

LONDON BOROUGH OF WALTHAM FOREST

**Overview and Scrutiny
Improvement and
Performance Sub-
Committee**

12th JULY 2004

LONDON BOROUGH OF WALTHAM FOREST

IMPROVEMENT AND PERFORMANCE SUB-COMMITTEE

DATE:	12 th July 2004	TIME: 7.30 p.m.
PLACE:	Town Hall, Forest Road E17	
CONTACT:	David Knight	020 8496 4736 davidj.knight@ce.lbwf.gov.uk

Dear Member,

This is formal notice advising you of the above meeting. The Agenda is set out below. Supplementary Items will only be added if the Chair considers them urgent.

Jacquie Dean
INTERIM CHIEF EXECUTIVE

MEMBERSHIP:

Chair: Councillor G. Walker

Vice Chair: Councillor J. Wilson

Councillors: R. Belam,

AGENDA

- 1. APOLOGIES FOR ABSENCE AND SUBSTITUTE MEMBERS.**
- 2. DECLARATION OF INTEREST.**

Members are required to declare any personal or prejudicial interests they may have in any matter, which is to be considered at this meeting. In addition, any private or personal non -pecuniary interest in a matter to be considered at this meeting should also be declared, unless it is insignificant or one which is shared with other members of the public generally as a Council taxpayer or an inhabitant of the area. Members must declare whether they are constrained by party whip when considering any particular item (**Constitution, Part 6, Section 17.1**).

3. TERMS OF REFERENCE.

Annual Council on 27th May 2004 agreed to establish an Improvement and Performance Sub-Committee for 2004/05 only to monitor the Council's progress in respect of it's Comprehensive Performance Assessment [CPA].

4. IMPROVEMENT PRIORITIES FOR 2004/05

Joanna David [Head of Performance Management] will make a presentation to the Sub-Committee with regard to the:

- Progress of the CPA and the Improvement Plan; and
- Process that the Council intends to undertake to achieve the objectives of the Improvement Plan.

5. IMPROVEMENT PLAN

The attached document is a re-draft of the Improvement Plan that shows the targets in a chronological order. This is to assist Members of the Sub-Committee in developing their Work Programme for the coming year.

6. FUTURE MEETINGS.

Members are asked to note dates of future Improvement and Performance Sub-Committee meetings:

- 15th September 2004
- 2nd November 2004
- 11th January 2004
- 15th March 2005.

Members are reminded that unless otherwise stated all meetings of the Overview and Scrutiny Commission will be held at Walthamstow Town Hall, Forest Road, London E17 4JF and commence at 7.30 p.m.