

Performance Scrutiny Working Group: Terms of Reference

The Performance Scrutiny Working Group is a small group of Members that will meet in private to scrutinise performance matters across services that the Council delivers.

The Performance Scrutiny Working Group shall comprise 5 Councillors. The Members to be appointed do not need to also be Members of the Overview and Scrutiny Committee, but Members of the Executive Committee are excluded from membership. The quorum shall be 3, with no substitutes permitted.

The Chair of the group will report back to the main Overview and Scrutiny Committee on the work of the group and will attempt to ensure recommendations are directed through the Committee. However, in cases where the time available is limited the working group may be required to forward recommendations directly to the Executive Committee for consideration.

The update on the Working Group will be a standing item on the agenda of the Overview & Scrutiny Committee and either a verbal or a written report will be provided by the Chair of the Working Group (or on behalf of the Chair by prior agreement) at every meeting of the Overview and Scrutiny Committee.

The Overview and Scrutiny Committee will assess the effectiveness of this working group at the end of the municipal year and based on this assessment will determine whether the working group should continue to meet.

The following are key points in the terms of reference for meetings of this group:

- To consider the content of the corporate measures dashboard.
- To determine how this data can be used to inform the scrutiny process.
- To receive updates in respect of particular measures from relevant officers.
- To monitor service performance in relation to specific service areas or measures detailed on the dashboard.
- To consider the content of Performance Reports and any aspects within those reports that may be considered suitable for further scrutiny.

The Performance Scrutiny Working Group will decide dates for meetings once Members of the Working Group have identified suitable items for consideration. There is one provisional meeting date reserved already – details are in the Overview and Scrutiny Work Programme.