

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

Meeting Date: 22 nd 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.	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

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Meeting Date: 19 th February 2015				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
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

Meeting Date: date to be agreed in 2015/16 rota following allocation of Committee places post Annual Council				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
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

Meeting Date: 15th 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 Community Wellbeing and Partnerships	Minute 504, 7 th March 2013
Harborough Hospital Update	To receive an update on the progress of the planned construction of Harborough Hospital.	Community Wellbeing		Scrutiny Commission, 28 th November 2013

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

Reserved Dates for future meetings: 11th February 2015, 18th March 2015, 15th April 2015, 20th May 2015

Meeting Date: 21 st January 2015 Councillors Mrs. Ackerley, Beaty, Mrs. Burrell, McHugo, Knowles, Tomlin, Wood				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
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

Meeting Date: To be scheduled earlier in 2015 than 20 th May 2015, to ensure continuity of participating Panel members Councillors Mrs. Ackerley, Galton, Knowles, McHugo, Rook, Robinson, Tomlin				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
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. * Link to Roger Tym and Partners Report This Panel met on 12 th 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 is proposed to be held on 20 th May 2015 (Reason: the Panel requested that the Roger Tym report be updated to reflect the current state of the District.	Planning, Finance, Assets and Development	Strategic Planning Services Manager Parish Liaison Officer Officers responsible for delivery.	Meeting of the Scrutiny Commission, 20 th March 2014

	<p>This will take around six months to complete).</p> <p>At its meeting on 27th 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 & Partners report) to ensure continuity of participating Panel members.</p>			
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Items Pending Allocation by Scrutiny Commission

These items are not yet commissioned				
Subject	Scope/Purpose	Portfolio Holder	Attendees	Source
Broadband Provision	<p>To examine:</p> <ul style="list-style-type: none"> (i) Community Satisfaction with roll-out of Superfast Broadband across the District. (ii) The value for money obtained by the Council for its financial contribution to the Superfast Broadband project. <p>At its Meeting on 6th November 2014, the Resource and Performance Scrutiny Panel recommended that the Scrutiny Commission be provided with a list of expected broadband coverage in the District.</p> <p>At its Meeting on 27th November 2014, the Scrutiny Commission requested that it be provided with the list of expected broadband coverage in the District, as previously requested.</p>	Planning, Finance, Assets and Development	Section 151 Officer	Meeting of the Scrutiny Commission, 20 th March 2014
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 6th 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 27th November 2014, the Scrutiny Commission resolved that this item be added to the work of the resource & Performance Panel at a date to tie in with the completion of county-level work.</p>	Planning, Finance, Assets and Development	Section 151 Officer	Resource and Performance Scrutiny Panel meeting, 6 th November 2014
Empty Properties	At its Meeting on 6 th November 2014, the Resource and Performance Scrutiny Panel recommended that	Community Safety and Regulatory	Corporate Director – Community Services	Resource and Performance

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	<p>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 & Performance Panel around November 2015.</p>			Scrutiny Panel meeting, 6 th 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 5th September 2013, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on 20th 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 29th 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 4th 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 27th November 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 Officer and member from a council that has used the CIL approach.	Councillor Suggestion
Fuel Funding	<p>Wording of Councillor suggestion: The front page of HDC's Harborough News Spring</p>	Planning, Finance, Assets and Development		Scrutiny Commission, 5 th September 2013

	<p>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 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> <p>At its Meeting on 20th 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 29th May 2014, the Scrutiny Commission resolved to keep this item in the</p>			
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	<p>'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on 4th September 2014 the Scrutiny Commission resolved to keep this item in the 'pending list' of Scrutiny items.</p> <p>At its Meeting on the 27th November 2014, the Scrutiny Commission resolved that this item be broadened and re-scoped by the promoting Councillor to encompass wider issues of benefits for vulnerable people and that it be resubmitted to a future meeting of the Scrutiny Commission.</p>			
Cemetery Provision	<p>To examine adequacy of current and future cemetery/burial provision across Harborough District.</p> <p>At its Meeting on 20th 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 29th 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 4th September 2014 the Scrutiny Commission requested that a scoping report be taken to its next Meeting.</p> <p>At its Meeting on the 27th November 2014, the Scrutiny Commission resolved that consideration be given to financial implications and that a further report be brought back to the Scrutiny Commission with refined scope.</p>	Planning, Finance, Assets and Development		Previous Meetings of the Scrutiny Commission.
Car Parking Policy	To scrutinise the Council's car parking policy to	Corporate Services	Corporate Director:	Scrutiny

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	<p>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 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 20th 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 29th May 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p> <p>At its Meeting on 4th September 2014 the Commission asked that a scoping report be taken to its next meeting.</p> <p>At its Meeting on the 27th November 2014, the Scrutiny Commission noted the scoping report and requested that due regard be given in the brief to equality matters, particularly disability.</p>		Community Services	Commission, 5 th September 2013
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</p>	Community Wellbeing	Corporate Director – Community Services Representative from Serco /Leisure Trust	At the Meeting of the Resource and Performance Scrutiny Panel held on 31 st July 2014 it

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	<p>year. 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 4th September 2014 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 2014/15 year.</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 rota for Summer 2015.</p>			<p>was recommended that an annual review of this subject be undertaken.</p>
<p>Anti-Social Behaviour: New Powers</p>	<p>To examine the impact on resources should the Council decide to adopt new anti-social behavior powers. (Report considered by the Executive on 3rd November 2014)</p> <p>At its Meeting on the 27th November 2014, the Scrutiny Commission resolved that this item be scheduled to be considered after a suitable bedding-in period around November 2015 or Spring 2016.</p>		<p>Corporate Director – Community Services</p>	
<p>Electronic Dispatch of Meeting Papers</p>	<p>To investigate the possibilities for electronic dispatching Meeting papers (awaiting advice from</p>	<p>Corporate and Regulatory</p>		<p>Meeting of the Scrutiny</p>

	<p>central government).</p> <p>At its Meeting on the 29th 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 27th November 2014, the Scrutiny Commission resolved to keep this item in the 'Pending Allocation' list of Scrutiny items.</p>	Services Portfolio Holder		Commission, 20 th March 2014
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Scrutiny Work-Plan – Scrutiny Commission Meetings

Meeting Date: 26th February 2015				
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
Meeting Date: 21st May 2015 – date to be confirmed in 2015/16 rota following allocation of Committee places post-Annual Council				
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