

Minutes of a meeting of the **PERFORMANCE MONITORING PANEL** held in Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 5 April 2016 at 6.30 pm.

PRESENT

B Alcock (Chairman)
M D Booth (Vice-Chairman)

G R Aley
J R Astill
C J T H Brewis
T A Carter

G K Dark
P C Foyster
R Grocock
J L King

J D McLean
A M Newton
A C Tennant
J Tyrrell

In Attendance: The Executive Director Commercialisation, the Corporate Improvement and Performance Manager, the Client Side Contract Officer, the Democratic Services Officer and the Portfolio Holder for Legal, Performance and Democratic Services.

Apologies for absence were received from or on behalf of Councillors R Clark.

32. **DECLARATIONS OF INTEREST**

There were none.

33. **EXCLUSION OF THE PRESS AND PUBLIC**

AGREED:

It was resolved that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of part 1 of Schedule 12A of the Act.

34. **CONTRACTS MANAGEMENT AND PROCUREMENT UPDATE**

Consideration was given to the report of the Executive Director Strategy and Governance which provided an update on contracts management and procurement, as requested by the Panel. The report provided an update on the contracts register, and on the Authority's approach to procurement.

The Panel discussed the report and raised a number of issues with the officers in attendance.

AGREED:

a) That the report of the Executive Director Strategy and

Action By

PERFORMANCE MONITORING PANEL - 5

April 2016

Governance be noted;

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| b) That officers take on board comments made by the Panel; | GP |
| c) That the Portfolio Holder for Legal, Performance and Democratic Services and the Corporate Improvement and Performance Manager attend a future meeting to discuss opportunities for bringing externalised contracts in house; and | CM, GP |
| d) That the Corporate Improvement and Performance Manager attend a future meeting to update on procurement. | CM, GP |

(The Portfolio Holder for Legal, Performance and Democratic Services, the Corporate Improvement and Performance Manager, and the Client Side Contract Officer left the meeting at 7.20pm, following discussion of the above item.)

35. INVITATION TO THE PUBLIC TO REJOIN THE MEETING

AGREED:

It was agreed that, following conclusion of consideration of the above item, members of the public be invited to rejoin the meeting.

36. MINUTES

The minutes of the following meeting were signed by the Chairman as a correct record:

- Special joint meeting of the Performance Monitoring Panel and Policy Development Panel – 30 November 2015
- Performance Monitoring Panel – 1 December 2015
- Special joint meeting of the Performance Monitoring Panel and Policy Development Panel – 14 December 2015
- Special joint meeting of the Performance Monitoring Panel and Policy Development Panel – 4 February 2015

The following issues in relation to the minutes were raised:

Special joint meeting of the Performance Monitoring Panel and Policy Development Panel - 30 November 2015

- Minute 3 (a) – That the Executive Manager Governance investigate whether virement decisions were subject to call-in – Members asked whether a response had been received to this question.
 - The Panel was advised that this information would be

PERFORMANCE MONITORING PANEL - 5

April 2016

sought, and a response provided.

Performance Monitoring Panel – 1 December 2015

Minute 21 – A number of issues were raised regarding CCTV:

- There had been a recent article about CCTV in the local newspaper – what arrangements were being made with regard to feedback.
 - The Panel was advised that this information was already scheduled for consideration at the next Panel meeting on 15 June 2016.
- There had been a number of issues at Ayscoughfee and the surrounding area – was there still a mobile CCTV vehicle available and could this still be used.
 - Although this information could be reported at the next meeting, it was requested that the Panel receive an answer to this question prior to the June meeting.
- A year after installation, there were still issues regarding wireless transmission for some towns in the area. Did the Authority get the contract right?
 - The Panel was advised that this issue could be considered at the June meeting.
- Minute 26 (b), (c) and (d) – Members asked whether responses to these issues had been provided.
 - The Panel was advised that information had been circulated to members, but that this information could be sent again.
- Minute 27 – At the meeting, it had been identified that performance in relation to housing re-lets had been poor. Members felt that this was a recurrent theme.
 - The Executive Director Commercialisation commented that she shared the Panel's concerns. She suggested that a 'deep dive', looking in detail into an area small in scope could be very useful. It would work if officers and members had the same shared objectives to improve an area of concern. Working together was essential, combining ideas, looking at patterns and trying to understand the reasons for poorer performance. Voids was an area that could be looked at in this way, to find out what was causing the long void times. It should be added to the Panel's Work Programme, not as a Task Group, but for the whole Panel to look at during a meeting.
 - The Panel agreed that this be a pilot for future investigation, and that it could be considered at the next

EH

EH

PERFORMANCE MONITORING PANEL - 5

April 2016

meeting. The Chairman and Vice Chairman would liaise with the Executive Director Commercialisation and relevant officers to draw together all information required for consideration at the meeting.

