MINUTES of MEETING of PERFORMANCE REVIEW AND SCRUTINY COMMITTEE held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD on THURSDAY, 21 FEBRUARY 2013

Present: Ian Ross (Chair)

Councillor Gordon Blair
Councillor Duncan MacIntyre
Douglas Cowan, HIE
Derek Leslie, NHS Highland

Attending: Sally Loudon, Chief Executive
Douglas Hendry, Executive Director – Customer Services
Clelland Sneddon, Executive Director – Community Services
Sandy MacTaggart, Executive Director – Development and
                                                  Infrastructure Services
Charles Reppke, Head of Governance and Law
Patricia O'Neill, Central Governance Manager
Bruce West, Head of Strategic Finance
Lesley Sweetman, Performance and Business Manager
David Clements, IOD Programme Manager
Helen Thornton, Executive Support Officer
Fiona Ferguson, Directorate Support Officer

Prior to the start of the meeting, the Chair welcomed everyone to the first meeting of the Performance Review and Scrutiny Committee and asked members to introduce themselves.

1.   **APOLOGIES FOR ABSENCE**
     Apologies for absence were received from Councillor Ellen Morton, Councillor Dick Walsh and Jim Scott.

2.   **DECLARATIONS OF INTEREST (IF ANY)**
     There were no declarations of interest intimated.

3.   **PERFORMANCE REVIEW AND SCRUTINY COMMITTEE REMIT**
     The Committee considered the Terms of Reference for the Performance Review and Scrutiny Committee, which would have delegated powers in terms of the Scheme of Administration and Delegations which is referred to in Standing Order 26, in terms of the terms of reference outlined and would be a committee of the Council to which the standing orders of the Council would apply.

     Decision

     Noted the Terms of Reference for the Performance Review and Scrutiny Committee.

     (Reference: Report on Performance Review and Scrutiny Committee Terms of Reference, submitted)

4. **AUDIT SCOTLAND REPORT - MANAGING PERFORMANCE**
    The Chair advised the Committee that the Audit Scotland report "Managing Performance: are you getting it right" which provided an excellent overview of current best practice in Performance Management, would be used as both reference and base line for the Committee's endeavours in this area.

    Decision

    Noted the report.

    (Reference: Audit Scotland report "Managing performance: are you getting it right?", submitted)

5. **UPDATE ON APPOINTMENT OF COMMUNITY PLANNING PARTNERS**
    The Committee considered an update on the appointment of Community Planning Partners.

    The Chair welcomed Douglas Cowan and Derek Leslie to the meeting and invited them to highlight what they expected from the role of the Committee. They welcomed the principle of the Committee but suggested that duplication of performance management systems of Community Planning Partners and the Council should be avoided. Concise, summarised documentation and reporting on performance management was also requested, which would highlight areas of concern, improvement or success.

    The Chief Executive pointed out that in addition to performance review, there was a requirement to develop wider scrutiny arrangements. The Committee would have to consider how it would implement this in relation to local police, and fire and rescue service plans from 1 April 2013.

    Decision

    Noted the update and that Paul Connelly, Strathclyde Fire and Rescue would be taking up the position of Area Commander on 1 April 2013.

    (Reference: Update on Appointment of Community Planning Partners, submitted)

6. **QUARTERLY PERFORMANCE REPORTS**

    (a) **QUARTERLY PERFORMANCE REPORTS FOR FINANCIAL QUARTER 1 OF 12 - 13**
        The Chief Executive and Executive Directors presented the Council Scorecard and Departmental Scorecards to the Committee using the Council's Performance Management System, Pyramid. The presentation focused on performance during financial quarter one, April to June 2012, including a review of successes, key challenges and an outline of improvement actions for the coming period.

        Decision

Noted the performance management report for financial quarter one 2012 – 13.

(Reference: Report by Chief Executive dated 21 February 2013, submitted)

(b) **QUARTERLY PERFORMANCE REPORTS FOR FINANCIAL QUARTER 2 OF 12 - 13**

The Chief Executive and Executive Directors presented the Council Scorecard and Departmental Scorecards to the Committee using the Council's Performance Management System, Pyramid. The presentation focused on performance during financial quarter two, July to September 2012, including a review of successes, key challenges and an outline of improvement actions for the coming period.

