

PAPER NO. 2

REPORT TO THE EXECUTIVE MEETING OF 26th SEPTEMBER 2011

Status: Information
Title: Performance Report, 1st Quarter 2011 – 12
Originator: John Chester, Research and Performance Management Officer
Where from: Management Board
Where to next: Implementation

1 Purpose of the Report

- 1.1 To inform the Executive of the performance of the Council against the Business Plan actions & Performance indicators for the period April – June 2011

2 **Recommendations:**

- 2.1 **Portfolio Holders to consider whether they wish the indicators from the new Single List to be added to their portfolios in TEN.**
- 2.2 **That Executive considers and comments on the attached performance information.**

3 Summary of Reasons for the Recommendations

- 3.1 The presentation of performance information for examination is part of the Council's overall performance management framework. The framework has been designed to monitor and manage the delivery, to the greatest extent possible, the plans of the Council.
- 3.2 As previously agreed by the Executive, performance reports for the first and third quarters of a financial year highlight under performing indicators and business plan actions, with a full report on all indicators and actions provided for the half year and year end.
- 3.3 This report provides information on exceptions in the first quarter of 2011-12. Please note that in addition to the summarised information in this report full details including graphs and trends are available on the TEN Performance Management System which is accessible via the Council intranet.

4. Performance Data

4.1 Priority Areas

None of the 110 initiatives monitored through TEN are reported as being behind target at the end of the First Quarter.

Details of the projects are as follows:

Complete	16
On track	37
Under Control	26
Planned to start later in the year	27
Withdrawn	4

The Executive previously agreed that projects incomplete from the end of the previous year would be monitored to completion. These will be reported in the full half year report.

4.2 Local Performance Indicators (LPIs)

The number of monthly/quarterly Local Indicators in Portfolio Plans has reduced to 20 for 2011-12. At the end of Quarter 1 the status of these indicators was:

Above Target	11
On Target	5
Below Target	2*
No Target Set	1
Indicator Withdrawn	1

*LPI 109 Housing Advice Service : Preventing Homelessness (% of casework undertaken by HHS that directly assists in prevention of homelessness)

*LPI 205 Reduce crime by 3%

These will be discussed at a later Performance Clinic as the data was not available for the July clinic.

4.3 Equality Impact Assessments

There are 38 Equality Impact Assessments included in the 2011/12 Portfolio Plans which are being monitored through TEN. At the end of June the position was

Complete	9
On track	6
Under Control	7
Planned to start later in the year	15
Behind Target	1*

*CCS EIA 08 Member Development. Plans are in place to complete this EIA by 31st August 2011.

4.4 Risks

Red risks are reported on in the Half Year report. Red risks are risks that score 12 or more on the Council's Impact & Likelihood matrix. There are 13 Red risks in this year's Portfolio Plans.

A second risk indicator on the total risk score is also calculated. At the end of Quarter 1 one risk had reduced from a score of 8 to a score of 1 reducing this indicator from 342 to 335.

4.5 Major Projects

Major projects continue to be monitored through the TEN Gateway Model. Access to this model is through the 'Home Page' of the TEN Performance and Risk Model.

A Summary of these projects is shown in Appendix A.

4.6 Health and Safety Plan

The Council's Health and Safety Plan is now monitored through a TEN Model, again access is through the 'Home Page' of the TEN Performance and Risk Model.

5. Performance Clinics

5.1 Performance and Programme Group

An officer group has been set up to monitor performance and project management. The Performance and Programme Group is chaired by the Head of Corporate & Development Services and meets monthly to review,

- Corporate risk management
- Corporate and capital project monitoring
- HR Performance
- H & S action monitoring
- Delivery of budget savings for 2011/12
- Committee outstanding actions list

The meetings of this group will also act as the Corporate Performance Clinic and on a quarterly basis the Group will review performance data through TEN.

6. Single List Indicators

6.1 The Secretary of State for Communities and Local Government replaced the National Indicator Set with a single comprehensive list of all the data local government is expected to provide to central government.

All of the data in this single list is being compiled and submitted through various Government forms, e.g. Waste Data Flow for refuse and recycling, P1E for Homelessness etc. Many of the old National Indicators were compiled from this data and published by CLG, so in effect there has been little reduction in collection and submission of data.

- 6.2 What has happened, is that although the data is still being submitted, not identifying it as a performance indicator, has resulted in it's exclusion from portfolio plans, and thus from TEN. This means that the data is not readily available to Portfolio Holders, Scrutiny Panels, or Members and Officers in general.
- 6.3 To counteract this, a number of indicators have been created from the data submitted and included in the appropriate portfolio report in TEN. These indicators will display the data submitted to the Government, and as details are published will also allow the comparison with National and Regional statistics.

At present the indicators set up are those with data that is submitted quarterly, Annual indicators will follow. In some cases the indicators provide a more detailed breakdown of a retained National Indicator e.g. The 'Speed of Planning Applications' is similar to NI157 but split into time bands as published by CLG. Where this occurs the retained NI could be discarded. Appendix B lists the indicators set up in TEN.

Portfolio Holders are asked to consider the value of the data presented in the indicators to the Performance Management of their Portfolio.

7 Legal Issues

- 7.1 None

7 Resource Issues

- 7.1 None

8 Equality Impact Assessment Implications/Outcomes

- 8.1 None

9 Impact on the Organisation

- 9.1 The effectiveness of the performance management system impacts on the Council's outcomes and levels of service for residents and partners.

10 Community Safety Implications

- 10.1 None

11. Carbon Management Implications

- 11.1 None

12. Risk Management Implications

- 12.1 None

13 Consultation

13.1 Performance Management information is available to all staff and members via the TEN system on the Intranet.

Quarterly performance information is produced and discussed within one to one meetings between Managers and Heads of Service, and Heads of Service and Portfolio Holders, as well as being shared with staff in team meetings.

14 Options Considered

14.1 None.

15 Background Papers

15.1 None

Previous report(s):

Portfolio Plans – Scrutiny Panels Jan and Feb 2011
Business Plan Report – Executive 14th Feb 2011

Information Issued Under Sensitive Issue Procedure: N

Ward Members Notified: N

Appendices:

A. Gateway Projects Summary Report & Table of Indicators (*Appendices to First Quarter Performance Report.doc*)