

## Scrutiny Work-Plan – Resource and Performance Panel

Chair: Cllr Ackerley Vice-Chair: Cllr Beesley-Reynolds

Panelists: Councillors Mrs Ackerley, Beesley-Reynolds, Bilbie, Evans, Graves, Hadkiss, Dr Hill, Knowles, Modha, Spendlove-Mason

Meeting Date: 17 September 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Risk Register: Quarter One	To review the status of the Council's Risk Register.	Business Planning and Performance	Corporate Director – Resources	Suggestion from the Scrutiny Steering Group
Quarterly Performance Report: Quarter one	To review the Council's performance against objectives in the first quarter of the 2015/16 year.	Business Planning and Performance	Corporate Director – Resources	Ongoing requirement
Outturn 2014/15	To review the 2014/15 financial outturn considered by Executive on 7 <sup>th</sup> September 2015	Financial & Commercialisation	Section 151 Officer	Ongoing requirement
Quarterly Financial Performance: Quarter One	To review the Council's financial performance for the first quarter of the 2015/16 year.	Financial and Commercialisation	Section 151 Officer	Ongoing requirement
Project plan/ timetable for Section 106 joint approach	<p>Work is underway to establish a consistent approach, between local authorities in Leicestershire, to securing Section 106 funds. At its meeting on 6<sup>th</sup> November 2014, the Resource and Performance Panel expressed interest in examining the project plan and timetable for this work.</p> <p>At its meeting on 27<sup>th</sup> November 2014, the Scrutiny Commission resolved that this item be added to the work of the Resource &amp; Performance Panel at a date to tie in with the completion of county-level</p>	Planning and Regeneration	Corporate Director – Community Services	Scrutiny Commission, 26 <sup>th</sup> February 2015

	<p>work.</p> <p>At its meeting on 26<sup>th</sup> February 2015, the Scrutiny Commission noted that county-level work was progressing. It also noted (as raised at the meeting of Council on 23 February 2015) that the Government is proposing that responsibility be passed to District Councils for delivering Sustainable Urban Drainage (SUD) and agreed the scope of this item be broadened to include SUD and that the item be brought to the Resource &amp; Performance Scrutiny Panel in September 2015.</p> <p><b>Recommended to move to next panel</b></p>			
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<b>Meeting Date: 10 December 2015</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Quarterly Risk Register: Quarter Two	To review the status of the Council's Risk Register.	Business Planning and Performance	Corporate Director – Resources	Suggestion from the Scrutiny Steering Group
Quarterly Financial Performance: Quarter Two	To review the Council's financial performance for the second quarter of the 2015/16 year.	Financial and Commercialisation	Section 151 Officer	Ongoing requirement
Empty Properties	<p>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.</p> <p>At its meeting on 27th November 2014, the Scrutiny Commission resolved that this item be kept on the 'Pending Allocation' list of Scrutiny items and that it be brought back to the Resource &amp; Performance Panel around November 2015.</p>	Environment and Regulation	Corporate Director – Community Services	Resource and Performance Scrutiny Panel meeting, 6 <sup>th</sup> November 2014

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<b>Meeting Date: 21 January 2016</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.	Financial and Commercialisation	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 2015-2016-2017 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 2016-2017 period.	Business Planning and Performance	Corporate Director -- Resources  All Executive Portfolio Holders	Ongoing requirement
Performance Management Framework	This document sets out the Council's approach to performance management. It was approved at the beginning of the 2015/16 period and is now due to be refreshed.	Business Planning and Performance	Corporate Director -- Resources  All Executive Portfolio Holders	Ongoing requirement

<b>Meeting Date: 25 February 2016</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Quarterly Risk Register: Quarter Three	To review the status of the Council's Risk Register in the third quarter of the 2015/16 year.	Business Planning and Performance	Corporate Director – Resources	Ongoing requirement
Quarterly Performance Report: Quarter Three	To review the Council's performance against objectives in the third quarter of the 2015/16 year.	Business Planning and Performance	Corporate Director – Resources	Ongoing requirement
Quarterly Financial Performance: Quarter Three	To review the Council's financial performance in the third quarter of the 2015/16 year.	Financial and Commercialisation	Section 151 Officer	Ongoing requirement

