

## Scrutiny Work-Plan – Resource and Performance Panel

**Chair: Councillor Mrs. Ackerley Vice-Chair: Councillor Bowles**

**Panelists: Councillors Dewes, Evans, Galton, Graves, Johnson, Knowles, Spendlove-Mason, Wood**

<b>Meeting Date: 22<sup>nd</sup> January 2015</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.	Planning, Finance, Assets and Development	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 2013-2015 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 2014-2015 period.	Corporate Services	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 2013/14 period and is now due to be refreshed.	Corporate Services	Corporate Director: Resources  All Executive Portfolio Holders	Ongoing requirement
Quarterly Financial Performance (Quarter Two)	To review the Council's financial performance in the third quarter of the 2013/14 year.	Planning, Finance, Assets and Development	Section 151 Officer	Ongoing requirement

<b>Meeting Date: 19<sup>th</sup> February 2015</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 2014/15 year.	Corporate Services	Corporate Director: Resources	Ongoing requirement
Quarter Three: Performance	To review the Council's performance against objectives in the third quarter of the 2014/15 year.	Corporate Services	Corporate Director: Resources	Ongoing requirement
Partnerships Register (Annual Review)	To scrutinise the Council's Partnership arrangements to ensure that they are fit for purpose.	Corporate Services	Head of Community Wellbeing and Partnerships	Ongoing requirement

<b>Meeting Date: 14<sup>th</sup> May 2015</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Quarterly Risk Register: Quarter Four	To review the status of the Council's Risk Register in the fourth quarter of the 2014/15 year.	Corporate Services	Corporate Director: Resources	Suggestion from the Scrutiny Steering Group.
Quarterly Financial Performance (Quarter Three)	To review the Council's financial performance in the third quarter of the 2013/14 year.	Planning, Finance, Assets and Development	Section 151 Officer	Ongoing requirement

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

**Chair: Councillor Brodrick, Vice-Chair: Councillor Tomlin**

**Panelists: Councillors Beaty, Callis, Elliott, Holyoak, Rook, Everett, McHugo, Mrs. Simpson**

<b>Meeting Date: 15<sup>th</sup> January 2015</b>				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Supporting Leicestershire Families	<p>Leicestershire’s Supporting Families Programme was established in 2011 as one of the Coalition Government’s 16 Community Budgets under the name “Families with Complex Needs”, with the two following aims:</p> <ul style="list-style-type: none"> <li>· Improving outcomes for England’s most complex families.</li> <li>· Reducing the public service costs resulting from addressing the needs of these families.</li> </ul> <p>Approximately 1,300 families in Leicestershire meet the agreed criteria for complex needs, as well as a further 2,000 families identified as having some of the risk factors that could result in families becoming complex. These families are those to be supported by the SLF programme.</p> <p>On 7<sup>th</sup> March 2013 the Community Leadership Scrutiny Panel recommended that it receive six-monthly updates on the progress of the SLF programme (Minute 504 refers).</p>	Community Wellbeing	Head of Community Wellbeing and Partnerships	Minute 504, 7 <sup>th</sup> March 2013
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Community Wellbeing		Scrutiny Commission, 28 <sup>th</sup> November 2013

<b>Meeting Date:</b> 19 <sup>th</sup> March 2015				
<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.	Community Wellbeing		Scrutiny Commission, 28 <sup>th</sup> November 2013

### Scrutiny Task Groups

**Reserved Dates for future meetings:** 11<sup>th</sup> February 2015, 18<sup>th</sup> March 2015, 15<sup>th</sup> April 2015, 20<sup>th</sup> May 2015

