

PERFORMANCE MANAGEMENT: PROGRESS REPORT FOUR 2014/15

Report of the: Chief Executive
Contact: Adama Roberts/Margaret Jones
Urgent Decision?(yes/no) No
If yes, reason urgent decision required:
Annexes/Appendices (attached): Annexe 1 – Performance Management – Progress Report Four 14/15
Other available papers (not attached):

REPORT SUMMARY

This report sets out performance against the policy committees' actions as at Progress Report Four 2014/15 (end of year) and highlights those targets rolled forward or signed off.

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
That the Committee: (1) Receives Performance Management Progress Report Four 2014/15 (Annexe 1) (2) Notes those targets for 2014/15 which have been rolled forward to 2015/16 or have been signed off (Annexe 1) (3) Identifies any issues requiring action.	

1 Background

- 1.1 In December 2011 the Council adopted the new Corporate Plan for 2012/16. The Plan identifies the Council's Key Priorities and Core Values for the four year period.
- 1.2 It was agreed that due to the volatile nature of the economic climate, actions would be reviewed and set annually rather than for a period of four years. This was deemed more productive because changes and decisions around actions set in the Service Plans could be taken promptly, in line with changing economic times.
- 1.3 Hence, as part of the service planning process to support delivery of the Council's Corporate Plan, actions were agreed under the Service Plan for 2014/15 (and have more recently been agreed for 2015/16, which is the last year of the life cycle of the current Corporate Plan).
- 1.4 The Council's performance management framework enables progress against each of the Service Plan action areas to be monitored on a committee cycle basis.

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- 1.5 This report sets out performance against the Year 3 Service Plan actions for which the policy committees are responsible. Being the end of year report those targets which have not been achieved as at March 2015 have been either signed off or rolled forward. A key to the end of year reporting structure is set out below.

Key to Reporting Year End Progress	
Achieved	An action is achieved once all objectives specified have been completed
Signed Off	<p>An action is signed off for one of three reasons:</p> <ul style="list-style-type: none"> • Because a similar/same target has been set within the next financial year (as it's an ongoing target); • Because it is nearly completed (98% of measures have been implemented and it's likely to be completed within the next couple of months) and does not warrant being carried forward to the next financial year; • Because initiatives cannot be taken any further due to lack of resources/funding or changes in legislation/policy. <p>Please note that signed off actions continue to be monitored and subsequently achieved by the responsible officers. Officers are expected to keep a review list of all signed off actions and can be contacted for further information. This also enhances the data quality procedures in terms of accountability.</p>
Rolled Forward	An action is rolled forward to the next financial year, if it is considered to be of utmost significance and still relevant to priorities set. Rolled forward actions are expected to be achieved within the first reporting cycle of the Progress Report
Deferred/Deleted	An action is deferred to the next financial year or deleted due to lack of resources or action being no longer feasible to implement. This can be done through an officer/ Corporate Management Board recommendation to the responsible committee, who then make the final decision as to whether to approve the recommendation/s given.

- 1.6 A risk analysis section has been incorporated into the Performance Management Framework as per audit and CMB recommendations. It facilitates the pre-empting and reviewing of any issues that may prevent an action being achieved within a specific timeframe.

2 Performance as at March 2015

- 2.1 Annexe 1 provides the Committee with an extract from the full Performance Management Progress Report Four 2014/15 according to the wishes of the previous Committee.

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- 2.2 Page 5 of the Annexe provides the Committee with an overall picture as at year end (March 2015). 47% of the policy committees' actions for 2014/15 have been achieved, 35 % have been signed off and 18% rolled forward. The Committee will wish to note that in addition, a number of actions have been deleted/deferred across the year as highlighted on page 5.
- 2.3 A comparison of the percentage of actions achieved, signed off and rolled forward for 2014/15 with the two previous years is set out in the table below. 2014/15 has seen a drop in the percentage of actions achieved, and an increase in the number of actions signed off and rolled forward.

	2014/15	2013/14	2012/13
Achieved	16 (47%)	39 (66%)	53 (73%)
Signed Off	12 (35%)	15 (25%)	13 (18%)
<i>Sub Total (Achieved + Signed Off)</i>	<i>82%</i>	<i>91%</i>	<i>91%</i>
Rolled Forward	6 (18%)	5 (9%)	7 (10%)
Total number of Actions	34 (100%)	59 (100%)	73 (101%)*

(Actions deleted/deferred in year 6 8 5)

(Actions added in year 0 3 0)

*:Due to rounding of percentages this figure does not equal 100%

- 2.4 A complete summary of those actions achieved, signed off, rolled forward, deferred and deleted is set out on pages 6 to 8 of the Annexe.
- 2.5 Pages 9 to 13 of the Annexe present 2014/15 performance information according to individual policy committee (Environment, Leisure, Social and Strategy & Resources Committees).
- 2.6 Pages 14 to 29 provide details on those 25 actions being monitored for Progress Report 4 together with information on any associated significant annual service plan risks. Of the 25 actions, 7 were achieved, 12 signed off and 6 rolled forward.
- 2.7 The Committee will wish to note that only the Environment and Leisure Committees will have considered their respective end of year progress reports by the time this Committee meets.

3 Financial and Manpower Implications

- 3.1 There are no specific financial or manpower implications for the purpose of this report.
- 3.2 Actions identified for 2014/15, at the time of agreeing the actions, were considered to be achievable within agreed budgets, including the reduced staffing budget.

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3.3 **Chief Finance Officer's comments:** No comments for the purposes of this report.

4 Legal Implications (including implications for matters relating to equality)

4.1 There are no particular legal implications for the purpose of this report.

4.2 **Monitoring Officer's comments:** No comments for the purposes of this report.

5 Sustainability Policy and Community Safety Implications

5.1 Delivery of Year 3 of the Service Plan will assist the Council to create sustainable communities.

5.2 There are no particular community safety implications for the purpose of this report.

6 Partnerships

6.1 There are no particular partnership implications for the purpose of this report.

7 Risk Assessment

7.1 The creation of a Performance Management Framework mitigates any loss of focus and assists the organisation in ensuring that it has the financial capacity to deliver its objectives.

8 Conclusion and Recommendations

8.1 The implementation of a robust performance monitoring and management system is essential to ensure that the Committee's Key Service Priorities are delivered or any variances explained and decisions over future action made.

WARD(S) AFFECTED: N/A