

Corporate Performance Review Report - Guidance Notes 2012/13

Performance Review Team (PRT) Reports and Action Plans

PRT report(s) are produced for each Cabinet Member and completed by Service Heads with responsibility for each portfolio area as follows:

CABINET MEMBER	PORTFOLIO AREA	SERVICE
CLlr Eileen Blamire (Leader)	Relations with other councils Communications Performance Management	Governance Information Services Community Engagement
CLlr Janice Hanson	Economic Regeneration Planning	Regeneration and Planning
CLlr Abbott Bryning	Finance Revenues and Benefits	Financial Services
CLlr Ron Sands	Children and Young People Culture and Tourism	Community Engagement Regeneration and Policy
CLlr Karen Leytham	Housing Environmental Health Emergency Planning	Health and Housing
CLlr David Smith	Community Safety Clean and Green	Environmental Services
CLlr Jon Barry	Markets Connecting with Communities Voluntary Sector Older People	Property Community Engagement
CLlr Tim Hamilton-Cox	Climate Change Property Services	Property Community Engagement

PRT reports for each Cabinet Portfolio Holder PRT Meeting are produced by Service Heads. They set out the Key Work Area (s), Actions and Success measures relevant to each portfolio area and corporate priority (where appropriate) that need to be brought to the Cabinet Portfolio Holders attention at the PRT meeting.

Any action(s) planned as a result of the PRT meeting are set out in the PRT Action Plan for each Cabinet Portfolio Holder with progress towards the implementation of each agreed action being monitored at each subsequent PRT meeting.

Corporate Performance Review Report

The Corporate PRT provides a high level overview of the Key Service Action(s) and the related Success measure(s) for each Cabinet Portfolio Holder and each portfolio area of work.

Progress towards the achievement of the Key Service Actions are identified by a R(ed)/A(mber)/G(reen) rating indicating where the Performance Review Team (Portfolio Holder/Director/Service Head) considers overall progress to be.

For the purposes of this part of the Corporate PRT report the RAG ratings are defined as:

Rating	Target for delivery	Description
Red	Significantly behind target	We have either not achieved or do not expect to achieve what we set out to do
Amber	Slightly behind target	We are behind schedule but still expect to achieve what we set out to do through actions/plans within the Service
Green	On target	We have either achieved/exceeded/expect to achieve what we set out to do

¹Those crucial areas that link directly to corporate priorities and/or underpin what the Service will do to support the council's development and effective use of resources.

²Success measures are the meaningful outputs/targets/PI's that quantify the achievement of, or progress towards delivery

The Corporate Performance Review Report also sets out details of any significant **Achievements** realised and/or any **Difficulties** experienced in the quarter as well as any expected in the future, with particular emphasis being on those Key Service Actions that are considered to be behind the target for delivery (i.e. those rated as Red and Amber).

In this way, the Leader of the Council can have a focussed discussion with the relevant Cabinet Portfolio Holder and officers on progress being made and/or any actual or anticipated problems (risks) being encountered and the action(s) that have been agreed to get service delivery back on track.

Corporate Performance Review Action Plan

Key PRT Action(s) Agreed with Cabinet Portfolio Holders at PRT meetings are set out in the **Corporate Performance Review Action Plan** for each portfolio area. Progress towards the implementation of these agreed actions is identified by the following key:



The Corporate Performance Review Action Plan will also include more detailed commentary on progress being made towards completion of each action.

Note: It is recognised that there will be a number of key programmes/projects that will be making a significant contribution to achieving corporate priorities and the delivery of key areas of work. The corporate performance of these are reported to the Leader of the Council separately see Corporate Performance Review - Programmes and Projects within this guidance.

Following the meeting with the Leader of the Council the Corporate Performance Review Report and Action Plan (together with the Corporate Performance Review - Programmes and Projects) will be reported to the next meeting of Budget and Performance Panel and Cabinet.

