

**Appendix 3**  
**Service Improvement and Finance Scrutiny Performance Panel**  
**Work Plan 2015/16**

Date for Panel Meeting <sup>1</sup>	Item to be discussed
<b>Meeting 1</b> <b>May 13</b>	<ul style="list-style-type: none"> <li>• ICT project update</li> <li>• Q &amp; A with Councillor David Hopkins, Cabinet Member for Communities &amp; Housing: to discuss the implementation and impact of budget decisions within his portfolio</li> <li>• <i>Annual work plan review – to reflect on the year’s work, achievement, experiences, issues, ideas for future scrutiny. (Postponed until the next meeting)</i></li> <li>• Development of work plan for 2015/16</li> </ul> <p><i>Note – Cllr Chris Holley, new Convener of the Panel for this and subsequent meetings.</i></p>
<b>Meeting 2</b> <b>June 10</b>	<ul style="list-style-type: none"> <li>• Overview of New Performance Framework &amp; Indicators Richard Rowlands, Corporate Improvement Manger</li> <li>• Annual work plan review – to reflect on the year’s work, achievement, experiences, issues, ideas for future scrutiny</li> </ul>
<b>Meeting 3</b> <b>July 8</b>	<ul style="list-style-type: none"> <li>• Cllr Robert Francis-Davies, Cabinet Member for Enterprise, Development &amp; Regeneration and Tracey McNulty, Head of Cultural Services :</li> <li>• Grand Theatre.</li> <li>• City Centre Regeneration - <b>Cancelled</b></li> </ul>
<b>Meeting 4</b> <b>August 12</b>	<ul style="list-style-type: none"> <li>• Q and A session with Councillor Mark Child, Cabinet Member for Well Being &amp; Healthy City: to discuss the implementation and impact of budget decisions within his portfolio.</li> <li>• Q and A session with Councillor Clive Lloyd, Cabinet Member for Transformation &amp; Performance: to discuss the implementation and impact of budget decisions within his portfolio.</li> </ul>
<b>Meeting 5</b> <b>September 16</b>	<ul style="list-style-type: none"> <li>• Cllr Robert Francis-Davies, Cabinet Member for Enterprise, Development &amp; Regeneration and Tracey McNulty, Head of Cultural Services :</li> <li>• Grand Theatre.</li> </ul>

<sup>1</sup> Panel has agreed time and day for meetings for 2015/16 - Wednesdays at 1.30-3.30pm.

	<ul style="list-style-type: none"> <li>• City Centre Regeneration</li> <li>• End of year Budget</li> <li>• 1<sup>st</sup> Quarter Budget Monitoring Report including Budget Savings Tracker. Mike Hawes, Head of Finance and Performance</li> </ul>
<b>Meeting 6 October 14</b>	<ul style="list-style-type: none"> <li>• End of Year Performance Monitoring Report 2014-15 Richard Rowlands, Corporate Improvement Manager</li> <li>• 1<sup>st</sup> Quarter Performance Monitoring Report, including Policy Commitments Tracker Richard Rowlands, Corporate Improvement Manager</li> </ul>
<b>Meeting 7 November 11</b>	<ul style="list-style-type: none"> <li>• Q and A session with Jane Harris, Cabinet Member for Services for Adults &amp; Vulnerable People to discuss the implementation and impact of budget decisions within his portfolio.</li> <li>• ICT update – Sarah Caulkin/Jo Harley</li> <li>• Mid-Year Budget Statement: Mike Hawes, Head of Finance &amp; Delivery</li> <li>• <i>Wales Audit Office Annual Improvement Report</i> Steve Barry, Wales Audit Officer - tbc</li> </ul>
<b>Meeting 8 December 9</b>	<ul style="list-style-type: none"> <li>• Recycling and Landfill – Annual Performance Monitoring Cllr Mark Thomas, Cabinet Member for Environment &amp; Transportation</li> <li>• Ian Whettleton, Waste Divisional Officer</li> <li>• DLO and resurfacing – Cllr Mark Thomas</li> <li>• Welsh Public Library Standards – Annual Performance Report Cllr Robert Francis-Davies, Cabinet Member for Enterprise, Development &amp; Regeneration Steve Hardman, Library Service Manager</li> <li>• Annual Review of Performance 2014-15 Richard Rowlands, Corporate Improvement Manager</li> </ul>
<b>Meeting 9 January 13</b>	<ul style="list-style-type: none"> <li>• Q &amp; A session with Christine Richards, Cabinet Member for Services for Children &amp; Young People to discuss the implementation and impact of budget decisions within her portfolio.</li> <li>• Draft budget Proposals – date will depend on report availability</li> <li>• 2<sup>nd</sup> Quarter Performance Monitoring Report, including Policy</li> </ul>

	<p>Commitments Tracker (reporting to Cabinet in December) Richard Rowlands, Corporate Improvement Manager</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Quarter Budget Monitoring Report, including Budget Savings Tracker Mike Hawes, Head of Finance &amp; Performance</li> </ul>
<b>Meeting 10 February 10</b>	<ul style="list-style-type: none"> <li>• Budget Scrutiny (Final Cabinet/Council Papers – meeting date will depend on report availability) Mike Hawes, Head of Finance &amp; Performance Cllr Rob Stewart, Leader/Cabinet Member for Finance &amp; Strategy</li> </ul>
<b>Meeting 11 March 9</b>	<ul style="list-style-type: none"> <li>• Cllr Will Evans, Cabinet Member for Anti Poverty to attend and discuss the performance of Anti Poverty indicators/objectives.</li> <li>• 3<sup>rd</sup> Quarter Budget Monitoring Report, including Budget Savings Tracker Mike Hawes, Head of Finance &amp; Performance</li> </ul>
<b>Meeting 12 April 13</b>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Quarter Performance Monitoring Report, including Policy Commitments Tracker (reporting to Cabinet in March) Richard Rowlands, Corporate Improvement Manager</li> <li>• Annual work plan review</li> <li>• To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny.</li> </ul>

***NB usually best to stick to no more than 2/3 substantive items per agenda, although not always possible.***