

OVERVIEW & SCRUTINY PERFORMANCE INDICATORS

1 SUMMARY

- 1.1 This report seeks to inform Members of the details of the existing Overview & Scrutiny Performance Indicators (PI) and to propose changes to the existing PIs in light of the results.

2 EXISTING PERFORMANCE INDICATORS

(1) Completion of Overview and Scrutiny work programme on time.

Project	Scheduled Completion date	Actual Completion date	Reason for extension of date
Bus Review	March 07	March 07	
Planning Enforcement Review	November 06	March 07	Additional meetings identified as being required to understand topic
Monitoring of the Committee System	April 07	April 07	
Issues around Anti Social Behaviour (ASB)	December 06	September 07	Meeting with Assistant Chief Constable identified to discuss findings
Implications of Global Warming Agenda on Rochford District Council and the Role the District Council and its Communities Might Play	February 08	March 08	Additional surveys implemented during course of Review
Planning Appeal Procedures Review	March 08	March 08	
New Political Decision Making Structure Review	April 08	April 08	

(2) Number of occasions when Overview and Scrutiny comments/recommendations on organisational performance are acted upon.

- 2.1 This PI is very similar to PIs 7 and 8 but relates only to those recommendations made on organisational performance. In the 2006/07 municipal year there were 17 recommendations on organisational performance and all these were approved. For the 2007/08 municipal year

there were 31 recommendations on organisational performance and of these 25 were approved.

(3) Whether sufficient information is provided to witnesses about the Overview and Scrutiny process.

2.2 For the 2006/07 Municipal year this information was collected from the “Witness feedback form”. To allow for the results to be tracked in a meaningful way each of the answers was given a numerical value. Strongly Agree would = 4, Agree = 3, Disagree = 2, and Strongly Disagree = 1. In this way an average score can be calculated (Total of marks divided by the number of answers.)

2 x Strongly Agree (4) = 8
 2 x Agree (3) = 6
 2 x Disagree (2) = 4
 Total = 18 / Number of answers (6)
 Average mark = 3 or Agree.

2.3 During the 2007/08 Municipal year the Committee have either had officers giving presentations or an external specialist and therefore no witness feedback forms were completed.

2.4 A Guide to Review Committee meetings for witnesses has been prepared for all future witnesses, which contains the questionnaire and provides details about the Review process.

(4) View of policy committee members as to whether Overview and Scrutiny adds value and what improvements could be made to the relationship.

2.5 For the 2006/07 Municipal year this information was collected from question 2 of the questionnaire issued by the Review Committee during its review of the Committee system. To allow for the results to be tracked in a meaningful way it is proposed that each of the answers is given a numerical value. Strongly Agree would = 4, Agree = 3, Disagree = 2, and Strongly Disagree = 1. In this way an average score can be calculated (Total of marks divided by the number of answers.)

3 x Strongly Agree (4) = 12
 10 x Agree (3) = 30
 Total = 42 / Number of answers (13)
 Average mark = 3.23 or Agree

2.6 The Policy Committees were replaced by the Executive Board at the start of the 2007/08 Municipal year, and during the year 82% of the recommendations from the Review Committee were approved by the Executive Board.

(5) Views of public on aspects of meetings: accessibility of venue; ability to see, hear and follow the proceedings; interest and relevance of topics; clarity of reports.

2.7 Whilst a feedback form has been prepared for any members of the public who attend a meeting of the Review Committee in the last two years this has not been required.

(6) Witnesses’ views of value added by Overview and Scrutiny meetings.

2.8 For the 2006/07 Municipal year this information was collected from the “Witness feedback form”. To allow for the results to be tracked in a meaningful way each of the answers was given a numerical value. Strongly Agree would = 4, Agree = 3, Disagree = 2, and Strongly Disagree = 1. In this way an average score can be calculated (Total of marks divided by the number of answers.)

4 x Strongly Agree (4) = 16
 1 x Agree (3) = 3
 1 x Disagree (2) = 2
 Total = 21 / Number of answers (6)
 Average mark = 3.5 or Strongly Agree/Agree.

2.9 During the 2007/08 Municipal year the Committee either had officers giving presentations or an external specialist and therefore no witness feedback forms were completed.

(7) Percentage of Overview and Scrutiny recommendations accepted

2.10 The table below shows a breakdown of the percentage of recommendations approved by municipal year and then the overall figure for the last two years is shown.

Projects	No of Recommendations	No of Recommendations approved	Percentage
2007			
Call Ins	2	2	
Monitoring of the Committee System	6	6	
Bus Review			

	3	3	
Planning Enforcement Review	11	11	
Total			100%
2008			
Issues around Anti Social Behaviour	6	6	
Planning Appeals Procedure Review	3	3	
New Political Decision Making structure Review	21	15	
Implications of Global Warming Agenda on Rochford District Council and the Role the District Council and its Communities Might Play	7	7	
Total			82%
Overall			90%

(8) Percentage of Overview and Scrutiny recommendations implemented.

- 2.11 Currently all recommendations that have been approved are either in the process of being implemented or have been implemented so the percentages are the same as for PI No 7.

3 FUTURE PERFORMANCE INDICATORS

- 3.1 During discussions with the other Overview & Scrutiny officers within Essex it is clear that most authorities have not set any performance indicators for scrutiny. On looking at the Centre for Public Scrutiny's web site they did look at trying to identify some meaningful indicators but little progress has been made due to the difficulty in identifying indicators that are applicable to all Overview & Scrutiny Committees because of the differences in the number of Committees per Authority and the way they operate.

- 3.2 One authority that was contacted do not use the PIs as indicators as such but as a method of recording what O & S has achieved during the year. They then can use the information to identify areas that perhaps they need to focus on to develop the arrangements in the forthcoming year.

4 POSSIBLE CHANGES TO THE PERFORMANCE INDICATORS

- 4.1 The similarity between (2), (7) and (8) of the existing Performance Indicators lend themselves to being amalgamated into one PI see No 2 below.
- 4.2 The existing PI No (4) relates to views of Policy Committee members, as this needs to reflect what the Executive think of Overview & Scrutiny it is suggested that this PI is replaced by No 6 below.
- 4.3 The existing PI No (5) relating to the public's views on the meetings has not been possible to complete for the last two years as no members of the public have visited a Review Meeting. It is suggested that this PI is replaced by Nos 3 and 4 below.
- 4.4 The advantage of using similar PIs to another Council is it will enable the PIs to be compared at the end of each year when the information is available.

5 RECOMMENDATION

- 5.1 It is proposed that the Committee **RESOLVES** to
- (1) to note the results of the existing performance indicators
 - (2) to introduce performance measures as follows:-
 1. Completion of Overview and Scrutiny work programme on time.
 2. The percentage of Overview and Scrutiny recommendations approved/rejected/acted upon by the Executive.
 3. Number of external representatives involved in Overview and Scrutiny work per annum.
 4. Number of items on the Work Programme suggested by the public or in response to issues raised through surveys, comments or complaints.
 5. Number of call-in notices received per annum.
 6. The number of times that the Executive state that a decision is urgent and not subject to call-in.
 7. Whether sufficient information is provided to witnesses about the Overview and Scrutiny process.
 8. Witnesses' views of value added by Overview and Scrutiny meetings.

9. What has changed as a result of the overview and scrutiny function?

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Background Papers:-

None

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