

<b>COMMITTEE:</b>	Policy and Performance Review Committee
<b>MEETING DATE:</b>	2 April 2026
<b>BY:</b>	Depute Chief Executive – Resources and Economy
<b>REPORT TITLE:</b>	Policy and Performance Review Committee (PPRC) Development Plan 2025-2027
<b>REPORT STATUS:</b>	Public

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## **1 PURPOSE OF REPORT**

- 1.1 This report presents an updated Policy and Performance Review Committee (PPRC) Development Plan to the Committee for comment and noting.

## **2 RECOMMENDATIONS**

Members are recommended to:

- 2.1 Note the updated Policy and Performance Review Committee (PPRC) Development Plan 2025-2027 and agree to close the actions recommended for closure.

## **3 BACKGROUND**

- 3.1 In 2025, supported by the Improvement Service, the Committee completed a self-assessment questionnaire followed by an action planning workshop, to ensure the Committee is operating effectively and adding value to the organisation.
- 3.2 The committee approved the Development Plan in September 2025 and agreed that actions would be tracked and monitored at every committee meeting. An update was provided to PPRC at the December meeting.
- 3.3 Progress and update commentary has been added for Members' consideration. The only action which is not closed or recommended for closure relates to Integrated Impact Assessments. The Service

Manager – Strategy, Policy and Performance is now in post and will support an Elected Member training session following initial engagement with officers.

- 3.4 Action 10 relates to the completion of the skills matrix and is marked for closure. All Members completed the matrix and following review of the comments provided, the following additional actions have been progressed:
  - 3.4.1 Reminder to all Members sent regarding the LGBF Members’ briefing session in March
  - 3.4.2 Officer report writing guidance updated to be explicit on use of plain language and to be clear on the need to incorporate the potential practical implications of decisions
  - 3.4.3 Line added to the chair’s briefing to flag the use of jargon and acronyms at the start of committee meetings
  - 3.4.4 Chairing skills to be added to the 2027 Councillor Induction Programme
  - 3.4.5 Improvement Service providing options to allow members to participate in Peer Review/feedback sessions – information to be circulated when received.

#### **4 POLICY IMPLICATIONS**

- 4.1 No notable policy implications.

#### **5 RESOURCE AND OTHER IMPLICATIONS**

- 5.1 Finance: No additional implications
- 5.2 Human Resources: No additional implications
- 5.3 Other (e.g. Legal/IT): No additional implications
- 5.4 Risk: No additional implications

#### **6 INTEGRATED IMPACT ASSESSMENT**

- 6.1 ***Select the statement that is appropriate to your report by placing an ‘X’ in the relevant box.***

An Integrated Impact Assessment screening process has been undertaken and the subject of this report does not affect the wellbeing of the community or have a significant impact on: equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council’s role as a



corporate parent; or the storage/collection of personal data.

or

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:

Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	
Socio-economic disadvantage/poverty	
Climate change, the environment and sustainability	
Corporate parenting and care-experienced young people	
Storage/collection of personal data	
Other	

## 7 APPENDICES

7.1 Appendix 1 - PPRC Development Plan 2025- 2027

## 8 BACKGROUND PAPERS

8.1 Policy and Performance Review Committee (PPRC) Development Plan 2025-2027, PPRC Report, September 2025

## 9 AUTHOR AND APPROVAL DETAILS

Report Author(s)

<b>Name</b>	Hayley Barnett
<b>Designation</b>	Head of Corporate Support
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<b>Date</b>	24 March 2026

### Head of Service Approval

<b>Name</b>	Hayley Barnett
<b>Designation</b>	Head of Corporate Support
<b>Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed</b>	Completed
<b>Approval Date</b>	26 March 2026

## Appendix 1 – PPRC Development Plan 2025 - 2027

A committee focused on strategic matters (cross Council) aligned to the Council Plan and supported by a series of deep dives.

