

Meeting:	Performance and Finance
Date:	22 January 2008
Subject:	Protocol for operation of Performance and Finance Committee – update
Key Decision: (Executive-side only)	No
Responsible Officer:	Jill Rothwell, Corporate Director, Strategy and Business Support
Portfolio Holder:	Cllr Paul Osborn
Exempt:	No
Enclosures:	Performance and Finance Protocol

SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report sets out an update to the protocol for the operation of the Performance and Finance Committee.

RECOMMENDATIONS:

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

SECTION 2 - REPORT

Introduction

At its meeting in July 2007, the Performance and Finance Scrutiny Sub-Committee agreed a Protocol to define how its agenda planning process, and how committee themselves, would operate.

Since that time, a number of amendments have been suggested by members and officers, which have been included in the revised version of the Protocol which is being submitted for approval here.

Current situation

The changes made are as follows:

1. Addition of a number of “aims” to the beginning of the document. This was as a result of some confusion expressed by departmental performance officers about the focus of the sub-committee.
2. Additional detail (at 7.8 and 7.9) to explain the process for requesting repeat reports at committee. This was suggested following the last meeting of the sub-committee, to lay down in writing a process for identifying when the committee should return to an item.

Why a change is needed

The changes are being recommended to provide a fuller explanation to members and to officers on the purpose and day-to-day functions of the sub-committee.

Main options

Members may decide to accept or reject the amendments.

Other options

There are no other options.

Recommendation

That the changes to the Protocol be accepted as set out in the appendix to this report.

Risks – none specific.

Staffing/workforce: none

Equalities impact: none specific

Legal comments: none

Community safety: none

SECTION 3 - STATUTORY OFFICER CLEARANCE

Name: Sheela Thakrar	<input type="checkbox"/> y	on behalf of the Chief Financial Officer
Date: 10 January 2008		
Name: Stephen Dorrian	<input type="checkbox"/> y	on behalf of the Monitoring Officer
Date: 10 January 2008		

SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

Contact: Ed Hammond, Scrutiny Officer, Strategic and Performance
020 8420 9205: ed.hammond@harrow.gov.uk

Background Papers:

None relevant

IF APPROPRIATE, does the report include the following considerations?

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