<b>Meeting Date:</b> 15 <sup>th</sup> October 2014 Councillors Mrs. Ackerley, Brodrick, Bowles, Mrs. Burrell, Evans, Johnson, Spendlove-Mason				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Changes to Council Tax	<p>To examine how the Council has managed the recent changes to Council Tax.</p> <p>The report should include details of:</p> <ul style="list-style-type: none"> <li>- Comparison of revenue recovered pre- and post-changes.</li> <li>- Use of the Hardship Fund (how much was spent, is there much public interest? Are the criteria for applying for this too challenging?)</li> </ul> <p><b>This item was referred to the Scrutiny Commission for consideration at its Meeting on 27<sup>th</sup> November 2014. See Report 3 of these papers.</b></p>	Corporate Services	Corporate Director – Resources	Meeting of the Scrutiny Commission, 20 <sup>th</sup> March 2014

<b>Meeting Date:</b> 21 <sup>st</sup> January 2015 Councillors Mrs. Ackerley, Beaty, Mrs. Burrell, McHugo, Knowles, Tomlin, Wood				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Climate Change	The Council has signed up to the Climate Local initiative run by the Local Government Association. This commits the Council to action on climate change and it is required to produce a list of commitments and report annually on progress. This report will outline the initial list of commitments, which will form the basis for future action.	Environment and Waste	Corporate Director – Community Services	Officer Suggestion

<b>Meeting Date:</b> 20 <sup>th</sup> May 2015 Councillors Mrs. Ackerley, Galton, Knowles, McHugo, Rook, Robinson, Tomlin				
<b>Subject</b>	<b>Scope/Purpose</b>	<b>Portfolio Holder</b>	<b>Attendees</b>	<b>Source</b>
Assessment of Local Community Provision and Developer Contribution	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.  * <a href="#">Link to Roger Tym and Partners Report</a>  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).	Planning, Finance, Assets and Development	Strategic Planning Services Manager  Parish Liaison Officer  Officers responsible for delivery.	Meeting of the Scrutiny Commission, 20 <sup>th</sup> March 2014

### Items Pending Allocation by Scrutiny Commission

These items are not yet commissioned				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Call Centre Performance	<p>To receive an update on the performance of the Council's Call Centre (update requested by the Resource and Performance Panel at its meeting on 6<sup>th</sup> November 2014).</p> <p><b>Information to be tabled at the Meeting of the Scrutiny Commission on 27<sup>th</sup> November 2014.</b></p>	Corporate Services	Corporate Director: Resources	<p>Minutes of the Meeting of the Resource and Performance Scrutiny Panel held on 6<sup>th</sup> March 2014.</p> <p>Minutes of the Meeting of the Resource and Performance Scrutiny Panel held on 31<sup>st</sup> July 2014</p> <p>Minutes of the Meeting of the Resource and Performance Scrutiny Panel held on 6<sup>th</sup> November 2014</p>
Broadband Provision	<p>To examine:</p> <ul style="list-style-type: none"> <li>(i) Community Satisfaction with roll-out of Superfast Broadband across the District.</li> <li>(ii) The value for money obtained by the Council for its financial contribution to the Superfast Broadband project.</li> </ul> <p><b>At its Meeting on 6<sup>th</sup> November 2014, the Resource and Performance Scrutiny Panel</b></p>	Planning, Finance, Assets and Development	Section 151 Officer	Meeting of the Scrutiny Commission, 20 <sup>th</sup> March 2014

	<b>recommended that the Scrutiny Commission be provided with a list of expected broadband coverage in the District.</b>			
Project plan/ timetable for Section 106 joint approach	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.	Planning, Finance, Assets and Development	Section 151 Officer	Resource and Performance Scrutiny Panel meeting, 6 <sup>th</sup> November 2014
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.	Community Safety and Regulatory	Corporate Director – Community Services	Resource and Performance Scrutiny Panel meeting, 6 <sup>th</sup> November 2014
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>	Planning, Finance, Assets and Development	Strategic Planning Services Manager	Councillor Suggestion

