

**BROMSGROVE DISTRICT COUNCIL**

**MEETING OF THE PERFORMANCE MANAGEMENT BOARD**

**TUESDAY, 21ST AUGUST 2007**

PRESENT: Councillors J. T. Duddy (Chairman), C. B. Taylor (Vice-Chairman),  
A. N. Blagg, Mrs. M. Bunker, S. R. Colella, Mrs. A. E. Doyle and  
Mrs. C. M. McDonald

Observers: Councillors G.N. Denaro and Mrs. J. Dyer M.B.E.

Officers: Mr. K. Dicks, Mr. H. Bennett, Ms. J. Pickering and Mr. A. Jessop

22/07 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

23/07 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

24/07 **MINUTES**

The minutes of the meeting of the Performance Management Board held on 17th July 2007 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

25/07 **SUSTAINABLE COMMUNITY STRATEGY - DRAFT RESPONSE**

Further to Minute No. 21/07 of the last meeting, a report setting out a Sustainable Community Strategy, an overarching strategic document for the future direction of the district, was submitted. With regard to Section 8 of the Report (Performance Management), the Assistant Chief Executive circulated two additional papers to assist Members with their understanding of the arrangements for each part of the performance management framework. Having canvassed Members views prior to the meeting on the document as a whole, comments from both the Chairman and Councillor Mrs. M. Bunker were appended by way of a draft response.

**RESOLVED:**

- (a) that the following sentence under the heading "Transport" in Appendix 1 to the report (Chairman's draft response) be amended to read as follows:

“This parking should **not** be made exclusive to shoppers of that store.”;

- (b) that, in all other respects, the report be noted and that the comments set out in the two appendices to the report form the basis of this Board’s response; and
- (c) that the performance management arrangements for the Sustainable Community Strategy be included in the Board’s work programme for review in March 2008.

26/07 **USE OF RESOURCES - SELF ASSESSMENT**

A report which summarised the feedback from KPMG in relation to the Use of Resources formal judgement for 2006, and which also set out an update of the self assessment submitted to KPMG in July 2007, was submitted.

**RESOLVED:**

- (a) that the Board note the feedback and recommendations received from KPMG; and
- (b) that the self assessment report recently submitted to KPMG for a formal judgement to be made, be noted.

27/07 **BUSINESS PLANNING TEMPLATES 2008-09**

A report setting out a consolidated approach to business planning in 2008/09, was submitted.

**RESOLVED:**

- (a) that the departmental service business plan template set out in Appendix 1 be noted;
- (b) that a completed set of templates be sought from the Head of Street Scene and Waste Management for consideration by the Board at its November 2007 meeting;
- (c) that the value for money scoring matrix as set out in Appendix 2 be noted;
- (d) that the annual planning and performance cycle set out in Appendix 3, and the timetable for reviewing the medium term financial plan (Appendix 4) be noted;
- (e) that the Board notes that the first draft service business plans (including budget bids and savings) need to be completed by the end of September, and that, in this regard, Portfolio Holders would meet with their respective Heads of Service in early September to provide a policy steer, and again at the end of that month to review the first drafts; and
- (f) that, in view of the fact that the Council does not have established customer standards, information from customer satisfaction data (survey results) be brought to the next meeting of the Board for members information.

28/07 **IMPROVEMENT PLAN - JUNE 2007**

Consideration was given to the report on the Improvement Plan for June 2007.

**RESOLVED** that the Board notes that there were no actions outstanding for June 2007 (this being the last month of the current Improvement Plan), and that all actions were either completed or had been re-scheduled into the new Improvement Plan.

29/07 **INTEGRATED FINANCIAL/PERFORMANCE REPORT - QUARTER 1, 2007-08**

A report on the Council's performance as at 30th June 2007 (Period 3/Quarter 1), was submitted. During the discussion on the report, Members expressed concern over the time taken to process requests/payments for Disabled Facilities Grants.

**RESOLVED** that the Board notes

- (a) that 67% of indicators are improving or stable as at the quarter end, compared to 80% in the previous period;
- (b) that 65% of indicators are achieving their targets at the quarter end, compared to 66% in the previous period;
- (c) the revised targets as proposed in section 4.1 of the report;
- (d) the financial position for both revenue and capital funding for the first quarter, of £269k underspend and £126k respectively; and
- (e) in view of the details referred to in (a) above, a report be submitted to the next meeting of the Board on the reason(s) for the apparent reduction in the number of indicators that were improving or stable in June, compared to May.

**RECOMMENDED** that Cabinet be requested to instruct the appropriate Portfolio Holder to work closely with relevant senior managers to speed up the process of dealing with requests/payments for Disabled Facilities Grants.

The meeting closed at 7.36 p.m.

Chairman