

BRECKLAND DISTRICT COUNCIL

Report of: Portfolio Holder for Communications, Business Development and Performance and the Assistant Director of Democratic Services

To: Performance Monitoring Panel: 28 January 2014
Overview & Scrutiny Commission: 30 January 2014
Cabinet: 11 February 2014

(Author: Samantha Dancer – Joint Performance Team Leader])

Subject: Quarter 2 and Quarter 3 Performance Reports

Purpose: To provide an update of delivery against our 2011-15 Corporate Plan for the period 1st July 2013 to 31st December 2013

Recommendation(s):

- 1) To note the content of the reports.
- 2) To approve the format for future reporting.

1.0 BACKGROUND

- 1.1 Following the agreement to stop using the InPhase Performance management system from the Executive workshop on the 12th July 2013, the Executive Board considered the recommendations proposed for the future delivery of the Performance Service on the 2nd September 2013.
- 1.2 It was agreed by the Executive that a bespoke data collection system was to be created and used to gather performance information that would then be used to populate new agreed report templates.
- 1.3 Templates were provided for individual CMT, Executive and Cabinet Reports, with the Cabinet Report covering delivery against Corporate Priorities and the Executive Report covering all of this plus additional identified projects and performance indicators from each service, which would be presented by Portfolio Groupings.

2.0 OPTIONS

- 2.1 To accept the format of the new cabinet report.
- 2.2 To make recommendations for changes.
- 2.3 To do nothing.

3.0 REASONS FOR RECOMMENDATION(S)

- 3.1 Reporting against the delivery of our Corporate Priorities is a statutory requirement.

4.0 EXPECTED BENEFITS

- 4.1 The new streamlined report will allow Scrutiny / Cabinet to focus attention on the delivery of our Corporate Priorities.

5.0 IMPLICATIONS

- 5.1 **Carbon Footprint / Environmental Issues**

5.1.1 It is the opinion of the Report Author that there are no implications.

5.2 **Constitution & Legal**

5.2.1 It is the opinion of the Report Author that there are no implications.

5.3 **Contracts**

5.3.1 It is the opinion of the Report Author that there are no implications.

5.4 **Corporate Priorities**

5.4.1 It is the opinion of the Report Author that there are no implications.

5.5 **Crime and Disorder**

5.5.1 It is the opinion of the Report Author that there are no implications.

5.6 **Equality and Diversity / Human Rights**

5.6.1 It is the opinion of the Report Author that there are no implications.

5.7 **Financial**

5.7.1 It is the opinion of the Report Author that there are no implications.

5.8 **Risk Management**

5.8.1 It is the opinion of the Report Author that there are no implications.

5.9 **Staffing**

5.9.1 It is the opinion of the Report Author that there are no implications.

5.10 **Stakeholders / Consultation / Timescales**

5.10.1 It is the opinion of the Report Author that there are no implications.

5.11 **Other**

5.11.1 It is the opinion of the Report Author that there are no other implications.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 None

7.0 **ACRONYMS**

7.1 CMT – Corporate Management Team

Background papers:-

Lead Contact Officer

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Director / Officer who will be attending the Meeting Name and Post: Samantha Dancer – Joint Performance Team Leader at Performance Monitoring Panel / Vicky Thomson – Assistant Director Democratic Services at Cabinet.

Key Decision: No

Exempt Decision: No

Appendices attached to this report:

§ Quarter 2 Cabinet Report

§ Quarter 3 Cabinet Report