

**PERFORMANCE  
OVERVIEW AND  
SCRUTINY  
COMMITTEE**

**ANNUAL PLAN**

**2010/11**

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

<b>REPORT/ITEM</b>	<b>HEAD OF SERVICE /OFFICER</b>	<b>EXPECTED DATE TO COMMITTEE</b>	<b>REASON</b>
Quarter 4 Integrated Performance Report	Liz Murphy	22 June 2010	To receive the end of year report and ask for any under-achieving targets to provide a progress update to the next meeting
Sickness Absence Report	Liz Murphy	22 June 2010	To receive the sickness absence Report
Annual Plan 2010/11	Pat Couch	22 June 2010	To receive the Committees Annual Plan for the next 12 months
Monitoring Leisure Services inc financial information	Gina Fletcher/Phil Seddon/Martin Kay	22 June 2010	As requested at the Council meeting in March, the Committee to receive quarterly reports
Rosendale Transport Ltd	Phil Seddon	22 June 2010	To monitor the performance of Rosendale Transport (confidential item on the agenda)
Capita Performance	Anita Hall/Andrew Buckle	3 August 2010	To receive an update on their Performance
Possible progress Update		3 August 2010	To receive a progress update on any service area that may be underachieving from last Performance report
Quarter 1 Integrated Performance Report	Liz Murphy	28 Sept 2010	To receive the end of year report and ask for any under-achieving targets to provide a progress update to the next meeting
Monitoring Leisure Services inc financial information	Gina Fletcher/Phil Seddon/Martin Kay	28 Sept 2010	As requested at the Council meeting in March, the Committee to receive quarterly reports

<b>REPORT/ITEM</b>	<b>HEAD OF SERVICE /OFFICER</b>	<b>EXPECTED DATE TO COMMITTEE</b>	<b>REASON</b>
Ombudsman Annual Letter and General Complaints Report	Stuart Sugarman/Sian Roxborough	28 Sept 2010	To receive the annual letter from the Ombudsman following complaints to the Council
Possible progress Update		19 October 2010	To receive a progress update on any service area that may be underachieving from last Performance report
Quarter 2 Integrated Performance Report	Liz Murphy	16 Nov 2010	To receive the end of year report and ask for any under-achieving targets to provide a progress update to the next meeting
Monitoring Leisure Services inc financial information	Gina Fletcher/Phil Seddon/Martin Kay	16 Nov 2010	As requested at the Council meeting in March, the Committee to receive quarterly reports
Rosendale Transport	Phil Seddon	16 Nov 2010	To monitor the performance of Rosendale Transport (confidential item on the agenda)
Green Vale Homes	Amanda Garrard	25 Jan 2011	To receive a progress update
Possible progress Update		25 Jan 2011	To receive a progress update on any service area that may be underachieving from last Performance report
Quarter 3 Integrated Performance Report	Liz Murphy	7 Feb 2011	To receive the end of year report and ask for any under-achieving targets to provide a progress update to the next meeting

REPORT/ITEM	HEAD OF SERVICE /OFFICER	EXPECTED DATE TO COMMITTEE	REASON
Monitoring Leisure Services inc financial information	Gina Fletcher/Phil Seddon/Martin Kay	7 Feb 2011	As requested at the Council meeting in March, the Committee to receive quarterly reports
Possible progress Update		14 March 2011	To receive a progress update on any service area that may be underachieving from last Performance report
Rossendale Transport	Phil Seddon	14 March 2011	To monitor the performance of Rossendale Transport (confidential item on the agenda)

**NB:** This action plan may change during the year taking into account the number of additional reports being added during the year