

## FORWARD WORK PLAN FOR PERFORMANCE & SCRUTINY COMMITTEE 2015/16

ITEM FOR SCRUTINY	REASON FOR SCRUTINY	DETAIL OF SCRUTINY	SCHEDULED FOR REPORTING	ASSOCIATED AUTHORITY AIMS	RESPONSIBLE LEAD MEMBER/OFFICER
<p><b>Performance Against New AFA Protocol</b></p>	<p>To review performance against the new AFA Protocol and scrutinise the impact that the introduction of the new Policy has had on attendance at UwFS.</p>	<p>Report to be produced at the request of the Performance &amp; Scrutiny Committee to scrutinise the rationale underpinning the introduction of the Policy and the subsequent impact its introduction has had on attendance at UwFS and appliance availability.</p>	<p><b>Performance &amp; Scrutiny Committee</b> <b>23<sup>rd</sup> July 2015</b></p> <p><b>COMPLETE</b></p>	<p>Aim – Excellent Prevention &amp; Protection</p>	<p>Lead Member for Community Risk Management – Cllr Jimmy Mahon</p> <p>AM James Berry – Community Risk Management</p>
<p><b>Fire &amp; Health Exploring opportunities for collaboration.</b></p> <p><b>Understanding the potential implications of the Care Act 2015.</b></p>	<p>To scrutinise ways in which MFRA can work alongside partners from the health and care arena, to enable the Authority to play a wider role in the general health and wellbeing of the community; and mitigate some of the potential issues arising from the</p>	<p>Representatives from the health and care sectors, be invited to attend a special meeting of the Performance &amp; Scrutiny Committee, to look at how they and the Authority might work together to address some of the issues arising from the Care Act 2015, moving forward.</p>	<p><b>Performance &amp; Scrutiny Committee</b></p> <p><b>3<sup>rd</sup> September 2015</b> (single status meeting)</p> <p><b>COMPLETE</b></p>	<p>Aim – Excellent Prevention &amp; Protection</p>	<p>Lead Member for Community Risk Management – Cllr Jimmy Mahon</p> <p>AM James Berry – Community Risk Management</p>

	Care Act 2015 in relation to prevention activity and protecting the most vulnerable.				
<b>Fire Control and the Mobilisation Process</b>	To review the process for the mobilisation of resources to incidents	Requested by the Performance & Scrutiny Committee. Report to be produced in consultation with the relevant Lead Member regarding the mobilisation of the Authority's resources. The report be accompanied by a presentation to explain the mobilisation process and the role of Fire Control.	<p><b>Performance &amp; Scrutiny Committee</b></p> <p><del>5<sup>th</sup> November 2015</del></p> <p><b>Report deferred to 17<sup>th</sup> March 2016 meeting</b></p>	Aim – Excellent Operational Preparedness	<p>Lead Member for Operational Preparedness – Cllr Lesley Rennie</p> <p>AM Nick Searle – Operational Preparedness</p>
<b>Implementation of the Management Review and impact on Partnership Arrangements</b>	To scrutinise and monitor the implementation of the recent Management Review, to identify any shortfalls and issues regarding officer capacity, including potential impact on partnership arrangements.	Report to be produced regarding the implementation of the Management Review, to enable any shortfalls and any issues with regards to officer capacity to be identified, including potential impact on partnership arrangements.	<p><b>Performance &amp; Scrutiny Committee</b></p> <p><del>5<sup>th</sup> November 2015</del></p> <p><b>Report deferred to 17<sup>th</sup> March 2016 meeting</b></p>	Relevant to all Aims	DCFO Phil Garrigan

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<p><b>How effective is our Consultation Process?</b></p>	<p>To review our current consultation process and identify any possible improvements.</p>	<p>Report to be produced in consultation with the relevant Lead Member regarding the public consultation process in relation to the merger of Fire Stations, to enable any lessons learnt to be identified and considered for future consultations. To consider if any further scrutiny is required in this regard.</p>	<p><b>Performance &amp; Scrutiny Committee</b>  <del>5<sup>th</sup> November 2015</del>  <b>Audit of consultation processes forms part of the Annual Internal Audit Plan – Report on hold pending outcome of Internal Audit</b></p>	<p>Aim – Excellent People</p>	<p>Lead Member Strategy &amp; Performance – <b>Cllr Barbara Murray</b>             Deb Appleton – Director of Strategy &amp; Performance</p>
<p><b>Progress against Staff Engagement Commitments</b></p>	<p>To scrutinise how the Authority is progressing against its Staff Engagements Commitments, devised in response to some of the main issues raised by staff during the staff survey and focus groups</p>	<p>Report to be produced in consultation with the relevant Lead Member, to monitor progress against the Authority’s Staff Engagement Commitments; and to enable Members to identify any further improvements/ avenues for engagement with staff.</p>	<p><b>Performance &amp; Scrutiny Committee</b>            5<sup>th</sup> November 2015   <b>COMPLETE</b></p>	<p>Aim – Excellent People</p>	<p>Lead Member Strategy &amp; Performance – <b>Cllr Barbara Murray</b>             Deb Appleton – Director of Strategy &amp; Performance</p>

