

Report



Leader of the Council (Cabinet Member for Economic Growth and Strategic Investment)

Part 1

Date: 20 July 2023

Subject Performance and Planning Policy 2023-25

Purpose To agree the Council's Performance & Planning Policy that will support the delivery of the Council's Corporate Plan and delivery of services.

Author Head of People, Policy & Transformation

Ward All

Summary In November 2022, Newport City Council agreed the delivery of the Council's Corporate Plan 2022-27 to deliver an *Ambitious, Fairer, Greener Newport for Everyone*. To support the delivery of the Corporate Plan and the Council's strategic priorities, it is important to have robust and effective planning and performance arrangements in place.

The Performance & Planning Policy has been updated to reflect the implementation of the Local Government Act 2021 which requires local authorities to self-assess the effectiveness of its governance and performance arrangements. Additionally, the policy reflects the Council's restructure of services, roles and responsibilities and governance arrangements.

Proposal For the Cabinet Member to approve the Council's Performance and Planning Policy 2023-25.

Action by Head of Service

Timetable Immediate

This report was prepared after consultation with:

- Overview Scrutiny Management Committee
- Cabinet Member(s)
- Executive Board
- Corporate Management Team

Signed

Background

In November 2022, Newport City Council approved the Council's Corporate Plan 2022-27 to deliver an *Ambitious, Fairer and Greener Newport for Everyone*. To successfully deliver the Council's Corporate Plan and its strategic priorities, it is important for everyone involved to understand their contribution and the progress the organisation is making in delivering its objectives. Additionally, it is important for the Council to have good quality data and information to make well-informed decisions, self-assess its performance and deliver continuous improvement.

The Performance & Planning Policy 2023-25, provides an overview of how the Council develops its strategic plans, monitor and report on the delivery of its plans and where necessary take decisions to improve its services. The Policy also supports the Council's Risk Management Policy which will be presented separately later in the financial year.

Performance & Planning Policy 2023-25

The Performance & Planning Policy has been reviewed and updated to reflect the requirements of the Local Government Act 2021, which requires all local authorities to keep under review the extent to which it is fulfilling the 'performance requirements' of the organisation that it is exercising its functions effectively; using its resources economically, efficiently and effectively; and its governance is effective for securing the above. To support this requirement the Policy has been updated to demonstrate how the Council self-assesses its performance through its service plans, strategies and corporate annual report. The policy also reflects the Act's other requirement for the Council to complete a Panel Performance Assessment once every electoral term.

In 2022, the Council restructured its services from eight to eleven and implemented new (officer-level) governance arrangements to oversee the delivery of these services. The Policy has been updated to reflect these governance changes, roles and responsibilities and how the Council monitors and reports on the delivery of its service plans, strategic plans, programmes and projects.

The Policy also reflects the Council's four principles for delivering the Corporate Plan: Fair and Inclusive; Empowering; A Listening Council; and Citizen Focused. These principles will be considered by service areas in monitoring and assessing its performance, demonstrating where it has applied these when taking key decisions.

In drafting the Policy the Council has considered the views of the Council's Executive Board and Corporate Management Team. The Policy was also presented to the Council's Overview Scrutiny Management Committee in April 2023 (see further information below). Following the approval of the Policy, it will be available on the Council's Internet / Intranet in Welsh and English.

Ongoing training and support will be provided to the Council through the Transformation & Intelligence team in People, Policy and Transformation.

Financial Summary

There are no direct financial impacts as a result of implementing this policy.

Appendix 1 – Performance & Planning Policy 2023-25

Risks

Risk Title / Description	Risk Impact score of Risk if it occurs* (H/M/L)	Risk Probability of risk occurring (H/M/L)	Risk Mitigation Action(s) What is the Council doing or what has it done to avoid the risk or reduce its effect?	Risk Owner Officer(s) responsible for dealing with the risk?
The Council does not comply with the Local Government Act 2021 to self-assess its governance & Performance arrangements.	M	L	Implementation of the Performance & Planning Policy will ensure the Council complies with the Local Government Act.	Head of People, Policy and Transformation.
The Council does not successfully deliver its Corporate Plan.	M	L	Implementation of performance monitoring and reporting arrangements to deliver the Council's Corporate Plan.	Corporate Management Team.

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

Corporate Plan 2022-27

Service Plans 2022-27

All Council strategic plans.

Options Available and considered

1. To agree the Performance & Planning Policy 2023-25 to support the delivery of the Council's Corporate Plan 2022-27 and strategic priorities.
2. To request further information and reject the approval of the Performance & Planning Policy.

