

**TITLE OF REPORT: ITEM REFERRED FROM OVERVIEW AND SCRUTINY COMMITTEE:  
19 JULY 2016 – TASK AND FINISH GROUP ON PERFORMANCE INDICATORS**

*The following is an extract from the Draft Minutes of the Overview and Scrutiny Committee meeting held on 19 July 2016.*

**36. TASK AND FINISH GROUP ON PERFORMANCE INDICATORS**

The Scrutiny Officer tabled a paper detailing the conclusions of the Task and Finish Group on Performance Indicators, which had been held immediately prior to this meeting of the Committee.

Members were supportive of the recommendations of the Task and Finish Group and asked that they be presented to Cabinet.

***RECOMMENDED TO CABINET:***

- (1) That Members of the Overview and Scrutiny Committee receive Performance updates one month before Committee meetings;
- (2) That Members of the Overview and Scrutiny Committee receive Project updates one month before Committee meetings;
- (3) That the Chairman of Overview and Scrutiny Committee, together with the Group Leaders, review the reports in (1) and (2) above. The Chairman will then request that the relevant Executive Members attend the upcoming Overview and Scrutiny Committee meeting to address particular issues. In some instances it may be necessary to schedule a Task & Finish Group or Call-In an item;
- (4) That the Member Workshop on Performance Indicators be discontinued;
- (5) That, following the annual adoption of the Corporate Plan, Executive Members, together with Senior Officers, be requested to set performance and project targets;
- (6) That the Overview and Scrutiny Committee review these performance and project targets and receive an update from the relevant Executive Member on at least an annual basis.

***REASON FOR DECISION:*** To consider the recommendations of the Task and Finish Group on Performance Indicators prior to consideration by Cabinet.

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*The following is the document tabled at the Overview and Scrutiny Committee meeting held on 19 July 2016.*

## **Overview and Scrutiny Committee Task and Finish Group on Performance Indicators**

### **Conclusions**

Most of the indicators which come to the Committee at the moment are concerned either with the day to day work of the Council which is already closely monitored by officers (like planning); or with indicators which are outwith the Council's control altogether (like the number of retail units in Royston).

The Overview and Scrutiny Committee should concentrate on:

- areas it can influence;
- areas of concern.

To do this, the Committee would like to receive exception reports only on performance indicators. This means indicators which are at red. It can then ask the responsible officer to attend the Committee and provide an explanation.

For this to work, the Chairman's briefing will need to take place a month before the Committee meets and the report will need to be produced by then. The leaders of the opposition groups will be invited to that part of the meeting allowing them to comment.

On projects, the Committee would also like to receive exception reports and updates on projects a month before each Committee meeting.

It would be helpful if the reports were more quantitative, focussing on whether the project is on time or on budget.

There is no need to hold a Member Workshop to set targets. Executive Members are the right people to do this in discussion with Senior Officers.

When Executive Members make their annual presentation to the Committee, this should include a list of performance indicators in their area and a report on whether they have been met. This will be the time for the Committee to review and challenge the indicators which have been set.

### **Summary**

Exception Reports only on PIs to be received a month before Committee meetings

Project updates to be received in the same timescale

Chair of OSC and Group Leaders to review reports and ask officers to attend on particular issues

Member workshop to be discontinued

Executive members to set targets with senior officers

Committee to review PIs for each Executive Member Annually

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