

# **BROMSGROVE DISTRICT COUNCIL**

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

Friday, 16th June 2006, at 2.00 p.m.

PRESENT: Councillors Mrs. J. Dyer M.B.E. (Chairman), P. M. McDonald (Vice-Chairman), Mrs. S. J. Baxter, A. N. Blagg, Miss D. H. Campbell JP, Mrs. J. D. Luck and J. A. Ruck

### 12/06 **MINUTES**

The Minutes of the Meeting of the Board held on the 19th May 2006, were submitted. With regard to Minute No. 8/06 (Top Key Indicators for 2005/06), the Group concurred with a suggestion that it had been agreed at the last meeting to formally minute the absence, for the second consecutive report, of "Comments" and "Planned Actions" from a number of Indicators under the remit of the Head of Culture & Community Services, and request that the information be included within the next Key Indicators Report.

It was also noted that, following his comments made at the last meeting when the Acting Chief Executive indicated that he would investigate the possibility of implementing a mobile phone protocol, it had subsequently been confirmed that such a policy was already in place (July 2003), and that, accordingly, the appropriate officer(s) should be alerted to this earlier document prior to any possible update. Whereupon it was

**RESOLVED** that, subject to the comments referred to above, the Minutes be approved and confirmed as a correct record.

### 13/06 **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 May to August 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 Assistant Chief Executive responded appropriately.

**RESOLVED** that the Recovery Plan Update May 2006, be noted.

### 14/06 **PROJECT MANAGEMENT FRAMEWORK**

A report which detailed the approach to improving the delivery of projects throughout the Council, was submitted. The framework of the Report was based on a "lite" version of recognised project management methodologies which have been adapted to fit the needs of the Council.

**RESOLVED:**

- (1) that Internal Audit be requested to include a short piece of work in next year's Audit Plan exploring Compliance within the framework; and
- (2) that, in all other respects, the Report be approved and adopted.

### 15/06 **LEGAL SERVICES DEPARTMENT**

Following a suggestion made at a previous meeting, a report setting out the names, contact details, and a brief overview of the duties and responsibilities of the recently extended Legal Services Department of the Council, was submitted. However, a number of Members wanted to know what outcomes were to be achieved through the new appointments, and, accordingly, it was

**RESOLVED** that consideration of the Report be deferred until the next meeting of the Board, and that the Head of Legal Services be invited to attend such meeting to answer any questions from Members with an updated report that details targets and outcomes to be achieved through the appointments.

16/06      **REVIEW OF BUSINESS/SERVICE PLANNING PROCESS**

The Assistant Chief Executive submitted a report on proposals to review the Council's business planning process.

**RESOLVED** that the Board endorse the proposed changes to the 2006/2007 business planning process and ask the Assistant Chief Executive and Heads of Service to develop the 2007/2008 process along the lines outlined in the report.

17/06      **ATTENDANCES AT LOCAL STRATEGIC PARTNERSHIP BOARD MEETINGS**

Following an earlier request from the Board, a report was submitted on the attendances at Local Strategic Board meetings over a twelve month period, from April 2005 to May 2006. The LSP Board has now been re-focused, with only eight attendees. It has also scheduled four priorities; that is Longbridge, Bromsgrove Town Centre, Affordable Housing, and the Local Area Agreement targets.

**RESOLVED** that the various recommendations as set out in the report be noted.

18/06      **FUTURE SPOTLIGHT MEETINGS**

Consideration was given to the report of the Assistant Chief Executive which gave an update on Community Spotlight meetings, together with a proposed way forward, and it was

**RESOLVED** that the following recommendations be commended to the Executive Cabinet:-

- (1) that future scheduled Spotlight meetings be suspended;
- (2) that the Council lends its support for a sustainable PACT process;
- (3) that one stakeholder meeting per annum, under the umbrella of the Local Strategic Partnership, should be established; and
- (4) that, in an effort to support a sustainable Parish planning process, when Parish issues are considered, a Parish Council representative should be invited to sit on the Panel.

19/06      **FRAUD AND INVESTIGATION TEAM SERVICE BUSINESS PLAN (REVENUES AND BENEFITS SECTION) 2006/2007**

Members were reminded that the Department for Work and Pensions Performance Plan requires Council Fraud Teams to have a separate Performance Plan, and, accordingly, the third Business Plan created for that Section was again submitted for consideration, following the deferment made at the April Board meeting to include costings and Best Value Indicators (Minute No.39/05 refers).

**RESOLVED** that the Report be noted.

20/06      **LEIGH BUTLER, REVENUES AND BENEFITS MANAGER**

Members were advised that Leigh Butler, Revenues and Benefits Manager, was shortly to leave the Council to take up a post at Waveney District Council, and it was

**RESOLVED** that the thanks of the Members be conveyed to Mr. Butler for all his hard work under challenging circumstances within the Section, and conveyed their best wishes for his future career.

The Meeting closed at 3.20 p.m.

Chairman