

PERTH AND KINROSS COUNCIL**SCRUTINY COMMITTEE****22 APRIL 2015****SCRUTINY COMMITTEE FORWARD PLANNER 2015/16****REPORT BY THE HEAD OF ENVIRONMENTAL & CONSUMER SERVICES****PURPOSE OF REPORT**

This paper presents a forward planner for scrutiny at Perth and Kinross Council during 2015/16.

1 BACKGROUND/ MAIN ISSUES

- 1.1 The Scrutiny Committee supports the Council and its standing committees in examining activities and performance across all service areas. The wide range of responsibilities of the Committee include reviewing the performance of Services and the Council, considering the effectiveness of Council policy and its implementation, conducting a programme of scrutiny reviews, reviewing the Council's arrangements for assessing and managing risk, overseeing the Council's complaints procedure and considering reports by the Scottish Public Services Ombudsman.
- 1.2 Since the Scrutiny Committee was established in 2007, it has worked to further develop its role. This includes ongoing training and guidance for elected members of the Scrutiny Committee, to ensure clarity of their role and remit, and to enable them to effectively examine policy setting and service performance.
- 1.3 Scrutiny Reviews are an important part of the work of the Scrutiny Committee. To date the Committee has undertaken five scrutiny reviews: Implementation of grounds maintenance policy; Integration of policy in respect of the More Choices, More Chances Policy; Learning from Complaints and Customer Feedback; Member Officer Groups; and Charging for Services.
- 1.4 The experience gained during the fourth review enabled the Scrutiny Committee to revise the 'Guide to Scrutiny at Perth and Kinross Council' to reflect the Committee's learning experiences. The revised guide was approved by the Committee on 11 June 2014.
- 1.5 The Scrutiny Committee continues to strengthen and improve its approach to the scrutiny of Council policy and performance. The Forward Planner 2015/16 at Appendix 1 aims to provide the Committee with clear information on the reports that it will receive. This is to ensure Perth and Kinross Council maintains a strong governance role in respect of performance and resource management over the forthcoming year. It will also enable the Scrutiny Committee to recognise and acknowledge the successes of Council Services noted in reports, where no further external scrutiny has been required.

2 SCRUTINY FORWARD PLANNER 2015/16

- 2.1 The Council and its Committees routinely consider a number of key scrutiny and governance reports. The scrutiny and governance reports currently planned for 2015/16 are included in the Forward Planner at Appendix 1. The planner is arranged in date order and contains the title of the scrutiny or the governance report, the lead Service responsible for the report and the Committee(s) which will consider the report. The dates provided are accurate at this time but may be subject to change, i.e. a report may be presented at a later Committee. In addition to these planned reports, the Scrutiny Committee will consider other reports throughout the year as appropriate.

3 CONCLUSIONS AND RECOMMENDATION

- 3.1 The Scrutiny Committee Forward Planner 2015/16 provides the Committee with a clear understanding of the key reports it will be required to consider over the forthcoming year.
- 3.2 It is recommended that the Scrutiny Committee notes the outline Scrutiny Committee Forward Planner attached at Appendix 1.

Author

| Name | Designation | Contact Details |
|---------------|--------------------------|---------------------------------------|
| Andy Davidson | Work Experience Graduate | 01738 475066 AnDavidson@pkc.gov.uk |

Approved

| Name | Designation | Date |
|----------------|---|---------------|
| Keith McNamara | Head of Environmental & Consumer Services | 22 March 2015 |

If you or someone you know would like a copy of this document in another language or format, (on occasion only, a summary of the document will be provided in translation), this can be arranged by contacting KMcIntosh@pkc.gov.uk



Council Text Phone Number 01738 442573

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| Strategic Implications | Yes / None |
|---|-------------------|
| Community Plan / Single Outcome Agreement | Yes |
| Corporate Plan | Yes |
| Resource Implications | |
| Financial | None |
| Workforce | None |
| Asset Management (land, property, IST) | None |
| Assessments | |
| Equality Impact Assessment | None |
| Strategic Environmental Assessment | None |
| Sustainability (community, economic, environmental) | None |
| Legal and Governance | None |
| Risk | None |
| Consultation | |
| Internal | Yes |
| External | None |
| Communication | |
| Communications Plan | None |

- 1.1 Strategic implications
This report supports the delivery of the Community Plan/Single Outcome Agreement 2013-23 and Corporate Plan 2013-18.
- 1.2 Consultation
The Corporate Performance, Planning and Risk Group has been consulted in the development of this report.

