

Meeting:	Performance and Finance
Date:	23 July 2007
Subject:	Protocol for operation of Performance and Finance Committee
Key Decision: (Executive-side only)	No
Responsible Officer:	Ed Hammond, Scrutiny Unit
Portfolio Holder:	Cllr Paul Osborn (Strategy and Business Support)
Exempt:	No
Enclosures:	Performance and Finance Protocol

SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report sets out a protocol for the operation of the Performance and Finance Committee.

RECOMMENDATIONS:

The Committee is requested to note and endorse the Protocol, attached as an appendix to this report.

SECTION 2 - REPORT

Introduction

Over the summer, work has been carried out with members of scrutiny generally, and Performance and Finance in particular, to develop methods of working to ensure that the Performance and Finance Committee will be able to contribute towards the council's corporate service improvement agenda, at the same time as holding the executive to account.

The main focus of this work has lain in identifying, with members of the Committee, the way in which this body should function on a day-to-day basis.

The attached Protocol is the culmination of this work.

Issue to be determined

Members are being asked to note and endorse the protocol, and to refer it to Overview and Scrutiny Committee for their formal agreement.

Risks and constraints

- The protocol might make the agenda planning process unduly bureaucratic. However, the benefits in transparency and in ensuring that the Committee is as effective as possible outweigh any possible disadvantage; in any case, efforts have been taken (through the consultation process with members) to ensure that the protocol is not unduly restrictive.
- The process will be constrained by a lack of resources in the officer corps. Making additional demands on officers might prove to be untenable. However, the process has been discussed with, and consulted on by, officers, and any concerns have been accounted for.

Legal and financial implications

There are no legal or financial implications.

SECTION 3 - STATUTORY OFFICER CLEARANCE

Name:.....Sonal Shah	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: ...13 July 2007		
Name: Jill Travers	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 16 July 2007		

SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

Contact: Ed Hammond, Scrutiny Officer, Strategic and Performance
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Background Papers:

List scorecards considered

IF APPROPRIATE, does the report include the following considerations?

1.	Consultation	YES/ NO
2.	Corporate Priorities	YES / NO
3.	Manifesto Pledge Reference Number	