

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE PERFORMANCE MANAGEMENT BOARD

Monday, 20th March 2006 at 2.00 p.m.

PRESENT: Councillors P. M. McDonald (Vice-Chairman, in the Chair), G. N. Denaro, Mrs. J. Dyer M.B.E., C. B. Lanham, Mrs. J. D. Luck, D. C. Norton (substituting for B. L. Fuller C.B.E., Q.F.S.M.) and J. A. Ruck.

(NOTE: Councillor Mrs. M.M.T. Taylor was present at the meeting).

21/05 **APOLOGIES**

Apologies for absence were received from the Chairman, Councillor B. L. Fuller C.B.E., Q.F.S.M., and Hugh Bennett, Assistant Chief Executive.

22/05 **MINUTES**

The Minutes of the Meetings of the Board held on the 17th and 20th February 2006, were submitted.

RESOLVED that, subject to the following amendments to the Minutes of the 17th February 2006, the Minutes be approved and confirmed as a correct record:-

- (i) that, in view of the lack of information in a number of areas within the Business Plan for Culture and Community Services, further consideration be given to a (revised) report at the next ordinary meeting of the Board; and
- (ii) that the word "slight" be deleted from recommendation 10 (Economic Development and Town Centre Management).

23/05 **RECOVERY PLAN - UPDATE**

Consideration was given to three separate Reports on the Council's Recovery Plan, encompassing (i) a revised four month summary for the period February to May 2006; (ii) an overview of the Recovery Plan; and (iii) a detailed copy of the Recovery Plan timetable. Members raised a number of general questions to which the Chief Executive and the Head of Financial Services responded appropriately. However, a number of specific issues were raised, and it was

RESOLVED

- (i) that "senior elected members" as referred to in paragraph 3.1.1. in the Recovery Plan be referred to by name and/or their office held;
- (ii) that, when available, the report to be completed by IDeA on Peer Mentors be submitted to the Board for information and/or appropriate attention;
- (iii) that, notwithstanding the comments of the Head of Financial Services in this regard, it was evident that there had been a breakdown in staff communication over the new procurement arrangements which had been recently put into place, and, accordingly, the Executive Cabinet be informed that Heads of Service should be made accountable for any continued transgressions. It was further **AGREED** that a report on the circumstances relating to this matter should be submitted to a future meeting of the Board;

24/05

SELECTION OF CORPORATE HEALTH PERFORMANCE INDICATORS

A report which set out proposals for the restructuring of the process of monitoring the Council's performance information, by providing a more focussed and strategic approach to reporting performance to the Performance Management Board, was submitted.

RESOLVED

- (i) that the criteria set out in the report for selecting the Corporate Health Indicators be approved;
- (ii) that the Corporate Health Indicators selected on the basis of the agreed criteria at (i) above were considered and noted;
- (iii) that the Corporate Health Indicators be submitted to the Board on a quarterly basis following initial consideration by the Corporate Management Team; and
- (iv) that the Corporate Health Indicators be reviewed on an annual basis.

25/05

**CORPORATE HEALTH PERFORMANCE INDICATORS – QUARTER 3
2005/06**

Further to Minute No.24/05 above, a report was submitted outlining the performance information for the third quarter (covering the period from April to December 2005 inclusive) of those Corporate Health Indicators selected. A number of questions and points were raised by members, and it was

RESOLVED

- (i) that, where possible, an "update sheet" be provided at the meeting for those indicators where Planned Action appears blank in the report, due to information not being available at the time of the preparation of the agenda;
- (ii) that, with regard to BVPI12 – Working days lost due to sickness absence – the Head of Street Scene and Waste Management be requested to submit a report to a future meeting of the Board on the effect on sickness absence following the introduction of the wheelie-bin collection service;
- (iii) that the Head of Organisational Development and Human Resources be requested to furnish the members of the Board with details of costs in "added years" of those employees retiring early from the service (excluding ill-health retirements);
- (iv) that the Executive Cabinet be advised that it is the view of this Board that the performance target figure for LPI Corporate – % reply cards sent in agreed time - should be increased from the current figure of 80% to 95%;
- (v) that the Head of Organisational Development and Human Resources be requested to submit a report to the next meeting on progress on PDR's (Performance Development Reviews);
- (vi) that, with regard to LPI Corporate -% of full responses sent within 10 days – the Assistant Chief Executive be requested to assess whether there is a need to increase the current target figure of 75%; and
- (vii) that, in all other respects, the report be noted and approved.

26/05

EXTERNAL AUDITOR'S OPINION ON 2005/06 BEST VALUE PERFORMANCE PLAN

Members were advised that it was a requirement of the Local Government Act 1999 that the Council should prepare and publish an annual Best Value Performance Plan and ensure that the external auditors opinion was formally reported to the Council and its members. Accordingly, a report bringing members' attention to the statutory opinion of KPMG (the Council's external auditors) was submitted.

RESOLVED that the report be noted.

27/05

PROCEDURE RULES OF PERFORMANCE MANAGEMENT BOARD

Members were reminded that, when the Performance Management Board was set up, in addition to the Terms of Reference, a set of Procedure Rules were required to govern the way the Board works and the relationship between Members and officers. A set of procedure rules has been drawn up following discussions with the Chairman of the Board, and have been approved by both the Standards Committee and the full Council, and, accordingly, members views were sought thereon.

RESOLVED

- (i) that the Standards Committee be informed that in the opinion of the Board, the first paragraph of Section 3 of the Procedure Rules (Relationship between the Board and Officers), should be deleted; and
- (ii) that, in all other respects, the Procedure Rules be noted and approved.

28/05

CULTURE AND COMMUNITY SERVICES BUSINESS PLAN 2006-07

As referred to under the earlier Minute No. 22/05 above, the Head of Culture and Community Services again submitted his Business Plan for 2006-07 for members' consideration. A number of points were raised and answered, including the following:-

- (i) that a report be submitted to a future meeting on the attendance records and the officer hours incurred over the next series of Spotlight meetings in order to establish the cost to the Council of such meetings;
- (ii) Community Engagement and Consultation – members dismissed as unhelpful the description under Estimated Cost as “within existing budget”, and it was **AGREED** that members would receive an update in this regard as soon as possible; and
- (iii) (That the words “potential closure” be deleted from the final Project Title in the Agreed Support Services Schedule (service review of Bromsgrove Museum, and Haybridge and Woodrush Sports Centres).

(NOTE: Councillor Mrs. J. Dyer M.B.E. declared a personal interest during the discussion on Woodrush Sports Centre as she was a Governor of the School).

The Meeting closed at 4.35 p.m.

Chairman.