

PERFORMANCE SCRUTINY PANEL – 4TH JULY 2017

Report of the Head of Strategic Support

ITEM 12 WORK PROGRAMME

Purpose of the Report

To enable the Panel to consider its Work Programme and propose to the Scrutiny Management Board any additions, deletions and amendments as appropriate.

Performance Panel Work Programme

The Scrutiny Management Board agreed the Scrutiny Work Programme at its meeting held on 14th June 2017 and it is attached as an appendix for the consideration of the Panel. The Board agreed that an item be added to the Performance Scrutiny Panel Work Programme for the Panel to monitor the action plan associated with the Empty Homes Strategy, after the final version of the strategy has been agreed by the Cabinet, which is scheduled for consideration by the Cabinet at its meeting on 6th July 2017.

The Panel is asked to note that, in consultation with the Chair and Vice-chair, the items 'Council Tax and Housing Rent Arrears – Internal Mechanisms' and 'Update Report for Housing Repairs Complaints' have been deferred from the Panel's meeting on 4th July 2017 to its meeting to be held on 22nd August 2017 to enable relevant officers to attend.

Actions Requested

1. To schedule to the Work Programme of the Performance Scrutiny Panel, the monitoring of the action plan associated with the Empty Homes Strategy after the final version of the strategy had been agreed by the Cabinet;
2. To note that the 'Council Tax and Housing Rent Arrears – Internal Mechanisms' and 'Update Report for Housing Repairs Complaints' reports scheduled for the Panel's meeting on 4th July 2017 be deferred to its meeting to be held on 22nd August 2017;
3. To note the current position with the Panel's Work Programme.

Reasons

1. To enable monitoring of the action plan to take place once the final version has been agreed by the Cabinet.
2. To note that these items have been deferred in consultation of the Chair and Vice-chair to enable officers to attend.
3. To make the Panel aware of the current position with its Work Programme.

Background Papers: None

Officer to contact: Nicky Conway
Democratic Services Officer
Telephone: (01509) 634787
Email: nicky.conway@charnwood.gov.uk

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	22 August 2017 (standing item)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	N. Conway (report) Lead Officer (meeting)	
Performance Scrutiny Panel	22 August 2017 (Period 3 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To ensure the Council's revenue position is satisfactory.	C. Hodgson	Re-scheduled by PSP 14 February to its August meeting to correlate with Council's budget monitoring schedule, (see minute 49.4)
Performance Scrutiny Panel	22 August 2017 (Six-monthly item)	Council Tax and Housing Rent Arrears – Internal Mechanisms	To detail the Council's internal mechanisms for reporting and taking action in relation to Council Tax and housing rent arrears, the depth of reporting and the level to which information can be broken down to individual wards.	SMB was satisfied that there was not sufficient value to be gained from forming a scrutiny panel to investigate issues surrounding Council Tax and housing rent arrears but felt that members should receive clarity on associated issues. The Panel decided regular update reports would add value.	P. Oliver/ K. Barnshaw	See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016. Regular six-monthly update reports agreed by PSP on 23 August 2016. Re-scheduled by PSP on 14 February 2017 (minute 49.3).
Performance Scrutiny Panel	22 August 2017 (Six-monthly item)	Update Report – Housing Repairs Complaints	To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaints procedure.	The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaints procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these.	P. Oliver & S. Jackson (see PSP min 27.4, 2015/16). (others to be confirmed)	Quarterly Report considered at the same time annually. Agreed by SMB 18 June 2014 following recommendation of PSG. Scheduled by PSP 08 July 2014. Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	10 October 2017 (Six-monthly item)	Council Tax and Housing Rent Arrears – Internal Mechanisms	To detail the Council's internal mechanisms for reporting and taking action in relation to Council Tax and housing rent arrears, the depth of reporting and the level to which information can be broken down to individual wards.	SMB was satisfied that there was not sufficient value to be gained from forming a scrutiny panel to investigate issues surrounding Council Tax and housing rent arrears but felt that members should receive clarity on associated issues. The Panel decided regular update reports would add value.	P. Oliver/ K. Barnshaw	See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016. Regular six-monthly update reports agreed by PSP on 23 August 2016.
Performance Scrutiny Panel	10 October 2017 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives and monitoring of the number of Empty Homes.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	A. Ward & H. Gretton	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	10 October 2017 (annual item)	Climate Local Action Plan	Monitoring of the Climate Change Strategy Action Plan	Monitoring of progress on Action Plan.	R. Bennett	Yearly update on Plan.
Performance Scrutiny Panel	10 October 2017 (annual item)	Capital Plan Amendment Report	To consider amendments to the Capital Plan agreed by Cabinet	The Capital Plan is an integral element of all policies.	C. Hodgson	Quarterly Report considered at the same time annually.

