

**To:** Finance and Performance Panel  
**Date:** 06 September 2023  
**Report of:** Head of Law and Governance  
**Title of Report:** Scrutiny Performance Monitoring

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To support the Finance and Performance Panel in selecting the Key Performance Indicators (KPIs) it wishes to monitor over the 2023/24 municipal year.
<b>Key decision:</b>	No
<b>Scrutiny Lead Member</b>	Councillor James Fry, Chair of the Finance and Performance Panel
<b>Corporate Priority:</b>	All
<b>Policy Framework:</b>	Council Strategy 2020-24
<b>Recommendation(s): That the Finance and Performance Panel resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Note and comment on</b> the end of year performance report for KPIs selected by the Finance and Performance Panel in the 2022/23 municipal year.</li> <li>2. <b>Note and comment on</b> the Q1 2023/24 performance report for KPIs selected by the Finance and Performance Panel in the 2022/23 municipal year.</li> <li>3. <b>Agree</b> to have Scrutiny Performance Monitoring as a standing item on the Finance and Performance Panel agenda, where written questions or invitations to relevant officers to attend the next meeting can be agreed, and previous written responses considered.</li> <li>4. <b>Agree</b> to continue monitoring the KPIs selected in 2022/23, <b>or agree</b> any amendments for 2023/24 as required.</li> </ol>	

<b>Appendices</b>	
Appendix A	Scrutiny-selected KPIs End of Year Report 2022/23
Appendix B	Scrutiny-selected KPIs Q1 Report 2023/24

## Introduction and background

1. At its meeting of 07 June 2023 the Scrutiny Committee agreed to establish the Finance and Performance Panel for the 2023/24 municipal year. The remit agreed

was 'finance and budgetary issues and decisions, annual review of the Council's budget, quarterly monitoring of finance and performance (including performance of the Council's companies)'.

2. Each quarter an Integrated Performance Report goes to Cabinet setting out finance, risk and performance of the Council. Where the timings of these reports and the meetings of the Finance and Performance Panel coincide, the reports are usually considered by the Panel.
3. In addition to consideration of Integrated Performance Reports, the Scrutiny function has historically selected a number of specific KPIs to monitor in order to fulfil its performance monitoring remit.
4. The Finance and Performance Panel selected 27 KPIs to monitor in the 2022/23 municipal year. During the 2022/23 municipal year, the Panel agreed to remove KPI BIC022 from the list of KPIs which it monitored going forward. The remaining 26 KPIs have been included in an end of year performance report at Appendix A which the Panel is recommended to note and comment on accordingly.
5. In addition, a Q1 report for 2023/24 has been prepared based on the KPIs selected in the 2022/23 municipal year. This is included at Appendix B and it is recommended that the Panel notes and comments on the report accordingly.

### **Managing Performance Monitoring at the Finance and Performance Panel**

6. In order to improve the level of performance monitoring while also ensuring effective use of resource, the Panel has previously agreed to include Scrutiny Performance Monitoring as a standing item on the Finance and Performance Panel agenda – however not presented by an officer. Instead, the Finance and Performance Panel has considered the report and where issues have been identified or more information is requested, the Panel has agreed to submit questions for a written response at the next meeting or invited the relevant officer(s) to the next meeting to answer questions. It is recommended that this approach be agreed by the Finance and Performance Panel for the 2023/24 municipal year.

### **Selecting KPIs**

7. Performance reports to the Finance and Performance Panel typically set out the target for the period that has passed, with performance against that target which is RAG-rated. A short commentary on the performance to date is also included.
8. It is recommended that the Finance and Performance Panel agrees to continue monitoring the KPIs selected in 2022/23, or agrees any amendments for 2023/24 as required.

### **Legal issues**

9. The Scrutiny Committee has agreed that the remit of the Finance and Performance Panel includes performance monitoring. Whilst consideration of the Council's Integrated Performance Reports would fulfil its remit, this is an opportunity for the Finance and Performance Panel to exercise its independence in specifically identifying the areas it feels are necessary to consider outside of Cabinet reports alone.

## Financial issues

10. There are no financial issues to consider in relation to this report.

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**Background Papers:** None

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