

Committee:	Performance Select Committee	Agenda Item
Date:	12 June 2007	4
Title:	Work Programme 2007/08	
Author:	Tracy Turner, Director for Communities, 01799 510402	Item for decision

Summary

The report sets out the Committee's anticipated work programme for 2007/08.

Recommendations

The Committee agree the outline work programme.

Background Papers

None.

Impact

Communication/Consultation	The work programme takes account of input from SMB and Heads of Division
Community Safety	None
Equalities	None
Finance	None
Human Rights	None
Legal implications	None
Sustainability	None specifically, though shorter or paperless meetings would aid sustainability
Ward-specific impacts	All
Workforce/Workplace	The timing of documents and discussion is wherever possible intended to aid project plans or workflow and avoid pressure points in the civic calendar

Situation

- 1 The Committee has six scheduled meetings in 2007/08 and is expected to deal with the following items of business. The Committee's terms of reference and delegations are set out in Appendix A.
- 2 Additional items this year include regular performance reports from Uttlesford Futures, the district's Local Strategic Partnership, and the Essex Local Area Agreement. Additional reports which may be scheduled include leisure monitoring and organisational re-engineering.

Date of Committee	Anticipated Agenda Items
12 June 2007	Work Programme Budgetary Control Improvements Annual Internal Audit Report and Audit Opinion Internal Audit Report – Housing Allocations Best Value Performance Plan Best Value User Satisfaction Surveys 2007/08 Audit Plan Comprehensive Area Assessment
2 August 2007	Performance Management Report Quarter 1, April-June Partnerships Performance Report Risk Management – Update Internal Audit report x2 – subject tba Consultation Access to Services Inspection Report
27 September 2007	Project Management Report Customer Satisfaction and Complaints Internal Audit Report – 6 month update Internal Audit Report x2 – subject tba Opinion on financial statements and value for money

Date of Committee	Anticipated Agenda Items
6 November 2007	Performance Management Report Quarter 2, July-August Partnerships Performance Report Project Management Report Internal audit report x2 – subject tba Risk Management – update
5 February 2008	Performance Management Report Quarter 3, September-December Partnerships Performance Report Internal audit report x2 – subject tba Target Setting Use of Resources
6 May 2008	Partnerships Performance Report Customer Satisfaction and Complaints Internal Audit Plan 2008/09 Internal Audit Report x1

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Agendas may include too few or too many items	Medium	High	The work programme allows a snapshot to be taken across the year of the likely workload of the Committee and balancing actions to be taken. The Committee will need to continue to assess workload through the year, whilst taking account of resource limitations when scheduling additional meetings.

Performance Select Committee – Terms of Reference & Delegations

8.1 Terms of reference

8.1.1 The Council will appoint a Performance Select Committee to discharge the following overview functions of the Council conferred by regulation 6 Local Authorities (Alternative Arrangements) Regulations 2001: - To monitor the performance of the Council and progress against improvement plans and monitor the Council's Best Value Performance Plan.

8.1.1 To conduct best value reviews of the Council's Services.

8.1.2 To fulfil the Council's Internal Audit and risk functions.

8.1.3 To make reports and recommendations to policy committees and the Council as a whole on its policies, budget and service delivery as appropriate.

8.2 Specific functions

The Committee will:

8.2.1 Set its own work programme;

8.2.2 conduct research, community and other consultation in the analysis of policy issues and possible options;

8.2.3 consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

8.2.4 question members of committees and chief officers about their views on issues and proposals affecting the area; and

8.2.5 liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

8.3 Overview of Joint Committees

The Council may determine that the overview functions in respect of any joint committee with another local authority or authorities shall be performed by a named Committee of the Council in place of the Performance Select Committee.

8.4 Annual Report

The Committee shall report annually to full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate.

8.5 Proceedings of the Performance Select Committee

The Committee (including any Committee designated to perform overview and scrutiny functions for joint committees under paragraph 7.3.3) will conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 3 of this Constitution.

PERFORMANCE SELECT COMMITTEE – TERMS OF DELEGATION

1. Prepare work programme, subject to any positive direction from the Council.
2. Monitor and review the performance of the Council, the policy committees and services against the Corporate Plan, national and locally adopted performance indicators and advise policy committees and/or the Council as appropriate.
3. Monitor the performance of the Council against the CPA Improvement Plan and report to the policy committees and/or the Council as appropriate.
4. Monitor the work of Internal Audit and report to the policy committees and/or the Council as appropriate.
5. Conduct service reviews including Best Value reviews of services after considering advice from the appropriate service committee. Make recommendations to the appropriate service committee.
6. Consider matters referred by individual Members.
7. Establish task groups and working parties as necessary for specific purposes.
8. Conduct research, community and other consultation in the analysis of policy issues and possible options.
9. Fulfil the functions of an Audit and Risk Committee and in particular:
 - 9.1 Receive and consider scheduled progress reports from internal audit
 - 9.2 Receive and consider the risk register and risk management reports
 - 9.3 Receive and consider all external audit reports
 - 9.4 Receive and consider the external auditors annual plan and audit letter
 - 9.5 Receive bi-annual reports regarding the Council's corporate governance activities
 - 9.6 Monitor the implementation of recommendations from the internal and external auditors