

# CABINET

## Quarter 4 Corporate Performance Monitoring Report

03 July 2012

### Joint Report of the Leader of the Council and Finance Portfolio Holder

PURPOSE OF REPORT					
To present the report for the 4 <sup>th</sup> Quarter of the Performance Review Team Cycle for 2011/12					
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input type="checkbox"/>	Referral from Cabinet Member	<input checked="" type="checkbox"/>
Date Included in Forward Plan	N/A				
This report is public					

#### RECOMMENDATIONS OF LEADER OF THE COUNCIL AND FINANCE PORTFOLIO HOLDER

- (1) That Cabinet considers and comments on the Quarter 3 Corporate Performance Report for the 2011/12 Performance Review Team Cycle
- 1.0 Quarter 4 Corporate Performance Review
  - 1.1 For the Quarter four Performance Review Team (PRT) meetings individual Cabinet members were issued with completed PRT reports in the usual way and given the option to have a formal meeting if they required it. Two Cabinet members decided to have formal meetings and these were held on 24<sup>th</sup> and 26<sup>th</sup> April.
  - 1.2 PRT reports issued to Cabinet Members set out performance on service and programme/project delivery using the established RAG (Red, Amber and Green) reporting system.
  - 1.3 The PRT reports highlight achievements against key work areas as well as any problems/ opportunities encountered during the previous quarter or forecast in the future. This information helped to identify progress over the previous quarter and any action(s) needed to get delivery back on track.
  - 1.4 Individual Cabinet Members were also provided with financial summary reports for Quarter 4 covering their portfolio and service areas and provided with reasons for any variances and actions being taken to address these.
  - 1.5 The Corporate Performance Monitoring Report attached as **Appendix A** was considered by Budget and Performance Panel on 12 June 2012. The report indicates that at Quarter 4 only the key activity relating to the *Average time to re-let empty Council Houses* has a R(ed) status where further intervention is necessary to achieve the stated outcome. Positive steps are being taken to improve the time it takes to complete void repair works prior to re-let through and agreed Action Plan, the results of which will be reported in subsequent quarterly monitoring reports.

- 1.6 The Corporate PRT *Action Plan* summarises progress on planned and ongoing actions to deliver key areas of work. There are no council projects currently needing further intervention in order to realise the stated benefits of corporate projects/programmes.
- 1.7 Whilst the Corporate Performance Report indicates only areas of work that are forecast to, or are already experiencing difficulties, it is important to acknowledge that overall corporate priorities have been, or are on track to be, achieved. Notable success at the end of 2011/12 include:
- Completion on time and within budget of the installation of Solar PV panels on selected council buildings and sheltered accommodation
  - Above target annual reduction in Co2 emissions on council buildings
  - Schemes within the ongoing programme of improvements to council buildings completed to time, cost and quality
  - Shared service arrangements for Revenue and Property Services (latter to commence June 2012)
  - Delivery of projects to improve the attractiveness, accessibility and enjoyment of the district's parks and open spaces
  - Targeting activities and projects to deliver visitor services and tourism opportunities
  - Working in partnership to improve health, deliver positive activities for children and young people and supports the arts
  - Working with partners to deliver services that keep our streets clean and safe
  - Provision of health and housing services that raise standards; addresses the needs of elderly and vulnerable people and increases rent collection
  - Ongoing work with partners in the voluntary, community and faith sectors to reduce costs, make efficiencies and create residence within the district
  - Developing plans and delivering projects that support economic growth and regeneration in the district
  - Provision of financial and revenues services including successful closure of accounts and budget setting, local taxation collection and payment of housing benefits and accountancy and internal audit functions
  - Corporate support for strategic planning, performance and partnership working, communications, marketing and public consultation and the development of the *Take Pride* Initiative
  - Working with partners to deliver customer services by means of customer service centres, information technology and communications facilities
  - Governance support services including Human Resources, Legal and Democratic Support
- 1.8 Due to the timing of the PRT meetings and the actual production of the Statement of Accounts for 2011/12 by the end of June no Corporate Financial Monitoring report was produced in Quarter 4. Whilst the financial summary reports considered at PRT meetings provided a snapshot of the financial position as at 31 March there are many transactions that can affect it as part of the closedown process. The Outturn report, elsewhere on Cabinet's Agenda, provides a more accurate picture of the provisional final outturn.

## **2.0 Review of PRT Meeting Arrangements**

- 2.1 During 2012/13 work will continue to develop the monitoring of performance against corporate plan outcomes and success measures through the performance management information system, CorVu. The new system will provide clearer reporting and monitoring of progress and easier collection and management of performance information that is more accessible and multi-functional.
- 2.2 As the system is both interactive and dynamic and in real time there may be an opportunity to reduce the number of formal PRT meetings to twice a year from 2013/14 as decisions, supported by robust information, evidence and intelligence, will be able to be made at any point in time. The views of Cabinet will be sought as the system is developed going forward.

## **3.0 Conclusion**

- 3.1 The Council's Performance Management Framework requires the regular reporting of operational and financial performance to Cabinet as part of the Performance Review Team cycle of meetings. The Corporate PRT report provides a summary of key matters and associated actions that have arisen in the quarter that have been escalated to the Leader of the Council and Finance Portfolio Holder for attention.
- 3.2 Overall the Corporate PRT report for this quarter demonstrates that positive action has/is being taken to manage corporate performance towards the achievement of stated outcomes and priorities within the Corporate Plan.

### **RELATIONSHIP TO POLICY FRAMEWORK**

This report is a requirement of the council's Performance Management Framework in support of the council achieving its key tasks and objectives as reflected in its policy framework

### **CONCLUSION OF IMPACT ASSESSMENT**

**(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

None arising from this report

### **LEGAL IMPLICATIONS**

None directly arising from this report

### **FINANCIAL IMPLICATIONS**

None directly arising from this report

### **OTHER RESOURCE IMPLICATIONS**

**Human Resources / Information Services / Property / Open Spaces**

As set out in the report and related appendices

### **SECTION 151 OFFICER'S COMMENTS**

The s151 Officer has been consulted and has no comments to add

**DEPUTY MONITORING OFFICER'S COMMENTS**

None directly arising from this report.

**BACKGROUND PAPERS**

Individual Cabinet Member PRT reports for Qtr 3 2011/12

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