

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Vicky Thomson – Democratic Services and Legal Manager

To: Performance Monitoring Panel – 30 June 2015

(Author: Christine Morgan – Democratic Services Officer

Subject: Performance Monitoring Panel Work Programme

Purpose: To set out the Work Programme of the Performance Monitoring Panel

Recommendation:

That the Panel gives consideration to the report and identifies any issues for discussion.

1.0 INTRODUCTION

1.1 Background

- 1.1.1 This report records the issues for consideration that have been identified by the Panel for inclusion on its Work Programme.
- 1.1.2 As this is the first meeting of the municipal year, councillors are invited to give consideration to any new issues that they wish to address over the forthcoming year. This is in addition to the regular performance monitoring reports, following up progress on previous task group recommendations and any other usual items of business that may be dealt with under the Panel's remit.
- 1.1.3 In identifying issues at this stage, a Work Programme can be drafted that allows time for proper planning of councillor and officer resources. Whilst providing a framework for the Panel, the Work Programme should be put together to allow flexibility to incorporate other items at short notice, such as an urgent issue facing the Council, any issues identified from the Key Decision Plan or a referral from Council or Cabinet (if the Panel wishes to accept it).
- 1.1.4 In identifying issues, councillors are invited to look at the suitability of the subject, taking into account such consideration as whether the issue is strategic and significant and whether it is likely to lead to effective outcomes (i.e. is it something that the Panel can actually influence?) Councillors should also be mindful not to duplicate any other work that may be underway within the Council.
- 1.1.5 As the Work Programme is intended to cover a 12 month period, a timescale for undertaking the work is also to be agreed.
- 1.1.6 Due to the investigatory nature of task groups, it can sometimes be difficult to guarantee start and finish dates. It is therefore proposed that once the Panel has agreed the issues it wishes to examine in 2015/16, it gives consideration to the order in which it would like to undertake task groups. As previously agreed by the two Scrutiny Panels, unless there are exceptional circumstances, only up to two task groups per Panel will be in operation at any one time.

1.1.7 When an issue has been agreed for the Work Programme, the Panel is invited to give consideration to how it wishes to investigate the matter, This could be by discussing it at a future meeting of the Panel or by establishing a task group.

1.2 **Issues**

1.2.1 Appendix A sets out the dates of future Panel meetings along with proposed items for consideration. These items were either originally suggested by councillors or are being referred to the Panel from officers or the Cabinet. This appendix will be updated as new items are identified.

1.2.2 Appendix B sets out the task groups that have been identified by the Panel. The table shows:

- The name of the task group
- What it wants to achieve
- Key dates
- Membership of the task group
- When the task group will be reporting back to the Panel

1.2.3 It is hoped that in presenting the information in this way, and by having the report as a standing item on the agenda, it will record the issues identified by the Panel and provide the opportunity for councillors to monitor the progress of its Work Programme.

2.0 **OPTIONS**

2.1 To note and consider the current status of the Work Programme.

2.2 To do nothing.

3.0 **REASONS FOR RECOMMENDATION**

3.1 To allow councillors to feed into the Panel's calendar of Work Programme items and the Work Programme on a regular basis, to ensure that they stay relevant and up to date.

4.0 **EXPECTED BENEFITS**

4.1 The calendar of Work Programme items and the Work Programme will provide councillors with up to date and relevant information. Timelines for various calendar items and proposed task groups within the Work Programme are included within the appendices.

5.0 **IMPLICATIONS**

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 There are no direct carbon footprint and environmental issue implications associated with this report. As individual items are progressed through the work programme, their carbon footprint and environmental issue implications will be assessed.

5.2 **Constitution & Legal**

5.2.1 There are no direct constitution and legal implications associated with this report. As individual items are progressed through the work programme, their constitution and legal implications will be assessed.

5.3 **Contracts**

5.3.1 There are no direct contract implications associated with this report. As individual items are progressed through the work programme, their contract implications will be assessed.

5.4 **Corporate Priorities**

5.4.1 In identifying issues for inclusion on the Work Programme, councillors consider the suitability of the subject, taking into account such considerations as whether the issue is strategic and significant and whether it is likely to lead to effective outcomes. One of the indicators against which each potential task group is scored identifies how strongly the topic links to the Council's key aims and priorities.

5.5 **Crime and Disorder**

5.5.1 There are no direct crime and disorder implications associated with this report. As individual items are progressed through the work programme, their crime and disorder implications will be assessed.

5.6 **Equality and Diversity / Human Rights**

5.6.1 There are no direct equality and diversity and human rights implications associated with this report. As individual items are progressed through the work programme, their equality and diversity and human rights implications will be assessed.

5.7 **Financial**

5.7.1 There are no direct financial implications associated with this report. As individual items are progressed through the work programme, their financial implications will be assessed.

5.8 **Health and Wellbeing**

5.8.1 There are no direct health and wellbeing implications associated with this report. As individual items are progressed through the work programme, their health and wellbeing implications will be assessed.

5.9 **Risk Management**

5.9.1 There are no direct risk management implications associated with this report. As individual items are progressed through the work programme, their risk management implications will be assessed.

5.10 **Safeguarding**

5.10.1 There are no direct safeguarding implications associated with this report. As individual items are progressed through the work programme, their safeguarding implications will be assessed.

5.11 **Staffing**

5.11.1 There are no direct staffing implications associated with this report. As individual items are progressed through the work programme, their staffing implications will be assessed.

5.12 Stakeholders / Consultation / Timescales

5.12.1 There are no direct stakeholder/consultation/timescale implications associated with this report. As individual items are progressed through the work programme, their stakeholder/consultation/timescale implications will be assessed.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 When a task group is considered for inclusion on the Panel's Work Programme, it is assessed against criteria covering 'Importance', 'Impact' and 'Value for Money'. The 'Impact' and 'Value for Money' score indicators consider how strongly the issue will affect a ward(s), customer group(s) or service area(s). Only issues scoring highly will be included on the Work Programme.

7.0 ACRONYMS

7.1 None.

Background papers:- None

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Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report:

Appendix A Work Programme Calendar
Appendix B Task Group Work Programme 2015/16