



The Chairman concluded by noting that the Committee also needed to be mindful of topics that the other two Committees may wish to be taken forward.

**\*O&S 04      CONFIRMATION OF MINUTES**

The Minutes of the Meeting held on 20<sup>th</sup> March 2012, were confirmed and signed by the Chairman as a correct record.

**\*O&S 05      COMMITTEE PERFORMANCE REPORT**

The Committee received and noted the Performance Report as presented by the Corporate Improvement Officer (page 7 to the Agenda) who noted that only a small number of the indicators were red.

Members discussed the red Performance Indicators, in particular the matter of sickness absence of staff. Members were concerned about the impact on the remaining members of a team when long term sickness occurred. The Corporate Director advised that a number of steps were in place to monitor sickness absence, and to fulfil the duty of care to remaining staff. Members also noted that as the organisation reduced in size, the impact of sickness absence would increase.

In terms of investment income, Members asked if the projected figures could be amended once it became apparent that they were optimistic. The Corporate Director responded that the figures were in the budget book and therefore could not be amended. The Corporate Improvement Officer added that, in future, some income would be expressed on a quarterly basis rather than an annual basis, to take seasonal variations into account.

Finally, a Member asked for an explanation of the indicator relating to call response times. In response, the Corporate Director advised that this related only to calls into, and which remained within, the switchboard. The Member noted that whilst an initial call was often swiftly answered, being put through to the appropriate member of staff often took some time. The Corporate Improvement Officer added that the new reporting of Performance Indicators included data that was more relevant in this instance.

It was **RESOLVED** that the key performance indicators for quarter 4 that were significantly below target be noted.

**\*O&S 6      PERFORMANCE INDICATOR REVIEW**

The Committee received and noted the Performance Indicator Review Report as presented by the Corporate Improvement Officer (page 14 to the Agenda), and he outlined the background to the new way of reporting Performance Indicators. The Indicators themselves had been selected by

a Task and Finish Group of Members, and also by Heads of Service. The Indicators would be for the current year only, as it would be important to review the indicators to ensure that only relevant information was reported.

The Corporate Improvement Officer then explained how the report would be set out in future, and assured Members that an explanatory key would be included. He also drew Members attention to the table on pages 15 and 16 of the agenda report, which outlined possible responses that Overview and Scrutiny could make when an indicator had not been met for two consecutive quarters.

Following a slight amendment to the recommendation, it was **RESOLVED** that the Overview and Scrutiny Committee approve the new Performance Indicators for 2012/13 to be reported quarterly to the Committee.

**\*O&S 7      REGULATION OF INVESTIGATORY POWERS ACT 2000: REPORT ON INSPECTION AND AUTHORISATION**

As a standing item on the agenda, Members noted that there had been no requests to use the powers under RIPA during the last quarter.

**\*O&S 8      LOCAL GOVERNMENT ACT 1972, SECTION 100(A)(4)**

It was **RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the under-mentioned item of business on the grounds that exempt information may be disclosed as defined in the paragraph given in brackets below from Part I of Schedule 12A to the Act.

**\*O&S 9      LEISURE MANAGEMENT TASK & FINISH GROUP – UPDATE – (PARAGRAPH 3 – INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE AUTHORITY HOLDING THAT INFORMATION))**

The Committee received a report from the Task and Finish Group, which included a number of conclusions and recommendations. Cllr Baldwin took Members through the key points of the report.

Following a discussion, Members agreed that the report should be taken to the next meeting of Council on 31 July 2012, for debate amongst the wider membership.

(The Meeting terminated at 3.15 pm)