Preferred Option and Why

For the Cabinet Member to approve the Performance & Planning Policy 2023-25 which will support the delivery of the Council's Corporate Plan 2022-27.

Comments of Chief Financial Officer

There are no direct financial implications arising from the implementation of the Performance & Planning Policy 2023-25. The activities associated with delivering the policy will be met from within existing budgets and resources.

It is important that the performance and planning cycle sits alongside the annual and medium term financial cycles and that the financial aspects of both performance and planning are a key consideration when determining and reviewing the strategic direction of the organisation, as a whole, and as individual services. For example, as captured within Appendix 1, financial impacts and resource availability should form a key aspect of setting objectives and evaluating performance, as well as ensuring adherence to financial processes and procedures. Finance Business Partners should be working closely with services as they shape their service plans to ensure that all financial considerations are captured.

Comments of Monitoring Officer

There are no specific legal issues arising from the Report. The proposed Framework will provide an integrated approach to service performance and planning to ensure that the Performance & Planning Policy underpins service delivery, decision-making and the achievement of strategic objectives. The draft

Policy has been considered by the Overview Scrutiny and Management Committee who were content with the report and had no recommendations to make for amendments to the Policy.

Comments of Head of People, Policy and Transformation

It is important for the Council to have effective and robust performance and planning arrangements in place to deliver its strategic priorities and contribute towards the Well-being of Future Generations Act and its 5 Ways of Working principles. Everyone in Newport City Council needs to understand how they contribute towards the delivery of the Corporate Plan and to ensure we can deliver best value to its citizens. This Policy is one of several policies which enable the Council to have effective planning, performance and governance arrangements in place. Other policies such as the Risk Management Policy and the People Plan will be reported separately but will ensure a consistent approach is undertaken to deliver a 'golden thread' throughout the organisation to deliver its strategic priorities.

Local issues

None.

Overview Scrutiny Management Committee

The Performance and Planning Policy was presented to the Council's [Overview Scrutiny Management Committee](#) on 28th April 2023. Overall the Committee was content with the Policy presented and made only one recommendation in relation to the explanation of 'planning' to avoid confusion with other Council duties. As a result of this feedback the Policy was updated to be called the 'Performance and Planning Policy'.

Fairness and Equality Impact Assessment:





For this report, a full Fairness and Equality Impact Assessment has not been undertaken as it is an internal policy which supports its operational activities.

Welsh Language Standards:

The final Performance & Planning Policy will be published in Welsh and English on the Council's website.

Wellbeing of Future Generation (Wales) Act

Under the Well-being of Future Generations Act (Wales) 2015 and its 5 ways of working principles this report supports:

 <p>Long Term</p>	<p>This Policy supports the Council's five year Corporate Plan 2022-27 and other strategic priorities such as its Climate Change Plan. The Performance & Planning Policy considers the Council's long term commitment to improve its social, cultural, environmental and economic well-being for the people of Newport. The Policy will enable the Council to consistently report and monitor the delivery of these strategic priorities.</p>
 <p>Collaboration</p>	<p>The development of this policy was delivered in collaboration with the Council's Executive Board, Corporate Management Team and other key stakeholders in the organisation. Feedback and comments were considered and updated in the Policy. In the implementation of the Policy, the Council will demonstrate how it collaborates internally and externally with partners to deliver its strategic priorities.</p>
 <p>Involvement</p>	<p>In the development of the Policy, the Council's Cabinet and Overview Scrutiny Management Committee was involved in providing feedback and recommendations. Additionally, officers were also involved in the development of the Policy. In the delivery of the Policy the Council will consider the requirements of the Local Government Act to demonstrate how it involves its key stakeholders to assess the performance of the Council and ensure it has effective governance arrangements to secure the performance of the Council and deliver best value.</p>
 <p>Integration</p>	<p>The Policy is integrated with the Well-being of Future Generations Act and the Local Government Act. The Policy also supports the Council's Corporate Plan, Service Plans, Strategies and Programmes & Projects.</p>



Prevention

The purpose of the Policy is to ensure the Council is able to make robust, evidence based decisions using the best available data and information. This will ensure where the Council is making good progress it is able to demonstrate the impact which these decisions have had and where it is under-performing take necessary actions to improve the delivery of services.

Consultation

See Scrutiny comments above.

Background Papers

Corporate Plan 2022-27

Dated: 20 July 2023