

# CABINET

## Quarter 4 Performance Monitoring Report 7 June 2011

### Report of Deputy Chief Executive

PURPOSE OF REPORT				
To present the corporate performance report for the 4 <sup>th</sup> Quarter of the Performance Review Team Cycle				
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input checked="" type="checkbox"/>	Referral from Cabinet Member
This report is public				

#### RECOMMENDATIONS OF DEPUTY CHIEF EXECUTIVE

- (1) That the report be noted

#### REPORT

1. Reports for the fourth quarter Performance Review Team (PRT) meetings were issued to individual cabinet members on 21<sup>st</sup> April 2011.
2. Following established procedures these reports consisted of two elements:-
  - o a narrative report monitoring progress against each action included in the Corporate Plan and any outstanding matters from previous quarterly PRT meetings, and:
  - o a spreadsheet identifying the performance of individual projects within each Member portfolio area aligned to relevant corporate priorities
3. Cabinet Members were also provided with a financial report covering their portfolio and service area for Quarter 4 with reasons for any variances and actions being taken to address these being highlighted.
4. As local elections were being held on 5<sup>th</sup> May 2011 it was recognised that Cabinet Members would find the timing of PRT meetings quite difficult and availability limited. To take account of this, Cabinet Members were given the option of having formal PRT meetings if required but they were not routinely set up as is normal practice.
5. The corporate PRT report, containing the high level performance management issues was considered by the then Leader of the Council on 26<sup>th</sup> April and is attached to this report for information.

## 6. Conclusion

The council's Performance Management Framework requires the regular reporting of performance to Cabinet as part of the Performance Review Team cycle of meetings. The Corporate PRT report provides a summary of how the council is performing in delivering its corporate plan targets for 2010/11.

### RELATIONSHIP TO POLICY FRAMEWORK

This report is a requirement of the council's Performance Management Framework

### CONCLUSION OF IMPACT ASSESSMENT

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

None arising from this report

### LEGAL IMPLICATIONS

None arising from this report

### FINANCIAL IMPLICATIONS

The financial monitoring information from services for Quarter 4 indicates that a net underspending is expected for last year, but work is still underway on completing the closure of accounts and therefore the actual position is not yet known. A full report on the outturn will be presented to Cabinet at its meeting in late July. Prior to then, the Council's draft accounts will be published by 30 June and these will include an outturn summary for information.

### OTHER RESOURCE IMPLICATIONS

#### Human Resources:

None arising from this report

#### Information Services:

None arising from this report

#### Property:

None arising from this report

#### Open Spaces:

None arising from this report

### SECTION 151 OFFICER'S COMMENTS

The s151 Officer has been consulted and her comments are reflected above

### MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments

### BACKGROUND PAPERS

Corporate and Performance Review Team Reports

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