<p><b>How well do we work with our Partners?</b></p>	<p>To establish how well we work with our major partners and how our partnership arrangements can be sustained moving forward, following reductions in resources and changes to service delivery.</p>	<p>A report be produced highlighting the partnerships which add the most value to the work of the Authority and how well we work with those partners to achieve meaningful outcomes; and how the Authority can continue to facilitate those partnerships in the face of significant reductions in resources and changes to service delivery.</p>	<p><b>Performance &amp; Scrutiny Committee</b></p> <p><b>12<sup>th</sup> January 2016</b></p> <p>(Deferred from last year's FwP and amended to reflect challenges in terms of facilitating partnerships, moving forward)</p> <p><b>To be removed and incorporated in report - <i>Implementation of the Management Review</i></b></p>	<p>Relevant to all Aims</p>	<p>Involvement from <b>all Lead Members</b> and Support Officers</p>
<p><b>Implementation of New HR Policies</b></p>	<p>To monitor the implementation of the new suite of HR Policies and Procedures around Conduct and Capability; and scrutinise the impact that their introduction has had on absence levels.</p>	<p>Report to be produced in consultation with the relevant Lead Member, regarding the implementation of the new suite of HR Policies and Procedures around Conduct and Capability and highlighting the impact that their introduction may have had on absence levels.</p>	<p><b>Performance &amp; Scrutiny Committee</b></p> <p><b>17<sup>th</sup> March 2016</b></p>	<p>Aim – Excellent People</p>	<p>Lead Member People &amp; Organisational Development – Cllr Sharon Sullivan</p> <p>Director of People &amp; Organisational Development – Nick Mernock</p>

STANDING ITEMS	REASON FOR SCRUTINY	DETAIL OF SCRUTINY	SCHEDULED FOR REPORTING	ASSOCIATED AUTHORITY AIMS	RESPONSIBLE LEAD MEMBER/ OFFICER
<b>Function Updates (rotating)</b>	To enable scrutiny of activity and performance within each of the following functions:	Reports and Presentations concerning Functional Updates to be provided at meetings as follows: <ul style="list-style-type: none"> <li>• Home Safety</li> <li>• Protection</li> <li>• Road Safety</li> <li>• Arson &amp; ASB Reduction</li> <li>• Children &amp; Young People</li> </ul>	Performance & Scrutiny Committee  5 <sup>th</sup> November 2015 - complete  12 <sup>th</sup> January 2016  17 <sup>th</sup> March 2016  19 <sup>th</sup> May 2016  T.B.C (next Municipal Year)	Relevant to all Aims	Lead Member for Community Risk Management – Cllr Jimmy Mahon  AM James Berry – Community Risk Management
<b>Performance Update Against Service Delivery Plan</b>	To enable regular scrutiny of performance against the Authority's Service Delivery Plan.	Reports and Presentations concerning to be provided at meetings as follows: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter</li> <li>• 2<sup>nd</sup> Quarter</li> <li>• 3<sup>rd</sup> Quarter</li> <li>• Final Year End Update</li> </ul>	Performance & Scrutiny Committee  5 <sup>th</sup> November 2015  5 <sup>th</sup> November 2015 (report covered Q1 & 2)  17 <sup>th</sup> March 2016  19 <sup>th</sup> May 2016	Relevant to all Aims	Deb Appleton – Director of Strategy & Performance

<b>Review Forward Work Plan</b>	To ensure that the Forward Work Plan remains current and in line with the Strategic Direction of the Authority.	To be included as a Standing Item on each agenda of the Committee.		Relevant to all Aims	Performance & Scrutiny Committee
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ANNUAL/ BI-ANNUAL ITEMS	REASON FOR SCRUTINY	DETAIL OF SCRUTINY	SCHEDULED FOR REPORTING	ASSOCIATED AUTHORITY AIMS	RESPONSIBLE LEAD MEMBER/ OFFICER
<p><b>Progress Against Equality &amp; Diversity Action Plan</b></p>	<p>To enable regular scrutiny of progress against the Equality &amp; Diversity Action Plan.</p>	<p>Reports produced bi-annually, in consultation with the Lead Member for Strategy &amp; Performance</p>	<p>Performance &amp; Scrutiny Committee  <b>5<sup>th</sup> November 2015</b>  - complete  and  <b>19<sup>th</sup> May 2016</b></p>	<p>Aim – Excellent People</p>	<p>Lead Member – Strategy &amp; Performance – <b>Cllr Barbara Murray</b></p> <p>Deb Appleton – Director of Strategy &amp; Performance</p>
<p><b>Environmental Performance</b></p>	<p>To enable regular scrutiny of performance in relation to Environmental targets.</p>	<p>Reports produced bi-annually, in consultation with the Lead Member for Finance, Assets &amp; Efficiency</p>	<p>Performance &amp; Scrutiny Committee  <b>17<sup>th</sup> March 2016</b></p>	<p>Relevant to all Aims</p>	<p>Lead Member Finance, Assets &amp; Efficiency – <b>Cllr Jean Stapleton</b></p> <p>John McNeil – AM: Strategic Change and Resources</p>
<p><b>Health, Safety &amp; Welfare Annual Report</b></p>	<p>To enable regular scrutiny of performance in relation to Health, Safety and Welfare matters.</p>	<p>Report produced annually/ bi-annually, in consultation with the Lead Member for Operational Response (whose remit covers Health and Safety)</p>	<p>Performance &amp; Scrutiny Committee  <b>5<sup>th</sup> November 2015</b>  <b>COMPLETE</b></p>	<p>Relevant to all Aims</p>	<p>Lead Member Operational Response – <b>Cllr Ray Halpin</b></p> <p>AM Dave Mottram – Operational Response</p>