

Scrutiny Work-Plan – Resource Development Panel, June 2011 – November 2011

Chair: Councillor TBC, Vice-Chair: Councillor TBC

Meeting Date: 23rd June 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Meeting Date: 28th July 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
End of Year Performance	To allow the Panel to question Portfolio Holders regarding end of year (2010-11) performance results and make any appropriate recommendations.	Scrutiny Officer	Portfolio Holders Heads of Service	Performance Management Item
Performance Management, Risk Analysis and Data Quality.	To train both new and existing Councillors on the Council's risk/performance management processes. The report will provide an analysis of the Council's exposure to risk and protocols put in place to manage this. The Panel will be given a detailed presentation on the Council's TEN Performance Management System.	J. Chester		Training Requirement
Meeting Date: 15th September 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Quarterly	To review the Council's financial position.	Head of		On-going

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Revenue and Capital Budget Monitoring (Quarter One)		Finance		requirement
Corporate Debt Analysis	The Report will provide Members with a detailed analysis of Debts owed to the Council in relation to Council Tax, Business Rates, Housing Benefit Overpayments and Sundry Debts. The report will draw comparisons with previous year's collection rates and identify recovery methods which have gone well or have been unsuccessful. Members will be asked to note the progress made as shown in the detail of this Report.	Head of Finance		Annual Review
Meeting Date: 27 th October 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Half Year Performance	To allow the Panel to question Portfolio Holders regarding the half year performance results and make any appropriate recommendations.	Scrutiny Officer	Portfolio Holders Heads of Service	Performance Management Item
Costs Awarded Against the Council (Part One)	To provide details across of instances of awards that have been made against the Council. To inform members of budget provision and where and when such costs are reported to members and what risk assessment measures have been put in place. Part One of this report will examine awards of costs in Civil Enforcement, Licensing, Council Tax and Benefits.	V. Wenham		Recommendation in the Minutes of the Scrutiny Resource Development Panel, 7 th April 2011.

	The data provided will cover the four-year life-span of the previous Council, the source of each award (e.g. was it an overturned Officer/Committee decision), dates when the awards were made and instances when the Council was awarded costs.			
Meeting Date: 8 th December 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Quarterly Revenue and Capital Budget Monitoring (Quarter Two)	To review the Council's financial position.	Head of Finance		On-going requirement
Costs Awarded Against the Council (Part Two)	<p>To provide details across of instances of awards that have been made against the Council. To inform members of budget provision and where and when such costs are reported to members and what risk assessment measures have been put in place.</p> <p>Part Two of this report will examine awards of costs in Planning (Development Control), Planning Enforcement and Environmental Health Services.</p> <p>The data provided will cover the four-year life-span of the previous Council, the source of each award (e.g. was it an overturned Officer/Committee decision), dates when the awards were made and instances when the Council was awarded costs.</p>	V. Wenham		Recommendation in the Minutes of the Scrutiny Resource Development Panel, 7 th April 2011.
Shared Legal Service	This report will detail the operational effectiveness of the Council's Shared Legal	V. Wenham	Representative from Melton	Minutes of the Scrutiny

	<p>Service.</p> <p>An elected Member from Melton Borough Council should attend this meeting to discuss the operation of the shared service.</p> <p>The report will include, as an appendix, a copy of the Service Level Agreement between Harborough District Council and Melton Borough Council.</p> <p>The report will include the accrued financial cost of seeking external legal counsel over the last, say, six years.</p> <p>The report will include a breakdown of the responsibilities of the Service Area and the triggers for seeking external opinion.</p>		Borough Council	Resources Panel, 9 th December 2011
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Scrutiny Work-Plan People Panel, June 2011 – November 2011

Chair: Councillor TBC, Vice-Chair: Councillor TBC

Meeting Date: 9 th June 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
End of Year Performance	To allow the Panel to question Portfolio Holders regarding end of year (2010-11) performance results and make any appropriate recommendations.	Scrutiny Officer	Portfolio Holders Heads of Service	Performance Management Item
	To train both new and existing Councillors on	J. Chester		Training

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Performance Management, Risk Analysis and Data Quality.	<p>the Council's risk/performance management processes.</p> <p>The report will provide an analysis of the Council's exposure to risk and protocols put in place to manage this.</p> <p>The Panel will be given a detailed presentation on the Council's TEN Performance Management System.</p>			Requirement
Meeting Date: 14 th July 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Communications Strategy	To review the Council's current strategy and ensure it is fit for purpose.	P. Rowbotham	R. Abbott	Meeting of the Scrutiny People Panel, 2 nd December 2010, Minute 402
Publicising Local Authority Spending	<p>From January 2011 Local Authorities have been required to publish details of all ite of spending above £500.</p> <p>The report will outline measures taken to administer this requirement.</p>	K. Mehta		Statutory Requirement

Meeting Date: 1 st September 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Freedom of Information	Following Central Government's introduction of the Freedom of Information Act 2000 (effective from 1 st January 2005) and associated legislation (e.g. the Environmental Information Regulations), this report will	S. Done, Corporate Administration Team Leader		Officer suggestion for review.

