

# CITY AND COUNTY OF SWANSEA

## MINUTES OF THE SCRUTINY PERFORMANCE PANEL – SERVICE IMPROVEMENT & FINANCE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON  
WEDNESDAY, 2 AUGUST 2017  
AT 10.30 AM

**PRESENT:** Councillor C A Holley (Chair) Presided

**Councillor(s)**

P R Hood-Williams

P Jones

B J Rowlands

**Councillor(s)**

L James

J W Jones

D W W Thomas

**Councillor(s)**

M H Jones

I E Mann

**Co-opted Member(s)**

**Co-opted Member(s)**

**Co-opted Member(s)**

**Officer(s)**

Bethan Hopkins

Richard Rowlands

Scrutiny Officer

Strategic Delivery & Performance Manager.

**Apologies for Absence**

Councillor(s):

Co-opted Member(s):

1 **DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS.**

None Disclosed

2 **MINUTES.**

Notes of the Panel meeting held on 22 March 2017 agreed as a correct record.

3 **ROLE OF PANEL INCLUDING TERMS OF REFERENCE**

Member discussed the role of the Panel and effective working.

The chair emphasised the Panel's approach as a critical friend in its performance and financial monitoring.

4 **OFFICER BRIEFING - RICHARD ROWLANDS (CORPORATE PERFORMANCE  
MANAGER)**

Richard Rowlands, Corporate Performance Manager, attended to brief the Panel on the authority's approach to corporate performance measurement and management. He provided advice about the development and reporting of key performance

indicators, relevant corporate performance reports which are produced, and his role in the process.

Key points raised:

- The Corporate Performance Team set guidelines and procedures for performance and help departments to manage and follow them
- The Team collects data from across the Council to produce relevant reports
- Specific issues with reported performance would need to be directed to the relevant cabinet members / departments

Members' questions focussed on:

- Development and targets and realistic target setting
- The difficulty in seeing trends when indicators and/or targets are changed year on year
- Changes to KPIs (key performance indicators), rationale and impact
- The value of performance comparisons between England and Wales

## 5 **WORK PLAN 2017/2018**

A work plan for the year ahead was agreed.

The focus of the Panel would be on core performance and financial monitoring reports, with flexibility to consider specific issues of concern.

It was noted that:

- changes will be made to the work plan as the Panel develops.
- there may be some commissioning reviews for pre-decision scrutiny to be scheduled into the work plan once cabinet dates have been announced.

Times and dates of future meetings were agreed by the Panel (all at 10.30am on Wednesdays).

The meeting ended at 10.58 am

**CHAIR**