AGREED:

- a) That the minutes of the following meetings be signed by the Chairman as a correct record:
- Special joint meeting of the Performance Monitoring Panel and Policy Development Panel – 30 November 2015
 - Performance Monitoring Panel – 1 December 2015
 - Special joint meeting of the Performance Monitoring Panel and Policy Development Panel – 14 December 2015
 - Special joint meeting of the Performance Monitoring Panel and Policy Development Panel – 4 February 2015
- b) That the Panel be advised on whether virement decisions were subject to call-in (question raised at special joint meeting of the Performance Monitoring Panel and Policy Development Panel, 30 November 2015);
- c) That prior to its June meeting, the Panel be advised whether the mobile CCTV vehicle was still available, and whether it could be used. Particular concerns were raised in relation to Ayscoughfee and the surrounding area;
- d) That responses to questions raised at minute 26 (b), (c) and (d) at the meeting of the Performance Monitoring Panel on 1 December 2015 be re-circulated to members of the Panel;
- e) That the Panel undertake a 'deep dive' investigation into housing re-let times, and that the Panel Chairman and Vice Chairman liaise with the Executive Director Commercialisation and relevant officers with regard to drawing together all information required for consideration at the meeting.

MS, CM

EH, CM

CM

CM

37. QUESTIONS ASKED UNDER STANDING ORDER 6

There were none.

38. TRACKING OF RECOMMENDATIONS

There were none.

PERFORMANCE MONITORING PANEL - 5

April 2016

39. ITEMS REFERRED FROM THE POLICY DEVELOPMENT PANEL.

There were none.

40. KEY DECISION PLAN

Consideration was given to the Key Decision Plan issued on 24 March 2016.

AGREED:

That the Key Decision Plan issued on 24 March 2016 be noted.

41. PERFORMANCE MONITORING PANEL WORK PROGRAMME

Consideration was given to the report of the Shared Executive Manager Governance, which set out the Work Programme of the Performance Monitoring Panel. The Work Programme consisted of two separate sections, the first setting out the dates of the future Panel meetings along with proposed items for consideration, and the second setting out the Task Groups that had been identified by the Panel.

Consideration was given to the Work Programme at Appendix B, and which items should remain on it:

- Sir Halley Stewart Playing Field Task Group – It was agreed to remove the item from the Work Programme however, it should be ensured that the recommendations kept on track. One of the Task Group's recommendations, agreed at the meeting of Council on 21 January 2015, had been that the Performance Monitoring Panel be invited to appoint a Task Group on an annual (single meeting) basis for the specific purpose of ensuring that the Council remained compliant with Charity Commission Guidance.
- The efficiency and effectiveness of the service given to the Authority by Lincolnshire Legal Services – It was agreed that officers would find out if the Authority still used Lincolnshire Legal Services, and if not, this item could be removed from the Work Programme.
- The value for money and effectiveness of minor procurement through the Authority – this item was linked to the report considered earlier in the meeting. It was agreed therefore to remove this item from the Work Programme.

At its meeting on 1 December 2015, the Panel had requested that a representative from Network Rail, who dealt with

PERFORMANCE MONITORING PANEL - 5

April 2016

Communications/Customer Relations be requested to attend a future meeting of the Panel to address issues around how complaints and queries were dealt with by the organisation. The Democratic Services Officer reported that she had contacted Network Rail who had advised that they had no outstanding issues. She therefore suggested that it would be useful for Councillors that had raised outstanding complaints at the meeting in December to remind her of the issues so that she could identify these with Network Rail, prior to their attendance at a Panel meeting.

AGREED:

- a) That both sections of the Panel's Work Programme, as set out in the report of the Executive Manager Governance, be noted;
- b) That the Sir Halley Stewart Playing Field Task Group be removed from the Panel's Work Programme at Appendix B, and that it be noted that the Panel appoint a Task Group on an annual (single meeting) basis for the specific purpose of ensuring that the Council remained compliant with Charity Commission Guidance; CM
- c) That it be established whether the Authority still used Lincolnshire Legal Services, and that if not, the following item be removed from the Panel's Work Programme at Appendix B - The efficiency and effectiveness of the service given to the Authority by Lincolnshire Legal Services; MS, CM
- d) That the following item be removed from the Panel's Work Programme at Appendix B - The value for money and effectiveness of minor procurement through the Authority; CM
- e) That prior to a representative from Network Rail attending a future Panel meeting to discuss how issues around how complaints and queries were dealt with by the organisation, Panel members with outstanding queries contact the Democratic Services officer with details to be provided to Network Rail. CM

(The meeting ended at 8.00 pm)

(End of minutes)