
Minutes of Meeting 12th July 2004

Chair:

Cllr G. A. Walker

Councillors:

R. Belam,

Officers in Attendance:

Joanna David

Head of Performance Management

David Knight

Principal Committee Manager [Scrutiny]

Clive Morton

Head of Scrutiny

Residents Present:

There were no residents present at the meeting.

1. APOLOGIES FOR ABSENCE & SUBSTITUTE MEMBERS

Apologies were received from Cllr. Jon Wilson.

2. DECLARATIONS OF INTEREST

None received.

3. PUBLIC PARTICIPATION

No requests received.

4. TERMS OF REFERENCE.

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

As a result of discussions on the above, the Sub-Committee requested that officers give consideration to and report back on any refinements felt necessary to the above Terms of Reference.

5. IMPROVEMENT PRIORITIES FOR 2004/05

The Sub-Committee received and noted a presentation from Joanna David the Head of the Councils Performance Management Team that highlighted a number of key points in relation to the:

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

The main points of the discussion on this report are summarised below:

Comment: The Sub-Committee should be looking at what is being achieved and the evidence for this progress.

- Response:** The Improvement Plan Monitoring Reports to the Cabinet will provide that information and can be submitted to this Sub-Committee for information and comment.
- Comment:** The Sub-Committee needs to look at the Monitoring Reports on an ongoing basis including the most important milestones
- Comment:** Any reports will require more information than that which is contained within the reports to Cabinet to allow for proper scrutiny of any issue.
- Response:** It will therefore only be possible to focus on specific issues.
- Comment:** The Sub-Committee is particularly keen to know in advance of any revisions to deadlines contained within the Improvement Plan. Therefore, officers will have to advise this Sub-Committee if they anticipate that any agreed milestones will not be achieved and the impact of not meeting those deadlines
- Response:** The Interim Chief Executive and Executive Directors will be advised of this request.
- Comment:** As the Councillors on this Sub-Committee have been given the remit of monitoring the Improvement Plan they may decide to call for reports on any significant delays or if it appears that there will be delays in achieving targets as set out within the Improvement Plan.
- Response:** It will be necessary to decide who will filter this information.
- Comment:** In the longer term there is a need to look at:
1. The review of the Local Strategic Partnership and how the implementation of the improvement plan has strengthened and improved partnership working,
 2. The improvement of the overall quality of the Library Service.
- Question:** It would be helpful to find out why there has been a delay in achieving targets as set out within the Improvement Plan in respect of the:
- Council HQ Accommodation Option Appraisal; and
 - Implementation of the Green Space Strategy.
- Answer:** The Executive Directors will be advised of this request.
- Question:** Can the Sub-Committee be advised when the Implementation of the Green Space Strategy will be appearing on the Cabinet Forward Plan?
- Answer:** Yes.
- Comment:** It would be helpful to establish regular meetings of all the Scrutiny Chairs to identify any crossovers in respect of the Improvement Plan.
- Response:** A draft schedule of dates and times will be produced circulated to the relevant Chairs for agreement.

Comment: In respect to the following Improvement Priorities the Sub-Committee would like to know why there have been a delays in the achieving targets as set out within the Improvement Plan:

1. Anti-Social Behaviour;
2. The Launch Prospectus for Community Cohesion;
3. Development of 24 Hour access to Mental Health Services; and
4. Development of an Effective Prevention Strategy [Vulnerable Children].

Response: The Heads of Service will be advised of this request.

Arising out of discussions on the above presentation the Sub-Committee **AGREED** that it wished to know by its next meeting on 15th September 2004 of any revisions to deadlines contained within the Improvement Plan for the period up until 31st December 2004. In particular they wished to know if it is anticipated that any agreed milestones will not be achieved and the impact of not meeting those deadlines

6. IMPROVEMENT PLAN

The Sub-Committee received a report that was a re-draft of the Improvement Plan that illustrated the deadlines in a chronological order.

As result of discussions on the report the Commission raised a number of related points, which are summarised as follows:

Comment: Would it not be of benefit to look at the relevant Performance Indicators together with the Improvement Plan to identify where there are challenges and situations that need to be looked at?

Response: It would be difficult to look at Performance Indicators and the Improvement Plan simultaneously.

Question: Will not some of the relevant Performance Indicators be included within the Improvement Plan?

Answer: Yes.

Accordingly, the Sub-Committee agreed that the best way forward would be to focus upon those areas of high risk and to identify actions required to rectify any situations or challenges [Including monitoring the relevant milestones].

7. FUTURE MEETINGS

Members agreed the dates of future Improvement and Performance Sub-Committee meetings:

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

Members noted that that unless otherwise stated all meetings of the Improvement and Performance Sub-Committee will be held at Walthamstow Town Hall, Forest Road, London E17 4JF and commence at 7.30 p.m.

Meeting closed at 9: 35 p.m.

Chairs Signature_____

Date_____