

MINUTE of MEETING of the PERFORMANCE COMMITTEE held within WEBEX VIRTUAL MEETING ROOM, on 1 FEBRUARY 2021.

Present – Councillors Stuart Borrowman (Chair), Andrew McGuire, Charles Kennedy, Dom McGuire

Apologies – Councillor Carl John

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

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2. MINUTE

The committee confirmed the Minute of its meeting held on 16 November 2020 as a correct record. The Minute was thereafter signed by the Chair.

3. SERVICE PERFORMANCE AND WLAM OUTCOME REPORT - LEGAL SERVICES

The committee considered a report (copies of which had been circulated) by the Depute Chief Executive providing an overview of a service assessment from the West Lothian Assessment Model process (2017/20).

The report also provided a summary of recommendations from the officer-led scrutiny panel that had been identified for action and were to be delivered by the service management team.

The report recommended that the committee:

1. Note the outcome from the WLAM and Review Panel process;
2. Note the recommendations for improvement;
3. Agree any other recommendations that may improve the performance of the service

There then followed a number of questions with regard to the steps the service was taking to ensure it was carrying out extensive benchmarking.

It was explained that extensive benchmarking had been carried out by the service which included inviting thirty-one local authorities and 12 public bodies to participate. Responses were received from 16 local authorities and 8 public bodies.

The results of the benchmarking exercise were still to be collated and

reported back to the WLAM panel on 11 February 2021, following which a summary of the results would be circulated to members for information.

The committee was generally very impressed with the level of benchmarking being carried out but stressed that this should be an ongoing exercise that should be pursued vigorously.

A number of questions were also asked in relation to the role of legal representation at quasi-judicial committees. It was suggested and agreed that it would be beneficial to hold quarterly meetings with the Chairs of quasi-judicial committees and the relevant legal teams.

In conclusion it was noted that this had been a positive and encouraging report.

Decision

1. To note the terms of the report.
2. To hold quarterly meetings with Chairs of quasi-judicial committees and the relevant legal teams.
3. To circulate benchmarking outcomes to committee members when available.

4. WLAM PROGRAMME 2017/20 - REVIEW PANEL UPDATE

The committee considered a report (copies of which had been circulated) by the Depute Chief Executive providing a summary of the outcomes from the Review Panels that have taken place in 2020/21 (to date).

The report recommended that the committee:

1. Notes the outcomes from the Panels held from October 2020 to date;
2. Notes the remaining outstanding Review Panels scheduled to take place in 2020/21; and
3. Considers the services that may be asked to report to the Committee, based on the reported outcomes.

Decision

1. To note the contents of the report;
2. To agree the following services be invited to attend the next two scheduled Performance Committee meetings:
 - IT Services
 - Public Transport
 - Learning, Policy & Performance
 - Procurement

5. FACTFILE 2020

The committee considered a report (copies of which had been circulated) by the Head of Corporate Services presenting the council's annual performance report Factfile 2020.

The report recommended that the committee note the performance contained in the factfile 2020.

Decision

To note the contents of the report.