

Scrutiny Work-Plan – Resource and Performance Panel

Chair: Councillor Bannister, Vice-Chair: Councillor Dewes

Councillors Bannister, Dewes, Galton, Golding, Graves, Hall, Holyoak, Knowles, McHugo, Mrs. Wood

Meeting Date: 6 th March 2014				
Subject	Scope/Purpose	Portfolio Holder	Other attendees	Source
Quarterly Financial Performance (Quarter Three)	To review the Council's financial performance in the third quarter of the 2013/14 year.	Finance and Assets Portfolio Holder	Section 151 Officer	Ongoing requirement
Quarterly Performance Report (Quarter Three)	To inform the Executive of the performance of the Council against the Corporate Delivery Plan for Quarter Three of the 2013-14 financial year.	Head of Policy, Performance and Partnerships		Ongoing requirement
Quarterly Risk Register (Quarter Three)	To review the status of the Council's Risk Register.	Corporate Services Portfolio Holder	Section 151 Officer	Suggestion from the Scrutiny Steering Group
Empty Properties And Provision of New Homes	<p>(a) At the Meeting of Council held on 30th January 2012 Members suggested that the Council investigate its powers concerning empty properties.</p> <p>The report should contain a summary of the Council's powers and the cost of using those powers.</p> <p>(b) To undertake a detailed analysis of how many new homes are built in the District compared to planning permissions granted for new homes. To review the impact on the allocations of New homes bonus grant to</p>	Planning, Community safety and the Environment	Corporate Director: Community Services	<p>Minutes of the Meeting of Council held on 30th January 2013 (view Meeting).</p> <p>Commissioned on 30th May 2013.</p>

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	the Council.			
Local Government Association Peer Review Recommendations	To monitor the progress of the implementation of the Council's recent Peer Review.	All Portfolios	Head of Legal and Democratic Services	Scrutiny Commission, 28 th November 2013

Meeting Date: 17 th July 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Financial Performance (2013/14 end-of-year position)	To review the Council's financial performance for the 2013/14 year.	Finance and Assets	Section 151 Officer	Ongoing requirement
Regulation of Investigatory Powers Act (RIPA)	To receive details of instances of when the RIPA provisions have been invoked	Corporate Services	None required	The Council's Constitution requires that a report be brought to Scrutiny at regular intervals.
Quarterly Risk Register: Quarter Four	To review the status of the Council's Risk Register.	Corporate Services Portfolio Holder	Chief Executive	Suggestion from the Scrutiny Steering Group
A Review of the Council's working arrangements with The Leisure Trust/Serco	<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</p>	Community Wellbeing Portfolio Holder	<p>Norman Proudfoot Matthew Bradford</p> <p>Also external someone from Serco /Leisure Trust</p>	Members Suggestion

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	<p>data.</p> <p>At its Meeting on 5th September 2013 the Scrutiny Commission resolved to keep this item in the 'pending list' of Scrutiny items. The Scrutiny Commission suggested that an appropriate time to visit this item may be a Meeting of the Resource and performance Panel at the end of the 2013/14 year.</p>			
County Council Spending Review	To examine the impact of proposed County Council spending review.	Finance and Assets	Section 151 Officer	Scrutiny Steering Group

Meeting Date: 18 th September 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Financial Performance (Quarter One)	To review the Council's financial performance in the first quarter of the 2014/15 year.	Finance and Assets	Section 151 Officer	Ongoing requirement
Quarterly Performance Report (Quarter One)	To inform the Executive of the performance of the Council against the Corporate Delivery Plan for Quarter Three of the 2014/15 financial year.	Head of Policy, Performance and Partnerships		Ongoing requirement
Quarterly Risk Register: Quarter One	To review the status of the Council's Risk Register.	Corporate Services Portfolio Holder	Chief Executive	Suggestion from the Scrutiny Steering Group

