

# **BUDGET AND PERFORMANCE PANEL**

## **WORK PROGRAMME REPORT 12<sup>TH</sup> June 2007**

### **Report of Head of Democratic Services**

#### **PURPOSE OF REPORT**

To update Members with regard to the Budget and Performance Panel Work Programme and seek the Panel's views regarding items for inclusion in the Work Programme.

**This report is public**

#### **RECOMMENDATIONS**

- (1) That the Panel agree to the work programme for the new municipal year.**

#### **Items for the future Work Programme**

Attached to this report is a draft work programme for the new municipal year.

Under the Constitution the Budget and Performance Panel has responsibility to perform the overview and scrutiny function in relation to all of the Council's Corporate Performance and this is undertaken through receiving the quarterly Performance Review Team monitoring reports. These are presented to the Panel by the Leader of the Council enabling Members to scrutinise service business plan performance and financial monitoring. These have been timetabled into the work programme.

In addition, provision has been made for various reports which were requested towards the end of the last municipal year including:

- Scrutiny of funding assistance to external bodies. Members will be aware that there is a report relating to Williamsons Park on this agenda. The request for this report was made at the Budget and Performance Panel meeting on 13<sup>th</sup> February 2007. It was agreed to defer arrangements for monitoring the funding to other outside bodies until the Grants Task Group reported to Cabinet. The Grants Task Group report includes a number of recommendations to ensure that the Panel are able to provide effective monitoring of service level agreements. It is anticipated that the report will

go to July's Cabinet and following on from this the Panel will be able to give consideration as to the future arrangements for scrutinising funding to outside bodies. Provision has been made in the work programme for this.

- ❑ Home working pilot scheme – Interim Report – At the meeting of the Budget and Performance Panel on 13<sup>th</sup> March 2007, the Human Resources Manager was questioned on progress with the Home working pilot project and agreed to produce an interim report for the Panel in the new municipal year. This report will be considered by the Panel on 31<sup>st</sup> July.
- ❑ Homelessness Monitoring Form Review – At the Budget and Performance Panel meeting on 13<sup>th</sup> March 2007, the Housing Policy Manager provided a progress report on the Homeless Service Level Agreements including the introduction of a multi-agency monitoring form. The Panel invited the Housing Policy Manager to report back on the effectiveness of the monitoring form in a year's time and this has been pencilled in for the meeting of 26<sup>th</sup> February 2008.

Last year the Budget and Performance Panel adopted the role of scrutiny for the Council's Value for Money/ Efficiency arrangements. A report on the Review of the Efficiency Strategy is scheduled for the meeting of July 31<sup>st</sup>. Throughout the last municipal year the Budget and Performance Panel received regular reports regarding the various components of the efficiency strategy (including risk management, corporate property and energy, human resources, procurement and transformation government) with a progress report on each of these strategies presented by the relevant service head. The Corporate Director (Finance & Performance) will present a report to the Panel seeking the Panel's views of how value for money should be considered in the new municipal year. The work programme will be updated to reflect this following the Panel's consideration of the report.

There are several recommendations from the previous municipal year which the Panel may wish to act upon including:

- ❑ That the Head of Paid Service be invited to attend a future meeting to discuss how staff were encouraged and rewarded to achieve high performance.
- ❑ That the Panel receive a further report following the development of the Transformational Government Strategy and Vision.
- ❑ That Members of the Panel be circulated website links to the area quality profiles both nationally and across Lancashire.

Scrutiny at Lancaster is very much Member-led. In order to facilitate this, the Chairman has agreed that Members should have the opportunity to raise and discuss areas for inclusion in the work programme at this meeting. However, the work programme is flexible and Members can request adding items to the work programme at any stage throughout the municipal year. The request should be made through the Chairman, Corporate Director (Finance & Performance) or through Democratic Services and would be considered under the Work Programme report.

### **Provisions for Training**

The draft Work Programme makes provision for a training session at the meeting scheduled for 17<sup>th</sup> July. This includes training on data quality and performance management. The Audit Commission will be facilitating the data quality training whilst the Head of Corporate Strategy will provide performance management training.

Arrangements are in hand to provide Members with finance training. This will include a background to Local Government finance, the current position of the Council and the process to follow in preparation for next year's budget.

It was also agreed at the Budget and Performance Panel meeting on 13<sup>th</sup> February 2007 that Members would receive a briefing on LAMP methodology in the new municipal year and possible dates for this will be circulated when available.

Corporate Strategy will also be arranging for members to receive training on the Escendency performance management software on a one-to-one basis.

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