

**PAPER NO. 1**

**REPORT TO THE EXECUTIVE MEETING OF 12 June 2017**

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**Meeting:** Executive  
**Date:** 12 June 2017  
**Subject:** Performance: Quarter 4, 2016/17  
**Report of:** S. Riley, Head of Finance and Corporate Services  
and Section 151 Officer  
**Portfolio Holder:** Councillor Hallam, Performance Management and Rural Portfolio  
**Status:** For consideration  
**Relevant Wards:** All

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1 Purpose of the Report

1.1 To present the Executive with details of the performance of the Council against the Corporate Delivery Plan for Quarter 4 of the 2016/17 year.

2 Recommendation:

2.1 **That the Executive receives and considers the performance of the Council at the end of the Quarter 4 of the 2016/17 year.**

3 Summary of Reasons for the Recommendations

3.1 Performance is monitored and reported on to Officers and Members on a quarterly basis as part of the Council's Performance Management Framework<sup>1</sup>. Performance Reports are submitted to both Scrutiny and the Executive via quarterly reports.

4 Key Facts

4.1 This report consists of:

- **Appendix A: Key Activities in Detail**

This contains a performance summary of each of the Key Activities identified in the Corporate Delivery Plan for the 2016/17 year including a status, progress comment and next steps.

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<sup>1</sup>The current version of the Performance Management Framework was approved by the Executive on 11 January 2016.

- **Appendix B: Strategic Performance Dashboard**

The Strategic Performance Dashboard consists of the Council's key performance indicators for each priority, and is designed to provide an overview of how the Council is performing. The Council's Performance Management database<sup>2</sup> contains information on a wider range of performance indicators including further indicators from the Corporate Delivery Plan and operational indicators. Exceptions are being addressed through one-to-one Portfolio Holder meetings and the Performance Improvement Board. The status of these items is categorised as either 'Green' (on or better than the set target), 'Amber' (within a tolerance of 5% below the target) or 'Red' (5% or more below target). The Direction of Travel column indicates whether the indicator has changed status since the previous month. Direction of Travel is stated as either 'Better', 'Same' or 'Worse'.

4.2 Officers are required to provide a status of Green, Amber, Red or Complete for each Key Activity. Definitions of these are as follows:

Status	Description
Red	Planned actions have not been achieved or have missed their target date. Issues are now impacting on delivery or expected outcomes.
Amber	Most actions completed. Some issues recognised which may impact on the delivery or expected outcomes.
Green	Planned actions completed, project on track. There are no known issues.
Complete	The project has been completed.

## 5. Performance Summary

### 5.1.1 Status of Key Activities

Figure 1 below shows the status of all 60 Key Activities at the end of Quarter 4 of the 2016/17 year. 14 (23.3%) Key Activities were completed. 38 (63.3%) Key Activities had a status of Green, 6 (10%) had Amber status. 1 (1.7%) Key Activity was classed as Red status. One Key Activity (1.7%) was deferred until the 2017/18 year.

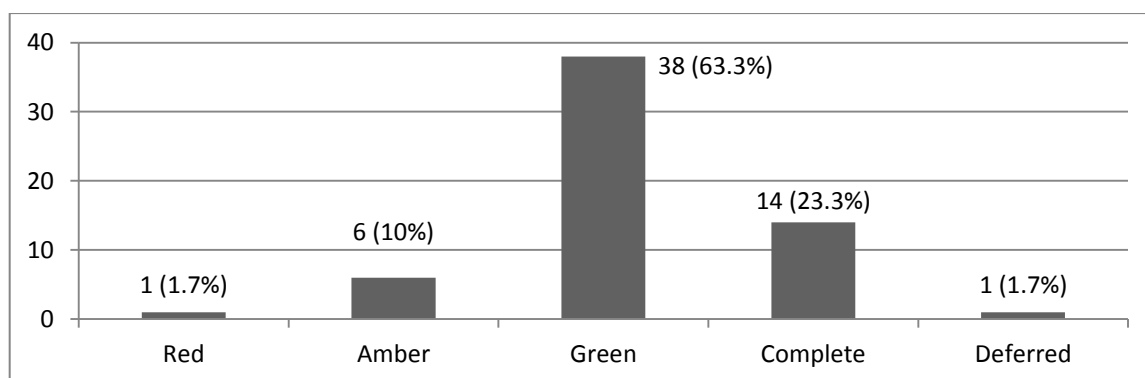


Figure 1 Status of Key Activities, End of Quarter 4 of the 2016/17 year

<sup>2</sup> Available to Councillors via [this link](#) (the system is not available for public viewing).