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	12 December 2017 (Six-monthly item)	Update Report – Housing Repairs Complaints	To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaints procedure.	The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaints procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these.	P. Oliver & other officers (to be confirmed)	Quarterly Report considered at the same time annually. Agreed by SMB 18 June 2014 following recommendation of PSG. Scheduled by PSP 08 July 2014. Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.
Performance Scrutiny Panel	12 December 2017 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives and monitoring of the number of Empty Homes.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	A. Ward & H. Gretton	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	12 December 2017 (Period 6 - annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To ensure the Council's revenue position is satisfactory.	C. Hodgson	Three reports to be considered through the year. Reports to be considered at the same time annually. Written Report Re-scheduled by PSP 14 February to its December meeting to correlate with Council's budget monitoring schedule, (see minute 49.4).

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	12 December 2017 (annual item)	Capital Plan Amendment Report	To consider amendments to the Capital Plan agreed by Cabinet	The Capital Plan is an integral element of all policies.	C. Hodgson	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	13 February 2018 (Regular Item)	Tenancy Support	Performance information in relation to tenancy support, including statistics around tenancy sustainment and the number of unsuccessful tenancies and their causes, to be reported as key performance figures.	It is important to ensure the situation with unsuccessful tenancies is monitored. To include additional information identified by PSP at its meeting 14 February 2017.	P. Oliver	Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015. Scheduled by PSP 5 April 2016. Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 46.2) and to include information regarding recorded amount of rental income generated.
Performance Scrutiny Panel	13 February 2018 (Regular Item)	Supporting Leicestershire Families Programme	To monitor the performance of the Supporting Leicestershire Families Programme	Performance of the Programme was last scrutinised by the Policy Scrutiny Group in November 2013. At that time the Group considered that it continued to effectively deliver and co-ordinate services and support for troubled families and that policies and procedures for the programme were in place and therefore there was no need to schedule further scrutiny. With contributions now agreed for a further three years, it was now timely to monitor the continued delivery of the Programme.	C. Traill/ J. Robinson/ S. Coupe	Recommended by the Cabinet 22 October 2015. Agreed by SMB 28 October 2015. Scheduled by PSP 5 April 2016. Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 44.2)

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	13 February 2018	Utilising Section 106 Funds - Update	To provide an update on progress as requested by the Panel at its meeting on 14 February 2017.	To ensure that there is transparency and accountability in respect of Section 106 Agreements and encourage public engagement and participation in the process of decision-making on matters relating to them	C. Traill / R. Bennett / Cllr. Vardy (Lead Member for S106 Agreements)	Original report proposed by the S106 Scrutiny Panel. Agreed by SMB on 18 March 2015, min 55.2. Agreed by PSP 14 February 2017 that an update report be received in 12 months, (see minute 47.3).
Performance Scrutiny Panel	13 February 2018 (Period 9 - annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To ensure the Council's revenue position is satisfactory	C. Hodgson	Three reports to be considered through the year. Reports to be considered at the same time annually. Agreed by PSP 23 August 2016 to receive Revenue Monitoring Report in February 2017 to receive current data in line with other monitoring schedules (see PSP min 19.4) Scheduled 14 February 2017.
Performance Scrutiny Panel	10 April 2018 (annual item)	Capital Plan Amendment Report	To consider amendments to the Capital Plan agreed by Cabinet	The Capital Plan is an integral element of all policies.	C. Hodgson	Quarterly Report considered at the same time annually.

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	10 April 2018 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives and monitoring of the number of Empty Homes.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	A. Ward & H. Gretton	<p>Quarterly Report considered at the same time annually.</p> <p>To include, in accompaniment to performance information in relation to KI4 (Percentage of household waste sent for reuse, recycling and composting), details of the number of new build properties that had signed up for the garden waste collection service in the past 12 months (see PSP min 53.3, 5 April 2016).</p> <p>Agreed by PSP on 13 December 2016 min 39.1 that the issue of Delivery against Target Housing Mix for New Housing (to be set out in Council's Housing Supplementary Planning Document) be included as part of the quarterly Performance Monitoring report as part of its existing monitoring of new housing delivery and be scheduled once the method of monitoring concerned has been developed.</p>
Performance Scrutiny Panel	To be programmed	Empty Homes Strategy - Monitoring of Action Plan	Monitoring the action plan associated with the Empty Homes Strategy.	To enable monitoring of the action plan to take place.	TBC	<p>Added by SMB 14th June 2017.</p> <p>To be programmed after the final version of the Strategy has been agreed by Cabinet.</p>