<p>Fuel Funding</p>	<p>Wording of Councillor suggestion:</p> <p>The front page of HDC's Harborough News Spring 2013, which goes out to every household in our District, reported news of funding of nearly £390,000 to help families in the Harborough District suffering as a result of high fuel prices. This funding was to be spread over several separate schemes (for full info see <a href="http://www.harborough.gov.uk/funding">www.harborough.gov.uk/funding</a>). The article stated that 'funding must be spent by 1 April'.</p> <p>I believe we should now examine in detail records associated with this funding, for example, funding allocation to each scheme and money unused at end of scheme, applications procedure, number of applications, qualifying details, take-up rate, time taken to process applications, installers (selection etc), customer satisfaction/complaints, publicity. I also believe it is important for Scrutiny to evaluate the success or otherwise of a scheme that has the ability to make a difference to the lives of low-income families and the more vulnerable residents in our District.</p> <p>At its Meeting on 30<sup>th</sup> May 2013, the Scrutiny Commission recommended that Members be provided with a Briefing Note outlining the above information.</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 in case further funds are received from central government.</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>Planning, Finance, Assets and Development</p>		<p>Scrutiny Commission, 5<sup>th</sup> September 2013</p>
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	<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 4<sup>th</sup> September 2014 the Scrutiny Commission resolved to keep this item in the 'pending list' of Scrutiny items.</p>			
Cemetery Provision	<p>To examine adequacy of current and future cemetery/burial provision across Harborough District.</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 <b>the Scrutiny Commission requested that a scoping report be taken to its next Meeting (to be tabled at the Meeting of the Scrutiny Commission on 27<sup>th</sup> November 2014).</b></p>	Planning, Finance, Assets and Development		Previous Meetings of the Scrutiny Commission.
Car Parking Policy	<p>To scrutinise the Council's car parking policy to ensure that it is fit for purpose.</p> <p>The report should include costs of altering car parking machines.</p> <p>The item should be considered once the relevant supporting evidence has been collected.</p> <p>At a Meeting of a Scrutiny Task Group held on 3<sup>rd</sup></p>	Corporate Services	Corporate Director: Community Services	Scrutiny Commission, 5 <sup>th</sup> September 2013

	<p>September 2013 it was suggested that this item should be examined once the relevant supporting evidence had been brought up to date (it had been some years since a detailed study of car parking in the District had been carried out).</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 4<sup>th</sup> September 2014 <b>the Commission asked that a scoping report be taken to its next meeting. This is included at Report 4.</b></p>			
<p>A Review of 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>Notes: At its Meeting on 4<sup>th</sup> September 2014 the Scrutiny Commission resolved to keep this item in the 'pending list' of Scrutiny items. <b>The Scrutiny Commission suggested that an appropriate time</b></p>	<p>Community Wellbeing</p>	<p>Coporate Director – Community Services</p> <p>Representative from Serco /Leisure Trust</p>	<p><b>At the Meeting of the Resoure and Performance Scrutiny Panel held on 31<sup>st</sup> July 2014 it was recommended that an annual review of this subject be undertaken.</b></p>

	<b>to visit this item may be a Meeting of the Resource and performance Panel at the end of the 2014/15 year.</b>			
Anti-Social Behaviour: New Powers	To examine the impact on resources should the Council decide to adopt new anti-social behavior powers. (Report considered by the Executive on 3 <sup>rd</sup> November 2014)		Corporate Director – Community Services	Councillor Suggestion
Choice-based Lettings (CBL), Anti-social Behaviour (ASB) and Community Safety	To receive evidence and experience from Councillors/ the public/ Leicestershire Constabulary on their experience of community safety and choice-based lettings.	Community Safety and Regulatory	Representative from CBL  Representative from ASB  Representative from Leicestershire Constabulary	Councillor suggestion

### Scrutiny Work-Plan – Scrutiny Commission Meetings

<b>Meeting Date: 26<sup>th</sup> February 2015</b>				
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
<b>Meeting Date: 21<sup>st</sup> May 2015</b>				
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
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 2014/15 year.	All Portfolio Holders	Corporate Directors	On-going Requirement