Corporate PRT





Councillor Eileen Blamire (Leader)








PRT Report: Corporate PRT

Head of Service:

Quarter: 4 Date of PRT Meeting: Virtual

Key Work Area(s)	Key Service Actions	Success Measure/Milestones		Comments on Progress
		Description	RAG Status	
Corporate Priority: STATUTORY RESPONSIBILITIES				
Council Housing/Environmental Services Tenancy - empty properties	Ensure that council housing is let efficiently	Average re-let time	Red	RMS have not been able show improvement in their void repairs turn around time - the out turn for Q4 was 49.4 days, the target is 38 days. Action plan in place. RMS remain committed to improving void repairs turn round times.
Corporate Priority: ECONOMIC REGENERATION		There are no key areas or actions to report with a red (significantly behind target) status		
Corporate Priority: CLIMATE CHANGE		There are no key areas or actions to report with a red (significantly behind target) status		
Corporate Priority: COMMUNITY LEADERSHIP & PARTNERSHIP WORKING		There are no key areas or actions to report with a red (significantly behind target) status		

Corporate Performance Review: Action Plan Leader of the Council: Councillor Eileen Blamire					
Quarter		4	Date of PRT Meeting		Virtual
Portfolio Holder	Portfolio Area	Key PRT Actions Agreed	Status	Origin	Comments on Progress
Cllr Ron Sands	Culture & Tourism – Tourism and Marketing	To arrange for an update condition survey of Williamson Park	In Progress 	Qtr 3 PRT Meetings	Working closely with Property Services and Lancashire County Council to obtain building condition surveys for all buildings at Williamson Park to establish the extent of deterioration. These documents will then feed into a planned maintenance programme with a view to updating condition of buildings. Potential start date for survey July 2012.
		To review the proposals for the repair of the Ashton Memorial steps	In Progress 	Qtr 3 PRT Meetings	Working closely with LCC engineers in reviewing tender process for the repair works to the Ashton Memorial Steps. As we are currently coming into the summer season preferred start date for works would be September 2012. All current bookings have been informed of the current situation and the park is working with all parties to ensure there is little/no disruption to weddings, events and other bookings.
Cllr Hamilton-Cox	Climate Change – Renewable energy options	Investigate installation of biomass boiler in Williamson Park	In Progress 	Qtr 3 PRT Meetings	In the parks Asset replacement Register it has been highlighted that the main boilers will be replaced in 2015/16 assuming that there are no major problems between now and then. Williamson Park has received information about funding for Biomass boilers and that this will be taken into consideration. Work will be undertaken over the next 12 to 18 months to confirm if it is feasible to install Biomass boilers at Williamson Park, including what this would cost and the benefits. The Partnerships Officer (Sustainability) will be undertaking research during May 2012 which will further inform investigations.
		Salt Ayre Sports Centre – investigate costs of replacement floodlighting with energy efficient bulbs	In Progress 	Qtr 3 PRT Meetings	Report completed by the Partnerships Officer (Sustainability) on 15th February 2012 explored replacement floodlights. The report concluded that energy costs and environmental issues were insufficient to justify replacing the existing lights.

Portfolio Holder	Portfolio Area	Key PRT Actions Agreed	Status	Origin	Comments on Progress
Cllr Hamilton-Cox	Corporate Performance – to ensure that revenue income is maintained	Complete the review of St Leonard’s House	In Progress 	Qtr 3 PRT Meetings	Review to be completed as soon as possible and the rent owing by health occupiers to be identified.
	Climate Change – Invest to Save LTH Boiler Replacement	Advise on the outcome of the Lancaster TH boiler tender process	In Progress 	Qtr 3 PRT Meetings	Scheme due to commence May 2012.
	Finance – Climate Change	Consider carry forward request for Sustainable Initiatives budget.	In Progress 	Qtr 4 PRT Meetings	Carry forward requests usually only considered for committed spend. Head of Community Engagement will investigate.
		Consider virement of £8k from sale of land at Barton Road/Lentworth Drive to Sustainable Initiatives budget.	In Progress 	Qtr 4 PRT Meetings	Head of Community Engagement to speak to Head of Property Services about virement.
	Energy Efficiency – Climate Change	Prepare briefing note re pool covers – community pools.	In Progress 	Qtr 4 PRT Meetings	Partnerships Officer (Sustainability) to prepare.
		Prepare briefing note re Warm Homes initiative.	In Progress 	Qtr 4 PRT Meetings	Partnerships Officer (Sustainability) to prepare.
Cllr Karen Leytham	Housing – Council Housing (Tenancy) Re-letting	Action plan to try to reduce re-let times developed	In Progress 	Qtr 3 PRT Meetings	Positive action being taken through action plan – plan to be monitored to ensure that it is effective in addressing the issue.