

CORPORATE PERFORMANCE REVIEW WORKING PARTY

**Minutes of the meeting held on 7 July 2014 at 7.00 pm in Austen Room, Council Offices,
Cecil Street, Margate, Kent.**

Present: Councillor Gideon (Chairman); Councillors Campbell, I Gregory,
Grove and Matterface

In Attendance: Councillors D Green and E Green

141. ELECTION OF CHAIRMAN

Councillor Matterface proposed, Councillor Campbell seconded and Members agreed the Councillor Gideon be the chairman.

Councillor Gideon in the Chair.

142. APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

143. DECLARATIONS OF INTEREST

There were no declarations of interest.

144. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were agreed and signed by the Chairman.

145. ESTABLISHING THE CORPORATE PERFORMANCE REVIEW WORKING PARTY WORK PROGRAMME FOR 2014/15

Members requested for updates regarding the outstanding action points as reflected in the minutes of the previous meeting. They asked for some steer from the Acting CEx regarding how the recommendations in the Peer Review Report will be progressed. They said that since the corporate resources were decreasing, Cabinet ought to come up with realistic priorities in the Corporate Plan. They suggested that the working party makes recommendations to the Overview & Scrutiny Panel for onward submission to Cabinet advising the Executive to prioritising issues in the Corporate Plan that required implementation. It was hoped that such an approach would ensure better focus for staff to work towards accomplishing.

Madeline Homer, Acting CEx said that the suggestion would be taken on board by the Senior Management Team (SMT). She suggested that the working party could review the progress of implementing the Peer Review recommendations after the upcoming joint Cabinet/SMT away-day. With reference to the eleven priorities in the Corporate Plan, Madeline Homer said that it would be difficult to reduce these in number as some of the priorities were statutory requirements.

Members expressed the view that the working party could have a role in reviewing the risks associated with implementation of major projects. Madeline Homer indicated that TDC has an existing procedure for managing and reporting on the progress of major projects.

The new terms of reference for the Corporate Performance Review Working Party are as follows:

1. To monitor the performance of the Medium Term Financial Plan;
2. To monitor the savings in Shared Services;
3. To evaluate major projects that Council is involved in;
4. To review the 2012/2016 Corporate Plan to determine progress in relation to delivering projects;
5. To monitor half-yearly, the performance of the shared services or outsourced arrangements against set targets and conduct annual review of agreements for these arrangements to ensure value for money and propose action points for improvement;
6. To review the impact of lack of income and other revenue shortfall in forward budget, and debt management strategies.

Members requested that copies of the Service Level Agreements with the Shared Services be made available to them. The Chairman suggested that the working party reviewed the performance of the current EK Services Service Level Agreement in relation to ICT. They agreed that Donna Reed, Director of EK Services and the Client Officer be in attendance at the next meeting of the working party to lead the debate on the proposed review. Madeline Homer was asked to help structure the timetable for meetings for the working party with the next meeting taking place after the joint Cabinet/SMT Meeting. This would enable Members to consider the strategic direction that would have been set by the Executive. Members also suggested that the next meeting be scheduled for October/November 2014.

The Chairman requested that a report back on the working party recommendation from the 8 May 2014 meeting that states "That a report be brought back to the Corporate Performance Review Working Party detailing the shape and terms of reference of the Improvement Board and the proposed membership;" should be included in the agenda for the next meeting of the sub-group. Members requested that officers find out if the Corporate Performance Working Party can scrutinise the newly established Performance Improvement Board. Madeline Homer agreed to check the role of the Council's scrutiny process in relation to the work of the Improvement Board. The Chairman indicated that Members of the working party would like to review the terms of reference of that Board.

Meeting concluded: 8.00 pm