

South Hams Overview and Scrutiny Panel



Title:	Agenda												
Date:	Thursday, 4th June, 2015												
Time:	10.00 am												
Venue:	Cary Room - Follaton House												
Full Members:	<p style="text-align: center;">Chairman Cllr Saltern Vice Chairman Cllr Wingate</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Baldry</td> <td>Cllr May</td> </tr> <tr> <td>Cllr Barnes</td> <td>Cllr Pennington</td> </tr> <tr> <td>Cllr Blackler</td> <td>Cllr Pringle</td> </tr> <tr> <td>Cllr Brown</td> <td>Cllr Smerdon</td> </tr> <tr> <td>Cllr Hawkins</td> <td>Cllr Wood</td> </tr> <tr> <td>Cllr Horsburgh</td> <td></td> </tr> </table>	Cllr Baldry	Cllr May	Cllr Barnes	Cllr Pennington	Cllr Blackler	Cllr Pringle	Cllr Brown	Cllr Smerdon	Cllr Hawkins	Cllr Wood	Cllr Horsburgh	
Cllr Baldry	Cllr May												
Cllr Barnes	Cllr Pennington												
Cllr Blackler	Cllr Pringle												
Cllr Brown	Cllr Smerdon												
Cllr Hawkins	Cllr Wood												
Cllr Horsburgh													
Interests – Declaration and Restriction on Participation:	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.												
Committee administrator:	Member.Services@swdevon.gov.uk												

- 1. Apologies for Absence**
- 2. Urgent Business**
brought forward at the discretion of the Chairman;
- 3. Division of Agenda**
to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;
- 4. 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;
- 5. Overview and Scrutiny Panel - Terms of Reference** **1 - 4**
- 6. Public Forum** **5 - 6**
A period of up to 15 minutes is available to deal with issues raised by the public;
- 7. Dartmouth Indoor Pool**
 - (a) Views of the Dartmouth and District Indoor Pool Trust**– following the presentation of the Dartmouth Indoor Pool petition to the Annual Council meeting on 21 May 2015, the Chairman of the Panel has invited the Chairman (or another representative) of the Dartmouth Indoor Pool Trust to attend this meeting to provide a brief presentation on behalf of the Trust before responding to any Panel Member questions;
 - (b) Scrutiny of 18 June 2015 Executive Agenda Item** – the Leader of Council and the Community Of Practice Lead for Assets have been requested to attend this meeting to enable the Panel to undertake some Scrutiny work before a report on the Dartmouth Indoor Pool is presented to the Executive at its meeting on 18 June 2015;
- 8. Executive Forward Plan** **7 - 12**

Note: If any Member seeks further clarity, or wishes to raise issues regarding any future Executive agenda item, please contact Member Services before **12 noon on Monday 1 June 2015** to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting.

- 9. Transformation Programme: Progress Update**
to consider a verbal update on the Transformation Programme;
- 10. Performance Indicator Report - Quarter 4 (2014/15)** **13 - 18**
to consider a report that provides Members with information on the Key Performance Indicators at the end of Quarter 4 for 2013/14
- 11. Members Proposal Form for Potential Agenda Items** **19 - 20**
to approve a structured process for the submission of future agenda item requests
- 12. Overview and Scrutiny Member Learning and Development Plan**
to consider the merits of establishing a specific Learning and Development Plan for Overview and Scrutiny Panel Members;
- 13. Draft Annual Work Programme 2015/16** **21 - 22**
to consider items for programming on to the annual work programme of the Panel, whilst having regard to the resources available, time constraints of Members and the interests of the local community

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OVERVIEW AND SCRUTINY PANEL

1 Terms of Reference

The Council will appoint an Overview and Scrutiny Panel with the following functions:

