

PERTH AND KINROSS COUNCIL

Scrutiny Committee

12 June 2013

SCRUTINY COMMITTEE FORWARD PLANNER 2013/14

Report by the Depute Director (Environment)

PURPOSE OF REPORT

This paper presents a forward planner for scrutiny at Perth and Kinross Council during 2013/14.

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, work continues to develop further the role of the Committee. This includes ongoing training and guidance to 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. In February 2013 all elected members were invited to attend training on Scrutiny Skills for Councillors which included making sense of performance information and effective questioning and listening skills.
- 1.3 A key development of the Scrutiny Committee has been the introduction of Scrutiny Reviews. To date the Committee has undertaken three scrutiny reviews: Implementation of grounds maintenance policy in 2009; Integration of policy in respect of the More Choices, More Chances policy area in 2010; and Learning from complaints and customer feedback in 2011. This year the Committee selected Member Officer Groups as the topic of the Fourth Scrutiny Review. The review is currently ongoing with findings due to be reported at the end of 2013. The experience gained during the fourth review will enable the Scrutiny Committee to revise the 'Guide to Scrutiny at Perth and Kinross Council' to reflect the Committee's learning experiences.
- 1.4 The Scrutiny Committee continues to strengthen and improve its approach to the scrutiny of Council policy and performance. The Forward Planner 2013/14 at Appendix 1 aims to provide the Committee with clear information on the reports that it will receive 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 scrutiny has been required.

- 1.5 Council approved the formation of an Audit Committee in May 2013 (Report No. 13/224 refers). The Audit Committee's role is to scrutinise, on behalf of the elected members of the Council, all aspects of the Council's control environment. As a result, reports previously considered by Audit Sub-Committee and contained within the Scrutiny Forward Planner have been removed from this revised document.

2 SCRUTINY FORWARD PLANNER 2013/14

- 2.1 The Council and its Committees routinely consider a number of key scrutiny and governance reports. A review of the Committee agendas for meetings held since 2009 identified a range of reports that are considered by Committees either quarterly, 6-monthly or annually.
- 2.2 The scrutiny and governance reports proposed for consideration routinely by the Scrutiny Committee are identified in the Forward Planner at Appendix 1.
- 2.3 The planner is arranged in date order and contains the title of the scrutiny or 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.

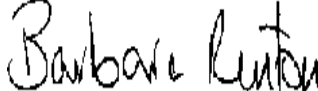
3 CONCLUSIONS AND RECOMMENDATIONS

- 3.1 The Scrutiny Committee Forward Planner 2013/14 will provide 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 agrees the outline Scrutiny Committee Forward Planner attached at Appendix 1.

Author(s)

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Approved

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Date: 5 June 2013		

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Council Text Phone Number 01738 442573

ANNEX

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

The undernoted table should be completed for all reports. Where the answer is 'yes', the relevant section(s) should also be completed

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 Outcomes Agreement and Corporate Plan objectives.

1.2 Consultation

The Corporate Performance and Planning 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 2013/14

PERTH AND KINROSS COUNCIL

SCRUTINY COMMITTEE FORWARD PLANNER

JUNE 2013 – MAY 2014

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

REPORT TITLE (<i>LEAD SERVICE</i>)	COMMITTEE	DATE
JUNE 2013		
Scrutiny Committee Forward Planner 2013/14 (<i>The Environment Service</i>)	Scrutiny	12 June 13
Service Business Management and Improvement Plan and Annual Performance Reports (<i>All Services</i>)	Scrutiny <i>Housing & Health</i> <i>Lifelong Learning</i> <i>Community Safety</i> <i>Enterprise & Infrastructure</i> <i>Environment</i> <i>Strategic Policy & Resources</i>	12 June 13 29 May 13 29 May 13 5 June 13 5 June 13 5 June 13 12 June 13
FOI Performance Report 2012 (<i>Chief Executive's Service</i>)	Scrutiny	12 June 13
Registration of Births Deaths and Marriages and Civil Partnerships - Inspection Reports by National Records of Scotland (<i>Chief Executive's Service</i>)	Scrutiny	12 June 13
SEPTEMBER 2013		
Corporate Risk Management Strategy 2013/14 & Annual Risk Report 2012/13	Scrutiny <i>Strategic Policy & Resources</i>	18 Sep 13 18 Sep 13
Perth and Kinross Annual Performance Report (<i>Chief Executive's Service</i>)	Scrutiny <i>Council</i>	18 Sep 13 26 June 13
Corporate Complaints Annual Report 2012/13 (<i>Chief Executive's Service</i>)	Scrutiny	18 Sep 13
Third Scrutiny Review Follow Up Report – Learning from customer feedback and complaints	Scrutiny	18 Sep 13
NOVEMBER 2013		
Attainment in Perth and Kinross Schools (<i>Education & Children's Services</i>)	Scrutiny <i>Lifelong Learning</i>	27 Nov 13 6 Nov 13
Re-Inspection of the Homeless Service by the Scottish Housing Regulator – Update on Improvement Plan (<i>Housing & Community Care</i>)	Scrutiny <i>Housing & Health</i>	27 Nov 13 6 Nov 13

REPORT TITLE (LEAD SERVICE)	COMMITTEE	DATE
Shared Procurement Service Annual Performance Report (<i>Housing & Community Care</i>)	Scrutiny	21 Nov 13
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>	27 Nov 13 20 Nov 13 6 Nov 13 6 Nov 13 20 Nov 13 20 Nov 13 27 Nov 13
Fourth Scrutiny Review Findings Report – Member Officer Groups	Scrutiny	27 Nov 13
Perth and Kinross Child Protection Committee – Standards and Quality Report (<i>Education and Children's Services</i>)	Scrutiny <i>Council</i>	27 Nov 13 2 Oct 13
Council Reports – Progress report on new format (<i>Chief Executive's Service</i>)	Scrutiny	27 Nov 13
Report On Care Commission Inspections (<i>Housing & Community Care</i>)	Scrutiny <i>Housing & Health</i>	27 Nov 13 6 Nov 13
FEBRUARY 2014		
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
MARCH 2014		
Summary report on Care Inspectorate and HMI Inspections (<i>Education & Children's Services</i>)	Scrutiny	TBC – March/April 2014