

**Powys County Council**  
**Strategic Overview Board**  
**Terms of Reference**  
**October 2016**

**1. Purpose**

The Strategic Overview Board is established to evaluate and challenge Cabinet Portfolio Holders and Senior Officers on performance against agreed priorities and objectives.

**2. Membership**

Portfolio Holder for Finance and Performance (Chair)

Leader of the Council

All Cabinet Portfolio Holders

**3. Authority and Accountability**

The board has no executive powers and will report to the Cabinet on a quarterly basis providing a summary of the performance risks identified and any mitigating actions recommended.

**4. Duties**

The board will receive integrated reports that present an assessment of performance on the basis of how the activity contributes to each of the Councils four strategic priorities as expressed in the Corporate Improvement Plan. The four strategic priorities are:

- Services delivered for less: Remodelling council services to respond to reduced funding
- Supporting people in the community to live fulfilled lives
- Developing the economy
- Learning: Improving learner outcomes for all, minimising disadvantage

The board will challenge performance against agreed activity that supports the delivery of the above strategic priorities along the following themes:

- Financial improvement performance against agreed activity within the MTFS
- Service improvement performance against activity agreed in the CIP and OPP
- Performance against the Risk Management Plan

General financial performance will be reported to the board as service performance within a budget monitoring report that will only focus upon key financial risks.

Routine performance monitoring will be conducted at quarterly service performance review meetings. Where routine performance monitoring at Service level identifies a performance variance that has the potential to present an organisational risk, it will be the responsibility of the relevant service Portfolio Holder to raise the matter at the Strategic Overview Board.

The board will also challenge performance against agreed activity in the following strategies and plans:

- Performance against regulatory recommendations as identified by the regulatory tracker
- Performance against the activity agreed in the Strategic Equality Plan
- Performance against the activity agreed in the Workforce Plan
- Performance against the activity agreed in the Welsh Language Scheme

## **5. Frequency of Meetings**

The panel will meet on a quarterly basis to coincide with the collation of the quarterly performance information.

## **6. Quorum**

A quorum shall be five board members including the Chair of the board.

## **7. Administration**

The board will be supported administratively by the Professional Lead – Corporate Insight and their team of officers. The administrative support will comprise the following activity:

- Agreement of agenda with the Chairman and attendees and preparation and collation of reports and papers
- Agenda and papers to be circulated minimum of 5 working days in advance of meeting
- Reminding members of forthcoming meetings to ensure the best possible attendance
- Taking the minutes and recording of matters arising and updates
- Monitoring and follow up of agreed actions
- Preparing a summary report of discussion, actions and recommendations for Cabinet

## **8. Review**

The Terms of Reference will be reviewed at least annually.