- (a) To have the ability to hold the Executive to account;
- (b) To review and scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (c) To make reports and evidence-based recommendations to the full Council, the Executive and other bodies of the Council including those established under Joint Arrangements in connection with the discharge of any functions;
- (d) To make reports and evidence-based recommendations to the full Council on any matters of broad local concern or importance within their remit;
- (e) To conduct reviews and carry out community and other consultation in the analysis of policy issues and possible options;
- (f) To exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or an Executive Portfolio Holder or key decisions made but not yet implemented by officers;
- (g) To be able to appoint such time limited working groups as it considers appropriate to fulfil its functions;
- (h) To approve its own work programme;
- (i) To review the system of referrals from Scrutiny to the Executive to ensure that these are managed efficiently and do not exceed reasonable time limits as set out in this Constitution;
- (j) To respond to reasonable requests from the Executive to develop or review policy not within their remit;
- (k) In the event of reports to the Executive exceeding reasonable time limits, or if the volume of such reports creates difficulty for the management of Executive business or jeopardises the efficient running of Council business, at the request of the Executive, to make decisions about the priority of referrals made;
- (l) To encourage and enhance community participation in the development of policy options and general decision making;
- (m) To consider leisure contract monitoring reports and undertake an annual review in line with the Funding and Management Agreement;
- (n) To discharge the functions of a Crime and Disorder Scrutiny Committee; and

- (o) To be responsible for the new standards responsibilities under the Localism Act (to include the new Code of Conduct, Registers of Interests, training, advice, standards complaints, investigations, considering reports, hearings, sanctions and dispensations).

2 **Specific Functions**

The Overview and Scrutiny Panel will:-

- (a) review and scrutinise the decisions made by and performance of the Executive or council officers both in relation to individual decisions and decisions made over time and may question Members of the Executive and officers whether generally or in relation to specific decisions, initiatives or projects;
- (b) scrutinise the need for and the appropriateness of the Council's policies and the effectiveness of the outputs of the delivery systems in achieving the outcomes of those policies;
- (c) review and scrutinise the performance of the Council in relation to its budget, policy objectives, performance targets or particular service areas, and assist in the development of the budget and policy framework by in-depth analysis of the current provision, performance and policy issues;
- (d) make recommendations to the Executive and Council arising from the outcome of the scrutiny process and its reviews;
- (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address a Scrutiny Panel and local people about their activities and performance; and
- (f) question and gather evidence from any person with relevant knowledge, expertise or responsibility (with their consent).
- (g) instigate research, community and other consultation in the analysis of policy issues, possible options and the development of policy;
- (h) regularly involve Members of the Executive and occasionally Members of other bodies of the Council and officers to find out their views or advice on issues, proposals and policy affecting the area;
- (i) consider reports or questions from any individual Member on matters relevant to the terms of reference of the Panel to enable the views of constituents and other organisations to be taken into account; and
- (j) 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.

- (k) be responsible for all matters relating to Member learning and development.

3 Standards Matters

Roles and Functions:-

- (a) to provide and maintain high standards of conduct by councillors and co-opted members;
- (b) to assist councillors and co-opted members of the authority to observe the Council's Code of Conduct;
- (c) to advise the Council on the adoption or revision of the Members' Code of Conduct and on matters relating to the ethical conduct of the Council and its Members;
- (d) to advise and train councillors and co-opted members on matters relating to the Code of Conduct;
- (e) to grant dispensations to District Councillors (and where relevant, co-opted members of the District Council) on requirements relating to Disclosable Pecuniary Interests in the following circumstances:
- i. where many Members of the decision-making body have a Disclosable Pecuniary Interest, which would result in the political balance being affected;
 - ii. it is in the interests of the inhabitants that a dispensation be granted; or
 - iii. it is appropriate to grant a dispensation.

In addition, (and when it is not expedient to wait until the next scheduled Panel meeting) dispensations can also be granted by:-

- a Scrutiny Code of Conduct Sub Panel, or
 - the Monitoring Officer in consultation with the Chairman and Vice Chairman of the Overview and Scrutiny Panel.
- (f) to consult the Independent Person(s) in accordance with the 'Dealing with Complaints Policy';
- (g) to consider complaints alleging a breach of the Code of Conduct by District Councillors (and any co-opted members where relevant) and those members of town and parish councils in the District of South Hams; and
- (h) to receive investigation reports and to carry out Hearings (including sanctions) in respect of allegations of misconduct for District Councillors (and co-opted Members where relevant) and town and

parish council members, and to recommend sanctions or other recommendations / actions.

