

# TEIGNBRIDGE DISTRICT COUNCIL

## OVERVIEW AND SCRUTINY COMMITTEE 14 JULY 2020

### PART I

<b>Report Title</b>	<b>Report of the Performance Task and Finish Group</b> Councillors Purser (Chairman), Hayes, Nuttall, J Petherick, Parker-Khan
<b>Purpose of Report</b>	To consider the findings of the Task and Finish Group which reviewed the way that performance monitoring figures are reported to Committee, and suggests a more user friendly Committee report format.
<b>Recommendation(s)</b>	The Committee Resolves that <ol style="list-style-type: none"><li>1. The performance report template as set out in Appendix 1 be used for future Overview and Scrutiny performance monitoring reports.</li><li>2. Performance reports continue to be presented to Overview and Scrutiny on a quarterly basis.</li><li>3. The protocol for the presentation of performance reports be agreed as set out in Appendix 2 to this report.</li><li>4. An annual target setting report be presented to O&amp;S early March each year so new and future targets are agreed and in place for the start of the new financial year from 1<sup>st</sup> April.</li><li>5. The task and finish group reconvenes at a future date to review the new style reporting.</li><li>6. The proposed procedure for Portfolio Holder biannual reports to Overview and Scrutiny Committee as set out in Appendix 3 be approved, and be referred to the Executive for noting.</li></ol>

<b>Financial Implications</b>	No direct legal implications. Indirect savings of officer time in report preparation will be achieved. Chief Finance Officer Email: <a href="mailto:martin.flitcroft@teignbridge.gov.uk">martin.flitcroft@teignbridge.gov.uk</a>
<b>Legal Implications</b>	No direct legal implications. Solicitor and Monitoring Officer Email: <a href="mailto:Karen.Trickey@teignbridge.gov.uk">Karen.Trickey@teignbridge.gov.uk</a>
<b>Risk Assessment</b>	See paragraph 2.3 below Trish Corns Democratic Services Officer <a href="mailto:trish.corns@teignbridge.gov.uk">trish.corns@teignbridge.gov.uk</a>
<b>Environmental/ Climate Change Implications</b>	The new style report will include details only of concern, will be a reduced length and reduced printing costs. Environmental Protection Manager and Climate Change Email: <a href="mailto:David.Eaton@teignbridge.gov.uk">David.Eaton@teignbridge.gov.uk</a>
<b>Report Author</b>	Report of the Review Group Cllrs Purser (Chairman), Hayes, Nuttall, J Petherick, Parker-Khan Trish Corns Democratic Services Officer <a href="mailto:trish.corns@teignbridge.gov.uk">trish.corns@teignbridge.gov.uk</a>
<b>Portfolio Holder</b>	Cllr Connett, Portfolio Holder
<b>Appendices</b>	1 - Proposed new style Committee report and appendix 2 – Protocol for the presentation of performance reports 3 – Protocol for Portfolio Holder biannual presentations
<b>Background Papers</b>	Previous O&S Committee performance reports

## 1. BACKGROUND

- 1.1** The Task and Finish Group was set up for the purposes of improving the current format of the overview and scrutiny performance monitoring report template more user friendly, and include only services areas of concern for scrutiny.
- 1.2** The term of reference for the Task and Finish Group was as follows:  
To improve the effective assessment of performance of the T10 strategies and objective by
- Reviewing the way that performance monitoring figures are reported to Committee, for the effective assessment of performance.
  - Making the PI Committee report more user friendly and to reduce time officers take to produce reports.
- 1.3** The Review Group met on three occasions. All Members of the Council were invited to make representations to the Group. Councillors Bullivant, Clarence, J Hook and G Taylor attended at least one meeting. The Review Group also heard from the Corporate Performance Officer, Corporate Project Officer, and the Finance Systems Manager.
- 1.4** The Task and Finish Group's discussions evolved into consideration of the Portfolio Holder biannual presentations to the O&S Committee. It was considered there was merit in formalising the procedure for improved efficiency and effectiveness. The proposed procedure is set out at Appendix 3.

**1.5** The Task and Finish Group also considered an annual target setting report should be presented to the Committee early March so new and future targets are agreed and in place for the start of the new financial year from 1<sup>st</sup> April. The report would reflect on the previous year's performance figures and targets, and include estimates for the end of year on performance indicators being measured and to be continue in the next financial year.

## **2. IMPLICATIONS**

### **2.1 Risks**

Continuation of the current report format results in unnecessary excessive information, and officer time in preparing reports.

## **3. ALTERNATIVE OPTIONS**

The Review Group considered alternative format options for the quarterly performance report. The group made recommendations as detailed above with justifications for the recommendations after having considered alternative options.

## **4. CONCLUSION and JUSTIFICATION**

The recommendations of the Task and Finish Group improves the effectiveness and efficiency of scrutinising performance. The proposed revised performance report template at Appendix 1 reduces the amount of information included in the current report template and focuses only on necessary performance data for scrutiny. The proposed protocols for the presentation of performance reports and Portfolio Holder biannual presentations to the Overview and Scrutiny Committee, as set out at Appendix 2 and 3, Committee formalises the Committee procedures.

Councillors Purser (Chairman),  
Hayes, Nuttall, J Petherick, Parker-Khan