## 5.1.2 Summary of Key Activities at the end of Quarter 4 of the 2016/17 year

Table 1 below provides a summary of Completed Key Activities:

Key Activity Reference	Description	Status
KA.01.02	Progress the identification of land for housing development to meet housing needs	Complete
KA.01.04	Determine planning applications in accordance with national guidance	Complete
KA.01.05	Ensure Sustainable Urban Drainage (SUDS) is delivered, via the Planning process	Complete
KA.04.03	Develop an options appraisal to inform the future of the two Council-owned leisure centres	Complete
KA.06.04	Review of Council size and warding arrangements by Local Government Boundary Commission for England (LGBCE), subject to LGBCE timetable	Complete
KA.07.02	Work with the Leisure Trust to ensure compliance with contractual obligations	Complete
KA.07.03	Implement the outcomes of the Third Sector Strategy	Complete
KA.07.04	Implement Year One of the Car Parking Strategy Action Plan	Complete
KA.08.01(a)	KA.08.01(a) Conduct Police and Crime Commissioner Election	Complete
KA.08.01(b)	KA.08.01(b) Conduct EU Referendum	Complete
KA.08.02	Conduct Neighbourhood Plan referenda	Complete
KA.11.02	Ensure Council procurement supports local business	Complete
KA.15.03	Evaluate the success of intervention projects for vulnerable people, for instance the Light Bulb Project; implement the agreed Lightbulb delivery model following the evaluation of the intervention pilot projects	Complete
KA.15.04	Develop improved signposting to services with partners through website and partnerships	Complete

Table 1

Table 2 below provides a summary of Green status Key Activities:

Key Activity Reference	Description	Status
KA.01.01	Submission of Local Plan for examination	Green
KA.01.03	Engage with communities to help them deliver Neighbourhood Planning	Green
KA.01.06	Ensure that there is a robust evidence base for the community facilities required as a result of growth	Green
KA.01.07	Implement the recommendations from the review of the benefits of the Community Infrastructure Levy (CIL)	Green
KA.02.01	Achieve delivery of an appropriate mix and type of housing that meets local need throughout the District, across all tenures	Green
KA.02.02	Ensure supply of existing and new affordable housing lettings is targeted to those most in need	Green
KA.03.01	Delivery of service changes arising from the revised Environmental Services contract	Green
KA.03.02	Work in partnership to reduce crime and anti-social behaviour (ASB) and improve support for vulnerable victims	Green
KA.03.03	Implementation of the Open Spaces Strategy	Green
KA.04.01	Work in partnership with Public Health to deliver and	Green

	commission services that improve physical activity levels and work through the local Health and Wellbeing Partnership to enable healthy lifestyles, support an ageing population and maintain positive mental health	
KA.04.02	Assess the community's needs for leisure and recreation	Green
KA.05.03	Businesses are informed and listened to	Green
KA.05.04	Provide effective liaison with parishes on District and local priorities	Green
KA.06.01	Implement the new Medium-term Financial Strategy (MTFS)	Green
KA.06.02	Promote further Channel Shift	Green
KA.06.03	Ensure all grant funding is effectively and efficiently managed to meet Council priorities	Green
KA.06.06	Work with partners on combined authority proposals	Green
KA.06.07	Develop financial resilience through reduced dependency on central government funding, through implementation of the Medium-term Financial Strategy	Green
KA.07.01	Implement the agreed outcomes of the Property Strategy	Green
KA.07.05	Implement the revised management arrangements of the Harborough Innovation Centre (HIC)	Green
KA.07.06.02	Develop and implement business plans for the Council's potential commercial services: Commercialisation of the Trade Waste Service	Green
KA.07.06.03	Develop and implement business plans for the Council's potential commercial services: Commercialisation of the Lifeline Service	Green
KA.07.07	Maximise income generation through the adopted operating model	Green
KA.08.04	Implementation of Lutterworth Air Quality Action Plan	Green
KA.09.02	Further develop the support package for local businesses	Green
KA.10.02	Develop the Move-on Space Project, subject to available funding	Green
KA.10.03	Create the conditions to encourage business rates growth	Green
KA.11.01	Signpost businesses to support and advice available	Green
KA.11.03	Support rural businesses to access funding initiatives such as the LEADER programme and other, available funding streams	Green
KA.12.01	Influence the rollout of broadband through the Superfast Leicestershire Broadband programme	Green
KA.12.02	Maximise digital infrastructure improvements by working with communities	Green
KA.13.01	Work with partners to support the ongoing development and sustainability of the Market Harborough Museum	Green
KA.13.02	Develop the culture and tourism offer for the Harborough District	Green
KA.14.01	Implementation of the Council's Empty Property Strategy	Green
KA.14.02	Implement the outcomes from the Homesearch, Housing Advice and Homelessness Service Review	Green
KA.15.01	Review the Harborough Lifeline Service	Green
KA.15.02	Support the most vulnerable as a part of Universal Credit rollout	Green
KA.15.05	Continue to work with partners to manage the ongoing impact of Welfare Reform	Green

