

Protocol for the Presentation of Performance Reports to Overview and Scrutiny Committee

1. Performance reports will be presented to the Overview and Scrutiny (O&S) Committee by Portfolio Holders (PH), to speak on red or amber items contained in the report. PHs will be given a set time (e.g. 15 minutes) to speak about their items contained in the report.
2. Portfolio Holders will be requested to attend all four O&S meetings where performance is on the agenda, and dates for the year will be given in advance.
3. Service Officers will not need to attend committee to speak about performance, although they will be expected to liaise with their PHs prior to the meeting.
4. The new style shorter version of a covering report will include all information necessary, to include overview pie charts but no finance charts. A link to the finance information contained in the latest Executive report will be included.
5. The new style shorter version Spar.net report will include all information necessary (quarterly figures with coloured status) to be used as the supporting appendix T10 Exception Report, to includes all reds and ambers for both Performance Indicators (PI) and projects for that quarter.
6. The Spar.net report will have the PHs name on it and include officer notes which will be agreed by the PH prior to publication. The notes will provide an explanation of why the PI or project is under performing, as well as, what needs to be done to improve it, including anticipated timescales.
7. Performance reports will continue to be presented to Overview and Scrutiny on a quarterly basis.
8. During the meetings, the PH will have the opportunity to promote the improvements that have been made already, any lessons that have been learnt along the way, and any improvement plans that have been agreed with the responsible officer(s).
9. Prior to the meeting, members are to submit questions at least 3 clear working days prior to the meeting. The questions must be specific to the performance items that are red or amber. The PHs will answer these questions during the O&S meeting as well as any other questions that members might raise at the time. If the PH doesn't have the information available to answer the additional questions, written responses will be provided at a later time.
10. The quarter 4 report will also include a summary of successes for the year.

