

**REPORT TO:** Policy and Performance Review Committee

**MEETING DATE:** 12 June 2012

**BY:** Executive Director (Support Services)

**SUBJECT:** Review of Annual Work Programme

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## **1 PURPOSE**

- 1.1 This report provides the Committee with an opportunity to determine its Annual Work Programme.

## **2 RECOMMENDATIONS**

- 2.1 Committee is requested to note the Annual Work Programme (Appendix 1) and provide guidance on Policy Reviews or other additional reports to be included in the Work Programme.

## **3 BACKGROUND**

- 3.1 The Guide to Scrutiny and Review includes guidance on preparing an Annual Work Programme and on 'selecting topics for scrutiny and review'. The Guide states:

*"Once a topic has been selected for scrutiny it should become part of the work programme. The work programme will provide an indication of the capacity of the Policy and Performance Review Committee to undertake policy reviews. The work programme will be composed of regular items and specific topics that have met the selection criteria.*

### ***On-going regular items***

*Some items will be reviewed on a regular annual or quarterly basis (e.g. external and internal audit plans, the annual accounts and quarterly performance monitoring reports); these will need to be factored into the programme at the appropriate intervals.*

### ***Items that have met the topic selection criteria for policy review***

*Some items for inclusion in the work programme will have passed through the topic selection criteria outlined previously. Topics that are identified as possible items for scrutiny through the selection criteria should be placed on to a reserve list to be periodically reviewed for priority and workload capacity.”*

- 3.2 The Annual Work Programme (see Appendix 1) includes two columns. The first one shows Performance and Inspection Reports including quarterly Performance Indicators reports, quarterly reports on Customer Feedback and annual reports on SPIs and Annual Performance. As the programme is updated it will include future inspection reports presented by HMIE, the Care Inspectorate and other inspection agencies. The second column shows Policy Reviews, Annual Reports and other reports requested by members.
- 3.3 As the Work Programme is developed and updated this column will include any policy or performance areas that are selected for review by the Committee and other reports requested by members arising from the business of the Committee.
- 3.4 The Annual Work programme has been updated to take account of reports that were requested by members at the last Committee meeting on 20 March 2012. The work programme takes in all of the PPRC meetings until the 18 June 2013.

## **4 POLICY IMPLICATIONS**

- 4.1 The identification of items of business for the Committee’s Work programme will assist in developing a programme of work that will meet the Committee’s remit to scrutinise the Council’s performance and policy.

## **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

## **6 RESOURCE IMPLICATIONS**

- 6.1 Financial – none
- 6.2 Personnel – none
- 6.3 Other – none

## 7 BACKGROUND PAPERS

- 7.1 Guide to Scrutiny and Review; approved by East Lothian Council, 26 October 2010

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<b>DATE</b>	19 <sup>th</sup> April 2012

## Appendix 1: Policy and Performance Review Committee 2012/13 Annual Work Programme

Date	Performance Monitoring / Inspection Reports	Annual Reports / Reports requested by members
29 <sup>th</sup> May 2012	Performance indicators Q4 11/12 Child and Adult Protection performance report Q3 11/12	Guide to scrutiny Review of the Work of the Committee and Proposed Annual Work Programme 2012/13 Roads Asset Management Plan Monitoring of Roadworks
25 <sup>th</sup> Sept 2012	Council Annual Performance Report Performance lines of enquiry Q1 12/13 Social Work Complaints and Feedback Annual Report Child and Adult Protection performance report Q4 11/12 Customer Feedback – six-monthly report	Work programme update
27 <sup>th</sup> Nov 2012	SPI Comparison Report Child and Adult Protection performance report Q1 12/13	Work programme update
29 <sup>th</sup> Jan 2013	Performance lines of enquiry Q2 12/13 Child and Adult Protection performance report Q2 12/13	Work programme update

30 <sup>th</sup> Apr 2013	Customer Feedback – six-monthly report	Work programme update
18 <sup>th</sup> Jun 2013	Performance lines of enquiry Q3 12/13 Child and Adult Protection performance report Q3 12/13	Work programme update