

## PERTH AND KINROSS COUNCIL

## SCRUTINY COMMITTEE

11 JUNE 2014

## SCRUTINY COMMITTEE FORWARD PLANNER 2014/15

## REPORT BY THE DEPUTE DIRECTOR (THE ENVIRONMENT SERVICE)

**PURPOSE OF REPORT**

This paper presents a forward planner for scrutiny at Perth and Kinross Council during 2014/15.

**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. For Example, 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. Training is also being organised for elected members linked to the SOLACE benchmarking information.
- 1.3 Scrutiny Reviews are an important part of the work of the Scrutiny Committee. To date the Committee has undertaken four 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; and Member Officer Groups. The Committee has selected Charging for services as the topic of the Fifth Scrutiny Review. The decision to review this area follows publication of Audit Scotland's Charging for Services Report which highlights the importance of local authority charging. While charges for Services make up a relatively small part of the Council's income, they can be very significant to the people who use our 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 will be considered 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 2014/15 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 2014/15**

- 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 RECOMMENDATION**

- 3.1 The Scrutiny Committee Forward Planner 2014/15 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**

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### **Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Barbara Renton	Depute Director (The Environment Service)	23 May 2014

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

- 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 2014/15

## PERTH AND KINROSS COUNCIL

## SCRUTINY COMMITTEE FORWARD PLANNER

JUNE 2014 – MAY 2015

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

REPORT TITLE ( <i>LEAD SERVICE</i> )	COMMITTEE	DATE
<b>JUNE 2014</b>		
Scrutiny Committee Forward Planner 2014/15 ( <i>The Environment Service</i> )	Scrutiny	11 June 14
Service Business Management and Improvement Plan and Annual Performance Reports ( <i>All Services</i> )	Scrutiny <i>Housing &amp; Health</i> <i>Lifelong Learning</i> <i>Community Safety</i> <i>Enterprise &amp; Infrastructure</i> <i>Environment</i> <i>Strategic Policy &amp; Resources</i>	11 June 14 28 May 14 28 May 14 21 May 14 4 June 14 4 June 14 11 June 14
Annual Governance Statement (Chief Executive's Service)	Scrutiny	11 June 14
Corporate Complaints Annual Report 2013/14 ( <i>Chief Executive's Service</i> )	Scrutiny	11 June 14
Scope and terms of reference for the Fifth Scrutiny Review of Charging for Services ( <i>The Environment Service</i> )	Scrutiny	11 June 14
Guide to Scrutiny at Perth and Kinross Council 2014 ( <i>The Environment Service</i> )	Scrutiny	11 June 14
<b>OCTOBER 2014</b>		
Corporate Risk Management Strategy 2014/15 & Annual Risk Report 2013/14 ( <i>The Environment Service</i> )	Scrutiny <i>Strategic Policy &amp; Resources</i>	1 Oct 14 1 Oct 14
Registration of Births Deaths and Marriages and Civil Partnerships - Inspection Reports by National Records of Scotland ( <i>Chief Executive's Service</i> )	Scrutiny	1 Oct 14
Perth and Kinross Annual Performance Report ( <i>Chief Executive's Service</i> )	Scrutiny <i>Council</i>	1 Oct 14 25 June 14
Fourth Scrutiny Review Follow Up Report – Member Officer Groups ( <i>The Environment Service</i> )	Scrutiny	1 Oct 14

<b>REPORT TITLE (LEAD SERVICE)</b>	<b>COMMITTEE</b>	<b>DATE</b>
<b>DECEMBER 2014</b>		
Attainment in Perth and Kinross Schools ( <i>Education &amp; Children's Services</i> )	Scrutiny <i>Lifelong Learning</i>	3 Dec 14 29 Oct 14
Shared Procurement Service Annual Performance Report ( <i>Housing &amp; Community Care</i> )	Scrutiny	3 Dec 14
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 &amp; Health</i> <i>Enterprise &amp; Infrastructure</i> <i>Environment</i> <i>Strategic Policy &amp; Resources</i>	3 Dec 14 5 Nov 14 29 Oct 14 29 Oct 14 12 Nov 14 12 Nov 14 1 Oct 14
Perth and Kinross Child Protection Committee – Standards and Quality Report ( <i>Education and Children's Services</i> )	Scrutiny <i>Council</i>	3 Dec 14 8 Oct 14
Report On Care Inspectorate Inspections ( <i>Housing &amp; Community Care</i> )	Scrutiny <i>Housing &amp; Health</i>	3 Dec 14 29 Oct 14
<b>FEBRUARY 2015</b>		
Housing & Community Care Complaints Report ( <i>Housing &amp; Community Care</i> )	Scrutiny <i>Housing &amp; Health</i>	TBC TBC
Standards and Quality Report ( <i>Education &amp; Children's Services</i> )	Scrutiny <i>Lifelong Learning</i>	TBC TBC
Scottish Public Services Ombudsman Reports ( <i>Chief Executive's Service</i> )	Scrutiny	TBC
<b>MARCH 2015</b>		
Summary report on Care Inspectorate and HMI Inspections ( <i>Education &amp; Children's Services</i> )	Scrutiny	TBC – March/April 2015