

## **PERFORMANCE AND REVIEW SCRUTINY FORUM**

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 31 May 2011

**Chair:**

Councillor Edward McAvoy

**Councillors Present:**

Eileen Baxendale, Jackie Burns, Jim Docherty, Anne Maggs

**Councillors' Apologies:**

Ian Gray, Graeme Horne, Alex McInnes, John Murray

**Attending:****Chief Executive's Service**

A Strang, Chief Executive; H Black, Improvement Manager; H McNeil, Head of Audit and Improvement

**Corporate Resources**

R McIlwain, Executive Director; G Bow, Administration Adviser

**Education Resources**

L Forde, Executive Director; S Fellows, Head of Education (Resources)

**Enterprise Resources**

G Mackay, Head of Roads and Transportation

**Also Attending:****Unison**

S Smellie

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**1 Declaration of Interests**

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No interests were declared.

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**2 Minutes of Previous Meeting**

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The minutes of the meeting of the Performance and Review Scrutiny Forum held on 22 March 2011 were submitted for approval as a correct record.

**The Forum decided:** that the minutes be approved as a correct record.

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**3 Best Value Review Early Years Service - Interim Report**

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A report dated 24 May 2011 by the Executive Director (Education Resources) was submitted:-

- ◆ providing an interim position on the Best Value Review of Early Years' provision within the Council
- ◆ advising on a number of operational improvement actions which had been implemented as part of the review process
- ◆ confirming that the Review would continue to allow consideration of a number of further improvement actions

The review of the Early Years Service would complete a programme of reviews in Education Resources to support the implementation of the National Diagnostic initiative.

The Early Years Review Group had been established in September 2010 and had included a wide range of partners and stakeholders. The Group had established a number of overarching objectives and had used this as a framework to identify specific areas of the service where the review would be focused. Smaller working groups had been established from the wider team to address specific areas and details of the key objectives and the initial work progressed by the working groups was detailed.

The interim Review findings were detailed in the report and included:-

- ◆ outcomes from an audit of existing service provision
- ◆ responses to projected and changing demand for Early Years' provision
- ◆ quality improvement support for establishments
- ◆ a review of service delivery linked to learning communities

The Review would continue to allow consideration of the following issues by September 2011 in order that further improvement actions could be reported:-

- ◆ revise and update the current contract with partner providers for implementation by August 2012
- ◆ develop an ICT strategy for Early Years linked to the wider Education Resources' ICT contract renewal in 2013
- ◆ further assess local service delivery options to support improved integration of Early Years with learning communities and ensure that quality improvement support for establishments reflected changes in external scrutiny arrangements

**The Forum decided:**

- (1) that the action taken to implement a number of interim improvement actions arising from the Best Value Review of the Early Years Service, as detailed in the report, be noted; and
- (2) that the intention to continue the Review until September 2011 to allow the consideration of a number of further improvement actions be noted.

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#### **4 Performance and Review Scrutiny Forum - Performance Reporting Arrangements**

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A report dated 10 May 2011 by the Chief Executive was submitted on proposals to revise the process of reporting Resource performance to this Forum.

The updated arrangements would involve the preparation and submission of a composite performance report to this Forum at the end of Quarter 2. This report would identify measures which were either showing problems/minor slippage (amber) or not on course/showing major slippage (red) against their performance profile priorities taken from the Council Plan, Connect. The updates would be framed against the overall progress made by each Resource in achieving their wider set of measures to ensure a proportionate approach was adopted for scrutiny.

It was not intended to provide a report at Quarter 4 as this would be purely retrospective and would not afford the opportunity to take remedial action. Any particular issues raised at Quarter 2 could be considered at Quarter 3 on a by exception and Resource specific basis.

Details were provided on the projected volume of reporting to the Forum that the new arrangements might entail. The introduction of the new arrangements would allow the Forum to have a clear role in ensuring that:-

- ◆ a consistent approach was being taken when reporting red and amber measures throughout the Council
- ◆ adequate remedial action was being pursued on a timely basis by Resources

- ◆ the delivery of priority Connect and Resource objectives was not compromised

**The Forum decided:** that the proposed performance reporting arrangements, as detailed in the report, be endorsed.

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## **5 Member/Officer Task and Finish Group - Parking Management Strategy**

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A report dated 3 May 2011 by the Executive Director (Enterprise Resources) was submitted on the Terms of Reference which had been agreed by the Member/Officer Task and Finish Group set up to review the Parking Management Strategy.

The Executive Committee report which had established the Group had confirmed that the Group would agree its own Terms of Reference and report them for noting to this Forum. The Terms of Reference together with an indication of potential identifiable benefits and details of representation on the Group were attached as an appendix to the report.

It was the intention of the Group to report back to the Executive Committee with the outcomes from the review in September or October 2011.

**The Forum decided:** that the Terms of Reference agreed by the Member/Officer Task and Finish Group established to review the Parking Management Strategy be noted.

*[Reference: Minutes of Executive Committee of 23 February 2011 (Paragraph 9)]*

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## **6 Urgent Business**

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There were no items of urgent business.