



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

POLICY & REVIEW (PERFORMANCE) PANEL

WEDNESDAY 25 FEBRUARY 2004 AT 5.30 PM

**CONFERENCE ROOM A (DUISBURG ROOM),
2ND FLOOR, CIVIC OFFICES**

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A G E N D A

(NB This Agenda should be retained for future reference with the Minutes of this meeting.)

1 Apologies for Absence

2 Declaration of Members' Interests

Declaration of members' interests in accordance with Standing Order 14.

3 Audit and Inspection Annual Letter 2003

The purpose of this item is to enable members to consider the Audit and Inspection Annual Letter 2003, which has recently been received from the Audit Commission. Steve Goodyear, Audit Manager and Stephen Taylor, newly appointed District Auditor, have been invited to the meeting to explain the most significant issues contained within the Letter.

A copy of the Audit and Inspection Annual Letter has already been circulated to all Members of the Council. Please bring your copy with you to the meeting. (NB: The Letter can also be viewed on the City Council's web site.)

DFR

RECOMMENDED that the contents of the Audit and Inspection Annual Letter 2003 be noted.

4 School Improvement Service Best Value Review

The purpose of this item is to inform Members of the outcome of the best value review of the school improvement function. Members are asked to note that given their bulk, copies of Appendices 5.1 to 5.6 referred to in the documents have been placed on the City Council's web site and/or are available to view on request, i.e. they are not attached to the circulated report.

... Report attached.

RECOMMENDED that the Panel

(1) accept the findings of the best value review (paragraph 14);

DE&LL **(2) require office to put an action plan in place that will address the recommendations (paragraph 15);**

DE&LL **(3) require officers to keep Members informed of progress.**

5 Housing & Council Tax Benefits – BFI Inspection 2003

The purpose of this item is to advise Members of the results of the 2003 Benefit Fraud Inspectorate (BFI) inspection.

A copy of the presentation that officers will give at the meeting, detailing the main issues raised and the recommendations arising out of the inspection is attached.

HHS **RECOMMENDED that the results and recommendations arising out of the BFI Inspection undertaken in 2003 be noted.**

6 Best Value Performance Indicator Survey 2003

This report outlines some of the key topline results achieved in the BVPI Survey 2003.

Q1e ... Report attached.

HStgy **RECOMMENDED that the results achieved in the BVPI Survey 2003 be noted.**

7 Performance Management and Improvement Board and the Corporate Scorecard

The purpose of this report is to outline the role of the Performance Management and Improvement Board and to inform the Panel of key issues from the last quarter. (This report is part of the regular programme of reporting every quarter to give an overview of progress on performance management.)

RECOMMENDED that the Panel

- HStgy
- (1) **note the performance issues considered by the Performance Management and Improvement Board in the last quarter and the plans agreed to address performance issues;**
 - (2) **decide whether there are any issues previously considered by the Board that the Panel wishes to receive a more detailed report on and whether there are other performance issues the Panel would like the PMIB to monitor and report on.**

**8 Comprehensive Performance Assessment:
Progress on the Action Plan - January 2004**

The purpose of this item is to comment on progress with the improvement action plan agreed following the Comprehensive Performance Assessment (CPA) in 2002.

... Report attached.

RECOMMENDED that the Panel

- (1) **note that satisfactory progress is being made on all seven priority areas and that outstanding issues are being addressed;**
- HStgy (2) **consider a report in the near future on the indicators that should be monitored in the corporate scorecard for 2004/5.**

9 Date of Next Meeting

Wednesday 7 April 2004 at 5.30 pm.