

## **WINCHESTER CITY COUNCIL**

### **PERFORMANCE PANEL**

#### **DRAFT TERMS OF REFERENCE**

##### **Purpose**

To provide a strategic review, on behalf of the Scrutiny Committee, of the quarterly performance and financial monitoring information which supports delivery of the Council Plan and budget strategy.

##### **Role**

The role of the Panel is as follows:

- 1) Review quarterly Performance Monitoring reports
- 2) Review progress against Council plan delivery, KPI's and agreed targets
- 3) Review the quarterly Revenue and Capital budget Monitoring report
- 4) Review project highlight reports for Tier 1 projects and also post project reports at project completion
- 5) To work with the Lead Officer to investigate areas of concern and request further information, inviting Cabinet Members and relevant Officer's to attend to discuss performance of specific areas
- 6) To carry out any other work tasked by Scrutiny Committee

Notes of each meeting will be produced and the Chair of the Performance Panel will present a verbal update to the next Scrutiny Committee. This may include an overview of performance against the Strategic KPIs and any recommendations agreed by the Panel to inform the future Scrutiny work-plan.

## **Membership**

The Panel and Chairperson will be appointed annually by Scrutiny Committee.

The Panel will consist of five members of Scrutiny Committee – three from the administration and two from the opposition.

The Chairperson will be from the opposition.

Lead Officer – Strategic Director of Resources supported by Service Lead Transformation, Customer and Procurement and Senior Policy and Programme Manager

**Date Effective From: xxxx 2020**

**To be reviewed: xxxx 2021**