

# **BROMSGROVE DISTRICT COUNCIL**

## **MEETING OF THE PERFORMANCE MANAGEMENT BOARD**

Thursday, 10th November 2005, at 3.00 p.m.

PRESENT: Councillors G. N. Denaro, Mrs. J. Dyer M.B.E., B. L. Fuller C.B.E. Q.F.S.M., C. B. Lanham, P. M. McDonald, N. Psirides JP and E. C. Tibby (substituting for J. A. Ruck)

1/05 **ELECTION OF CHAIRMAN**

**RESOLVED:** that Councillor B. L. Fuller C.B.E. Q.F.S.M. be elected Chairman of the Board.

2/05 **ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** that Councillor P. M. McDonald be elected Vice-Chairman of the Board.

3/05 **APOLOGY**

An apology for absence was received from Councillor J. A. Ruck.

4/05 **TERMS OF REFERENCE OF THE BOARD**

Members received and noted the Terms of Reference for the Board which had been agreed by the Executive Cabinet.

5/05 **FORWARD PLAN**

Members considered the Forward Plan for the Board, including the timetable for the submission of various policy, finance and performance reports and the frequency of future meetings.

During the discussion it was suggested that all Corporate Directors and Heads of Service should be available at the Council House on the days when the Board met in case they were required to attend for a particular item. The Assistant Chief Executive expressed his concern about the ability to administer such an arrangement and suggested that a pre-meeting between himself, the Chairman and Vice-Chairman, to consider each agenda would be helpful. The Assistant Chief Executive also suggested the development of a set of protocols for the Board to help establish the relationships between the Board, Portfolio Holders and officers.

Some Members felt that financial monitoring reports should be submitted monthly rather than quarterly so that any corrective action could be recommended in a timely manner. The Chairman acknowledged that although this was desirable, it was unrealistic at the moment. It was also suggested that Portfolio Holders/Heads of Service should be required to report progress on Service Business Plans on a quarterly basis and highlight and account for any problem areas with regard to their budgets. The Chairman also indicated that, on an annual basis, the Board would review the previous year and look forward.

The Assistant Chief Executive noted Members dislike of the information produced by Performance Plus and suggested a new format for reporting that was consistent with Audit Commission good practice and a strategic focus on around 50/60 performance indicators to be reported quarterly. The Assistant Chief Executive agreed to submit a proposed set of indicators to the next Meeting and to arrange for each Service Business Plan for 2006/2007 to also be submitted.

The Assistant Chief Executive also outlined a possible schedule of future meetings that would be consistent with the reporting requirements detailed in the Board's

PERFORMANCE MONITORING BOARD  
10th November 2005

Terms of Reference. Members asked the Assistant Chief Executive to formally submit a schedule of meetings and work programme for the Board for discussion at the next Meeting.

Following discussion, it was

RESOLVED:

- (a) that the next Meeting be held on Tuesday, 24th January 2006 at 2.00 p.m.;
- (b) that the Assistant Chief Executive, Chairman and Vice-Chairman have a pre-meeting to discuss the January agenda;
- (c) that a proposed schedule of meetings and work programme be submitted to the next meeting;
- (d) that Services' Business Plans for 2006/2007 be submitted to the January meeting;
- (e) that a set of protocols for the Board be submitted to the January meeting;
- (f) that a Top 50/60 indicators be submitted to the January meeting.

The Meeting closed at 3.50 p.m.

Chairman