

# West Devon Overview and Scrutiny Committee



West Devon  
Borough  
Council

<b>Title:</b>	<b>Agenda</b>														
<b>Date:</b>	<b>Tuesday, 11th July, 2017</b>														
<b>Time:</b>	<b>2.00 pm</b>														
<b>Venue:</b>	<b>Chamber - Kilworthy Park</b>														
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Yelland <b>Vice Chairman</b> Cllr Cheadle</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Baldwin</td> <td>Cllr Musgrave</td> </tr> <tr> <td>Cllr Cloke</td> <td>Cllr Pearce</td> </tr> <tr> <td>Cllr Evans</td> <td>Cllr Ridgers</td> </tr> <tr> <td>Cllr Kimber</td> <td>Cllr Roberts</td> </tr> <tr> <td>Cllr Leech</td> <td>Cllr Sellis</td> </tr> <tr> <td>Cllr McInnes</td> <td>Cllr Sheldon</td> </tr> <tr> <td>Cllr Moyse</td> <td></td> </tr> </table>	Cllr Baldwin	Cllr Musgrave	Cllr Cloke	Cllr Pearce	Cllr Evans	Cllr Ridgers	Cllr Kimber	Cllr Roberts	Cllr Leech	Cllr Sellis	Cllr McInnes	Cllr Sheldon	Cllr Moyse	
Cllr Baldwin	Cllr Musgrave														
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Cllr McInnes	Cllr Sheldon														
Cllr Moyse															
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.														
<b>Committee administrator:</b>															

**1. Apologies for Absence**

**2. Confirmation of Minutes**

**To follow**

**3. Declarations of Interest**

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Monitoring Officer in advance of the meeting.

**4. Items Requiring Urgent Attention**

To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency

**5. Committee Terms of Reference and Procedure Rules**

**1 - 12**

**6. Public Forum**

**13 - 14**

A period of up to 15 minutes is available to deal with issues raised by the public.

**7. Hub Committee Forward Plan**

**15 - 18**

If any Member seeks further clarity, or wishes to raise issues regarding any future Hub Committee agenda item, please contact Member Services before **12 Noon on Friday, 7 July 2017** to ensure that the lead officer(s) are aware of this request in advance of the meeting.

**8. Villages in Action Presentation**

**9. Review of WDBC Community Grant Schemes**

**To follow**

**10. Joint Local Plan Update: Standing Agenda Item**

**11. Scrutiny Proposal Forms:**

**19 - 22**

- (a) Discretionary Grant Funding Review;
- (b) Performance Measure;
- (c)

- 12. Annual Work Programme 2017/18** **23 - 24**
  
- 13. Member Learning and Development Opportunities Arising from this meeting**

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## Overview and Scrutiny Committee

Please refer to the Overview & Scrutiny Procedure Rules in Part 4 of the Constitution for details on composition, membership, eligibility, powers and duties.

### 1. Terms of Reference – General Role

1.1. The Council will appoint an Overview & Scrutiny Committee that will:

- review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- make reports and/or recommendations to the Council and any committee or joint committee in connection with the discharge of any functions;
- consider any matter affecting the area or its inhabitants;
- make reports and/or recommendations to the Council and/or its Committees and/or any joint committee on matters which affect the Council's area or the inhabitants of that area; ~~and~~
- eExercise the right to Call-in, for reconsideration, decisions made (but not yet implemented) by the Hub Committee;
- be able to appoint and discontinue Task and Finish Groups in accordance with its annual work programme; and
- be able to work in conjunction with the South Hams District Council Overview and Scrutiny Panel to avoid any duplication of effort and unnecessary inconsistencies in policy and findings between the two councils.

### 2. Specific functions

The Overview and Scrutiny Committee may:

#### 2.1. Overview Policy development and review

- (i) review existing policy and recommend changes to such policy or to recommend the creation of new policy;
- (ii) assist the Council in the development of its Budget and Policy Framework ~~by in-depth analysis of policy issues;~~
- (iii) conduct research, involve the community and carry out other consultation in the analysis of policy issues and possible options;
- (iv) consider and implement ways to encourage and enhance community participation in the development of policy options;

- (v) question Members of committees and senior officers about their views on issues and proposals affecting the area; and
- (vi) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

In so doing, the Overview & Scrutiny Committees will be able to:

- (a) Select significant issues to investigate, which are both strategic and linked to the Council's Corporate Priorities;
- (b) Undertake pre-investigation project planning: drawing up terms of reference, plan for research methods to be used, timescales, officer support and reporting mechanisms;
- (c) Involve partners, the public and outside experts: this can take the form of presenting orally or in writing evidence around the topic under investigation;
- (d) Report findings and make evidence based recommendations to the appropriate Committee; and
- (e) Follow up on action agreed to ensure that Overview & Scrutiny Committee decisions have been implemented.