Table 2

Table 3 below provides a summary of Amber Key Activities:

Key Activity Reference	Description	Status
KA.05.01	Refresh and implement the Council's Communications Strategy	Amber
KA.06.05	Undertake options appraisals for alternative service delivery models	Amber
KA.07.06.01	Develop and implement business plans for the Council's potential commercial services: Building Control	Amber
KA.09.01	Improve ease of access to Council services by District businesses	Amber
KA.10.01	Develop and implement the Economic Development (ED) Strategy	Amber
KA.14.03	Review the Council's Housing Strategy	Amber

Table 3

Table 4 below provides a summary of Red Key Activities:

Key Activity Reference	Description	Status
KA.08.03	Achieve Public Services Network (PSN) Code of Conduct (CoCo) certification	Red

Table 4

Table 5 below provides a summary of Deferred Key Activities

Key Activity Reference	Description	Status
KA.05.02	Carry out a District-wide survey of residents	Deferred until the 2017/18 year

Table 5

### 5.1.3 Performance Improvement Board (PIB)

During fourth quarter of the 2016/17 year, the focus of the PIB was:

- The preparation and challenge of Team Plans to ensure that they are fit for use in the 2017/18 year.
- ensuring the integrity of Key Performance Indicators. At each of its meetings in this Quarter the PIB received evidence of data sampling exercises. Continued monitoring of key performance indicators.

### 5.1.4 Exceptions

Performance indicators on the Strategic Performance Dashboard identified as below target tolerance at the end of Quarter 4 of the 2016/17 year were as follows:

### 5.1.5 Performance Indicators

- **Working days lost due to Sickness Absence (target of less than 7.6 days per FTE) during 2016/17**

End of Quarter 4 Status = Red

At the end of Quarter 4 of the 2016/17 year an average of 10 working days had been lost, per full-time equivalent employee, due to sickness absence. The target at the end of Quarter 4 was for no more than 7.6 days per full-time equivalent employee to be lost through sickness absence. This performance indicator was therefore considered to be performing worse than target at the end of Quarter 4.

A significant factor affecting sickness absence was long-term sickness cases. 'Long-term sickness absence' is considered to be any period longer than a continuous three-week period.

All long-term sickness cases are being effectively managed which includes regular management contact and intervention from Occupational Health or other specialist medical advice as necessary.

Through regular Human Resources Business Partner Meetings with Service Managers, a number of measures are discussed to support managers in managing employee absence consistently. These are:

- The holding of return to work interviews for every instance of absence (regardless of length of absence).
- The application of a trigger mechanism after which managers hold formal absence meetings with employees.
- The availability of support services where required, including, Occupational Health, and counselling services.

Short-term sickness absence at the Council continues to perform better than the industry average. To provide a clearer picture of the impact of both short- and long-term sickness absence, the following performance indicators will be measured during the 2017/18 year:

- Working days lost due to Sickness Absence (total).
- Working days lost due to Sickness Absence (short-term only).
- Working days lost due to Sickness Absence (long-term only).

- **95% of Payments to creditors made within 30 days**

End of Quarter 4 Status = Red

At the end of Quarter 4 of the 2016/17 year the Council was achieving an average value of 88.4% of payments to creditors made within 30 days. This performance indicator was therefore considered to be performing worse than target at the end of Quarter 4

## Mitigating Actions Undertaken

- Continued monitoring of e-procurement, and supporting requisitioners to use the system efficiently.
- Weekly list of invoices received and registered sent to managers to action.
- Performance statistics have been broken down further between purchase order invoices and non-purchase order invoices and sent out monthly.

The Council processes over 6,000 invoices a year. Focused and regular monitoring in the last quarter has led to a significant reduction in invoices over 60 days old (many of which are in dispute). This monitoring is now provided to budget holders on a weekly basis.

## 6 Legal Issues

6.1 None arising directly from this report.

## 7 Resource Issues

7.1 None arising directly from this report.

## 8 Equality Analysis Implications/Outcomes

8.1 Equality actions are identified as part of the Business Planning Process and are captured where relevant for each Key Activity.

## 9 Risk Management Implications

9.1 Risks are managed alongside performance through the Council's Performance Management database. Quarterly risk reports are provided to the Executive and the Performance Scrutiny Panel.

## 10 Consultation

10.1 At its meeting on 15 June 2017, the Scrutiny Commission will consider the Council's performance at the end of Quarter 4 of the 2016/17 year.

## 11 Background Papers

- Corporate Delivery Plan 2016/17
  - Performance Management Framework
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**Information Issued Under Sensitive Issue Procedure: N**

**Ward Members Notified: N**

**Appendices:**

- A. Key Activities in Detail, End of Quarter 4
- B. Strategic Performance Dashboard, End of Quarter 4