

**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF GOVERNANCE SELECT COMMITTEE
HELD ON TUESDAY, 3 JULY 2018
IN COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING
AT 7.15 - 7.30 PM**

Members Present:	G Chambers (Chairman), R Brookes, L Burrows, L Hughes, S Jones, M Sartin, J Share-Bernia, J M Whitehouse, D Wixley and K Chana
Other members present:	J Philip and A Lion
Apologies for Absence:	D Dorrell, R Gadsby (Vice-Chairman of Council), H Kauffman, M McEwen and H Whitbread
Officers Present	N Richardson (Assistant Director (Development Management)), J Leither (Democratic Services Officer) and M Chwiedz (Performance Improvement Officer)

1. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

The Select Committee noted that Councillor K Chana was substituting for Councillor M McEwen.

2. APPOINTMENT OF VICE-CHAIRMAN

In the absence of the Vice-Chairman, who had tendered his apologies, the Chairman nominated Councillor J Share-Bernia to be Vice Chairman which was seconded by Councillor M Sartin.

RESOLVED:

That Councillor J Share-Bernia be appointed as Vice-Chairman of the Governance Select Committee for the duration of the meeting.

3. NOTES OF PREVIOUS MEETING

RESOLVED:

That the notes of the Select Committee meeting held on 27 March 2018 be agreed as a correct record subject to Councillor Philip and Councillor Lion being in attendance but omitted as attending from the notes.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made pursuant to the Members' Code of Conduct.

5. TERMS OF REFERENCE AND WORK PROGRAMME

The Select Committee noted their terms of reference and work programme.

6. TRANSFORMATION PROGRAMME - PROJECT DOSSIER - GOVERNANCE

The Performance Improvement Officer introduced a report reviewing the updated Project Dossier for the Transformation programme for the Governance Directorate, on behalf of the Head of Transformation. She advised that the Overview and Scrutiny Committee had requested the progress of projects and programmes within the Transformation Programme, known as the Project Dossier, be reported to regular meetings of the Select Committee for review.

The Select Committee considered and noted the list of active High and Medium complexity projects, known formally as the Project Dossier.

RESOLVED:

That the Committee noted the updated Project Dossier for the Transformation Programme affecting the Governance Directorate.

7. KEY PERFORMANCE INDICATORS 2017/18 - QUARTER 4 (OUTTURN) PERFORMANCE

The Select Committee received a report from the Assistant Director of Governance (Development Management) regarding the Key Performance Indicators 2017/18 – Quarter 4 (Outturn) Performance Report.

The Local Government Act 1999 required that the Council made arrangements to secure continuous improvement in the way in which its functions and services were exercised, having regard to a combination of economy, efficiency and effectiveness.

As part of the duty to secure continuous improvement, a range of Key Performance Indicators (KPIs) relevant to the Council's services and key objectives, were adopted each year by the Finance and Performance Management Cabinet Committee. Performance against the KPIs was monitored on a quarterly basis by the Management Board and the Overview and Scrutiny Committee to drive improvement in performance and ensure corrective action was taken where necessary.

All indicators – The overall position for all 32 KPIs at the end of the year was as follows:

- (a) 21 (66%) indicators achieved the cumulative end of year target;
- (b) 11 (34%) indicators did not achieve target; although
- (c) 5 (16 %) of these KPIs performed within the agreed tolerance for the indicator.

Governance Select Committee indicators – Five (5) of the Key Performance Indicators fell within the Governance Select Committee's areas of responsibility. The overall position with regard to the achievement of target performance at the end of the year for these indicators, was as follows:

- (a) 3 (60%) indicators achieved target;
- (b) 1 (20%) indicators did not achieve target; and
- (c) 1 (20%) indicator performed within its tolerated amber margin.

The 'amber' performance status used in KPI reports identified indicators that had missed the agreed target for the quarter, but where performance was within an

agreed tolerance or range (+/-). The KPI tolerances were agreed by Management Board when targets for the KPIs were set in March 2017.

The Select Committee was requested to review performance at the end of the year in relation to the KPIs for 2017/18 within its areas of responsibility.

RESOLVED:

That the Key Performance Indicators 2017/18 – Quarter 4 (Outturn) Performance report be noted.

8. CORPORATE PLAN KEY ACTION PLAN 2017/18 - QUARTER 4 (OUTTURN) POSITION

The Performance Improvement Officer introduced the quarter 4 outturn report on the Corporate Plan Key Action Plan for 2017/18. The Corporate Plan was the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims were supported by Key Objectives, which provided a clear statement of the Council's overall intentions for these five years.

The Key Objectives were delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years.

All indicators - There were fifty (50) actions in the Key Action Plan 2017/18. At the end of the year:

- (a) 28 (56%) of the individual deliverables or actions supporting the key objectives had been achieved;
- (b) 15 (30%) of the deliverables were under control and expected to be achieved within the next six months;
- (c) 6 (12%) of the deliverables or actions were not completed by year-end albeit significant progress had been made. Details of the progress made were set out in the comments against the individual deliverables or actions; and
- (d) 1 (2%) action was pending and could not currently be fully completed.

Governance indicators - Eight (8) actions fell within the areas of responsibility of the Governance Select Committee. At the end of the year:

- 5 (63%) of these actions had been achieved at year end;
- 1 (12%) of the deliverables or actions were not completed by year-end albeit significant progress had been made. Details of the progress made were set out in the comments against the individual deliverables or actions;
- 2 (25%) of these actions were behind schedule.

RESOLVED:

That the Select Committee noted the outturn position of the Corporate Plan Key Action Plan for 2017/18 – Quarter 4 outturn in relation to its areas of responsibility.

9. THE COUNCILS' PETITION SCHEME

The Chairman stated that at the Select Committee meeting in February 2018 there was a review of the Councils' Petition scheme. The Select Committee had made recommendations regarding the review and he asked what the current position was.

The Assistant Director of Governance (Development Management) advised he would speak to the Officer concerned and update the Select Committee when he had an answer.

10. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

The Select Committee agreed that there were no reports for recommendation to the Overview and Scrutiny Committee.

11. FUTURE MEETINGS

The Select Committee noted the dates of their future meetings.