4 Overview and Scrutiny Panel Sub Committees – Standards Matters

Roles and Functions:-

- (a) to consider complaints alleging a breach of the Members' Code of Conduct as referred by the Council's Monitoring Officer; and
- (b) to receive investigation reports and carry out Hearings (including sanctions) in respect of allegations and misconduct.

5 Officers

The Overview and Scrutiny Panel will have administrative support and be able to call on other relevant officer support and external expertise where appropriate.

6 Annual Report

The Overview and Scrutiny Panel must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

PUBLIC FORUM PROCEDURES

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Panel. 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 the Democratic Services Manager by 5.00pm on the Monday, 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 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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SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN

This is the Leader of Council's provisional forward plan for the four months starting 18 June 2015. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive 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 Executive and all councillors, the public and other stakeholders. It will also assist the Council's Overview and Scrutiny Panels in planning their contribution to policy development and holding the Executive to account.

Local authorities are required to publish updated forward plans on a monthly basis. The Plan is published in hard copy and on the Council's website (www.southhams.gov.uk)

Members of the public are welcome to attend all meetings of the Executive, which are normally held at Follaton House, Totnes, and normally start at 10.00 am. If advance notice has been given, questions can be put to the Executive at the beginning of the meeting.

The Executive consists of six Councillors. Each has responsibility for a particular area of the Council's work.

Cllr Hilary Bastone – lead Executive Member for Customer First

Cllr Rufus Gilbert – lead Executive Member for Commercial Services

Cllr Michael Hicks – lead Executive Member for Strategy and Commissioning

Cllr John Tucker – Leader of the Council

Cllr Lindsay Ward – Deputy Leader of the Council

Cllr Simon Wright – lead Executive Member for Support Services

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting the Member Services Section on 01803 861185 or by e-mail to member.services@southhams.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

INDEX OF KEY DECISIONS

Service	Title of Report and summary	Lead Officer and Executive member	Anticipated date of decision

KEY DECISIONS:

For the purpose of the Executive Forward Plan, a key decision is a decision that will be taken by the Executive, and which will satisfy either of the following criteria:

‘to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority’s budget for the service or function to which the decision relates

(For this purpose significant expenditure or savings shall mean:

Revenue – Any contract or proposal with an annual payment of more than £50,000; and

Capital – Any project with a value in excess of £100,000); or

to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority, in the opinion of the Monitoring Officer (or the Democratic Services Manager in his/her absence).

A key decision proforma will be attached for each key decision listed above.

OTHER DECISIONS TO BE TAKEN BY THE EXECUTIVE

Service	Title of Report and summary	Lead Officer and Executive Member	Decision maker	Anticipated date of decision
Support Services	Write Off Report – to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Wright	Executive	18 June 2015
Support Services	Data Protection Policy – to recommend a new Joint Data Protection Policy	CBowen/Cllr Wright	Council	18 June 2015
Strategy and Commissioning	Dartmouth Indoor Pool Update – a report to update Members on the position with Dartmouth Indoor Pool	CB/Cllr Hicks	Executive	18 June 2015
Customer First	*Disposal of Land at Trebble Park, Kingsbridge – an exempt report to advise Members of the disposal of land at Trebble Park, Kingsbridge	CB/Cllr Bastone	Executive	18 June 2015
Customer First	Health and Safety – to consider a report that updates the Health and Safety Policy and Statement	Xx/Cllr Bastone	Council	23 July 2015
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Wright	Executive	23 July 2015
Support Services	T18 Budget Monitoring – to update Members on the financial position of the T18 Programme	LB/Cllr Tucker	Executive	23 July 2015
Support Services	Write Off Report (Q1 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Wright	Executive	23 July 2015
Customer First	Council Tax Reduction Scheme – an update on the Council Tax Reduction Scheme	IB/Cllr Bastone	Executive	10 Sept 2015
Support Services	Medium Term Financial Strategy 2016/17 onwards – to update the Medium Term Financial forecast with a view to setting a direction of travel for the next 4 years	LB/Cllr Wright	Executive	10 Sept 2015
Support Services	Annual Treasury Management Report 2014/15 – to inform Members of the results and performance of the Treasury Management activity undertaken in 2014/15	LB/Cllr Wright	Executive	10 Sept 2015
Customer First	Devon Home Choice & Local Allocations Policy Review -	IB/Cllr Bastone	Council	10 Sept 2015
Support Services	Treasury Management Mid Year Update 2015/16 – to update on the Treasury Management position	LB/Cllr Wright	Executive	15 October 2015
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Wright	Executive	10 Dec 2015
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Wright	Executive	10 Dec 2015

SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Tucker	Executive	10 Dec 2015
Support Services	Write Off Report (Q2 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Wright	Executive	10 Dec 2015
Support Services	Draft Budget Proposals for 2016/17 -	LB/Cllr Tucker	Council	10 Dec 2015
Support Services	Draft Capital Programme Proposals for 2016/17 -	LB/Cllr Tucker	Council	10 Dec 2015
Support Services	Revenue Budget Proposals for 2016/17	LB/Cllr Tucker	Council	28 January 2016
Support Services	Capital Programme Proposals for 2016/17	LB/Cllr Tucker	Council	28 January 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Tucker	Executive	10 March 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Wright	Executive	10 March 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Tucker	Executive	10 March 2016
Support Services	Write Off Report (Q3 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Wright	Executive	10 March 2016
Support Services	Treasury Management and Annual Investment Strategy for 2016/17 -	LB/Cllr Wright		10 March 2016
Customer First	Community Reinvestment Project Fund 2015/16 Grant Allocations -		Executive	10 March 2016
Customer First	Homeless Strategy -	IB/Cllr Bastone	Council	10 March 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Wright	Executive	May 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Wright	Executive	May 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Tucker	Executive	May 2016
Support Services	Write Off Report (Q4 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Wright	Executive	May 2016

* 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

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

CBowen – Catherine Bowen – Monitoring Officer

TB – Tracey Beeck – Group Manager Customer First

SLT – Senior Leadership Team

CB – Chris Brooks – COP Lead Assets



South Hams
District Council

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Agenda Item 10

Report to: **Overview and Scrutiny Panel**

Date: **4 June 2015**

Title: **PERFORMANCE INDICATOR REPORT –
QUARTER 4 (2014/15)**

Portfolio Area: **All**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken:
(e.g. referral on of recommendation or
implementation of substantive decision)

**Executive – 18
June 2015**

**Overview and
Scrutiny Panel –
Autumn 2015**

Authors: **Steve Jordan**
**Head of Paid
Service**

Sophie Hosking
**Executive Director (Service
Delivery and Commercial
Development)**

Contact: steve.jorden@swdevon.gov.uk and
sophie.hosking@swdevon.gov.uk

Recommendations:

- 1. That the Key Performance Indicators for Quarter 4 be noted;**
- 2. That Members consider any appropriate action for Indicators at 'Red Status' for two consecutive quarters;**
- 3. That the Panel endorse a review being undertaken into the Performance Measures and welcome a report being presented back to Members in the autumn.**

1. Executive summary

- The Balanced Scorecard (as outlined at Appendix A) illustrates broad performance levels at the end of Quarter 4 for 2014/15.

