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| Meeting:                               | Performance and Finance   |
| Date:                                  | 29 October 2008   |
| Subject:                               | Revision to protocol for operation of Performance and Finance Committee |
| Key Decision:<br>(Executive-side only) | No  |
| Responsible Officer:                   | Ed Hammond, Strategy and Improvement                                    |
| Portfolio Holder:                      | N/A   |
| Exempt:                                | No  |
| Enclosures:                            | Performance and Finance Protocol,<br>Version 7                          |

## **SECTION 1 – SUMMARY AND RECOMMENDATIONS**

This report sets out minor revisions to the 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

At the inaugural meeting of Performance and Finance on 23 July 2007, the Sub-Committee agreed to endorse a Protocol that would be used to guide the way in which the Sub-Committee operated.

The purpose of the Protocol was to ensure that the Sub-Committee's processes, and the way in which the agenda was developed for each quarterly meeting, was transparent and understandable.

Periodically it has been necessary to review and redraft sections of the Protocol as further refinements are identified. This reflects the fact that it is a living document.

The amendment suggested will make this the seventh version of the Protocol.

### Issue to be determined

Members are being asked to note some minor amendments to reflect changes to the way in which Performance and Finance reports its business to Overview and Scrutiny. This is an important element of the relationship between the two committees.

Until recently the arrangement was that a separate Reference Report would be drafted and submitted to O&S, providing detail of the business of the most recent meeting. However, the issue was raised that this would duplicate the official minutes of the meeting.

The new process is set down in sections 7 and 8 of the Protocol. Matters have been simplified so that, subject to agreement in the Chairman's Report at the beginning of the meeting, a briefing will be provided in the scrutiny leads' report at the next meeting of O&S providing information of general, Harrow-wide performance issues, as have been discussed at the Chairman's Meetings.

In conjunction with the minutes, this will provide a more holistic view of performance issues to members of O&S.

Members will note that this practice has already been adopted for this meeting, and that the Chairman's Report on the 29 October agenda reflects this new process.

### Risks and constraints

None.

### Legal and financial implications

The recommendation is being made to ensure that the Protocol conforms more fully to the Overview and Scrutiny Procedure Rules, and to ensure that there is no conflict with the official, formal minutes of the committee meeting.

### **SECTION 3 - STATUTORY OFFICER CLEARANCE**

|                       |                                     |   |
|-----------------------|-------------------------------------|---|
| Name: Sheela Thakrar  | <input checked="" type="checkbox"/> | on behalf of the<br>Chief Financial Officer |
| Date: 15 October 2008 |                                     |   |
| Name: Stephen Dorrian | <input checked="" type="checkbox"/> | on behalf of the<br>Monitoring Officer      |
| Date: 15 October 2008 |                                     |   |

### **SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS**

**Contact:** Ed Hammond, Scrutiny Officer, Strategy and Improvement  
020 8420 9205: [ed.hammond@harrow.gov.uk](mailto:ed.hammond@harrow.gov.uk)

**Background Papers:**

P&F Protocol, attached  
Overview and Scrutiny Procedure Rules (appendix to the Council's Constitution)