## 2.2. Scrutiny

- (i) hold the Hub Committee Members to account;
- (ii) review and scrutinise the performance of Committees and Council officers and decisions made both in relation to individual decisions and over time;
- (iii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iv) question lead Members and/or Chairmen of committees and senior officers about ~~their~~ decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects when necessary;
- (v) exercise the right to call-in, for re-consideration, decisions made by the Hub Committee but not yet implemented by any committee, where appropriate (see Procedure Rules in Part 4);
- (vi) make recommendations to the appropriate committee and/or Council arising from the outcome of the scrutiny process;
- (vii) ~~(vi)~~ review and scrutinise, with or without others, the performance and activities of other public bodies in the area on any relevant, general or specific issue; and

(viii)

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~~(vii) — question and gather evidence from any person (with their consent) when necessary; and~~

~~(viii) — Exercise overall responsibility for the work programme of the officers employed to support their work~~

### 2.3. Partnership arrangements

The Overview & Scrutiny Committees shall be responsible for the monitoring of partnership arrangements in accordance with the Council's Partnership Policy.

### 2.4 Public Forum Procedures

#### (a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting.

#### (b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to Darryl White ([darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)) by 5.00pm on the Thursday, prior to the relevant meeting.

#### (c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Development Management & Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the Borough;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

### 2.5 Finance

The Overview & Scrutiny Committee shall exercise overall responsibility for the finances made available to it.

### 2.6 Annual report

The Overview & Scrutiny Committees shall report annually to Council on their workings and make evidence based recommendations for future work programmes and amended working methods if appropriate.

### **3 Proceedings of Overview and Scrutiny Committee**

The Overview & Scrutiny Committee will conduct its proceedings in accordance with the [Overview & Scrutiny Procedure Rules](#) set out in Part 4 of this Constitution.



# 4 (4)

# Overview and Scrutiny Procedure Rules

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# Overview and Scrutiny Procedure Rules

The Council Procedure Rules as set out in Part 4(1) of this Constitution shall apply to the Overview & Scrutiny Committee and sub-committees unless otherwise specified by these Rules.

## 1. Overview and Scrutiny Committee

- 1.1 The Council will appoint an Overview & Scrutiny Committee as set out in the terms of reference in Part 3.

## 2. Terms of Reference

- 2.1 The terms of reference of the Overview & Scrutiny Committee shall be:
- 2.2 The performance of all overview and scrutiny functions on behalf of the Council including those functions specified in the terms of reference set in the Part 3.

## 3. Membership and Composition

- 3.1 **Number:** The Committee shall consist of **fifteen** Members of the Council appointed in accordance with Council Procedure Rule 7.
- 3.2 **Eligibility:** All Members of the Council, with the **exception** of Members of the Hub Committee and the Audit Committee shall be eligible to be Members of the Overview & Scrutiny Committee.
- 3.3 **Chairman:** The Chairman and Vice Chairman of the Committee shall be appointed by Council in accordance with the Council Procedure Rules in Part 4 of the Constitution.
- 3.4 **Co-optees:** The Committee shall be entitled to recommend to the Council the appointment of co-opted members (including members of the public).

## 4. Powers and Duties

- 4.1 **Sub-Committees:** The Overview and Scrutiny Committee shall have the power to appoint such sub-committees as it considers appropriate to discharge its functions. These Procedure Rules, including those on eligibility for membership, shall apply to any such sub-committee.
- 4.2 **Task and Finish Groups:** The Committee shall have the power to appoint, determine membership and discontinue Task and Finish Groups.

4.2.1 The Task and Finish Groups shall be appointed to undertake such work and within such timescales as may be specified by the Committee.

4.2.2 All Members of the Council are eligible for membership of the Task and Finish Groups.

~~4.2.3 The Committee has the ability to establish the membership of the Task and Finish Groups.~~

4.2.34 A Task and Finish Group shall provide regular updates to the Overview & Scrutiny Committee.

4.3 **Work Programmes:** The Overview & Scrutiny Committee shall be responsible for setting its own Work Programme.