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Meeting Date: 19 May 2016				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source

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**Scrutiny Work-Plan – Community Leadership Panel**

**Chair: Bowles Vice-Chair: Cllr Brodrick**

**Panelists: Councillors Bowles, Brodrick, Champion, Chapman, Elliott, Hammond, Nunn, Rickman, Mrs Simpson, Tomlin**

<b>Meeting Date: 10 September 2015</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 and Regeneration	Strategic Housing and Planning Manager  All Housing Associations have been invited.	Ongoing requirement.
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Communities		Scrutiny Commission, 28 <sup>th</sup> November 2013
Charities and Voluntary Organisations	To examine how the council obtains value for money from the grants that it awards to voluntary organisations and charities.	Communities	Head of Policy, Performance and Partnerships  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

<b>Meeting Date: 14 January 2016</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Harborough Hospital	To receive an update on the progress of the	Communities		Scrutiny

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Update	planned construction of Harborough Hospital.			Commission, 28 <sup>th</sup> November 2013
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<b>Meeting Date: 14 April 2016</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Communities		Scrutiny Commission, 28 <sup>th</sup> November 2013

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## Scrutiny Task Groups

Meeting Date: 0 15 October 2015				
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 on the provision of community facilities. Scrutiny will examine the Council's mechanisms for delivering these funds to communities.</p> <p>* <a href="#">Link to Roger Tym and Partners Report</a></p> <p>This Panel met on 12<sup>th</sup> November 2014 and requested two more meetings (one on Delivery of Community Facilities and one on Procurement of Community Facilities). The first of these Meetings was proposed to be held on 20<sup>th</sup> May 2015 (Reason: the Panel requested that the Roger Tym report be updated to reflect the current state of the District. This will take around six months to complete).</p> <p>At its meeting on 27<sup>th</sup> November 2014 the Scrutiny Commission resolved that two more meetings of the Task Group be scheduled early in 2015 (following the completion of work to update the Roger Tym &amp; Partners report) to ensure continuity of participating Panel members.</p> <p>At its meeting on 26<sup>th</sup> February 2015, the Scrutiny Commission noted that it would not be possible to schedule the further two meetings of the Task Group until a date after the final Roger Tym and Partners Report was available in August 2015. It was agreed that further meetings of the Task Group would be scheduled in September &amp; October 2015.</p>	Planning and Regeneration	Corporate Directors Head of Planning and Regeneration Head of Community Wellbeing and Partnerships	Meeting of the Scrutiny Commission, 20 <sup>th</sup> March 2014

Meeting Date: date to be agreed – suggested 12 November 2015

Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Local Plan Process	<p>To scrutinize the Local Plan process and achievement of the five year land supply.</p> <p>Scope:</p> <ul style="list-style-type: none"> <li>• Why is the five year housing supply indicator seen as a barometer of local planning authority performance?</li> <li>• What is the basis for the housing supply calculation – ie the annual requirement?</li> <li>• How should government advice on applying a “buffer” into the future supply be applied and who decides what level?</li> <li>• What is the difference between the Liverpool and the Sedgefield method of dealing with any previous under delivery?</li> <li>• Can more sites than we have included at present be added into the supply calculation to improve performance?</li> <li>• How can Harborough District ensure it meets a five year housing supply consistently going forward?</li> <li>• Implications of the letter of 19<sup>th</sup> December 2014 from Brandon Lewis MP to The Planning Inspectorate</li> </ul>	Planning and Regeneration	Corporate Directors Head of Planning and Regeneration Strategic Planning Services Manager	Resource & Performance Scrutiny Panel, 19 February 2015



