

OVERVIEW & SCRUTINY BOARD – Measures Dashboard Working Group

Terms of Reference as at August 2016

The Corporate Dashboard Working Group has been set up to carry out detailed scrutiny and monitoring of the Council's performance on behalf of the Overview & Scrutiny Board.

One of the key roles of the Board under the Constitution is to monitor performance improvement and also help the Council to address the role that Overview and Scrutiny has to play in respect of performance management from a best practice perspective.

1. The Working Group has a maximum of 5 Members with a quorum of 3. The Working Group will meet throughout the year as intervals to be decided by the Group.
2. The Working Group will be a standing item on the agenda of the Overview & Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings.
3. The work of the Working Group will be reviewed as part of the Overview & Scrutiny Board's annual report process.

The Working Group will consider the Corporate Measures Dashboard and use the knowledge gained and information extracted from it, in a variety of ways in order to inform the Overview & Scrutiny Board and assist it in its role. Its main aims and objectives are listed below, however it should be noted that these are not exhaustive.

- Develop familiarity with the dashboard and to identify ways in which this could be used to support the scrutiny process.
- Develop expertise in respect of using the dashboard in order to review the measures currently used, with a possible view to widening its scope by suggesting content that would focus more on issues which mattered to local residents.
- Monitor and review service performance and identify key areas which might be considered suitable for further scrutiny by the Board or a task group.
- The group may wish to focus on different areas of the dashboard, perhaps in accordance with each strategic purpose, via a set work programme.
- Recommendations would be reported back to the Cabinet via the Board by the Chairman of the Working Group and/or the Board.