

# **BROMSGROVE DISTRICT COUNCIL**

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

Friday, 19th May 2006, at 2.00 p.m.

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

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

### 1/06 **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

**RESOLVED** that Councillors Mrs. J. Dyer M.B.E. and P. M. McDonald be appointed Chairman and Vice-Chairman respectively of the Board for the ensuing municipal year.

### 2/06 **MINUTES**

The Minutes of the Meeting of the Board held on the 21st April 2006, were submitted. With regard to Minute No. 36/05 (Transfer of Highways Partnership Enquiries to Customer Service Centre), general concerns were expressed over difficulties currently being experienced with calls made to the Worcester C.S.C., and it was stressed that performance would be closely examined once the calls for the Bromsgrove Unit were routed through the Bromsgrove C.S.C. This was noted.

Furthermore, on a general note, Members commented that, although Board Members received coloured copies, any other Member endeavouring to digest information on either the Recovery Plan or Performance Indicators, for example, would find it almost impossible to do so from black and white copies and, accordingly, it was suggested that Members might be e-mailed any coloured reports in order that they may be viewed more comprehensively on their laptop computers. This was noted. Notwithstanding the above comments, it was

**RESOLVED** that the Minutes be approved and confirmed as a correct record.

### 3/06 **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 April to July 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 and the Corporate Director (Resources) responded appropriately. However, a number of specific issues were raised, and it was

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

### 4/06 **2005/2006 STAFF SURVEY RESULTS**

A Report which detailed the outcome of a Staff Survey undertaken during February 2006 and which was mailed to 408 employees, was submitted.

**RESOLVED** that the contents of the Staff Survey Report for 2006 be noted, and that the various actions set out within Section 3 of the Report be approved.

5/06

**PROCUREMENT UPDATE**

A Report updating Members on the efficiencies achieved by the Procurement Team and the current projects that were being undertaken, was submitted. Mr. Alex Haslam, the Council's Procurement Adviser, was present at the Meeting for this item and answered a number of questions from Members. Whereupon it was

**RESOLVED** that the Report be noted and progress against the procurement targets continues to be monitored.

(NOTE: In response to a question raised in the general discussion which ensued, officers agreed to review the current criteria in place for staff use of mobile phones).

6/06

**REVENUES AND BENEFITS MONTHLY PERFORMANCE REPORT**

A monthly performance report from the Revenues and Benefits Section of the Council for the month of March 2006 was submitted.

**RESOLVED** that the Report be noted.

(NOTE: It was agreed that, in future reports, a more detailed breakdown of staff absence and sickness would be included).

7/06

**CORPORATE HEALTH INDICATORS - QUARTER 4, 2005-2006**

A Report detailing the current performance of the Corporate Health Indicators for Quarter 4, 2005-2006, was submitted.

**RESOLVED:**

- (i) That it be recommended that the Executive Cabinet be requested to indicate to the Board which (if any) issues they would like us to prioritise on;
- (ii) that the Executive Cabinet be advised of the Board's concern over the worsening situation this quarter on BVPI 8 (Percentages of Invoices paid on time) in view of the fact that there was legislation in place which may involve the Council in paying settlement figures of 3% over base Bank rate;
- (iii) that the costs of added years awarded as part of the recent staff restructuring exercise be notified to members of the Board;
- (iv) that, following the recent expansion of the Legal Section of the Council, Members be provided with a list of the names of the new members of staff, together with a brief resume of their duties and responsibilities;
- (v) that the officers be requested to carry out a review of the current arrangements set down for staff exit interviews; and
- (vi) that, in all other respects, the report be noted.

8/06

**TOP 45 INDICATORS - QUARTER 4, 2005-2006**

Consideration was given to a Report of the Top 45 Key Indicators for quarter 4, 2005/2006. A number of questions were asked by Members to various Heads of Service, and it was

**RESOLVED:**

- (i) that it be recommended that the Executive Cabinet be requested to indicate to the Board which (if any) issues they would like us to prioritise on;
- (ii) that the Executive Cabinet be requested to include BVPI 199 (Local Street and Environmental Cleanliness) amongst their priorities during consideration of next year's budget; and

(iii) that, in all other respects, the Report be noted and approved.

9/06

**DOG FOULING**

Further to the request made at the last Meeting, the Head of Street Scene and Waste Management Services submitted a Report on the number of reported incidents of dog fouling.

**RESOLVED** that the Report be noted.

10/06

**ANNUAL AUDIT & INSPECTION LETTER AND AUDIT & INSPECTION PLAN 2006-2007**

A copy of the draft Annual Audit and Inspection letter and the Audit and Inspection Plan 2006-2007 was considered, together with an appendix to the letter setting out the current year's recommendations and the Management response, which was circulated prior to the commencement of the Meeting.

**RESOLVED** that the letter and Plan be noted.

11/06

**STEVE CLARKE, POLICY & PERFORMANCE OFFICER**

Members were advised that Steve Clarke, Corporate Policy & Performance Officer, was shortly to leave the Council to take up a post at Bath and North East Somerset Council, and it was

**RESOLVED** that the thanks and best wishes of the Members be passed on to Mr. Clarke for all his help and assistance with the work of the Board, and for his future career.

The Meeting closed at 5.35 p.m.

Chairman