## Items Pending Allocation by Scrutiny Commission

These items are not yet commissioned				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
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 5<sup>th</sup> September 2013, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on 20<sup>th</sup> March 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on the 29<sup>th</sup> May 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on the 4<sup>th</sup> September 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on the 27<sup>th</sup> November 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on the 26<sup>th</sup> February 2015, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items</p>	Planning & Regeneration	<p>Corporate Director – Community Services</p> <p>Head of Planning and Regeneration</p> <p>Strategic Planning Service Manager</p> <p>Officer and member from a council that has used the CIL approach.</p>	Councillor Suggestion
Anti-Social Behaviour: New Powers	<p>To examine the impact on resources should the Council decide to adopt new anti-social behaviour powers. (Report considered by the Executive on 3<sup>rd</sup> November 2014)</p> <p>At its Meeting on the 27<sup>th</sup> November 2014, the</p>	Communities	Corporate Director – Community Services	

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	Scrutiny Commission resolved that this item be scheduled to be considered after a suitable bedding-in period around November 2015 or Spring 2016.			
Partnership Register (Annual Review)	To scrutinise the Council's Partnership arrangements to ensure that they are fit for purpose.  Note: At its meeting on 19 <sup>th</sup> February 2015, the Resource & Performance Scrutiny Panel agreed that it would receive an annual Partnership Register report, to tie in with the Business Planning Process. It also noted the need to identify any high value / high risk partnerships that require d more detailed scrutiny and to agree a schedule for these.	Communities	Head of Community Wellbeing and Partnerships	Ongoing requirement
Publicising Enforcement Action	Extract from Planning Committee minutes: <i>"Resolved ... That the Scrutiny Commission be invited to add an item to its workplan to consider the potential for publicising enforcement action and cases won by the Council."</i>  <b>Note: This is already done. Therefore remove from pending items</b>			Planning Committee, 28 April 2015
Car Parking Strategy	To review the draft strategy	Financial and Commercialisation and Environment and Regulation	Corporate Director – Community Services	TBC
Review of Commissioning and Review Initiatives and Savings	To evidence the impact of procurement initiatives in recent years (following withdrawal from the Wetland Procurement Unit) and to consider the forward commissioning plan in support of the delivery of Council objectives and delivery of MTFS savings	Financial and Commercialisation	Corporate Directors S151 Officer Commissioning and Procurement Manager	Officer Recommendation
Traded & Commercial Services	To receive a report on the current traded services provided by the Council and the opportunities, governance and risks of the Council considering a more commercial approach	Financial and Commercialisation	Corporate Directors S151 Officer	Officer Recommendation

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## Scrutiny Work-Plan – Scrutiny Commission Meetings

<b>Meeting Date: 03 September 2015</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
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
Electronic Dispatch of Meeting Papers	To investigate the possibilities for electronic dispatching Meeting papers, taking account of recent new regulations.	Corporate and Regulatory Services Portfolio Holder	Monitoring Officer	Meeting of the Scrutiny Commission, 26 <sup>th</sup> February 2015

  

<b>Meeting Date: 26 November 2015</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
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' Half-Year Performance Reports	To inform the Scrutiny Commission of the Council's performance against the Corporate Delivery Plan & Performance Indicators for the first half of the 2015-16 financial year.	All Portfolio Holders	Corporate Directors	On-going Requirement
Broadband Provision	To examine: <ul style="list-style-type: none"> <li>Community Satisfaction with roll-out of Superfast Broadband across the District.</li> <li>The value for money obtained by the Council for its financial contribution to the Superfast Broadband project. 56</li> </ul> <p>At its meeting on 26<sup>th</sup> February 2015, the Scrutiny Commission received an update on Phase 1 of broadband coverage and acknowledged that it was</p>	Financial and Commercialisation	Section 151 Officer	Meeting of the Scrutiny Commission, 20 <sup>th</sup> March 2014

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	too early to assess community satisfaction. It was agreed that the matter be brought back to the Commission in September / October 2015.			
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<b>Meeting Date: 03 March 2016</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
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: 02 June 2016</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 2015/16 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