

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)	Relationships with other Councils Communications Performance Management Governance	Governance Resources Community Engagement
Cllr Janice Hanson	Economic Regeneration Planning	Regeneration and Planning
Cllr Abbott Bryning	Finance Revenues and Benefits	Resources
Cllr Ron Sands	Children and Young People Culture and Tourism	Community Engagement Regeneration and Planning
Cllr Karen Leytham	Housing Environmental Health Emergency Planning	Health and Housing
Cllr David Smith	Community Safety Clean and Green	Environmental Services Community Engagement
Cllr Jon Barry	Markets Connecting with Communities Voluntary Sector Older People	Environmental Services Community Engagement
Cllr Tim Hamilton-Cox	Climate Change Property Services	Resources Environmental Services Community Engagement

PRT reports for each Cabinet Portfolio Holder PRT Meeting are produced by Service Heads. They set out the Corporate Outcomes and Success Measures relevant to each portfolio area and Corporate Priority 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 Corporate Plan Outcomes and the related Success Measure(s) for each Cabinet Portfolio Holder and each portfolio area of work.

Progress towards the achievement of the Corporate Plan Outcomes 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.

Portfolio Area: Corporate PRT					Appendix A
Portfolio Holder: Councillor Eileen Blamire					
PRT Report: Corporate PRT			Head of Service:		
Quarter:	1	Date of PRT Meeting:	10.30 am on Thursday 30th August in Mark Cullinan's Office		
Health & Wellbeing PRT Report					
CORPORATE PRIORITY: Health & Wellbeing					
Corporate Plan Outcome	Success Measure		Key Service Actions	Comments on Progress	
	Description	RAG Status			
Regeneration and Planning: Enhanced quality of life of local residents through access to good quality housing	Number of new homes completed	Red	99 new homes completed in the year to 31 March 2012. Annual count.	Locally determined target is 400 new homes per year completed. The figure of 99 is considerably less but is due to continued economic recession in the building industry. However, this figure compares well with previous year's total of 79. It is anticipated that a further improvement will be seen in next year's report.	
Economic Growth		There are no key areas or actions to report with a red (significantly behind target) status			
Clean, Green & Safe Places		There are no key areas or actions to report with a red (significantly behind target) status			
Community Leadership		There are no key areas or actions to report with a red (significantly behind target) status			