

**5<sup>th</sup> and 19<sup>th</sup> November 2019**

Topic	Role / Information Required	Invitees
<p><b>Mid-Year Service Plan Reviews</b></p>	<p><b>Performance Monitoring - holding the executive to account for the Council's performance.</b></p> <p>The Service Plan will provide the Committee with a full picture of Service Areas performance and finances for a specific period of time.</p> <p><b>Monitoring of performance, focusing on:</b></p> <ul style="list-style-type: none"> <li>• Achievement of outcomes and actions within service plans;</li> <li>• Scrutinising progress in improvements to areas of poor performance;</li> <li>• Assessing the extent to which performance objectives are contributing to the overall objectives and priorities of the Council, including Wellbeing Objectives and Improvement Plan Objectives.</li> <li>• Assessing the extent to which performance is in keeping with the performance management strategy;</li> </ul> <p>The Committee will receive an overview of the performance of the service area including a list of the all of the service plan measures and an indicator of whether the targets have been achieved (Red, Amber and Green status). This will also include a summary of the common measures, which include complaints answered in timeframes, staff sickness rates, and the use of agency staff and overtime. For any red and amber measure, the Committee will also receive more detailed information on these</p>	<p><b><u>5<sup>th</sup> November</u></b></p> <p><b>For Education Service</b></p> <ul style="list-style-type: none"> <li>• Chief Education Officer;</li> <li>• Cabinet Member for Education and Skills,</li> <li>• Strategic Director - People</li> </ul> <hr/> <p><b><u>19<sup>th</sup> November</u></b></p> <p><b>For Children and Young People Services:</b></p> <ul style="list-style-type: none"> <li>• Head of Children and Young People;</li> <li>• Cabinet Member for Social Services,</li> <li>• Strategic Director – People.</li> </ul> <p><b>For Adults and Community Services:</b></p> <ul style="list-style-type: none"> <li>• Head of Adults and Community Services;</li> <li>• Cabinet Member for Social Services</li> <li>• Strategic Director – People</li> </ul>

measures.

**Monitoring of budget, focusing on:**

- Scrutinising variances in budget;
- Assessing the extent to which performance is being achieved within budget;
- Reviewing the outcomes and the delivery of agreed savings plans;