



**MINUTES OF THE MEETING OF THE  
POLCY AND PERFORMANCE REVIEW COMMITTEE**

**WEDNESDAY 14 JUNE 2017  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

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**Committee Members Present:**

Councillor L Bruce (Convener)  
Councillor C McGinn  
Councillor J Henderson  
Councillor G Mackett  
Councillor B Small

**Council Officials Present:**

Mrs A Leitch, Chief Executive  
Mrs M Patterson, Depute Chief Executive (Partnerships and Community Services)  
Mr T Shearer, Head of Communities and Partnerships  
Mr R Montgomery, Head of Infrastructure  
Mr D Proudfoot, Head of Development  
Mr P Vestri, Service Manager - Corporate Policy and Improvement  
Mr G Stewart, Policy Officer

**Clerk:**

Ms S Birrell

**Apologies:**

None

**Declarations of Interest:**

None

## **1. APPOINTMENT OF DEPUTE CONVENER**

Councillor Mackett was proposed as Depute Convener by Councillor Small, seconded by Councillor Henderson. The Committee agreed that Councillor Mackett should be appointed Depute Convener of the PPRC.

## **2. GUIDE TO SCRUTINY AND REVIEW**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) to provide the Committee with the opportunity to review the Guide to Scrutiny and Review.

Paolo Vestri, Service Manager - Corporate Policy and Improvement, spoke to the report in detail. He recommended that Members utilised the Guide at this and all future meetings, as it laid out how scrutiny could operate. There were three Scrutiny Committees in East Lothian Council's structure: PPRC, the Audit and Governance Committee, and the Police, Fire and Community Safety Scrutiny Committee. A workshop would be scheduled in the autumn to look at the work of scrutiny committees in more detail. He highlighted that scrutiny should be non-partisan and non-political as far as possible, and the four principles of scrutiny outlined within the report.

Mr Vestri provided detail on how a work plan operated and which reports could be expected by the Committee on an annual and quarterly basis. In addition to these standing reports, Officers could be requested by Members to collate reports on other issues. The Work Programme ensured that Agendas would not become overloaded and that sufficient time for discussion was allowed. He drew the Committee's attention to the questions contained within the report that could help Councillors select topics for future reports.

With regard to a Policy Review, Mr Vestri outlined that the previous PPRC had not utilised this function of the Committee, but that if the PPRC were minded to they could choose to complete a rigorous piece of work on any function of the Council, including asking representatives from outside bodies or external partners to provide more information on a relevant topic. Advice and guidance would be made available from Council Officers regarding conducting a Policy Review.

Mr Vestri talked about questioning styles that could be used to get the best from a scrutiny panel, and how to look at performance data in detail.

Councillor Small thanked Mr Vestri for his report, and asked if the work of the PPRC would feed into the Council Plan. Mr Vestri responded that the Performance Reports were structured according to the Plan's priority areas, to show how the Council were meeting their performance commitments. In response to a further question from Councillor Small, Mr Vestri confirmed that most outside and outsourced services were dealt with via contracts, but that reports on Enjoy Leisure were still brought to this Committee. Councillor Small noted his agreement for using the PPRC for Policy Reviews.

Councillor Henderson asked why the previous Committee had not chosen to conduct a Policy Review. Mr Vestri advised that the Committee had been satisfied with asking for reports and then updates on those reports rather than requesting a full Policy Review. Angela Leitch, Chief Executive, added that she would welcome the Committee taking a slightly different approach, and that over the last ten years there had been a good deal of repeated reports brought to the PPRC, East Lothian Council, and the IJB (the Integrated Joint Board). If there was cognisance that an issue was consistently a cause for concern, the underlying policy should be addressed. She highlighted that the East Lothian Plan was

currently under development, and that key outcomes could be brought to a future meeting to help with thematic reviews.

### **Decision**

The Committee noted the content of the Guide to Scrutiny and Review and agreed that it would be used to guide their future work.

## **3. LEGACY REPORT**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) to provide Policy and Performance Committee with a report on 'legacy' matters.

Mr Vestri spoke to the report, directing the Committee to the East Lothian Council performance website, which contained a wide range of useful information which could be compared with the Single Outcome Agreement. The performance website was open to the public, to maintain transparency regarding the performance of Council services.

