

SCRUTINY COMMITTEE

Subject to the exclusions from, and limitations of, delegations, with particular reference to the other provisions of this Scheme, including those delegating any function or power of the Council to another Committee, the Scrutiny Committee is authorised to discharge all the powers and duties of the Council in relation to any of the undernoted functions.

Terms of Reference

The general purpose of the Committee is to act as an independent and impartial body to oversee/review all aspects of Council performance and make recommendations to the Council, as considered appropriate.

The Committee will seek to drive continuous improvement by a range of scrutiny activities including:

- Carrying out a corporate scrutiny role to evaluate the effectiveness of the Council as an organisation and ensure that effectiveness is actively monitored and measured.
- Acting as a co-ordinating body and focus for the scrutiny function across the Council to ensure that performance management arrangements become integral to all planning and working.
- Directly engaging with services to agree challenging targets and monitor performance against these on a regular basis

The Committee will have the authority to require the attendance of any elected member or officer of the authority.

Remit

Corporate Performance

To evaluate the effectiveness of the Council in delivering the Corporate Plan priority areas through 6-monthly and year-end monitoring reports. To highlight instances where the targets have not been met and note any situations where responsibilities or resources have changed.

To critically review the Corporate Plan on an annual basis, evaluating the priority areas, outcome targets and the alignment of elected Member areas of responsibility. To make recommendations to the Council as appropriate where remedial action requires to be taken.

To review other periodic performance reports focussing on areas such as key Shetland wide Quality of Life Indicators, other corporate health indicators such as sickness levels and complaints and financial performance reports and projections.

Service performance

To critically evaluate Service Plans at the start of the Service Planning year, ensuring that these contain challenging performance targets which are driven by the Corporate Plan priorities and demonstrate a commitment to continuous improvement. To contribute to the

development and definition of meaningful local performance indicators for services, to improve internal service performance comparisons.

To scrutinise the quality and cost of service delivery across the Council through 6-month, 9-month and year-end exception reports on service performance. To evaluate performance in an open and honest way against service performance indicators, seeking to make comparisons between services and with external organisations wherever possible.

To act as the Scrutiny body for the Executive Services Department by attending 6-month, 9-month and year-end service performance review sessions. To also attend performance review sessions for other services, as required.

To carry out 'Performance Focus Sessions' with Spokespersons/Heads of Department/Service, in line with the Annual Scrutiny Plan, or where specific performance issues as highlighted through performance reporting, require more detailed consideration.

Performance reporting

To review the Council's annual Statutory Performance Indicators, ensuring that reasons for poorer performance are fully explored with services and plans are put in place to address these. Also, to promote the celebration of good performance/performance improvement through more effective communications.

To agree the Council's Public Performance Reporting Framework on an annual basis, including considering the mechanisms for engaging more effectively with stakeholders and the public on performance issues.

External scrutiny

To review reports by external Inspectorates (HMIE, Audit Scotland etc) on Council services and monitor follow-up work to ensure that areas requiring action are addressed.

General

To monitor the development of a systematic approach to performance management within the Council and drive this forward, through regular reports on the implementation of the Performance Management Framework.

To agree an Annual Scrutiny Plan at the start of the Service Planning Year, to:
Establish a rolling programme for 'Performance Focus Sessions'
Help to integrate with the Executive Management team's scrutiny work
Confirm requirements for the submission of reports from services