

**PERFORMANCE
OVERVIEW AND
SCRUTINY
COMMITTEE**

ACTION PLAN

2009/10

**PERFORMANCE OVERVIEW AND SCRUTINY COMMITTEE
ACTION PLAN (subject to change during the year)**

REPORT/ITEM	HEAD OF SERVICE /OFFICER	EXPECTED DATE TO COMMITTEE	REASON
Leisure Review	Mike Riley	23 June 2009	To monitor the revised funding and legal agreement agreed with Rossendale Leisure Trust and receive monthly financial/performance monitoring reports on a facility by facility basis.
Performance – end of year	Liz Murphy	15 July 2009	To consider the report and request further information from any under-achieving service area
Overview and Scrutiny - Annual Plan 2009/10	Pat Couch	15 July 2009	To agree the Work Plan for Performance O & S 2009/10
Leisure Review	Mike Riley	18 August 2009	To monitor the revised funding and legal agreement agreed with Rossendale Leisure Trust and receive monthly financial/performance monitoring reports on a facility by facility basis.
Annual Letter and Annual Report of the Ombudsman/general complaints	Legal Services	15 September 2009	To consider the Annual Letter
Quarter 1 Performance Report inc Team Lancashire and LAAs Performance	Liz Murphy	15 September 2009	To consider the performance report for the first quarter and decide if any under achieving service needs to be addressed at the next meeting

REPORT/ITEM	HEAD OF SERVICE /OFFICER	EXPECTED DATE TO COMMITTEE	REASON
Capita Performance	Andrew Buckle	15 September 09	To review the Performance of Capita for the last twelve months.
Leisure Review	Mike Riley	13 October 2009	To monitor the revised funding and legal agreement agreed with Rossendale Leisure Trust and receive monthly financial/performance monitoring reports on a facility by facility basis.
Quarter 2 Performance/LAA/Team Lancashire Report	Liz Murphy	11 November 2009	To consider the Q2 Performance Report and the half yearly Equalities and Management of Absence Reports
Equalities and Management of Absence	Liz Murphy	11 November 2009	To review the equalities report and the report on sickness absence figures
Tourism	Michelle Gray	11 November 2009	To review what literature is available to promote Tourism, what is happening locally to promote tourism and any other information available to the Committee.
Leisure Review	Mike Riley	2 December 2009	This will be the final meeting to formulate a response with recommendations to the Cabinet meeting on 17 December

REPORT/ITEM	HEAD OF SERVICE /OFFICER	EXPECTED DATE TO COMMITTEE	REASON
Environmental Health Annual Report	Philip Mepham	5 January 2010	To receive the Annual Report
Green Vale Homes Performance	Lynn Hurrell	5 January 2010	To receive an update on their performance against the 12 promises
Disabled Facilities Grants	Rebecca Lawlor	5 January 2010	To review the Disabled Facilities Grants
Quarter 3 Performance/LAA/Team Lancashire	Liz Murphy	2 February 2010	To receive the Q3 Performance Report and decide if any under achieving service needs to address the next meeting
Performance of Development Control	Planning Unit Manager	2 February 2010	To monitor the Performance of DC