

**REPORT OF CORPORATE AND FINANCE  
PORTFOLIO PERFORMANCE AND REVIEW PANEL**

(Meeting held on 7 December 2000)

**1. TERMS OF REFERENCE (REPORT A) (MINUTE 7).**

The Panel noted the terms of reference of the Portfolio Performance and Review Panels as set out in the Draft Constitution.

Several Members emphasised the need for regular budget updates, in an accessible format but in sufficient detail. Officers explained that the new management accounting system being introduced in April next year would allow financial reports to be customised to the Panel's requirements. Members indicated that the type of financial reports received by CMT would be appropriate.

It was confirmed that the Panel's primary role included the monitoring of annual corporate targets and key financial and personnel information.

It was noted that the Panel could have an overview on matters that fell within Portfolios other than its own if circumstances required.

The Committee confirmed that the Commercial Services General Manager's Report should be submitted every six months, and in the usual format.

**2. THE ROLE OF SCRUTINY IN BEST VALUE (REPORT B) (MINUTE 8).**

The Panel received a detailed report on the Best Value review process and the role which might be played by Members.

Concern was expressed that some Best Value scoping reviews appeared to have got underway without the Member involvement specified in the report. It was explained that some reviews were already underway but Members would be involved at the earliest opportunity for all reviews in the future.

Many lessons had been learned by Pilot reviews undertaken, notably in the Tourism pilot. The Pilot reviews had highlighted the need for the resources employed in undertaking reviews to be better focused. Opportunity costs in terms of employee time would need to be identified more clearly in order to help get a better picture of review costs.

It was queried whether the necessary skills existed within the Council to carry out the technical analyses required under the reviews. It was the Officers' view that a high level of expertise already existed within the Council capable of carrying out the necessary quantitative and qualitative analysis techniques. It was accepted, however, that external consultants could be used where it was felt necessary and appropriate.

It was agreed that the following Members be appointed to take the lead, on behalf of the Panel, in the following Year 1 and Year 2 service reviews:-

<b>Year 1</b>	Public Relations	Cllrs Harris & Scott
	Cash Collections & Reconciliation	Cllrs Dash & Heron
	Fraud Investigation	Cllrs Dash & Heron
<b>Year 2</b>	Admin, Finance and Secretarial Support (Chief Executives)	Cllrs Tipp & Robinson
	Reception, Information and Complaints	Cllrs Kidman and Snashall
	Print Services and Graphics	Cllrs S Wade and Wise
	Admin & Secretarial Support (Environment Services)	Cllrs Tipp and Robinson
	Admin & Secretarial Support (Finance)	Cllrs Tipp and Robinson
	Catering	Cllrs S Wade and Kidman

### **3. PROGRAMMED SERVICE REVIEWS (REPORT D) (MINUTE 10).**

The Panel gave initial consideration to the service reviews which they might wish to undertake in the coming months. They were mindful that an independent service review should not normally be carried out on an area which was subject to a Best Value review in Years 1 or 2, in order to avoid duplication of effort.

Officers were requested to consider the following suggestions made by Members at the meeting and to incorporate these into a suitable work programme for further consideration by the Panel:-

- Charging Policy (access to benefits for all).
- Costs and benefits of retirement and redundancies.
- Democratic Services (workload under new arrangements).
- Partnership with Parish Councils.

**Councillor J D Heron  
Chairman**

(071200)