

# Report

## Cabinet

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### Part 1

Date: 5<sup>th</sup> September 2016

Item No:

**Subject** Performance Management Reporting Framework

**Purpose** To present Cabinet with an updated Performance Management Reporting Framework

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**Ward** All

**Summary** The role of the Performance Board has been reviewed and it has been determined that Performance Board will come to an end. Therefore, the monitoring undertaken by Performance Board must be reallocated and monitored in alternative settings to ensure that the council is meeting its statutory duty to demonstrate continuous improvement.

**Proposal** Cabinet are requested to endorse the updated Performance Management Reporting Framework

**Action by** Business Improvement and Performance Team

**Timetable** Immediate

This report was prepared after consultation with:

- Councillor Wilcox, Leader of the Council

**Signed**

## Background

Performance information allows the Council to assess how well we are doing against our objectives and whether we are meeting our duty to demonstrate continuous improvement as laid out in the Local Government Measure 2009. Information showing how we are doing is published for the public to view and allows the public compare the Councils performance to other Local Authorities.

As part of the performance management framework the Performance Board played a role in the overall monitoring of performance, provided in-depth scrutiny of the improvement plan objectives and oversight of data quality. The role of Performance board has been questioned by the Wales Audit Office in their Corporate Assessment report 2013, paragraph 147 notes:

*“The respective roles and responsibilities of Performance Board and scrutiny are not clear and could be seen to be undermining rather than supporting each other in challenging and driving improvement. Neither is it clear whether Cabinet members challenge each other, and Cabinet members are not always holding heads of service to account. As a result, the Council’s performance is not being challenged and managed effectively.”*

Although the Council has collectively improved the level of challenge and accountability since this Corporate Assessment Report, a new performance management reporting framework will demonstrate more clearly how performance is challenged and how current information is shared across the council.

## Monitoring Framework

Below is a list of the reports that used to be submitted to the Performance Board for consideration and the suggested alternative monitoring;

### Current reporting to Performance Board and summary of proposed reporting forum

Performance Board Current Reporting	Frequency	Proposed Reporting Forum			
<b>Improvement Plan objectives</b>	2 per quarter	<b>Scrutiny</b>	to be included in the Mid-Year Review and Year End Review	Heads of Service to provide progress updates to Cabinet Members on performance, finance and change programme	All Performance reports to go to scrutiny for information
<b>Performance Analysis Reports (Mid-Year, Early Year End and Final Year End)</b>	3 per year	<b>Cabinet</b>	These reports contain Wales Average Data which is published in the media, previously cabinet had the minutes from the Performance Board meetings		
<b>WAO Data Quality Review</b>	received from WAO annually	<b>Cabinet</b>	This forms part of the WAO Corporate Assessment and Annual Improvement Report		

## Breakdown of current and proposed reallocated reporting by Committee

Cabinet Current Reporting	Frequency	Proposed Additional Reports	Proposed Meeting Date
<b>Quarterly Update report which includes Improvement Plan and Corporate Assessment Action Plan</b>	Quarterly	<b>Early Year End Performance Analysis</b>	June
		<b>Final Year End Performance Analysis</b>	September
		<b>Mid-Year Performance analysis</b>	December
<b>WAO Certificates of Compliance</b>	2 certificates annually (July & November(or when received from WAO))	<b>WAO Data Quality Review</b>	March (or when final report is received from WAO)
		<b>Change Programme Report</b>	Biannually

Scrutiny Current Reporting		Proposed Additional Information
<b>Service Plans</b>	Annually	No changes
<b>Mid-Year Service Plan Review</b>	Annually	Improvement Plan Objective Updates to be included in mid-year reviews were applicable
<b>Year End Service Plan Review</b>	Annually	Improvement Plan Objective Updates to be included in year-end reviews were applicable
<b>Scrutiny Members to receive all performance reports for information</b>		

Leader of the Council
<b>Regular one to one's with Cabinet members who will provide briefings on performance, finance and change programme within their portfolio</b>
<b>Regular meetings with the Leader of the Opposition</b>

Cabinet Member Current Reporting		Proposed Additional Information
<b>Service Plan</b>	Annually	Heads of Service to keep Cabinet Members updated on performance, finance and change programme during regular briefing sessions

## Financial Summary

As stated by the Chief Financial Officer there are no direct financial implications stemming from this report.

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
The council may not meet its statutory obligations e.g. to demonstrate continuous improvement or compliance with the Wellbeing of Future Generations Act.	H	L	Monitoring progress against planned outcomes through service planning, improvement planning and performance reporting.	
Non-compliance with the WAO's statutory recommendations	H	L	The action plan is monitored as part of the quarterly updates.	

\* Taking account of proposed mitigation measures

## Links to Council Policies and Priorities

The Performance Management Reporting Framework monitors progress against Service Plans and the Improvement Plan, these plans link to the Corporate Plan, Single Integrated plan and Newport 2020. It also demonstrates the Council's consideration of the Wellbeing of Future Generations Act 2015 in all its plans and decision making processes.

## Options Available

1. To endorse the reporting framework
2. Not to endorse the reporting framework

## Preferred Option and Why

Option 1) is preferred as this will ensure that all activities are monitored and members are kept fully abreast of performance issues.

## Comments of Chief Financial Officer

There are no direct financial implications stemming from this report. The financial implication of individual projects are reported as part of the on-going medium term financial planning and budget monitoring processes and in that respect, having clear responsibility and accountability for delivering the projects and managing resources is key.

## Comments of Monitoring Officer

The details set out in this report reflect the requirements of the Local Government Measure. The approach for monitoring progress against corporate priorities and strategies is consistent with the Council's performance management framework and risk management principles.

## Staffing Implications: Comments of Head of People and Business Change

There are no direct staffing implications as a result of this report.

Dated: September 2016