	<p>examine the Council's procedures for processing and responding to Freedom of Information requests.</p> <p>The report will:</p> <ul style="list-style-type: none"> ▪ include statistics of how many requests the authority has received. ▪ details of the number of complaints referred to the Information Commissioner and the outcome(s) of these. ▪ Examples of typical questions asked. 			
Data Protection	<p>Following Central Government's introduction of the Data Protection Act 1998, which enables individuals to have access to personal information about them held by a third party, this report will examine the Council's procedures for administering requests for personal data under The Act.</p>	S. Done, Corporate Administration Team Leader		Officer suggestion for review.
Performance Management Strategy	<p>Performance Management arrangements have developed over time. These will be formalised into an approved strategy for adoption by the Council.</p>	J. Chester		Officer suggestion
Meeting Date: 13 th October 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Half Year Performance	<p>To allow the Panel to question Portfolio Holders regarding the half year performance results and make any appropriate recommendations.</p>	Scrutiny Officer	<p>Portfolio Holders</p> <p>Heads of Service</p>	Performance Management Item
Sensitive Procedures Process	<p>To review the Council's current strategy and ensure it is fit for purpose.</p>	J. Stephens		Member Suggestion

Leisure Centres	<p>The report will provide Members with information on the operations of the District's Leisure Centres in Market Harborough and Lutterworth.</p> <p>The report will include information on: patronage, costs and quality of service provision.</p>			
Meeting Date: 24 th November 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Partnership Working	<p>The report will include details of: which partnerships are currently in place, effectiveness of current partnerships, how the Council works with partners, how the Council identifies and manages risks with partnership working.</p> <p>The report will explain Member involvement with partners.</p> <p>The report will set out why, and by which means, partnerships come into existence.</p>	T. Day and E. E O'Neill		Member-led item
The role of, and resources allocated to, the Chairman of the Council	This report will examine the role of the Council's Chairman and the adequacy of the resources allocated to this function.	<p>Corporate Administration.</p> <p>Author to be confirmed.</p>		Member-led item

Scrutiny Work-Plan – Places Panel, June 2011 - November 2011

Chair: Cllr. TBC Vice Chair: Cllr. TBC

Meeting Date: 16th June 2011

Subject	Scope/Purpose	Lead Officer	Other attendees	Source
End of Year Performance	To allow the Panel to question Portfolio Holders regarding end of year (2010-11) performance results and make any appropriate recommendations.	Scrutiny Officer	Portfolio Holders Heads of Service	Performance Management Item
Public Toilet Provision	To examine the provision of public toilets across Harborough District. The report will include current usage, likely future usage, quality, condition, running costs and siting of public conveniences and the source of funding.	M. Bradford		Council Resolution, 27 th September 2010, Minute 275
Meeting Date: 21st July 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Performance Management, Risk Analysis and Data Quality.	To train both new and existing Councillors on the Council's risk/performance management processes. The report will provide an analysis of the Council's exposure to risk and protocols put in place to manage this. The Panel will be given a detailed presentation on the Council's TEN Performance Management System.	J. Chester		Training Requirement
Partnership Working with Seven Locks Housing – Annual Progress Report	The report will monitor delivery of the promises to tenants of Seven Locks Housing in the Formal Consultation Document published prior to the ballot on stock transfer in 2007 and review progress on the development of partnerships with Seven Locks Housing on projects to promote the social, economic and environmental well being	J. Wheeler	Seven Locks CEO. Chair of Residents' Assoc.	Annual report

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	of the people of Harborough.			
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Meeting Date: 8th September 2011

Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Renewable Energy from Council-owned land	This report will examine the potential for introducing renewable energy generation from Council-owned buildings and land.	N. Proudfoot		Officer Suggestion (linked to Central Government proposals)
Empty Properties	This report will examine the development of an approach to deal with empty properties to maximise the return from the New Homes Bonus funding.	N. Proudfoot and S. Pointer.		Officer Suggestion

Meeting Date: 20th October 2011

Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Half Year Performance	To allow the Panel to question Portfolio Holders regarding the half year performance results and make any appropriate recommendations.	Scrutiny Officer	Portfolio Holders Heads of Service	Performance Management Item

Meeting Date: 1st December 2011

Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Trade Waste Review	To detail the operational and policy framework within which HDC's Trade Waste Service operates, including information on the competitive environment which the service operates within, costs associated with the service and income generation.	K. Mehta	G. Antill	Minutes 02/07/09

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Scrutiny Work Plan – Governance and Audit Committee June 2011 - November 2011

Chair: Councillor TBC, Vice-Chair: Councillor TBC

Meeting Date: 30th June 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Internal Audit Annual Report	To present the internal audit findings for the 2010/11 Council year.			On-going Requirement
Annual Governance Statement	The Annual Governance Statement is required by the Accounts & Audit Regulations and must be approved by the Council together with the Annual Accounts.	K.Mehta	Internal Audit, Head of Finance	Statutory requirement
Statement of Accounts	To present the Statement of Accounts of the Council for the year ended 31st March 2011 for approval, together with an explanatory interpretation of the accounts.	K.Mehta	Head of Finance. Accountancy Services Manager.	Statutory requirement
Meeting Date: 29th September 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Internal Audit Report (Quarter One)	To present the findings of the internal auditors for the first quarter of the Council year.	Internal Auditor		On-going Requirement
Meeting Date: 10th November 2011				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Internal Audit Report (Quarter Two)	To present the findings of the internal auditors for the second quarter of the Council year.	Internal Auditor		On-going Requirement

Meeting Date: 16 th February 2012				
Subject	Scope/Purpose	Lead Officer	Other attendees	Source
Internal Audit Report (Quarter Three)	To present the findings of the internal auditors for the third quarter of the Council year.	Internal Auditor		On-going Requirement