

**MINUTES of MEETING of PERFORMANCE REVIEW AND SCRUTINY COMMITTEE held in the
COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD
on THURSDAY, 20 JUNE 2013**

Present: Ian M M Ross (Chair)

Councillor Gordon Blair
Councillor John McAlpine
Councillor Duncan MacIntyre
Councillor Ellen Morton
Councillor Dick Walsh
Paul Connelly, Strathclyde Fire and Rescue
Sue Gledhill, HIE
Derek Leslie, NHS Highland

Attending: Cleland Sneddon, Executive Director of Community Services
Sandy Mactaggart, Executive Director of Development and Infrastructure
Bruce West, Head of Strategic Finance
Charles Reppke, Head of Governance and Law
Jane Fowler, Head of Improvement and HR
Barry McEwan, Chief Superintendent
David Clements, IOD Programme Manager
Lesley Sweetman, Performance and Business Manager
Fiona Ferguson, Directorate Support Officer
Helen Thornton, Executive Support Officer
Lynn Finlay, HR Manager
Carolyn McAlpine, HR Officer
Anne Paterson, Quality Improvement Manager

**Also
Attending:** Councillor Richard Trail
Councillor Aileen Morton

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated from Councillor Gary Mulvaney and Douglas Cowan, HIE.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The Minutes of the Performance Review and Scrutiny Committee of 21 February 2013 were approved as a correct record.

**4. VERBAL PRESENTATION BY LEAD COUNCILLOR FOR EDUCATION AND
LIFELONG LEARNING ON "THE STRATEGIC VISION OF EDUCATION" AND
VALIDATED SELF-EVAULATION: EDUCATION REPORT**

HM Inspectors (Education) (Scotland) were invited by Argyll and Bute Council to

carry out a Validated Self Evaluation (VSIE) of its Education Services which took place recently and concluded with a report which was published by Education Scotland on 19 February 2013. The Committee were asked to note the contents of the validated self-evaluation report and the standards and quality report 2011/12. The Committee also heard from Councillor Trail on the Strategic Vision of Education.

Decision

The Committee noted the input from the Lead Councillor, noted the findings from the validated self-evaluation report from Education Scotland and the content of the Standards and Quality Report 2011/12.

(Ref: Report by Executive Director of Community Services dated 24 May 2013, submitted)

5. SINGLE OUTCOME AGREEMENT PERFORMANCE

(a) SOA / COMMUNITY PLAN QUARTERLY REPORT - FQ4 2012-13

The Planning and Performance Management Framework sets out the process for presentation of the Community Planning Partnership's performance reports to the CPP Management Committee and Full Partnership. The Committee considered the combined Single Outcome Agreement / Community Plan scorecard for performance in FQ4 2012-13 (Jan-March 2013).

Decision

The Committee reviewed and noted the scorecards as presented.

(Ref: Report by Chief Executive dated 20 June 2013, submitted)

(b) SINGLE OUTCOME AGREEMENT 2013-2023 - PROGRESS REPORT

The Committee considered a report which advised of the current status of the draft Single Outcome Agreement (SOA) 2013-23 that is being developed by the Community Planning Partnership (CPP) in line with Scottish Government guidance.

Decision

1. Noted the detail of the report and the progress being made to develop a new SOA.
2. Noted that the new Single Outcome Agreement 2013-23 will be brought to the Performance Review and Scrutiny Committee in August.

(Ref: Report by Chief Executive dated 20 June 2013, submitted)

6. SCRUTINY OF LOCAL POLICE AND FIRE PLANS

The Committee considered a report which set out proposals on how the PRS Committee might wish to scrutinise the local police and fire plans, which are in line

with the current process for presentation of the Council and departmental performance reports and associated scorecards.

Decision

1. The Committee noted the proposed approach for scrutiny of the Local Police and Fire Plans.
2. Agreed the Scorecard for the Police and Fire Plans.
3. Agreed that a report be submitted to the August PRS Committee on proposed measures for the scorecards.