4.4 **Agenda Items:** Any Member of the Overview & Scrutiny Committee shall be entitled to give notice to the Chairman that s/he wishes an item to be included on the next appropriate agenda and the Chairman shall arrange for this to be done.

4.5 **Consideration of Overview and Scrutiny Reports:** The Head of Paid Service will ensure that reports of the Overview & Scrutiny Committee are placed on the agenda for the appropriate meeting or Council Summons if appropriate for consideration, and in the case of a joint committee referred to that committee.

4.6 Members, ~~the general public and/or community groups or Officers~~ may propose that Overview & Scrutiny consider a particular matter by completing a Scrutiny Proposal Form (which can be obtained from [Darryl.White@swdevon.gov.uk](mailto:Darryl.White@swdevon.gov.uk)). See below for rules on Public Forum

## 5. Overview

5.1 The terms of reference in relation to overview functions are set out in the terms of reference in Part 3.

~~5.2 **Policy Review/Development:** In relation to the review or development of Council policies, the Overview & Scrutiny Committee may make proposals for consideration by the relevant committee(s), joint committee(s) or Council if felt appropriate.~~

~~5.3 The Overview & Scrutiny Committee may receive requests from the Council and other committee(s) to review particular areas of Council activity. The Committee, having regard to its work programme, shall consider and respond to such requests.~~

~~5.4 The Overview & Scrutiny Committee may hold inquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist it in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.~~

## 6. Scrutiny

6.1 The terms of reference in relation to scrutiny functions are set out in the terms of reference in Part 3.

6.2 **Proposed decisions:** To assist with the function of scrutiny, Members of the Overview & Scrutiny Committee shall be sent copies of the Council Summons and a website link to the agenda of all other published Committee meeting agendas.

6.3 **Call-in of decisions:** Call-in should only be used in exceptional circumstances, e.g. where Members of the Overview & Scrutiny Committee have evidence which suggests that the Hub Committee did not take the decision in accordance with the principles set out in Article 6 (Decision Making). Call-in may be exercised only by the Overview and Scrutiny Committee.

6.3.1 Call-in will **not apply** to decisions of individual applications under Development Management, Licensing, Standards, Registration, consents or other permissions where there is a statutory right of appeal.

6.3.2 Within **two working days** (where reasonably practicable) of a meeting of the Hub Committee:

- the minutes of that meeting shall be published (where possible by electronic means);
- a website link to copies of the published draft minutes will be sent electronically to all Members.

6.3.3 The minutes (as referred to in 6.3.2) will specify that any decision will come into force (and may then be implemented) on the **expiry of three working days** after the publication of the minutes, **unless** the Overview & Scrutiny Committee calls it in.

6.3.4 Before the **expiry of the three working days**, the Head of Paid Service shall call-in a decision for scrutiny by the Overview & Scrutiny Committee if so requested by the Chairman or any three members of the Overview & Scrutiny

Committee. The Head of Paid Service will notify all Members of the call-in of the decision.

6.3.5 The Head of Paid Service shall refer the matter to the next available meeting of Scrutiny.

6.3.6 If, having considered the decision, the Overview & Scrutiny Committee remains concerned about it then the Committee may set out in writing the nature of its concerns and:

- refer the decision back to the Hub Committee for re-consideration, or
- refer the matter to Council for determination.

If the matter is referred back to the Hub Committee or Council, that body shall determine at the earliest practicable opportunity whether or not to amend the decision.

6.3.7 If, following a call-in of a decision, the Overview & Scrutiny Committee:

- does not meet in the period set out above, or
- does meet but does not refer the matter back to the relevant Committee or to Council)

the decision shall take effect on the date of the Overview & Scrutiny Committee meeting or the expiry of that further five working day period, whichever is the earlier.

6.4 **Urgency:** The call-in procedure set out above shall not apply where the decision being taken by a Committee is deemed urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interest. Where the record of the decision, and notice by which it is made public, states that, in the opinion of the Head of Paid Service the decision is an urgent one, it will not be subject to the call-in process.

## 7. Meetings

7.1 **Frequency:** There shall be at least **eight meetings** of the Committee in each year. In addition, other meetings may be called in accordance with the Council's Procedure Rules as set out in Part 4 of this Constitution.

7.2 **Quorum:** The quorum for the Committee shall be **sevenix** Members.

7.3 **Substitution** is not permitted on the Overview & Scrutiny Committee (see Procedure Rule 10).

