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**REPORT TO:           AUDIT & PERFORMANCE REVIEW COMMITTEE ON  
WEDNESDAY, 16 DECEMBER, 2009**

**SUBJECT:           GOVERNANCE:   REVISED PERFORMANCE REPORTING  
FRAMEWORK:       DETAILED       PROGRAMME       AND  
PROCEDURAL ARRANGEMENTS**

**BY:                   MONITORING OFFICER**

**1.   REASON FOR REPORT**

- 1.1   To provide the Committee with details of how the Committee's Programme of Scrutiny, including "call-in" arrangements, will operate.

**2.   RECOMMENDATIONS**

- 2.1   **The Committee is asked to note how detailed scrutiny programme procedures and call-in arrangements will operate in practice.**

**3.   BACKGROUND**

- 3.1   The focus of scrutiny of this Committee is, following the decisions of the Council earlier this year now, on the Single Outcome Agreement and other key outcomes of which the Council is public sector partners are accountable for.
- 3.2   At the last meeting of this Committee in October, it was delegated to the Chief Executive and the Chief Legal Officer, in consultation with the Chair, to provide the Committee with details of how the scrutiny programme, including "the operating practice".

**4.   REPORT**

- 4.1   A detailed programme containing some 50 areas of scrutiny has been identified from key outcomes, strategies and policies.
- 4.2   Drawing from the detailed programme, the Agenda for each Meeting of this Committee will consist of one report under each of the following headings to be submitted to each meeting of this Committee:-
1.   Quarterly progress updates against Single Outcome Agreement Local Action Plans;
  2.   A report on progress of one of the five strands of "Moray Performs";

3. A report on one of the 15 Single Outcome Agreement National Outcomes;
  4. A report on a major strategy/issue on Service Committee Agendas that impacts on all/majority of Council service areas;
  5. A report on a Council strategy that link to the Single Outcome Agreement;
  6. Progress reports on external audit and inspections.
- 4.3 In order to ensure continuity of the scrutiny programme, scrutiny on any one report will be restricted to no more than two consecutive Meetings (it is recognised that a report may require to be revisited some months later to scrutinise progress or improvement in performance).
- 4.4 The “call-in” arrangement will consist of the Chair identifying at the conclusion of each meeting each area of scrutiny under each of the headings Numbers 1 to 5 are to be the subject of a report to the next meeting of this Committee.

## 5. SUMMARY OF IMPLICATIONS

### (a) **Single Outcome Agreement**

The Single Outcome Agreement sets out the strategic priorities for all public agencies in Moray and is in effect the Community Plan. It drives the Corporate Development Plan and heavily influences service improvement plans. This Committee provides a key role in the scrutiny of a Single Outcome Agreement.

### (b) **Corporate Development Plan/Service Improvement Plan**

There are no direct implications.

### (c) **Policy and Legal**

The activities of the Audit and Performance Review Committee assist the Council in demonstrating the scrutiny arrangements are consistent with good governance in terms of scrutiny arrangements being clear and independent; policy and decision making and scrutiny functions are Member led and scrutiny and challenge are acting as an effective “critical friend”.

### (c) **Resources (Financial, Risks, Staffing and Property)**

There are no financial or resource implications as this report address the detailed arrangements as to how this Committee was scrutinized and “call-in” arrangements will operate.

(d) **Consultations**

Consultations have taken place with the Quality Assurance and Performance Management Officer.

6. **CONCLUSION**

6.1 It is considered that the detailed arrangements contain within this Report will ensure the Council as a sufficient and proportionate scrutiny mechanism in place.

Author of Report: Roddy Burns, Monitoring Officer  
Background Papers: Scrutiny Programme held by Louise Marshall, Quality Assurance and Performance Management Officer.

Ref: RDB

Signature:  \_\_\_\_\_ Date : 11th October 2009

Designation: Chief Legal Officer/Monitoring Officer Name: Roderick D Burns