Decision

Noted the performance management report for financial quarter two 2012 –13.

(Reference: Report by Chief Executive dated February 21 2013, submitted)

(c) **QUARTERLY PERFORMANCE REPORTS FOR FINANCIAL QUARTER 3 OF 12 - 13**

The Chief Executive and Executive Directors presented the Council Scorecard and Departmental Scorecards to the Committee using the Council's Performance Management System, Pyramid. The presentation focused on performance during financial quarter three, October to December 2012, including a review of successes, key challenges and an outline of improvement actions for the coming period.

There was also tabled "TEST Exceptions scorecard for PRS Committee".

An explanation was given of the processes which led to the information shown, and detailed notes which accompanied the scorecards were highlighted.

Decision

1. Noted the performance management report for financial quarter three 2012 – 13.

2. Noted that the Exception scorecard would be further developed and brought back to the next meeting of the Committee for consideration.

(Reference: Report by Chief Executive dated 21 February 2013, submitted)

7. **SERVICE ANNUAL PERFORMANCE REVIEWS 2011 - 12**
   Each Head of Service reports key elements of performance annually through their Annual Performance Review. A report containing each Service Scorecard and reviews for 2011 - 12 setting out key successes, challenges and actions to address those challenges was considered.

   During discussion it was noted that nationally there was a need for the standardisation of benchmarking.

   Decision

   Noted the Annual Performance Reviews for publication on the Council website.

   (Reference: Report by Chief Executive dated 21 February 2013, submitted)

8. **SINGLE OUTCOME AGREEMENT ANNUAL REPORT**
   A report which outlined the submission by Community Planning Partnerships (CPP) of Single Outcome Agreement (SOA) annual reports covering 2011/12 was considered.

   During discussion, it was highlighted that the information was historical and is updated on an on-going basis. It was felt that some success measures did not enable overall information to be provided for some Outcomes.

   It was noted that a layout of the report, similar to the Council Scorecard, may be adopted.

   Decision

   To note the performance outlined in the SOA Annual Report which had been submitted to the Scottish Government.

   (Reference: Report by Head of Improvement and HR dated 21 February 2013, submitted)

9. **THE COUNCIL ANNUAL REPORT 2011 - 12**
   The Council publishes an annual report as part of the statutory duty relating to Public Performance Reporting. The Council Annual Report 2011 – 12 was considered.

   Decision

   Noted the content of the Annual Report which was to be published on the Council website.

   (Reference: Report by Chief Executive dated 21 February 2013, submitted)

10. **POLICE AND FIRE & RESCUE REFORM - COLLABORATIVE STATEMENT OF GOOD SCRUTINY AND ENGAGEMENT**
The Police and Fire Reform (Scotland) Act 2012 came into force on 1 October 2012. The purpose of this Act was to create a single police service and a single fire and rescue service, both of which would go live on 1 April 2013.

In preparation for the introduction of the new single Police and Fire & Rescue Services for Scotland, and implementation of the new local scrutiny and engagement arrangements created by the Police and Fire Reform (Scotland) Act 2012, the Scottish Government established a Local Scrutiny and Engagement Implementation Network (LSEIN), led by a Project Team of four.

A report containing non statutory guidance in regard to good scrutiny and engagement arrangements produced by the LSEIN, in close collaboration with key strategic partners, including COSLA, SOLACE, the Improvement Service, the Scottish Police Authority, and the Scottish Fire and Rescue Service Board was considered.

This discussion led the Committee to consider the need to assure the integrity of connection between Council Policy and Corporate Plan.

Decision

1.   Noted the content of the non-statutory guidance.

2.   Agreed that a report on how the PRS Committee might scrutinise the local police and fire and rescue services be brought to the next meeting of the Committee.

3.   Agreed that the Lead Councillor for Education and Lifelong Learning be invited to the next meeting to assure the integrity of connection between the defined Council Policy for Education and Lifelong Learning and the Corporate Plan".

(Reference: Report by Executive Director – Customer Services dated 29 January 2013, submitted)