7.4 **Attendance by Others:** The Overview & Scrutiny Committee may:

- (i) require Hub Committee Members, Audit Committee Members and Senior Officers of the Council to attend a meeting to answer questions and it is the duty of those persons to attend if so requested;
- (ii) request, but not compel, officers from partnership organisations to attend if so required;
- (iii) invite any person to attend to address the Committee or to discuss issues of local concern and/or to answer questions;
- (iv) pay any person attending to provide expert advice to the Committee a reasonable fee and expenses for doing so.

~~7.5 **Party Whip:** When considering any matter in respect of which a Member of the Committee is subject to a party whip, the Member must declare the existence of the whip and the nature of it before the commencement of the Committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.~~

**7.56 Procedure:** Each Overview & Scrutiny Committee meeting agenda shall consider the following business as standing items:

- (i) Minutes of the last meeting;
- (ii) Declarations of Interest (including (any) whipping declaration);
- (iii) the Hub Committee Forward Plan;
- (iv) consideration of any matter referred to the Committee for a decision in relation to the calling in of a decision;
- (v) responses of the Committees to reports of the Overview & Scrutiny Committee; and
- (vi) the business otherwise set out on the agenda for the meeting.

**7.56.1** The Committee may adopt its own procedures as it so chooses when carrying out a review or conducting an investigation.

**7.56.2** Following any investigation or review, the Committee shall prepare a report, for submission to the relevant Committee, joint Committee and/or Council as appropriate.

## **7.6 Hub Committee Forward Plan**

The Forward Plan (which is a standing agenda item for the Committee) outlines upcoming agenda items to be considered by the Hub Committee and provides the opportunity for the Overview and Scrutiny Committee to have an input into those items that Committee Member(s) have identified in advance as being potentially contentious before they are then presented to the Hub Committee.

## **8. Public Forum Procedures**

### **(a) General**

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting.

**(b) Notice of Questions**

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to Darryl White ([darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)) by 5.00pm on the Thursday, prior to the relevant meeting.

**(c) Scope of Questions**

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Development Management & Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

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## **PUBLIC FORUM PROCEDURES**

### **(a) General**

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting, with any individual speaker having a maximum of three minutes to address the Committee.

### **(b) Notice of Questions**

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to Darryl White ([darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)) by 5.00pm on the Thursday, prior to the relevant meeting.

### **(c) Scope of Questions**

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Planning and Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

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## WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the six months starting 20 June 2017. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Hub Committee and all councillors, the public and other stakeholders. It will also assist the Council's Overview and Scrutiny Committees in planning their contribution to policy development and holding the Hub Committee to account.

The Plan is published in hard copy and on the Council's website ([www.westdevon.gov.uk](http://www.westdevon.gov.uk))

**Members of the public are welcome to attend all meetings of the Hub Committee, which are normally held at Kilworthy Park, Tavistock, and normally start at 2.00 pm.**

**If advance notice has been given, questions can be put to the Hub Committee at the beginning of the meeting.**

The Hub Committee consists of nine Councillors. Each has responsibility for a particular area of the Council's work.

*Cllr Sanders – Leader*

*Cllr Samuel – Deputy Leader*

*Cllr Sampson – Lead Member for Commercial Services*

*Cllr Moody – Lead Member for Health and Wellbeing*

*Cllr Oxborough – Lead Member for Economy*

*Cllr Jory – Lead Member for Environment*

*Cllr Mott – Lead Member for Customer First*

*Cllr Edmonds - Lead Member for Resources and Performance*

*Cllr Parker – Lead Member for Strategic Planning and Housing*

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting the Member Services Section by e-mail to [member.services@westdevon.gov.uk](mailto:member.services@westdevon.gov.uk)

