

REPORT TO: Policy and Performance Review Committee

MEETING DATE: 25 September 2012

BY: Executive Director (Support Services)

SUBJECT: Review of Annual Work Programme

1 PURPOSE

- 1.1 This report provides the Committee with an opportunity to review and 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 (see paragraph 3.6).

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 updated 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 Statutory Performance Indicators and Annual Performance. As the programme is updated it will include future inspection reports presented by Education Scotland, 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, which covers the period September 2012 to June 2013, has been updated to take account of reports that were requested by members at the last Committee meeting on 12 June 2012.
- 3.5 At the agenda setting meeting for 25 September 2012 meeting of the Committee the Convener suggested a number of topics which could form the basis for reports from officials. These were:
 - Review of Development Control and Planning Performance
 - Review of internal and external transportation resources and their efficient use
 - Review of the effectiveness of Economic Development
 - Review of effectiveness of maintaining our own Roads Department
 - Are Community Wardens effectively organised?
- 3.6 The latter of these topics is the subject of a report to this Committee. The Committee's views are sought on if/ when the other topics should be included in the Annual Work Programme.

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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DATE	12 th September 2012

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

Date	Performance Monitoring / Inspection Reports	Annual Reports / Reports requested by members
25 th Sept 2012	Council Annual Performance Report Performance lines of enquiry Q1 12/13 Social Work Complaints and Feedback Annual Report Customer Feedback – six monthly report	Are Community Wardens Effectively Organised? Work programme update
27 th Nov 2012	SPI Comparison Report Child and Adult Protection performance report Q1 12/13	Review of Key Performance Indicators Follow up to report on Roads Asset Management Annual Plan Work programme update
29 th Jan 2013	Performance lines of enquiry Q2 12/13 Child and Adult Protection performance report Q2 12/13	Work programme update
19 th Mar 2013	Performance lines of enquiry Q3 12/13	Work programme update
30 th Apr 2013	Customer Feedback – annual / six monthly report	Work programme update
18 th Jun 2013	Performance lines of enquiry Q4 12/13 Child and Adult Protection performance report Q3 12/13	Service Plans Work programme update