

CORPORATE PLAN REVIEW - TERMS OF REFERENCE, SCOPING OF WORK AND PLAN

Review topic	Corporate Plan Mid-Year Progress Review 2020
Terms of Reference	<ul style="list-style-type: none"> To consider a mid-year progress report on Corporate Plan key projects and performance indicators for the period April to September 2020. To identify any further action needed to challenge poor performance and/or reduce any risk to an acceptable level.
TFG members	To be appointed at the Overview and Scrutiny Committee meeting on 15 September 2020.
Officer Support	Mr Buckley, Miss Davis, Mrs Bushby, Mrs Westbrook and service areas where required.
Background	In addition to ongoing projects, new project proposals for 2020/21 were developed via Service Plans to meet the priorities within the Corporate Plan. A review is undertaken mid-way through the year to ensure that the council is achieving satisfactory levels of performance against these key projects and performance indicators.
Outcomes to be achieved	<p>The council's key projects and performance indicators are monitored to support successful delivery and satisfactory performance.</p> <p>Action is taken to address any risks to the Council as a result of poor performance.</p>
Methodology/ approach	As set out in the project plan below.
In scope	Review of progress against 2020-21 Corporate Plan projects and performance indicators.
Excluded from scope	Review of the council's priorities.
Consultation	None required.
Evidence sources	<ul style="list-style-type: none"> A mid-year performance report on Corporate Plan projects and performance indicators, taken from the Council's performance management system. Performance updates from services areas. Action plans to address failing performance.
Site visits	None.
Review completion date	Report to OSC 17 November 2020
How does the review link to strategic aims and priorities?	Links to strategic priorities in the council's Corporate Plan.

PROJECT PLAN

The following Project Plan interprets the above scope into a programme of work.

	Action	Timescale
1	OSC receive Terms of Reference for TFG and appoint TFG Members.	15 Sept 2020
2	TFG meet to receive Corporate Plan Mid-Year progress report. Review report to consider progress against Corporate Plan projects and performance indicators for the period April to September 2020. Identify any areas where improvement is required or poor performance/non-completion is posing a risk to the Council and/or to achievement of the expected project outcomes.	TFG meeting w/c 26 October 2020
3.	If required, a further meeting of the TFG should there be a need to hear from Service Managers regarding progress and issues affecting non-delivery of projects.	Early Nov. 2020
3	Report to Overview & Scrutiny Committee.	17 November 2020