PPRC makes greater use of its remit and powers to add (and demonstrate) value to the work of the Council						
No.	Action	Evidence needed to close action	Due Date	Owner - Member	Owner - Officer	Comments
1.	To review the PPRC workplan in line with the committees Terms of Reference.	New workplan in place.	December 2025	Cllr Jardine	Head of Corporate Support	<b>CLOSED</b>
2.	To work with Cabinet to understand their areas of focus to inform the PPRC workplan.	Regular engagement established with Cabinet.	December 2025	Cllr Jardine & Cllr Gilbert	Head of Corporate Support	<p><b>Recommended for closure</b></p> <p>Mar 26 - Standing Orders update approved by Council February 2026</p> <p>Dec 25 - An initial discussion took place with Cllr</p>

						<p>Hampshire, Chair of the Cabinet in November 2025. The Head of Corporate Support agreed to draft amendments to the to the Council's Standing Orders for presentation to February 2026 Council to create a mechanism for cross-committee actions.</p> <p>To be considered for closure following SOs review.</p>
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## Increased and better-quality scrutiny to support improvement.

<b>Members are supported to take a full and active role in committee.</b>						
<b>No.</b>	<b>Action</b>	<b>Evidence required to close action</b>	<b>Due Date</b>	<b>Owner - Member</b>	<b>Owner - Officer</b>	<b>Comments</b>
3.	To expand the scrutiny induction offering for new elected members	New scrutiny training session developed and included within the 2027 Induction programme	June 2027	Cllr Jardine and Cllr Menzies	Head of Corporate Support	<b>CLOSED</b>  The Head of Corporate Support has added to the project plan for Elected Member Induction 2027
4.	To provide further and regular scrutiny training e.g. questioning techniques.	The development of an annual programme of training sessions and the delivery of the sessions with attendance from all PPRC members.	March 2027	Cllr Jardine and Cllr Menzies	Head of Corporate Support	<b>CLOSED</b>  Questioning Techniques Training completed on 18 September 2025.  A scrutiny guide has also been attached at Appendix 2 for member's consideration.

						<p>This can be a tool member's use to support ongoing development.</p> <p>Sessions will be built into the 2027 Induction Programme and ongoing elected member Learning and Development Programme. Further sessions to be planned.</p>
5.	To explore of use of recommendations by the PPRC committee	Written advice provided to the Committee by the Monitoring Officer	December 2025	Officer ownership	Head of Corporate Support	<p><b>Recommended for closure</b></p> <p>Mar 26 - Standing Orders update approved by Council February 2026</p> <p>Dec 25 - This will be included in the proposed changes to Standing Orders noted at item 2.</p>

						To be considered for closure following SOs review.
6.	To ensure all committee members understand the terms of reference of the committee and the Council standing orders.	Published scrutiny guide for members of PPRC	December 2025	Officer ownership	Head of Corporate Support	<b>CLOSED</b> Elected Member Scrutiny Guide available.
7.	To hold a training session on the Local Government Benchmarking Framework to ensure members have the knowledge to scrutinise	Training session delivered	March 2026 (in advance of the 2024/25 report)	Officer ownership	Transformation and Digital Portfolio Manager	<b>Recommended for closure.</b>  Mar 26 - Members Briefing Session held on 10 March 2026 (11 Members attended)  Dec 25 - This has been added to the Members Briefing Programme for 10 March 2026.  To be considered for closure after the session.
8.	To better understand how officers carry out IIAs	Deep dive discussion session on IIAs	June 2026	Officer ownership (to schedule)	Head of Corporate Support	These will be scheduled in 2026.

				awareness session).		
9.	To maintain wider pre-meeting approach	All committee members attending pre-meets.	September 2025	Cllr Jardine	Head of Corporate Support	<b>CLOSED</b>  Arrangement implemented for the 2025/26 committee session.
10.	To develop a skills matrix	Up to date committee skills matrix in place	December 2025	All Committee Members to complete the skills matrix.	Head of Corporate Support	<b>Recommended for closure</b>  Mar 26 - All members completed matrix.  Dec 25 - Details of skills required to perform scrutiny is included within the Scrutiny Guide at action 6 and skills matrix has been circulated to elected members to complete.  To be considered for closure at next meeting following receipt of all