(Ref: Report by Executive Director of Customer Services dated 14 May 2013, submitted)

7. ASSURANCE AND IMPROVEMENT PLAN UPDATE 2013-16

The Local Area Network of external scrutiny bodies recently completed its annual Shared Risk Assessment review of the Council and updated the Assurance and Improvement Plan which was before the Committee for noting.

Decision

1. Noted the Annual Assurance and Improvement Plan update, and in particular the positive comments on the Council's improvement progress and continuing low risk. In particular there is a significant improvement in roads and transportation where the risk has reduced to no scrutiny required.
2. Noted that areas plans to address areas identified as requiring scrutiny or further information will be developed.

(Ref: Report by Chief Executive dated 23 May 2013, submitted)

8. PERFORMANCE REPORT - FQ4 2012-13

The Planning and Performance Management Framework sets out the process for presentation of the Council's quarterly performance records. The Committee considered a report which presented the Council and Departmental performance records with associated scorecards for performance in FQ4 2012-13 (Jan-Mar 2013).

Decision

The Committee noted the reports and scorecards as presented.

(Ref: Report by Chief Executive dated 20 June 2013, submitted)

9. PYRAMID REPORT

The use of the Pyramid performance management system has continued to mature over the last few years, driven by Managers' and Members' ever-increasing demand for evidence to support their strategic planning and day-to-day service delivery. The

Committee considered a report which provided details of the size and scope of Information in Pyramid as well as a summary of individuals' use.

Decision

The Committee noted the content of the submitted report.

(Ref: Report by Chief Executive dated 20 June 2013, submitted)

10. MAXIMISING ATTENDANCE: COUNCIL PERFORMANCE

The Committee considered a report which provided an update on the Council's performance on Statutory Performance Indicators for Attendance Management during the period April 2012 – March 2013.

Decision

The Committee noted the content of the report and recognised that the system had been optimised, but the management of absence and its financial impact on the Council still had to be addressed. A quarterly report be submitted to the PRS Committee noting PI figures for each service, quarterly and year to date costings for sickness absence and performance information on return to work interviews completed.

(Ref: Report by Head of Improvement and HR dated 20 June 2013, submitted)

11. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY

The Committee considered the Treasury Management Strategy Statement and Annual Investment Strategy which set out the strategy and investment products which will be used to manage the Council's treasury transactions for the year. The Council currently complies with the Code of Practice on Treasury Management and a revised code had been prepared which changed the wording of the Treasury Management Policy Statement and the Council have approved the adopted wording.

Decision

The Committee approved the Treasury Management Strategy Statement and Annual Investment Strategy.

(Ref: Report by the Head of Strategic Finance dated 14 March 2013, submitted)

12. ANNUAL TREASURY REPORT 2012 - 13

The Committee considered a report which outlined the Council's Treasury Management performance for 2012-13.

Decision

The Committee noted the contents of the report.

(Ref: Report by the Head of Strategic Finance dated 31 May 2013, submitted)

13. CORPORATE IMPROVEMENT PLAN PROGRESS

The main elements of the Corporate Improvement Plan were previously advised to Council on 22 November 2012 and the Plan is one the next phase to looking at transformation and improvement and follows on from Transformation Programme that has been in place for the last three years. The Committee considered a report which provided an update on the progress of the Corporate Improvement Plan.

Decision

The Committee noted the content of the submitted report.

(Ref: Report by the Head of Strategic Finance dated 30 May 2013, submitted)

14. STRATEGIC RISK REGISTER

The Committee considered a report which set out the updated Strategic Risk Register (SRR) which should be viewed as a starting point for managing strategic risks and kept under review on a regular basis.

Decision

The Committee noted the first draft of the Strategic Risk Register which was going before the Council on 27 June 2013 and would be a standing item on the Agenda for the PRS Committee.

(Ref: Report by Head of Strategic Finance dated 17 June 2013, submitted)