



Challenging Performance: A Guide for Scrutiny Members



'Putting the people of Gwynedd at the centre of everything we do'- If we are to achieve this, then we need to manage our performance, know how well we are performing and how we can improve on it.

Performance Challenge Meetings

WHEN?

Bi-monthly except April and August. A timetable for these meetings can be found below.

WHO ATTENDS?

All meetings

- Cabinet Member
- Chief Executive or Corporate Director
- Head of Department / Assistant Head
- Senior Managers / Service Managers

Twice a year

- Shadow Cabinet Member
- Representatives from the Scrutiny Committees

The Leader of the Council will attend **one meeting a year for each department** in order to have an overview of issues, risks, and performance across the Council.

RESPONSIBILITIES

- The Head of Department will chair the meetings.
- The Department will arrange the meetings.
- The Department will be expected to share a report (which includes an update on the priority projects within the Council Plan, the 'day to day' measures and the risk register) with you at least 3 days before the meeting.
- The Department will arrange a record of the main action points.

WHAT INFORMATION WILL BE DISCUSSED IN THE MEETING?

- Developments of Departmental projects included in the Council Plan
- Performance of Departmental measures (ie day to day work)
- Departmental Risk Register

WHAT HAPPENS AFTER THE MEETING?

Cabinet Members will need to report to the Cabinet twice a year (see the timetable).

During April / May, the Department will be collecting information on the previous year's annual performance. This information will feed into the Council's Annual Performance Report. The Report should be balanced, highlighting what has not been achieved as well as what has been achieved.

Your role as representatives of the Scrutiny Committee

Representatives of the Scrutiny Committee are invited in order to:

- ◇ Have a taste of what grasp the individual departments have of performance matters.
- ◇ Identify, if required, any performance matters which could merit the attention of a formal scrutiny committee in due course.

Representatives of the Scrutiny Committee should:

- ◇ Feel free to contribute to the meetings by asking questions but respect the fact that this is the Cabinet Member's meeting and that it's mainly an opportunity for the Cabinet Member to discuss performance matters with the service managers.
- ◇ Observe these meetings and form an opinion about the Cabinet Member and the Head's grasp of performance within the services for which they are responsible.
- ◇ Form an opinion on how likely the services discussed are to continue to be able to improve and provide good quality services.

Representatives of the Scrutiny Committee will be responsible for reporting back on what they have observed. Scrutiny members are expected to report back to the first informal meeting of the relevant scrutiny committee following the Performance Challenge meetings.



2023 - 24	April	May	June	July	August	September	October	November	November	December	January	February	March	
Date of the Cabinet Meeting	No Performance Challenge Meetings			11	No Performance Challenge Meetings	19	10	7	28	19	23	20	12	
Departments to present the Cabinet Report				Children Adults		Highways, Engineering & YGC Environment	Education Finance	Economy Corporate Support Housing	Children Adults	Highways, Engineering & YGC Environment	Education Finance	Economy Corporate Support Housing		
Schedule the Performance Challenge Meetings		Children Adults Finance Education	Highways, Engineering & YGC Environment Corporate Support Legal Economy Housing	Children Adults Finance Education		Highways, Engineering & YGC Environment Corporate Support Legal Economy Housing	Highways, Engineering & YGC Environment Corporate Support Legal Economy Housing	Children Adults Finance Education	Highways, Engineering & YGC Environment Corporate Support Legal Economy Housing	Children Adults Finance Education	Highways, Engineering & YGC Environment Corporate Support Legal Economy Housing	Children Adults Finance Education	Highways, Engineering & YGC Environment Corporate Support Legal Economy Housing	Highways, Engineering & YGC Environment Corporate Support Legal Economy Housing
The Leader to attend the Departmental Performance Challenge meeting		Children	Highways, Engineering & YGC	Adults		Children	Environment	Finance	Corporate Support Legal	Education	Economy		Housing	

* Red – Meetings to include the Shadow Cabinet Members and Scrutiny Committee Representatives