

## 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)**