**All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated for the reasons shown**

**DECISIONS TO BE TAKEN BY THE HUB COMMITTEE**



Service	Title of Report and summary	Lead Officer and Member	Decision maker	Anticipated date of meeting
Support Services	<b>Business Rates Relief Scheme</b>	IB/Cllr Moody	Council	12 September 2017
Customer First	<b>Request for Grant of a Long Lease *</b>	CB/Cllr Jory	Hub Committee	20 June 2017
Customer First	<b>Streamlining Community Grants</b>	RS/Cllr Mott	Council	18 July 2017
Customer First	<b>Tamar Trails Legacy – Options Appraisal</b>	RS/Cllr Mott/Jory	Council	18 July 2017
Support Services	<b>Medium Term Financial Strategy</b>	LB/Cllr Sanders	Council	18 July 2017
Strategy & Commissioning	<b>Update from JSG – Proposal for Single Council</b>	JSG/Cllr Sanders	Council	18 July 2017
Strategy & Commissioning	<b>Update from JSG – Waste Options *</b>	JSG/Cllr Sanders	Council	18 July 2017
Strategy & Commissioning	<b>Housing Position Statement</b>	TJ/Cllr Parker	Council	18 July 2017
Strategy & Commissioning	<b>Council Events Policy</b>	DA/Cllr Sanders	Council	18 July 2017
Strategy & Commissioning	<b>Productivity Plan Joint Committee</b>	SJ/Cllr Sanders	Council	12 September 2017
Support Services	<b>Transformation Programme Closedown</b>	LB/Cllr Edmonds	Hub Committee	12 September 2017
Customer First	<b>Food Safety Audit</b>	IL/Cllr Mott	Hub Committee	28 November 2017

**\* Exempt Item (This means information contained in the report is not available to members of the public)**

SJ – Steve Jordan – Executive Director Strategy and Commissioning and Head of Paid Service

SH – Sophie Hosking – Executive Director Service Delivery and Commercial Development

LB – Lisa Buckle – Finance COP Lead and s151 Officer

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

CB – Chris Brook – COP Lead Assets

JS – Jane Savage – Lead Specialist Waste Strategy

IL – Ian Luscombe – COP Lead Environmental Health

CBowen – Catherine Bowen – Monitoring Officer

DA – Darren Arulvasagam – Group Manager Business Development

SLT – Senior Leadership Team

IB – Isabel Blake – COP Lead Housing, Revenues and Benefits

LC – Lesley Crocker – COP Lead Communications

RS – Rob Sekula



**West Devon  
Borough  
Council**

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## Scrutiny Proposal Form

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

**Note:** The matters detailed below have not yet received any detailed consideration. Overview and Scrutiny reserve the right to reject suggestions for scrutiny that fall outside the Council's remit.

Proposer's name and designation	Nadine Trout, Commissioning Manager	Date of referral	08.06.17
Proposed topic title	WD Task & Finish Group – Discretionary Grant Funding Review		
What needs to be scrutinised and why?	Discretionary partnership grant funding has been in place for many years and has not been subject to comprehensive review. Current spend equates to a sizeable budget.		
Link to national, regional and local priorities and targets	To ensure council tax money is best spent and aligned to corporate priorities.		
Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)	Review existing discretionary partnership grant funding. Consider value for money, alignment to priorities and whether want to continue or scale back funding.		
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)	1-2 T&F meetings each lasting up to 1.5 hours supported by Nadine Trout, Commission Manager.  Ideally meetings would take place as soon as possible and before budget setting in the Autumn.		

Is the matter one of concern to residents/local businesses?	<b>YES / NO</b>
Can Scrutiny influence and change things? (If yes, please state how you think Scrutiny can influence or change things).	<b>YES / NO</b> <b>By agreeing to the formation of a T&amp;F group; nominating members to sit on it and tasking said members to form a set of recommendations on future partnerships to forward to Hub.</b>
Does the matter relate to an underperforming service or area?	<b>YES / NO</b> <b>Discretionary grant funding arrangements do not appear to be as tightly managed as they could be. Internal audit has highlighted a need to review and welcome member involvement.</b>
Does the matter affect a large number of residents or a large geographical area of the County (If yes, please give an indication of the size of the affected group or area).	<b>YES / NO</b> <b>All residents as it relates to Council spend ultimately derived from their council tax.</b>
To your knowledge, is anyone else looking at this matter? (If yes, please say who is looking at it).	<b>No.</b>
Where can relevant evidence and/or data be found?	Only significant partnerships were looked at by a joint Member Review Panel as a result of an SH O&S recommendation made on 17.09.15. The Community Safety Partnership, CVS and CAB were deemed as significant partnerships at that time. Furthermore only recommendations were made with regards to funding up until 17/18 and not beyond. The panel did not look at all discretionary grant funding arrangements as it was considered too onerous at the time.

