

## **Value and Performance Scrutiny Committee**

### **Work programme debate outcomes**

#### **General Principles**

After consultation with back-bench councillors the committee this year has decided to run its programme through a series of themes. Each theme will be led by a committee member sometimes supported by small group of colleagues.

The aim of the committee this year in setting themes is to approach its work in a more focused and searching way reducing the number of items on agendas allowing a “select committee approach” to be taken.

A Finance and Performance Panel has been set again this year to give a firm focus on budget delivery, performance and treasury management. Of particular interest to the panel this year will be the reform of council housing finance and the delivery of budget. The Panel will invite the attendance and views of a council tenant representative at appropriate times

The programme remains flexible and open to reorganisation by the committee. A complete review will be undertaken by the Chair and Vice Chair in January 2012

The information that follows shows:

- The themed draft programme and focus
- Current nominations
- Projected agenda schedules
- Forward schedule for the Finance and Performance Panel

## Value and Performance Scrutiny Committee

### Draft Work Programme 11/12

Theme	Area(s) for focus	Likely Status of Inquiry	Nominated/interested councillors
Asset Management	<p>Lines of inquiry</p> <p>To have an early view of:</p> <ul style="list-style-type: none"> <li>• The draft document proposed for consultation with highlighted or listed areas that have changed</li> <li>• The achievements against the 2009 action plan with areas that remain unachieved highlighted with reasons for delay or change</li> <li>• The work done in order to identify the gaps and alterations needed based on changing circumstances and demands. Alongside this how these are addresses in the new plan</li> <li>• An update on the 2009 risk assessment (and any links to the corporate risk register) in particular sections set to ensure we provide maximum value from our asset base</li> </ul>	<p>Select Committee Inquiry:</p> <p>Target meeting date: 21<sup>st</sup>. November</p>	<p>Councillors van Nooijen and Gotch</p>
Benefits Service	<p>Focused reporting on progress and outcomes around value for money principles</p>	<p>Standing Panel. Report back to committee:</p>	<p>Councillors Brown, Royce, van Nooijen</p>

<p>Fundamental Service Review</p>	<p>Within all of these outcomes how we would compare nationally (if that is still possible)</p> <ul style="list-style-type: none"> <li>• <b>Economy</b> - How the overall cost of the service to the local tax payer is being reduced. What the reduction target is, over what period and how we are performing against this. In considering this to see the full effect on our accounts split between subsidy, administration and debt provision</li> <li>• <b>Efficiency</b> - The target for the unit costs of the various process (new claims, change in circumstances etc) over what period and how we are performing against this</li> <li>• <b>Effectiveness</b> - The output measures, but the committee would like to see additions to the normal internal measures and include others that customers might see as a "whole service" so: <ul style="list-style-type: none"> <li>- Time taken to perform the various functions i.e. new claims and changes in circumstances</li> <li>- The number of appeals and success rates</li> <li>- Accuracy levels</li> <li>- Queuing times</li> <li>- Telephone response times</li> <li>- Abandoned call rate</li> <li>- Customer feedback on quality and attitudes of staff</li> <li>- Benefit take up measures with monetary targets</li> </ul> </li> </ul>	<p>Target dates: 7<sup>th</sup>. December and 26<sup>th</sup>. March</p>	<p>and Williams</p> <p>Lead Member: Councillor Brown</p>
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	<p>It is recognised that the "Economy Measure" above will be linked to the results of the analysis to determine the type of service we are to design. For the committee be told which service elements or outputs within the proposed service design are different from those generally delivered, why and the extra cost of these.</p>		
Finance and Performance Panel	<p>Standing Panel remit:</p> <ul style="list-style-type: none"> <li>• Current year budget delivery</li> <li>• Performance against service and corporate targets</li> <li>• To act as the "responsible body" within the CIPFA code for the Treasury Management Strategy and service</li> <li>• To understand and review the business planning and treasury management strategy set to meet the reform of council housing finance</li> <li>• To review budget proposals and Medium Term Financial Strategy</li> </ul>	<p>Standing Panel</p> <p>Agenda schedule below</p>	<p>Councillors Seamons, Rowley, Brown and Williams</p> <p>Lead Members: Councillor Seamons</p>
Environmental Services	<p>Reconfiguration of Environmental Health Services to reduce costs</p> <ul style="list-style-type: none"> <li>• The current range, status, cost and users of our services</li> <li>• Any links between these services and other targets and actions within the council</li> </ul>	<p>Committee Inquiry</p> <p>Target date: 12<sup>th</sup>. September</p>	<p>All committee members</p>