- The Panel will note from the Balanced Scorecard that there are three indicators which have been at 'red status' (i.e. 10% or more below target) for two or more consecutive quarters. As a consequence, a minuted response of the action required is necessary. These three indicators are as follows:-
 - *ICT & CS: Average call answer time;*
 - *PEC: % of Applications determined within statutory time frame (Minor); and*
 - *PEC: % of Applications determined within statutory time frame (Other).*
- As was predicted when the Quarter 3 performance report was presented to the Corporate Performance and Resources Scrutiny Panel on 19 February 2015, these indicators have yet to improve due to capacity issues, which are being addressed through an extensive recruitment drive (Minute CP&R.39/14 refers).
- Officers intend for these indicators to be kept under close scrutiny and the Chairman of the Panel has already exercised his discretion to request that a Development Management Service update be presented to the Panel meeting on 17 September 2015 (draft annual work programme refers).
- Members will also note that the Balanced Scorecard demonstrates a previous 'red status' indicator for the Dartmouth Lower Ferry income. The Chairman of the Panel has already been made aware of an officer request for a Task and Finish Group to be established to undertake a review into the service with the findings ultimately being reported to the Executive in the autumn.
- Given the Transformation Programme and the Council's new operating model (including the Locality working approach), officers consider it is now timely for a review to be undertaken into the appropriateness of the performance measures which are presented. Officers intend for this review to also include how this information is captured, monitored and reported to Members, in order to best demonstrate that services are delivering against the Council's adopted Corporate Priorities. It is intended that this review will also be reported to the Panel during the autumn months.

2. Background

- The current set of performance indicators came from a review which was undertaken by a Task and Finish Group in 2011/12.

3. Outcomes/outputs

- Within the Council Constitution, the Panel is responsible for overseeing performance management at the Council to ensure that poor and/or deteriorating performance is addressed.

4. Options available and consideration of risk

- In the event of there being a lack of relevant performance data being regularly monitored and reported, there is a risk of the Council being unable to establish its performance levels and identify any subsequent improvement plans.

5. Proposed Way Forward

- As outlined above, it is intended that a belt and braces review be undertaken into the performance indicators currently measured, with a report being presented back to the Panel in the autumn.

6. Implications

Legal/Governance		The Council Constitution currently requires the Panel to receive quarterly performance monitoring reports.
Financial		There are no significant financial implications directly related to this report
Risk		There is a risk if the Council did not have a Health and Safety Statement and Policy in place as it is a legal requirement to do so
Comprehensive Impact Assessment Implications		
Equality and Diversity		There are no equality and diversity implications directly related to this report.
Safeguarding		There are no safeguarding implications directly related to this report.
Community Safety, Crime and Disorder		There are no community safety or crime and disorder implications directly related to this report.
Health, Safety and Wellbeing		There are no health, safety and wellbeing implications directly related to this report.
Other implications		N/A

Supporting Information

Appendices:

A: Balanced Scorecard

Background Papers:

PI Quarter 3 report presented to the Corporate Performance and Resources Scrutiny Panel meeting held on 19 February 2015

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	No
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Executive/Scrutiny)	N/A

Appendix A - Corporate Balanced Scorecard 2014-15 Q4

South Hams District Council

Community/Customer

Q3	Q4	
●	●	ES: Car parking tickets sold (Yearly comparison)
●	●	ES: Car parking season tickets sold (Yearly comparison)
●	●	ES: Overall Recycling rate %
●	●	ES: Residual waste per household
●	●	ICT & CS: Average Call Answer Time
●	●	ICT & CS: % of enquiries resolved at first point of contact

Processes

PEC

Q3	Q4	
●	●	PEC: % of Applications determined within statutory time frame (Major/Minor/Other)
●	●	

Environmental Health

Q3	Q4	
●	●	EH: Time taken to process Disabled Facilities Grant (Fast track)
●	●	EH: Avg Time to serve notice or close complaints

ICT & CS

Q3	Q4	
●	●	ICT & CS: Avg End to End time (New Claims)
●	●	ICT & CS: Avg End to End time (Change of circumstances)

