
ESTABLISHING THE CORPORATE PERFORMANCE REVIEW WORKING PARTY WORK PROGRAMME FOR 2015/16

To: **Corporate Performance Review Working Party – 06 July 2015**

Main Portfolio Area: **Democratic Services**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **N/A**

Summary: **The purpose of the report is to assist Members to develop and agree the work programme for 2015/16 for the Corporate Performance Review Working Party.**

For Decision

1.0 Introduction and Background

- 1.1 The Overview and Scrutiny Panel met on 26 May 2015 and set up a number of sub-committees that included the Corporate Performance Review Working Party. The detailed explanatory notes in this background section are meant to familiarise Members with the work and processes of the sub-group. Members could agree a different approach for undertaking the review work assigned to the sub-committee by the Panel.
- 1.2 The working party was asked to meet and consider at their first meeting their respective draft terms of reference and work programmes for 2015/16 and in cases where changes were suggested to the terms of reference, then report back to next scheduled meeting of the Overview & Scrutiny Panel. The terms of reference are discussed in more detail elsewhere on the agenda.
- 1.3 Members would need to draft and agree a more detailed work programme for 2015/16 using the template attached as Annex 1 to this report. A reference to the terms of reference of the working party would help focus the activities of the sub-group to the assigned mandate. The sub-group needs to identify key review activities and related documents to be considered and the timetable for carrying out that review work.
- 1.4 The process for undertaking the review could include inviting and receiving written and verbal reports from key Council officers on issues under scrutiny. Members would then form a view and if appropriate forward recommendations to the Overview and Scrutiny Panel for onward submission to a relevant decision making body of Council.
- 1.5 In the course of its work the sub-group could also request key officers from East Kent Services (EK Services), East Kent Human Resources (EKHR) and East Kent Housing (EK Housing) to appear before Members to respond to questions that help Members form an informed view of any of the issues under review and which fall under the above partnerships' activities and responsibilities.

- 1.6 One of the key activities of the Corporate Performance Review Working Party in 2014/15 was to monitor progress by Council in implementing the corporate improvement action points that were identified by the (Peer Review) Improvement Board. This process included inviting the Board Chairman and CEx to be in attendance at a meeting of the working party to provide progress update reports and share views on corporate performance. The working party chairman then provided a verbal update report to the Panel and the Overview and Scrutiny Panel chairman reported to Full Council through a chairman's report that is supposed to be presented at all ordinary Full Council meetings.

2.0 The Current Situation

- 2.1 It is hoped that the sub group would develop a time frame for completing their work and then produce final reports for making recommendations to the Overview & Scrutiny Panel.
- 2.2 The working party could make reference to the minutes of the previous meeting in order to identify any outstanding action points that could be included in the work programme for 2015/16.
- 2.3 Members may wish to note that it is possible that during the course of the year, the Panel could assign additional work (one-off project) to the working party usually in response to an emerging that require the immediate attention of the scrutiny process.

3.0 Options

- 3.1 Members are requested to agree a detailed work programme and timetable for undertaking the review.

4.0 Corporate Implications

4.1 Financial and VAT

- 4.1.1 There are no financial implications arising directly from this report.

4.2 Legal

- 4.2.1 There are no legal implications arising directly from this report.

4.3 Corporate

- 4.3.1 An active scrutiny programme is part of good governance and will, ultimately underpin the Council's use of resources assessment.
- 4.3.2 The Working Parties / Task and Finish Groups assist the work of scrutiny as they can carry-out an in-depth study of an issue referred to them.

4.4 Equity and Equalities

- 4.4.1 There are no equity and equalities implications arising directly from this report.

5.0 Recommendation

- 5.1 Members are requested to draw up and agree the Group's work programme for 2015/16.

6.0 Decision Making Process

- 6.1 The Overview and Scrutiny Panel can set up sub-committees and then ask such groups to submit recommendations for the Panel's consideration. These sub-committees (task & finish groups) do not have delegated authority to amend their terms of reference; any suggested changes need to be reported to the Overview & Scrutiny Panel for approval.

Future Meeting: Overview & Scrutiny Panel	Date: 18 August 2015
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Annex List

Annex 1	Draft Work Programme for 2015/16
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Background Papers

Title	Details of where to access copy
None	None

Corporate Consultation Undertaken

Finance	N/A
Legal	N/A