
ESTABLISHING THE CORPORATE PERFORMANCE REVIEW WORKING PARTY WORK PROGRAMME FOR 2016/17

To: **Corporate Performance Review Working Party – 18 July
2016**

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 2016/17 for the Corporate Performance Review Working Party.**

For Decision

1.0 Introduction and Background

- 1.1 The Overview and Scrutiny Panel met on 24 May 2016 and set up a number of sub-committees that included the Corporate Performance Review Working Party. Members would need to agree a work programme for 2016/17 and in the process they could agree a different approach for carrying out their work as assigned by the Panel.
- 1.2 The working party is being asked to consider at their first meeting the terms of reference that are attached as Annex 1 to the report (and if need be suggest amendments). When drafting the work programme, Members may find the template that is attached as Annex 2 to the report useful as it affords them the opportunity to provide more detail about the work programme. Reference to the terms of reference of the working party would help focus the activities of the sub-group to the assigned mandate.

2.0 The Current Situation

- 2.1 It is hoped that the working party would need to develop a time frame for completing the work activities as detailed in their work programme and where necessary produce final reports for making recommendations to the Overview & Scrutiny Panel.

3.0 Terms of Reference of the Corporate Performance Review Working Party

- 3.1 The Overview & Scrutiny Panel agreed the terms of reference of the working party attached as Annex 1 to the report. The working party can suggest amendments to these terms and report any such changes to the main Panel for approval.

4.0 Work programme of the Corporate Performance Review Working Party

- 4.1 Members are being asked to consider, provide more detail and agree the draft work programme for 2016/17 using the template that is attached as Annex 2 to this report.
- 4.2 The working party could continue with the traditional approach to its work that it has been using over the years; that is looking at the corporate performance of the Council, East Kent Services (including EKHR) and East Kent Housing through quarterly performance reports.
- 4.3 In scoping out their proposed work activities, Members ought to consider a number of factors that include the following:
 - a. Can the working party influence and add value to the council function or joint arrangements performance under review;
 - b. What is the intended outcome;
 - c. How much time will it require to complete the scrutiny review;
 - d. Does council have adequate resources (including officer time) to conduct such a review.

5.0 Indicative future meeting dates of the Corporate Performance Review Working Party

- 5.1 Members could agree future meeting dates for 2016/17. This will help manage the work programme for the sub group as it gives enough lead time for lead officers to prepare reports and invitations to be sent out to external agencies to be attendance at these meetings when requested. It is worth noting that in instances where the working party would like to consider quarterly performance reports; these could realistically be produced for meetings that are scheduled for the following indicative part of the month:

2nd week of August;
2nd week of November;
2nd week of February;
1st week of May.

- 5.2 The May meeting may prove to be difficult as the date runs into potential conflict with Annual Council meeting date. This will have to be reconsidered near the time.

6.0 Options

- 6.1 Members could suggest amendments to the terms of reference if they so wish. Any such changes would need to be referred to the main Panel for approval.
- 6.2 Members are requested to agree a work programme.
- 6.3 The sub group could agree indicative meeting dates for future meetings for 2016/17.

7.0 Corporate Implications

7.1 Financial and VAT

7.1.1 There are no financial implications arising directly from this report.

7.2 Legal

7.2.1 There are no legal implications arising directly from this report.

7.3 Corporate

7.3.1 An active scrutiny programme is part of good governance and will, ultimately underpin the Council's use of resources assessment.

7.3.2 The Working Parties assist the work of scrutiny as they can carry-out an in-depth study of an issue referred to them.

7.4 Equity and Equalities

7.4.1 There are no equity and equalities implications arising directly from this report, but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.

7.4.2 It is important to be aware of the Council's responsibility under the Public Sector Equality Duty (PSED) and show evidence that due consideration had been given to the equalities impact that may be brought upon communities by the decisions made by Council.

8.0 Recommendations

Members are requested to:

8.1 Agree amendments to the terms of reference (if appropriate);

8.2 Draw up and agree the work programme for 2016/17;

8.3 Agree indicative dates for future meetings of the working party for 2016/17.

9.0 Decision Making Process

9.1 The Overview and Scrutiny Panel can set up sub-committees and then ask such groups to submit recommendations for the Panel's consideration. The sub 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: 16 August 2016
---	----------------------

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7208

Annex List

Annex 1	Terms of Reference for 2016/17
Annex 2	Draft Work Programme for 2016/17

Background Papers

Title	Details of where to access copy
None	None

Corporate Consultation Undertaken

Finance	Tim Willis, Director of Corporate Resources & S151 Officer
Legal	Colin Evans, Assistant Litigation Solicitor