

PERFORMANCE REVIEW TEAM MEETING - Q4 2009/10

SERVICE AREA: CORPORATE

DATE: 18 May 2010

PRESENT: Cllr Stuart Langhorn; Roger Muckle ; Nadine Muschamp; Richard Tulej

NO	AGREED ACTIONS QUARTER 3	RESPONSIBILITY	PROGRESS to QUARTER 4
	PERFORMANCE MONITORING		
1	Review the Council's Sickness Management Absence Policy and Procedure (both long & short term absences) and reconsider the previous growth bid in respect of extending the occupational health provision with a view to mitigating long term sickness absence	Chief Exec /Head of Legal & HR	HR intend to review the Sickness Absence Management Policy, but due to other pressures, only a limited start has been made on this work. A meeting took place with Salus on the 16th April to look at options to increase or make best use of the OH provision. To increase the number of OH sessions by a further 12 (ie one per month extra) would cost approx £4,700. Discussions are continuing over price and also if any further sessions would be required to undertake health surveillance work. As the Council did not make provision in the 2010/11 budget for growth in this area any proposals to increase the OH

			<p>provision would require a Cabinet report and any extra funding to be identified. A request has been made to carry forward any underspend on the corporate training budget which could help finance any bid for growth.</p> <p>Action Q4 :- Downward trend in figures for last 4 months promising. No immediate action in respect of additional Occupational Health. Will monitor position over first quarter.</p>
2	Request briefing from LDLSP ESO Thematic Group Chairman on difficulties being experienced that prevents the drafting of the Employment and Skills Plan and associated action plans	Leader	<p>Leader to advise</p> <p>Action Q4 :- Employment and Skills action plan included in 2010/11 Corporate Plan as action. Cabinet portfolio holder to progress</p>
3	Following implementation of the senior management restructuring consideration to be given to the capacity required for the review of service efficiency and improvements to enable a programme/process to be created that in turn will enable vfm to be evidenced and NI 179 ongoing efficiencies to be recorded and reported.	Corporate Director (Finance & Performance)	<p>This is to be considered as part of the further review of the capacity to be included in the Community Engagement service in respect of performance management. This is also an issue for consideration in respect of the future capacity and restructuring proposals for the remainder of the finance/resource services that has still to be addressed.</p> <p>Action Q4 :- Head of Financial Services and Community Engagement to</p>

			develop improved framework for collecting performance monitoring information for quarterly PRTs in respect of vfm and efficiency.
4	Number of affordable homes (NI 155) – Need to move forward with partners in LDLSP as part of the “Big Ticket” agenda	Corporate Director (Regeneration)	<p>LDLSP Big Ticket workshop planned for 4th May 2010</p> <p>Action Q4:- Await action plans from LDLSP workshop event to determine how performance reward grant can be used to deliver improvements.</p>
5	<p>Equality Framework</p> <p>Following the implementation of the senior management restructuring identify requirements to ensure that there is the capacity and provision for developing the Council’s approach to equality, diversity, and community cohesion</p>	Corporate Director (Regeneration)	<p>This is to be considered as part of the further review of the capacity to be included in the Community Engagement Service. Capacity issues will be informed by any Corporate Plan targets have been agreed for these service areas at May council</p> <p>Action Q4 :- Targets and actions now included in the 2010/11 Corporate Plan to progress. Will be a matter for portfolio holder to progress.</p>
	FINANCIAL MONITORING		
6	<p>Financial Variance Analysis</p> <p>Winning Back the West End Property A/c</p> <p>Report back on the latest position regarding the</p>	Corporate Director (Regeneration)	<p>The outstanding HCA grant claims were received in March 2010 and this has resolved the variance on this budget</p> <p>Action Q4:- None required - Complete</p>

	outstanding HCA claims pending payment		
7	Debt Management Report back to appropriate Portfolio Holder on each service with debt over half a year old. What actions in place to either collect debt or write it off.	Relevant Service Heads Financial Services to co-ordinate	Report prepared based on year end debt figures and passed to service heads for their comments prior to circulating to portfolio holders Action:- 2009/10 year end debt figures will be considered by cabinet portfolio holders. Noted that Lancaster Market tenant arrears was being looked at by Markets Task Group
8	HRA Responsive Maintenance Concern that this budget item is still overspending spending. What action is being undertaken to address		