The previous PPRC membership had asked for the legacy report item, which gave an overview of the work that they had completed over the last 18 months. There were two outstanding reports: an update report on Homelessness, and one on the impact of Universal Credit.

### **Decision**

The Committee agreed to review the legacy matters contained in the report.

## **4. PERFORMANCE REPORT Q4, 2016/17**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) to provide the Committee with information regarding the performance of Council services during Q4 (January-March) 2016/17

Mr Vestri introduced the report, highlighting indicators that had improved such as those relating to indicators on delayed discharges, and those which had shown a downward trend, such as indicators on homelessness and rent arrears.

Gary Stewart, Policy Officer, spoke to the report in more detail, commenting that it had been a fairly positive report with a number of indicators achieving their target or an improvement towards their target. Out of sixty indicators, only twelve were red under the traffic light system which flagged up indicators that were a cause for concern. Delayed discharges had reduced by 50% from the previous quarter. The proportion of Community Payback orders starting within seven days was 33.3% due to complications of concurrent orders. Mr Stewart highlighted several other indicators, including an increase informal kincare and the excellent results in the average time to repair street lighting.

Councillor Henderson asked about the 30% increase in use of leisure centres, the impact of this and asked whether the Council were content that the resource was available to manage this rise. Ray Montgomery, Head of Infrastructure, reported that a new membership scheme and online bookings had added to the general post-New Year increase in use of leisure centres, and indicated that there was sufficient resource at this time. There would be a need to increase capacity in some leisure centres in the near future, particularly in the Haddington area. Councillor McGinn commented that he had been

impressed to see the number of activities available at the Loch Centre in Tranent, for all ages and abilities.

Councillor Bruce asked whether the report from Enjoy Leisure could include a breakdown of leisure centre use. Mr Montgomery agreed that this could be included in a future report.

Councillor Small asked about the financial impact to the Council from unpaid business rates. Mrs Leitch offered to provide that information to the Committee and also further information on how the target was set as requested by Councillor Bruce.

Councillor Henderson requested further extrapolation on the non-payment of Council rents. Monica Patterson, Depute Chief Executive (Partnerships and Community Services) agreed to bring the data on rent arrears to a future meeting of the Committee.

### **Decision**

The Committee agreed that they had used the information provided in the report to consider whether any aspect of the Council's performance was in need of further analysis.

## **5. REVIEW OF KEY PERFORMANCE INDICATORS**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) to provide Members of the PPRC with the opportunity to review and select a new set of Council Key Performance Indicators for quarterly and annual performance reporting.

Mr Vestri spoke to the report, announcing that the key performance indicators which were reported to Committee required a review and refresh to ensure they were fit for purpose. The level of targets would also be reviewed, to make sure they were realistic for each indicator. The list provided within the report represented the start of this process, and a final list would be brought to the next meeting of the PPRC.

Mr Stewart explained that the list of indicators reflected the four key Council objectives, and provided more detail on the difference between PPRC indicators, which were brought to PPRC Committee each quarter, and LGBF indicators, which were part of the Local Government Benchmarking Framework. Together the indicators should provide a picture of Best Value as provided by Council Services.

Mr Vestri informed the Committee that the indicators in the report would be discussed more fully at a briefing which would be scheduled over the summer months or in the early autumn 2017. Some of the indicators were mutually exclusive and therefore would not require reporting, for example, number of library visits overall and number of library visits per 1000 head of population. The report had been prepared to allow Members an opportunity to feed back on this process and Mr Vestri encouraged Members to get in touch with himself or Mr Stewart with any questions.

### **Decision**

The Committee agreed that they would review and approve the Key Performance Indicators and targets for 2017/18 as detailed in Appendix 1.

## **6. ANNUAL WORK PROGRAMME UPDATE 2017/18**

An updated Annual Work Programme detailed the reports scheduled for the Committee for session 2017/18.

Additional reports requested were:

- Report on the work of Enjoy Leisure
- Report on the quality of Roads and Pavements

Signed .....

Councillor Lachlan Bruce  
Convener of the Policy and Performance Review Committee