	<ul style="list-style-type: none"> <li>• Options for reductions to meet the target</li> <li>• In particular what are the options for the noise nuisance service</li> <li>• Communication and winded down plans</li> </ul> <p>Houses in Multiple Occupation Licensing:</p> <ul style="list-style-type: none"> <li>• Targets within the extended scheme are met</li> <li>• Cost and charging base is controlled and reasonable</li> </ul>	<p>Committee Inquiry</p> <p>Target date: 26<sup>th</sup>. March</p>	
Equalities	<p><b>Service Delivery</b></p> <p>To understand the agreed equality objects and outcomes expected from these. To monitor direction of travel and change Service Plan link</p> <p><b>Oxford City Council as an employer</b></p> <p>No lines of inquiry agreed. Discussion with lead member underway</p> <p><b>Corporate Performance</b></p> <p>Outcome from the corporate assessment to achieve level 2 of the Equalities Framework for Local Government</p>	<p>Select committee inquiry</p> <p>Target date: 30<sup>th</sup>. January</p>	<p>Councillors Royce and Rowley</p>

Leisure contact performance	<p>To scrutinise outcomes to target from the Fusion Leisure Services Contract across:</p> <ul style="list-style-type: none"> <li>• Value for Money</li> <li>• Increased participation</li> <li>• Improvements in quality of service</li> <li>• Outreach work</li> <li>• Carbon Management</li> </ul> <p>The committee this year is particularly interested in outcomes from outreach programmes and interaction with partners around public health issues</p>	<p>Committee inquiry</p> <p>Target date: 21<sup>st</sup>. November</p>	<p>All committee members</p>
Additional item called from the Forward Plan Return of Park and Ride facilities to City Council management and operation	<p>Briefing to allow pre scrutiny:</p> <ul style="list-style-type: none"> <li>• What events have culminated in the breakdown of the current park and ride management arrangements</li> <li>• What are the budgetary implications for the council and how will these be managed</li> <li>• What are the service implications for the council and those using park and ride facilities</li> </ul>	<p>Committee inquiry</p> <p>Target date: 12<sup>th</sup>. September</p>	<p>All committee members</p>
Additional item called from the Forward Plan Trading Strategy	<p>To pre-scrutinise the proposed strategy for trading our services outside the council. The 10/11 committee interest in particular lay in:</p> <ul style="list-style-type: none"> <li>• A proper understanding of risks to the council in legal, financial and reputation terms</li> <li>• Striking the right balance between service delivery and trading and recognising “pinch points”</li> <li>• Governance arrangements</li> </ul>	<p>Committee inquiry</p> <p>Target date: 12<sup>th</sup>. September</p>	<p>All committee members</p>



## Value and Performance Scrutiny Committee Agenda Schedules

Dates	Slots and Items
21 <sup>st</sup> . June	<ol style="list-style-type: none"> <li>1. Destination Management Organisation – Business Plan</li> <li>2. Performance against target – outcome for 10/11</li> <li>3. Provisional budget outturn 10/11</li> <li>4. Fusion leisure contact – outturn against targets</li> </ol> <p><b>Meeting full</b></p>
12 <sup>th</sup> . September	<ol style="list-style-type: none"> <li>1. Trading Strategy</li> <li>2. Reconfiguration of Environmental Services</li> <li>3. Park and Ride operation and management (briefing)</li> </ol> <p><b>Meeting full</b></p>
21 <sup>st</sup> . November	<ol style="list-style-type: none"> <li>1. Asset Management – Select committee meeting</li> <li>2. Leisure Contract Performance</li> <li>3. Benefits fundamental service review progress and Panel view</li> </ol> <p><b>Meeting Full</b></p>
30 <sup>th</sup> . January	<ol style="list-style-type: none"> <li>1. Equalities – Select committee meeting</li> <li>2. Budget Report – Finance and performance Panel</li> </ol> <p><b>Meeting Full</b></p>
26 <sup>th</sup> . March	<ol style="list-style-type: none"> <li>1. Benefits fundamental service review progress and Panel view</li> <li>2. Houses in Multiple Occupation Licensing progress</li> <li>3. Vacant slot</li> <li>4. Vacant slot</li> </ol>