**Please return this form to: Darryl White, Democratic Services**  
**Email: [darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)**



## Scrutiny Proposal Form

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

**Note: The matters detailed below have not yet received any detailed consideration. The Overview and Scrutiny Panel reserves the right to reject suggestions for scrutiny that fall outside the District Council's remit.**

Proposer's name and designation	Steve Mullineaux	Date of referral	6 <sup>th</sup> July 2017
Proposed topic title	Joint Task & Finish Group to Agree Council Performance Indicators		
What needs to be scrutinised and why?	<p>The corporate balanced scorecard contains a number of performance indicators, which provide information on the overall service provided by the council.</p> <p>It is proposed that this is reviewed and updated to consider the new range of information that can be extracted out of the system and reconsider what measure drive performance in the direction that is best for our residents.</p>		
Link to national, regional and local priorities and targets	A comprehensive set of performance indicators are required in order to evidence whether the council is delivering the appropriate service outcomes for its customers and delivering value for money.		
<p>Key Objectives</p> <p>Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)</p>	<ul style="list-style-type: none"> <li>• Initial meeting: Agree upon a common set of performance indicators across both South Hams and West Devon that cover the functional aspects of council performance</li> <li>• Agree approach to style of reporting, for example including a rolling programme of in-depth service area reporting, Q1 Planning, Q2 Benefits, Q3 Waste</li> <li>• Subsequent meeting to confirm 'functional' performance indicators and targets developed earlier and use gap analysis to consider council priorities and develop additional measures to evidence council effectiveness against priorities. This should ensure a complete suite of measures to encompass all council activity, both statutory and discretionary.</li> </ul>		
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)	<p>The exercise is expected to be completed by end of September 2017, with a recommendation to the relevant scrutiny or executive / hub committee as appropriate.</p> <p>An initial joint meeting supported by officers will be held to explore the functional measures. It is envisaged that this will set the direction for the more detailed work which will be completed by the performance and intelligence team. A second meeting will be held to confirm the functional measures and targets and perform the gap analysis of the councils' priorities. A third shorter meeting</p>		

	could be held to confirm the further work done out of the second meeting and finalise the proposal for Overview & Scrutiny's consideration.
Is the matter one of concern to residents/local businesses?	<b>NO</b> ( <i>not specifically, though it is envisaged the monitoring of performance will ultimately be of benefit to them</i> )
Can Scrutiny influence and change things? (If yes, please state how you think Scrutiny can influence or change things).	<b>YES</b> ( <i>via the task &amp; finish group and through the final debate and agreement of the proposal</i> )
Does the matter relate to an underperforming service or area?	<b>NO</b> ( <i>However, It is felt that the review is required to ensure the PIs are fit for purpose</i> )
Does the matter affect a large number of residents or a large geographical area of the County (If yes, please give an indication of the size of the affected group or area).	<b>YES</b> ( <i>All residents</i> )
To your knowledge, is anyone else looking at this matter? (If yes, please say who is looking at it).	No, but it is intrinsically linked to the work currently being done on council priorities
Where can relevant evidence and/or data be found?	The T&F group will work with officers from the performance and intelligence team, along with relevant group managers.

Please return this form to: **Darryl White, Democratic Services, South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE**

Email: [darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)

**OVERVIEW AND SCRUTINY COMMITTEE**  
**DRAFT ANNUAL WORK PROGRAMME – 2017-18**

Date of Meeting	Report	Lead Officer / Member
8 August 2017	Hub Committee Forward Plan	Kathy Trant
	Task and Finish Group Updates	
	Planning Enforcement Service Review	Kate Hamp / Pat Whymer
	Q1 Performance Indicators	Jim Davis
5 September 2017	Hub Committee Forward Plan	Kathy Trant
	Task and Finish Group Updates	
7 November 2017	South Devon and Dartmoor Community Safety Partnership – Annual Update	Louisa Daley
	West Devon Citizens Advice Bureau – Annual Update	Louisa Daley
	West Devon CVS – Annual Update	Louisa Daley
<b>Page 23</b>	Hub Committee Forward Plan	Kathy Trant
	Locality Service: Twelve Month Review	Dil Lord
	Q2 Performance Indicators	Jim Davis
	Joint Local Plan: Standing Agenda Item	Tom Jones
	Task and Finish Group Updates	
16 January 2018	Draft Budget 2018/19	Lisa Buckle
	Hub Committee Forward Plan	Kathy Trant
	Task and Finish Group Updates	
27 February 2018	Q3 Performance Indicators	Jim Davis
	Executive Forward Plan	Kathy Trant
	Task and Finish Group Updates	
	Joint Local Plan: Standing Agenda Item	Tom Jones
8 May 2018	Q4 Performance Indicators	Jim Davis
	Hub Committee Forward Plan	Kathy Trant
	Task and Finish Group Updates	
	Joint Local Plan: Standing Agenda Item	Tom Jones

