



Minutes of the meeting of the PERFORMANCE REVIEW PANEL held on WEDNESDAY 19 JULY 2006 at 7.30 pm

**Present:** Councillor Wilson (Chair)  
Councillors Barry, Carruthers, Eastman, Morris and Tunney

**Officers:** J Moffoot (Head of Democratic Services), J Boothroyde (Overview and Scrutiny Manager), G Beck (Head of Environmental Services) and S Parker (Senior Committee Manager)

**Also Present:** Councillor Crooks, Miles and P Kirkham (Chair - Hackney Carriage Association)

**Apology:** Councillor Long

**PR03 MINUTES**

RESOLVED -

That the Minutes of the meeting of the Performance Review and Audit Panel held on 6 April 2006 and the special meeting of the Performance Review Panel held on 6 June 2006, be approved and signed by the Chair as correct records.

**PR04 TERMS OF REFERENCE**

RESOLVED -

That the Council be asked to approve the following revised Terms of Reference for the Panel, to reflect the transfer of the Audit function to the Audit Committee:

1. To monitor performance information which will include Corporate Plan indicators, Partnership key performance indicators, budget reports and complaints.
2. To investigate areas of poor or uncertain performance and make recommendations to the Executive (Cabinet or officers), as appropriate.
3. To refer performance issues to Policy Development Committees where the Panel feels policy needs reviewing.
4. To represent public concerns over the Council's performance.

## PR05

### LICENSING ACT 2003 - IMPLICATIONS

Further to Minute PR48, the Panel followed up and noted a summary of the work undertaken so far by the Panel on the implications of the Licensing Act 2003, and received an update on submissions / evidence received from the Thames Valley Police, Environmental Health and the Hackney Carriage Association. The Head of Environmental Services answered questions from Members of the Panel.

The Panel received a report of a return late night visit to the Theatre District by Councillors Morris and Wilson, and an update on the Proof of Age Identity Card and trading standards perspective.

The Council's Overview and Scrutiny Manager updated the Panel on submissions received.

RESOLVED -

That the comments of Members, included in the report **Annexed** to these Minutes, be submitted to Cabinet and other appropriate bodies.

## PR06

### WORK PROGRAMME AND METHODS OF WORKING

The Panel considered suggested issues it might wish to incorporate in its future work programme.

Comments from Members included the following:

- The need to look at the use of performance data to inform the programme.
- Parking meter charging policy and control of mobile phones should not be programmed, as they were too narrow a study.
- First meeting has proved that to do justice to a subject that the Panel could only really scrutinise one topic per meeting. Others would have to be done by smaller working groups outside of scheduled meetings (depending on resources). A timetable will be drawn up with Chair and officers.
- Suggestions / issues for future meetings included the following:
  - Community Transport System - review.
  - Taxi marshalling - review implementation of the new system.
- Councillor Crooks suggested other types of work the Panel could consider:
  - Process or "infrastructure" studies, for example, Medium Term Planning - does it work as a process?

- Relationship to the work of other committees. CPA cited this as an area for improvement. The Panel could investigate the reasons for the CPA criticisms of Overview and Scrutiny.
- Comparative performance work - using national statistics, for example, CIPFA and Audit Commission VfM data, to compare the Council's performance with others.

CHAIR CLOSED THE MEETING AT 9.38 PM