## Finance and Performance Panel

**Members: Cllrs. Seamons (Lead member), Brown (VAP Chair), Rowley and Williams**

**Officers for this meeting: Pat Jones, Nigel Kennedy, Anna Winship, Tim Power, Jane Lubbock**

**Meeting Date:**

**23<sup>rd</sup>. September at 2.00pm – papers deadline: morning of the 6<sup>th</sup>. September**

**Officers for this meeting: Pat Jones, Nigel Kennedy, Anna Winship, Tim Power, Jane Lubbock**

<b>Agenda Item</b>	<b>CEB link</b>	<b>Comment</b>
1. 1 <sup>st</sup> . Qtr. Spending	<b>21<sup>st</sup>. Sept</b> Absolute deadline 13 <sup>th</sup> Sept (papers published)	The Panel want to report their comments and recommendations to the CEB meeting on the 21 <sup>st</sup> . Sept  Tenant representative not invited for item 5.
2. 1 <sup>st</sup> . Qtr Performance – to include reporting of service level targets		
3. Treasury management performance 10/11		
4. Treasury Management performance 1 <sup>st</sup> . Qtr. Including issues for 11/12 strategy		
5. Reform of Housing Finance		
6. Budget prospects 11/15		

**Date: 14<sup>th</sup>. November 2011**

**Panel only meeting to agree budget review outline**

**Date:**  
**29<sup>th</sup>. November at 5.30pm – papers deadline: morning of the 25<sup>th</sup>. November**

**Officers for this meeting: Pat Jones, Nigel Kennedy, Anna Winship, Tim Power(possibly), Jane Lubbock**

<b>Agenda Item</b>	<b>CEB link</b>	<b>Comment</b>
1. 2 <sup>nd</sup> . Qtr. Spending 2. 2 <sup>nd</sup> . Qtr. Performance– to include reporting of service level targets	<b>7<sup>th</sup>. Dec</b> Absolute deadline 29 <sup>th</sup> . Nov (papers published)	The Panel will want to report their comments and recommendations to the CEB meeting on the 7 <sup>th</sup> . December
3. 2 <sup>nd</sup> . Qtr. Treasury Management Performance including issues for 11/12 strategy		The Consultation Budget and MTFS will be taken as part of the Budget Review Group. Lead Member to agree a timetable for discussion with the Board Member
4. Reform of Housing Finance (progress)		Invite a tenant representative for item 4

**Dates to be agreed**

**Budget Review October/November to February – dates and outline to be agreed by the Lead Member**

Key dates as understood currently:

MTFS – 7<sup>th</sup>. December CEB

Consultation Budget – 7<sup>th</sup>. December CEB

Scrutiny Budget report complete by 27<sup>th</sup>. January

Budget proposals from CEB to Council – 8<sup>th</sup>. February

Council agrees budget – 20<sup>th</sup>. February

Reserved meetings – CEB and Council 23<sup>rd</sup>. February

**All based on published schedule**

**Date:**  
**3<sup>rd</sup>. February at 2.00pm – papers deadline: morning of 27<sup>th</sup>. January**

**Officers for this meeting: Pat Jones, Nigel Kennedy, Anna Winship, Tim Power(possibly), Jane Lubbock**

<b>Agenda Item</b>	<b>CEB link</b>	<b>Comment</b>
1. 3 <sup>rd</sup> . Qtr. Spending 2. 3 <sup>rd</sup> . Qtr. Performance– to include reporting of service level targets 3. 3 <sup>rd</sup> . Qtr. Treasury Management performance 4. Treasury Management Strategy 12/13 5. Final comments on “firm” budget proposals 6. Reform of Housing Finance	<b>8<sup>th</sup>. February</b> Absolute deadline 31 <sup>st</sup> . January (papers published)	The Panel will want to report their comments and recommendations to the CEB meeting on the 8 <sup>th</sup> . Feb  Invite a tenant representative for item 6

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