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Meeting Date: 11th December 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Financial Performance (Quarter Two)	To review the Council's financial performance in the second quarter of the 2013/14 year.	Finance and Assets Portfolio Holder	Section 151 Officer	Ongoing requirement
Quarterly Risk Register: Quarter Two	To review the status of the Council's Risk Register.	Corporate Services Portfolio Holder	Chief Executive	Suggestion from the Scrutiny Steering Group

Meeting Date: 29th January 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Revenue and Capital Budgets, Fees and Charges	To scrutinise budget proposals, to report back to the Executive to inform budget setting.	Finance and Assets Portfolio Holder	Section 151 Officer	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 2013-2015 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 2014-2015 period.</p>	Corporate Services Portfolio Holder	Section 151 Officer	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 Portfolio Holder	Section 151 Officer	Ongoing requirement

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Meeting Date: 5th March 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Quarterly Financial Performance (Quarter Three)	To review the Council's financial performance in the third quarter of the 2013/14 year.	Finance and Assets Portfolio Holder	Section 151 Officer	Ongoing requirement
Quarterly Performance Report (Quarter Three)	To inform the Executive of the performance of the Council against the Corporate Delivery Plan for Quarter Three of the 2014/15 financial year.	Head of Policy, Performance and Partnerships		Ongoing requirement
Quarterly Risk Register: Quarter Three	To review the status of the Council's Risk Register.	Corporate Services Portfolio Holder	Chief Executive	Suggestion from the Scrutiny Steering Group

Scrutiny Work-Plan – Community Leadership Panel

Chair: Councillor Beesley-Reynolds, Vice-Chair: Councillor Brodrick

Councillors Beaty, Bowles, Charlish, Evans, Johnson, Rook, Simpson, Tomlin,

Meeting Date: 13th March 2014				
Subject	Scope/Purpose	Portfolio Holder	Other attendees	Source
Planning for Renewable Energy	At its Meeting on 25 th July 2013 the Community Leadership Scrutiny Panel recommended that: “the views and experiences of residents who live beside wind turbines/ wind farms be sought and reported to Members.” This item would be an information- and evidence-	Planning and Environment Portfolio	Residents and Parish Council representatives	Minutes of the Meeting of the Community Leadership Scrutiny Panel held on 25 th July 2013.

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	gathering process to record the thoughts of residents This information would be used to inform future planning policy on renewable energy.			
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Planning and Environment Portfolio		Scrutiny Commission, 28 th November 2013
Meeting Date: 15th May 2014				
Subject	Scope/Purpose	Portfolio Holder	Other attendees	Source
CDRP 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 fulfill 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>	Corporate and Regulatory Services Portfolio Holder	<p>Representative from Leicestershire Constabulary</p> <p>Representative from Leicestershire Fire and Rescue Service</p>	Annual requirement
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"> · Improving outcomes for England's most complex families. · Reducing the public service costs resulting from addressing the needs of these families. 	Community Wellbeing	Head of Policy, Performance and Partnerships	Minute 504, 7 th March 2013

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	<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 7th 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>			
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Planning and Environment Portfolio		Scrutiny Commission, 28 th November 2013
Leicestershire County Council: Unitary Authority for the county of Leicestershire Strategic Financial Case	To discuss the findings of an independent report, published by the County Council, which explores the strategic financial case for establishing a unitary council for the county of Leicestershire.	All	Section 151 Officer	Scrutiny Steering Group

Meeting Date: 11 th September 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
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 Environment Portfolio	Strategic Housing and Planning Manager	Ongoing requirement.
Charities and Voluntary	To examine how the council obtains value for money from the grants that it awards to voluntary	Community Wellbeing Portfolio	Head of Policy, Performance and	Suggested for Annual Review by a

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Organisations	organisations and charities.		Partnerships	Scrutiny Task Group on 7 th November 2013
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Planning and Environment Portfolio		Scrutiny Commission, 28 th November 2013

Meeting Date: 22nd January 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
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"> · Improving outcomes for England's most complex families. · Reducing the public service costs resulting from addressing the needs of these families. <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 7th 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 Policy, Performance and Partnerships	Minute 504, 7 th March 2013

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Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Planning and Environment Portfolio		Scrutiny Commission, 28 th November 2013
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Meeting Date: 19 th March 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source

Scrutiny Task Groups

Suggested Task Groups: Transformation Output, Charity Asset Transfer Protocol, Disposals and Acquisitions Policy.

