



BROMSGROVE DISTRICT COUNCIL

PERFORMANCE MANAGEMENT BOARD

THURSDAY, 10TH NOVEMBER 2005
AT 3.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: 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 and J. A. Ruck

A G E N D A

Council Agendas and Minutes are available on our website at www.bromsgrove.gov.uk/meetings

1. Election of Chairman of the Board
2. To receive apologies for absence and notification of substitutes
3. To note the Terms of Reference of the Board (the report approved by Executive Cabinet on 19th October 2005 is attached)
4. To discuss the Forward Plan for the Board
5. To consider any other business, details of which have been notified to the Head of Legal and Democratic Services prior to the commencement of the Meeting and which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next Meeting

S. NIXON
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

2nd November 2005

BROMSGROVE DISTRICT COUNCIL

EXECUTIVE CABINET

19TH OCTOBER 2005

PERFORMANCE MANAGEMENT BOARD - TERMS OF REFERENCE

Responsible Portfolio Holder	Councillor B. L. Fuller C.B.E. Q.F.S.M.
Responsible Head of Service	Harris Joshua - Interim Assistant Chief Executive

1.0 SUMMARY

1.1 The purpose of this report is to propose terms of reference for the Council's Performance Management Board.

2.0 RECOMMENDATION

2.1 It is recommended that the terms of reference and list of reports set out in Appendix 1 are adopted.

3.0 BACKGROUND

3.1 As part of its arrangements to put in place an effective Performance Management Framework, Executive Cabinet has agreed to establish a Member Performance Management Board.

3.2 This report sets out the terms of reference for that Board and the reports it will receive and consider. It also seeks to explain the rationale behind the remit and functions of the Board.

4.0 RATIONALE

5.1 The rationale behind the terms of reference and reports to the Performance Management Board is based on the following criteria:

1. that Executive Cabinet should be responsible for deciding what is to be done and the Performance Management Board responsible for ensuring that it is done;
2. that the Performance Management Board should be responsible for driving progress and performance across the Council - i.e. the 'big picture'. Where an issue needs to be examined in greater detail, this should be the responsibility of Overview and Scrutiny;
3. as is currently the case, Service Business Plans will continue to be approved by Executive Cabinet with Portfolio holders responsible for implementation. However, Heads of Service will be required to provide half yearly and annual progress reports to the Performance Management Board;

4. that the Performance Management Board should have no responsibility for driving progress in respect of the objectives of the Recovery Plan as this is already covered by the Internal Monitoring Board, the Government Monitoring Board and Executive Cabinet. However, when Voluntary Engagement ends, the Performance Management Board should be responsible for implementation of any Improvement Plan that may result from future CPA Assessment;
5. that the Performance Management Board should have no responsibility for Audit functions within the authority as this could raise conflict of interest issues. Executive Cabinet will decide how the Audit function is to be discharged by Members at a later date;
6. that the Performance Management Board should be responsible for driving implementation of any recommendations arising from Value for Money and Use of Resources assessments.

6.0 Financial Implications

6.1 There are no direct financial costs or budgetary implications.

7.0 Other Sub-Headings

Personnel Implications	None
Policy considerations	None
Equality considerations	None
Community Safety considerations	None
Governance/Performance Management Considerations	Included in report
Risk Management Considerations	None
Environmental Considerations	None

Background Papers

None

Contact Officer

Name H.V. Joshua - Interim Assistant Chief Executive
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Performance Management Board

Terms of Reference

Purpose: To have overall responsibility for monitoring and driving performance improvement.

Status: Committee of Executive Cabinet with a membership of seven.

Remit

1. To be responsible for Business Planning and Performance Management and to ensure that the process is an integral part of the Council's short and medium-term financial strategy.
2. To monitor progress in achieving the Council's:
 - (a) Corporate Plan priorities and objectives;
 - (b) Performance Plan targets;
 - (c) Financial targets and performance against budget.
3. To identify unsatisfactory progress or performance and make recommendations on remedial action to Executive Cabinet.
4. To be responsible for the Council's Best Value Review Program.
5. To consider and monitor implementation of the findings of Inspection and Best Value Review reports.

Proposed Reports

Frequency

Policy

Business Planning and Performance Management - Framework and Process	Annual
Annual Business Planning/budget cycle	Annual
Best Value Program	Annual
Annual state of affairs and look forward report	Annual

Finance

Capital spend to date/projected out-turn	Quarterly
Revenue spend to date/projected out-turn	Quarterly
Treasury Management	Quarterly

Performance

Community Plan - Progress	Half yearly
Corporate Plan - Progress	Quarterly
Full Performance Plan PIs	Half yearly
Corporate Health BVPIs and LPIs	Bi-monthly
Key BVPIs and LPIs on Services	Bi-monthly
Business Service Plans - Progress Report	Half yearly

Review and Inspection Reports

Audit Commission and other Inspection Reports
Best Value Reviews
Internal Management Review Report
Value for Money and Use of Resources