2. BACKGROUND PAPERS

There are no background papers.

3. APPENDICES

Appendix 1: Scrutiny Committee Forward Planner 2015/16

PERTH AND KINROSS COUNCIL

SCRUTINY COMMITTEE FORWARD PLANNER

APRIL 2015 – MAY 2016

(Other Council Committees considering the reports in advance of the Scrutiny Committee are identified in italics)

| REPORT TITLE (<i>LEAD SERVICE</i>) | COMMITTEE | DATE |
|--|---|---|
| APRIL 2015 | | |
| Scrutiny Committee Forward Planner 2015/16 (<i>The Environment Service</i>) | Scrutiny | 22 April 15 |
| Summary report on Care Inspectorate and HMI Inspections (<i>Education and Children's Services</i>) | Scrutiny | 22 April 15 |
| Freedom of Information Performance Report (<i>Chief Executives Service</i>) | Scrutiny | 22 April 15 |
| Minute of Meeting of Social Work Complaints Review Committee of 6 February 2015 (<i>Housing & Community Care</i>) | Scrutiny | 22 April 15 |
| JUNE 2015 | | |
| Service Business Management and Improvement Plan and Annual Performance Reports (<i>All Services</i>) | Scrutiny <i>Community Safety</i> <i>Lifelong Learning</i> <i>Housing & Health</i> <i>Enterprise & Infrastructure</i> <i>Environment</i> <i>Strategic Policy & Resources</i> | 17 June 15 20 May 15 27 May 15 27 May 15 3 June 15 3 June 15 17 June 15 |
| Following the Public Pound Code (<i>Chief Executives Service</i>) | Scrutiny | 17 June 15 |
| Annual Governance Statement (<i>Chief Executive's Service</i>) | Scrutiny | 17 June 15 |
| Corporate Complaints Annual Report 2014/15 (<i>Chief Executive's Service</i>) | Scrutiny | 17 June 15 |
| Fourth Scrutiny Review Full Progress Report – Member Officer Groups (<i>Chief Executives Service</i>) | Scrutiny | 17 June 15 |
| SEPTEMBER 2015 | | |
| Registration of Births Deaths and Marriages and Civil Partnerships - Inspection Reports by National Records of Scotland (<i>Chief Executive's Service</i>) | Scrutiny | 23 Sept 15 |

| REPORT TITLE (LEAD SERVICE) | COMMITTEE | DATE |
|--|---|---|
| DECEMBER 2015 | | |
| Attainment in Perth and Kinross Schools (<i>Education & Children's Services</i>) | Scrutiny <i>Lifelong Learning</i> | 2 Dec 15 4 Nov 15 |
| Shared Procurement Service Annual Performance Report (<i>Housing & Community Care</i>) | Scrutiny | 2 Dec 15 |
| Service Business Management and Improvement Plan Six Monthly Performance Reports (<i>All Services</i>) | Scrutiny <i>Community Safety</i> <i>Lifelong Learning</i> <i>Housing & Health</i> <i>Enterprise & Infrastructure</i> <i>Environment</i> <i>Strategic Policy & Resources</i> | 2 Dec 15 28 Oct 15 4 Nov 15 4 Nov 15 11 Nov 15 11 Nov 15 2 Dec 15 |
| Perth and Kinross Child Protection Committee – Standards and Quality Report (<i>Education and Children's Services</i>) | Scrutiny <i>Council</i> | 2 Dec 15 7 Oct 15 |
| Report On Care Inspectorate Inspections (<i>Housing & Community Care</i>) | Scrutiny <i>Housing & Health</i> | 2 Dec 15 4 Nov 15 |
| FEBRUARY 2016 | | |
| Fifth Scrutiny Review Follow Up Report – Charging for Services (<i>The Environment Service</i>) | Scrutiny | TBC |
| Housing & Community Care Complaints Report (<i>Housing & Community Care</i>) | Scrutiny <i>Housing & Health</i> | TBC TBC |
| Standards and Quality Report (<i>Education & Children's Services</i>) | Scrutiny <i>Lifelong Learning</i> | TBC TBC |
| Scottish Public Services Ombudsman Reports (<i>Chief Executive's Service</i>) | Scrutiny | TBC |
| APRIL 2016 | | |
| Summary report on Care Inspectorate and HMI Inspections (<i>Education & Children's Services</i>) | Scrutiny | TBC |