Reserved Dates: 20th March 2014, 10th April 2014, 4th June 2014, 16th July 2014, 10th September 2014, 15th October 2014, 12th November 2014, 21st January 2014, 11th February 2014, 18th March 2014, 15th April 2014, 20th May 2014

Meeting Date: 4 th June 2014				
Subject	Scope/Purpose	Portfolio Holder	Other attendees	Source
Community Asset Transfer Protocol	To address issues from the Quirk Review and Localism Act 2011, to give local people and community groups greater control in the future of their area and their community, it would be advisable to implement a protocol for interested parties to follow in the preparation of any bid and provide transparency in the approval process and criteria to be met to facilitate transfers of any assets.	Finance and Assets Portfolio Holder	Corporate Assets Manager, Section 151 Officer	Officer Suggestion

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Meeting Date: 10th September 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Disposals and Acquisitions Policy	To ensure a consistent approach in dealing with disposals or acquisitions of any nature (freehold, leasehold, license, easement, etc.), the Council will develop a Disposals & Acquisitions Policy.	Finance and Assets Portfolio Holder	Corporate Assets Manager, Section 151 Officer	Officer Suggestion

Items Pending Allocation by Scrutiny Commission

These items are not yet commissioned				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Community Infrastructure Levy (CIL) Policy	To examine how the Council is taking account of market conditions in making its CIL Policy fit for purpose. At its Meeting on 5 th September 2013, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.	Finance and Assets Portfolio Holder	District Council Planning Policy Manager	Councillor Suggestion
Government review of house extensions	To examine the impact on the Council's resources as a result of proposed central government changes. At its Meeting on 5 th September 2013, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.	Planning, Community Safety and the Environment	TBC	Added to the pending list at the request of a Councillor
Fuel Funding	Wording of Councillor suggestion: 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	Finance and Assets Portfolio Holder		Scrutiny Commission, 5 th September 2013

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	<p>(for full info see www.harborough.gov.uk/funding). 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 30th May 2013, the Scrutiny Commission recommended that Members be provided with a Briefing Note outlining the above information.</p> <p>At its Meeting on 5th 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>			
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 3rd September 2013 it was suggested that this item</p>	Finance and Assets Portfolio Holder		Scrutiny Commission, 5 th September 2013

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	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).			
Cemetery Provision	To examine adequacy of cemetery/burial provision in Harborough District.			Previous Meetings of the Scrutiny Commission.

Scrutiny Work-Plan – Scrutiny Commission Meetings

Meeting Date: 29 th May 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Portfolio Holders' End-of-Year Reports	To inform the Scrutiny Commission of the Council's performance against the Corporate Delivery Plan & Performance Indicators for the 2013/14 year	All Portfolio Holders	Executive Members	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	CMT Representatives	On-going Requirement

Meeting Date: 4 th September 2014				
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	CMT Representatives	On-going Requirement

Meeting Date: 27 th November 2014				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Portfolio Holders' Half-	To inform the Scrutiny Commission of the Council's	All Portfolio	CMT	On-going

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Year Reports	performance against the Corporate Delivery Plan & Performance Indicators for the first half of the 2014-15 financial year.	Holders	Representatives	Requirement
The Scrutiny Work-plan	To agree items to be scrutinised. To create a number of Scrutiny Task Groups, as required.	N/A	CMT Representatives	On-going Requirement

Meeting Date: 26th February 2014

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	CMT Representatives	On-going Requirement