

BRECKLAND COUNCIL

**Report of: Assistant Director of Democratic Services and the Executive
Member for Performance and Business Development**

**To: Executive Board – 11th June 2012
Cabinet – 19th June 2012**

(Author: Samantha Dancer – Joint Performance Team Leader

Subject: Q4 2011/12 Performance Monitoring Report

Purpose: For Information and Scrutiny

Recommendation(s):

- a) That the report is received.**
- b) That Members note that performance monitoring is now reported on by Portfolio.**
- c) That Overview and Scrutiny make recommendations to Cabinet where they feel it is appropriate to do so.**
- d) That in future we will report by exception only – this will cover:**
 - § Projects that are not on track**
 - § Performance Indicators that are consistently below target**
 - § High Risks**
 - § Audit recommendations that have not been actioned**

1.0 BACKGROUND

- 1.1** Attached (Appendix A) is the first Quarterly Performance Monitoring Report covering the period 1st January to 31st March 2012, which has been generated by our new performance management system 'Performance Plus'. This report contains all the projects, performance indicators and risks that had been identified in Service Business Plans as at the end of March 2012.
- 1.3** Internally our focus is now on monitoring and reporting by Portfolio and at Service Level, consequently Executive Members and Service Managers now receive individual monthly reports.
- 1.4** In addition to the new Quarterly Performance Monitoring Report, we will report against our Corporate Priorities quarterly through a high level view which will be published on our website from end of Q1 2012/13.

2.0 OPTIONS

- 2.1** That we continue to report at the in-depth level provided in Appendix A
- 2.2** That we report by exception, which will also include commentary on any actions / plans put in place by the Programme Board in regard to any areas of

concern and include, within the body of the report, 'Good News' on key positive outcomes.

- 2.3 That a third format is identified by members for implementation from Q1 2012/13.

3.0 REASONS FOR RECOMMENDATION(S)

- 3.1 As performance is managed:

§ At appropriate intervals by the owners of each project / PI / Risk / Audit Recommendation

§ Monthly at Service / Portfolio Level by Managers / Executive Members,

§ Quarterly through the Programme Board

Reporting to Overview and Scrutiny, Audit and Cabinet can focus on exceptions in order to allow the most efficient use of the time available in committee meetings.

4.0 EXPECTED BENEFITS AND TIMELINES

- 4.1 Following the creation of the shared management team across Breckland District Council and South Holland District Council focus has been placed on aligning processes and systems in order to reduce unnecessary burden on manager's time.
- 4.2 With a joint management structure there was evidently a need for a single performance management system that provided a flexible platform for the monitoring and management of each authority's corporate priorities.
- 4.3 Performance Plus sits on a web based server which allows access from both work and home for all licence users and therefore affords greater access for a shared management team and wider officer core, facilitating a more flexible working arrangement.
- 4.4 Performance Plus allows for tailored reports to be created, developed and shared by the Council allowing more time to be spent on data analysis than data collection. This has resulted in bespoke reports for Portfolio Holders being created which present a tailored overview of their services in a simple and easy to understand format.

5.0 IMPLICATIONS

5.1 Carbon Footprint & Environmental Issues

- 5.1.1 There are no implications resulting from this report

5.2 Constitution & Legal

- 5.2.1 There are no implications resulting from this report

5.3 Contracts

5.3.1 There are no implications resulting from this report

5.4 Crime and Disorder

5.4.1 There are no implications resulting from this report

5.5 Equality and Diversity & Human Rights

5.5.1 There are no implications resulting from this report

5.6 Financial

5.6.1 There are no implications resulting from this report

5.7 Risk Management

5.7.1 There are no implications resulting from this report

5.8 Staffing

5.8.1 There are no implications resulting from this report

5.9 Stakeholders / Consultation

5.9.1 There are no implications resulting from this report

5.10 Other

5.10.1 There are no implications resulting from this report

6.0 WARDS/COMMUNITIES AFFECTED

6.1 There are no implications resulting from this report

Background papers: - None

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Key Decision – No

Appendices attached to this report: [Appendix A](#)