

Performance Review Group – Terms of Reference

Aim:

To monitor, challenge and support performance improvement across the Council.

Frequency:

The group meets monthly.

Membership:

- Chief Executive (in the absence of a CE, Head of Paid Service)
- A Corporate Director (currently Resources)
- Service Head, Corporate Strategy and Equality

The Group's work is supported by the Corporate Strategy and Equality service.

Responsibilities:

The Group's primary responsibilities are:

- Maintaining an overview of performance across the Council and Tower Hamlets Partnership through review of monitoring material and a regular quarterly Performance Digest. This includes:
 - The delivery of the Mayor's Pledges and the Council's Strategic Plan
 - Performance as measured through the Council Strategic Indicators, key Corporate Strategies and Directorate-level monitoring
 - Organisational health measures, including finance and HR information.
- Assessing, challenging and supporting the robustness of plans for improvement and holding officers to account
- Providing 'trouble shooting' support and 'critical friend' challenge to address and unblock performance limiting issues
- Commissioning and overseeing a programme of service peer reviews
- Overseeing the Council's Performance Management and Accountability Framework, including business planning arrangements and data quality

Accountability and links with other groups:

The group is chaired by the Chief Executive and will report at least annually to CMT. PRG's work programme will be shared with those groups / forums with a distinct but complementary role including:

- SPP Board - focused on the development of an effective Council-wide Strategy, Policy and Performance function

- CTDG – focused on the development and delivery of the Council's savings programme
- Directorate Management Teams

Last updated: February 2014