

## **OVERVIEW & SCRUTINY BOARD – Corporate Performance Working Group**

### **Terms of Reference as at ~~September 2021~~ May 2018**

The Corporate Performance Working Group (~~formally the Measures Dashboard~~) has been established 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. Named substitute Members may be invited to join the Working Group, however it should be chaired by a permanent Member of the Overview and Scrutiny Board.
- 4.2. The Working Group will meet on a quarterly basis throughout the municipal year. throughout the year at intervals to be decided by the Group.
- 2.3. 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.
- 3.4. 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 performance of the Council against the key performance measures within the Council's strategy. As part of this work the Working Group will continue to monitor the effectiveness of the Corporate Measures Dashboard tool and will use the knowledge gained and information extracted from the Corporate Measure Dashboard, in a variety of ways in order to hold the Portfolio Holders to account and 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 and 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 and be of best use for local Councillors.
- Critique of all the measures for each strategic purpose (both strategic and operational) seeking to ensure that if the Council were to perform well on all of those areas would we have achieved our aspirations as set out in the Council Plan
- Monitor and review service performance and identify key areas which might be considered suitable for further scrutiny by the Board or a task group.
- Hold Portfolio Holders to account for keeping the Corporate Measures Dashboard up to date and relevant in meeting the strategic purposes of the organisation.

- Challenge Portfolio Holders as to how they are using performance measures to inform service design and partnership working.
- Challenge Portfolio Holders as to the action taken if performance is of concern and for any action taken to address this.
- Report recommendations back to the Cabinet via the Board by the Chairman of the Working Group and/or the Board.