151 Officer	Officer suggestion

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Revenue and Capital Budgets	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> <li>• information over a full year, separated for the two sports centres</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>
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	<ul style="list-style-type: none"> <li>• some benchmarking information, where available</li> <li>• detail of complaints received</li> <li>• detail of injuries</li> </ul> <p>At its meeting on 6<sup>th</sup> September 2018, the Scrutiny commission RESOLVED that this item be moved to the March 2019 meeting of the Performance Panel to tie in with the revised procurement timetable and to be twelve months since the matter was last considered.</p>			
Property 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.</p> <p>At its meeting on 29<sup>th</sup> 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>	Finance & Assets	Corporate Director (BJ)	Officer suggestion
Broadband Update	To examine Community Satisfaction with the roll-out of superfast broadband across the District and the	Finance & Assets	Section 151 Officer	Performance Scrutiny Panel, 15th

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	<p>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>			September 2016
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<b>Meeting Date: June 2019 (date to be confirmed in 2019/20 Rota of meetings)</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Paperless working, extended use of CMIS and Members' Access to ICT systems	<p>Scope to be developed in line with Peer Challenge Action Plan:</p> <p><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 6<sup>th</sup> September 2018, the Scrutiny commission RESOLVED that this item be allocated to the meeting of the Performance Scrutiny Panel in June 2019.</p>	Corporate Governance	Section 151 Officer	Councillor Suggestion
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</p>	Finance & Assets	Corporate Director (BJ)	Performance Scrutiny Panel, 7 <sup>th</sup> December 2017

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	<p>should be considered by the Performance Panel at its meeting in September 2018.</p> <p>At its meeting on 6<sup>th</sup> 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>			
Impact of Economic Development Strategy	<p>To review the progress of the Council's Economic Development Strategy Action Plan after the first year. To consider outcomes achieved, against expenditure.</p>	Strategy/ Communications/ Economic Development/ Tourism	<p>Head of Environmental Services, Economic Development &amp; Major Projects</p> <p>Economic Development Manager</p>	Officer suggestion.
Review of Council Tax printed bills	<p>At its meeting on 30 October, the Ethical Governance Committee RESOLVED that the following should be submitted to the Scrutiny Commission in November:</p> <p><i>“Scrutiny Commission to request a review as to 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 29<sup>th</sup> 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>	Corporate Governance	<p>Section 151 Officer</p> <p>Revenues &amp; Benefits Partnership (Sally O'Hanlon / Leigh Butler)</p>	Ethical Governance Committee meeting of 30/10/2018

## Scrutiny Work-Plan – Communities Panel

**Chair: Councillor Nunn Vice-Chair: Councillor Brodrick**

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

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>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.</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

Scrutiny Workplan – as agreed by The Scrutiny Commission on 29/11//2018



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	At its meeting on 6 <sup>th</sup> September 2018, the Scrutiny commission RESOLVED to adopt the above recommendation of the Communities Panel.			
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 <sup>th</sup> 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 & Localities	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 <sup>th</sup> November 2013
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	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.	Planning, Housing & Regeneration	Head of Planning and Regeneration  Neighbourhood and Green Spaces Officer	Scrutiny Task Group, 8 <sup>th</sup> February 2018

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	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.			
Section 106 Planning Obligations  FOR EMAIL CIRCULATION ONLY	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: (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: a. S106 obligations entered into; b. S106 obligations fulfilled by developers (i.e. works or payments made and due); c. S106 obligations in discussion, dispute or default; d. S106 funding held by the District Council; e. S106 funding allocated to projects by the District Council; and (iii) that the reports be circulated to all Members.  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.	Planning, Housing & Regeneration	Head of Planning and Regeneration	Resources Scrutiny Panel, 15 <sup>th</sup> September 2016
Harborough District Community Lottery	To review the performance of Harborough Lotto after 12 months' operation.	Wellbeing & Localities	Service Manager, Community Partnerships	Councillor suggestion.

			Health and Wellbeing Manager	
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<b>Meeting Date: September 2019 (date to be confirmed in 2019/20 Rota of meetings)</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
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> <p>At its meeting on 27<sup>th</sup> 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>	Planning, Housing & Regeneration	<p>Head of Planning and Regeneration</p> <p>Representatives of E &amp; W LRCCG</p>	Resources Scrutiny Panel, 15 <sup>th</sup> September 2016

Scrutiny Task Groups

Meeting Date: September 2019 (date to be confirmed in 2019/20 Rota of meetings)				
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>At its meeting on 6<sup>th</sup> 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>	Planning, Housing & Regeneration	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

## Scrutiny Work-Plan – Scrutiny Commission Meetings

Chairman: Councillor P. Dann

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

<b>Meeting Date: June 2019 (date to be confirmed in 2019/20 Rota of meetings)</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
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	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

<b>Meeting Date: November 2019 (date to be confirmed in 2019/20 Rota of meetings)</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
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 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

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

**2018/19**

	<b>Cycle 1 June</b>	<b>Cycle 2 Sept</b>	<b>Cycle 3 Nov/Dec</b>	<b>Budget Jan</b>	<b>Cycle 4 March</b>	<b>Total</b>
<b>Commission</b>	2	1	3	N/A	N/A	6
<b>Performance</b>	3	6	4	3	7	23
<b>Communities</b>	3	2	4	N/A	2	11
<b>Total</b>	8	9	11	3	9	40