Financial

Q3	Q4	
●	●	Assets: Employment estates Income (Cumulative)
●	●	PEC: Total income collected: Pre-Apps, Apps etc
●	●	ES: Car Parking income (Cumulative)
●	●	ES: Trade Waste: Projected Net Income
●	●	FA: % invoices paid on time
●	●	ICT & CS: Non-domestic Rates Collected
●	●	ICT & CS: Council Tax Collection
●	●	PEC: Income Collected – Land Charges
●	●	AS: Dartmouth Ferry Income Cumulative
●	●	T18: Programme on budget

Performance

Q3	Q4	
●	●	EH: % of nuisance complaints resolved at informal stage
●	●	Assets: Employment Estate Occupancy Level
●	●	CS: Avg days short term sickness/FTE
●	●	T18: Programme timescales on track

Key

●	Below target performance
●	Narrowly off target, be aware
●	On or above target

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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. 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		Date of referral	
Proposed topic title			
What needs to be scrutinised and why?			
Link to national, regional and local priorities and targets			
<p style="text-align: center;">Key Objectives</p> <p style="text-align: center;">Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)</p>			
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)			
Is the matter one of concern to residents/local businesses?	YES / NO		
Can Scrutiny influence and change things? (If yes, please state how	YES / NO		

you think Scrutiny can influence or change things).	
Does the matter relate to an underperforming service or area?	YES / NO
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).	YES / NO
To your knowledge, is anyone else looking at this matter? (If yes, please say who is looking at it).	
Where can relevant evidence and/or data be found?	

Please return this form to: Darryl White, Democratic Services, South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE
Email: darryl.white@swdeon.gov.uk

OVERVIEW AND SCRUTINY PANEL

DRAFT ANNUAL WORK PROGRAMME – 2015-16

Date of Meeting	Report	Lead Officer
9 July 2015	Executive Forward Plan	
	T18 Programme Monitoring	
	Monitoring Report on South Hams CVS Service Level Agreement (SLA)	
	Monitoring Report on South Hams CAB SLA	
	Waste Policy – A Way Forward	
	Coastguard Representatives	
	Ombudsman Update and Annual Review Letter	
	Task and Finish Group Updates:	
27 Aug 2015	Executive Forward Plan	
	T18 Programme Monitoring	
	Performance Indicators (Q1 2015/16)	
	Task and Finish Group Updates	
Sept 2015	Executive Forward Plan	
	T18 Programme Monitoring	
	Development Management Service Update	
	Update report on work of RDPE - LEAF/LAG Programmes	
	Task and Finish Group Updates	
19 Nov 2015	Executive Forward Plan	
	T18 Programme Monitoring	
	Devon and Cornwall Housing Annual update	
	South Devon Rural Housing Representatives	
	Performance Indicators (Q2 2015/16)	
	Fees and Charges Report	
	Task and Finish Group Updates	
14 Jan 2016	Budget only	
25 Feb 2016	Executive Forward Plan	
	T18 Programme Monitoring	

	Performance Indicators (Q3 2015/16)	
	Health and Wellbeing Update	
	Task and Finish Group Updates	
17 Mar 2016	Executive Forward Plan	
	T18 Programme Monitoring	
	Task and Finish Group Updates	

Ongoing Task and Finish Groups:

Disabled Facilities Grants (CLH)
 Managing Coastal Assets (EE)
 Renewable Energy Solar Panels on Council Assets (EE)
 Waste Policy Review (EE)

Annual items:

Update report on work of RDPE - LEAF/LAG Programmes
 Fees and Charges
 Ombudsman Update and Annual Review Letter: New Homes Bonus Allocation to Dartmoor National Park Authority
 Monitoring Report on South Hams CVS Service Level Agreement: Monitoring Report on South Hams CAB Service Level Agreement
 Dispensations
 Crime and Disorder Safety Partnership
 TONE End of year report: TONE Mid year report
 Devon and Cornwall Housing Update: Health and Wellbeing Update

Possible items:

Review of Green Infrastructure Plan (EE)
 South West Water Reps
 Broadband
 Review of Locality Working
 Leisure (Pre Scrutiny)