

**BROMSGROVE DISTRICT COUNCIL**

# **PERFORMANCE MANAGEMENT BOARD**

**17th January 2011**

## **PERFORMANCE MANAGEMENT BOARD PROPOSED WORK PROGRAMME**

Responsible Member	Councillor – Kit Taylor, Performance Management Board Chairman
Relevant Head of Service	Hugh Bennett - Director of Policy, Performance and Partnerships
Non-Key Decision	

### **1. SUMMARY OF PROPOSALS**

1.1 This report sets out the agreed work programme for 2010/11.

### **2. RECOMMENDATIONS**

2.1 It is recommended that:

- i. The Board considers the programme.

### **3. BACKGROUND**

3.1 The Board now has an established programme for work, which links to the integrated financial/performance management cycle operated by the Council. This cycle will produce the usual run of reports, but the Board has an opportunity to consider including additional reports on areas it wishes to focus on.

### **4. KEY ISSUES**

4.1 Comprehensive Area Assessment, the regulatory framework for local government has just been abolished. The Board may wish to reconsider the programme in the light of this recent change.

### **5. FINANCIAL IMPLICATIONS**

5.1 The proposed new timetable links to the financial planning cycle.

### **6. LEGAL IMPLICATIONS**

6.1 No legal implications to the report.

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### **7. POLICY IMPLICATIONS**

- 7.1 Comprehensive Area Assessment, the regulatory framework for local government has just been abolished. The Board may wish to reconsider the programme the light of this recent change.

### **8. COUNCIL OBJECTIVES**

- 8.1 The Board's programme applies to all the Council's objectives.

### **9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS**

- 5.1 The Board has previously expressed an interest in risk management. This falls under the remit of the Audit Board; however, PMB can make recommendations to this Board or Cabinet on issues around risk management identified through its work.

### **10. CUSTOMER IMPLICATIONS**

- 10.1 None arising directly from this report, but the work programme should have due regard to performance on customer service.

### **11. EQUALITIES AND DIVERSITY IMPLICATIONS**

- 11.1 None arising directly from this report, but the work programme should have due regard to performance on equalities and diversity.

### **12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT**

- 12.1 The Board will receive customer complaints data during 2010/11 as part of the quarterly integrated financial and performance reports.

### **13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

- 13.1 None for the purpose of this report.

### **14. HUMAN RESOURCES IMPLICATIONS**

- 14.1 None for the purpose of this report.

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### **15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

15.1 The work programme forms part of the Council's governance/performance management framework.

### **16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998**

16.1 The performance indicator report includes crime indicators.

### **17. HEALTH INEQUALITIES IMPLICATIONS**

17.1 None directly from this report.

### **18. LESSONS LEARNT**

18.1 The Board requested a lessons learnt report on the new waste recycling arrangements, which came to the Board in July.

### **19. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

19.1 None arising directly from this report, however, the performance indicators are based on the Council's priorities, which in turn are based on community engagement feedback.

### **20. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Via e-mail and at PMB
Chief Executive	Via e-mail
Executive Director (S151 Officer)	Via e-mail
Executive Director – Leisure, Cultural, Environmental and Community Services	Via e-mail
Executive Director – Planning & Regeneration, Regulatory and Housing Services	Via e-mail
Director of Policy, Performance and Partnerships	Yes
Head of Service	Via e-mail

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Head of Resources	Via e-mail
Head of Legal, Equalities & Democratic Services	Via e-mail
Corporate Procurement Team	No

**21. WARDS AFFECTED**

All wards

**22. APPENDICES**

Appendix 1 - PMB Proposed Work Programme 2010/11

**23. BACKGROUND PAPERS**

PMB Work Programme 2009/10

**24. KEY**

None

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## Appendix 1

### Performance Management Board Proposed Work Programme 2010/11

Date	Agenda Item
Apr 10	<p>Period 11 09/10 Performance Report (distributed only, no meeting)</p> <p>Period 11 09/10 Improvement Plan Mark 4 progress report.</p> <p>DFG lean systems report (rolled forward to April to make room for training).</p> <p>Shared Services Highlight Report (rolled forward to April to make room for training).</p> <p>Staff Survey Results (if undertaken – now to be undertaken in 2010/11).</p> <p>Housing Strategy Action Plan Update and Housing Inspection Action Plan (rolled forward to April to make room for training).</p> <p>Council Plan 2010-2013 (rolled forward to April to make room for training).</p> <p>PMB Work Programme 20010/2011 (rolled forward to April to make room for training).</p>
May 10	<p>Period 12 09/10 Performance Report</p> <p>Period 12 09/10 Improvement Plan Mark 4 progress Report</p> <p>Shared Services Highlight Report</p> <p>PMB Work Programme.</p>
Jun 10	<p>Period 1 10/11 Performance Report</p> <p>Period 1 Improvement Plan 2009/2010 Mark 5</p> <p>Shared Services Highlight Report</p> <p>PMB Work Programme</p>
Jul 10	<p>Period 2 10/11 Performance Report</p> <p>Period 2 10/11 Improvement Plan Mark 5</p>

	<p>Shared Services Highlight Report</p> <p>Lessons Learnt Report – Waste Recycling</p> <p>Dolphin Centre Service Level Agreement</p> <p>PMB Work Programme</p>
Aug 10	No meeting.
Sep 10	<p>Quarter 1 10/11 Integrated Finance and Performance Report</p> <p>Shared Services Highlight Report</p> <p>PMB Work Programme</p>
Oct 10	<p>Employee Survey Report</p> <p>Council Plan 2010/2013 Part 1</p> <p>Annual Financial and Performance Report 2009/2010.</p> <p>Work Programme.</p>
Nov 10	<p>Quarter 2 10/11 Integrated Finance &amp; Performance Report.</p> <p>Sundry Debtors Report</p> <p>Shared Services Highlight Report</p> <p>Housing and Homelessness Presentation</p> <p>Annual Financial and Performance Report 2009/2010</p> <p>PMB Work Programme.</p>
Dec 10	<p>MEETING CANCELLED</p> <p>Shared Services Highlight Report</p> <p>Quarterly Recommendation Tracker</p> <p>PMB Work Programme.</p>
Jan 11	<p>Shared Services Highlight Report</p> <p>Community Strategy Annual Report</p>

	PMB Work Programme.
Feb 11	<p>Quarter 3 10/11 Integrated Finance &amp; Performance report.</p> <p>Regulatory Services Performance</p> <p>Annual Artrix Performance Report</p> <p>CAA Report.</p> <p>Quarterly Recommendation Tracker.</p> <p>Shared Services Highlight Report.</p> <p>Performance Management Strategy Annual Update.</p> <p>PMB Work Programme.</p>
Mar 11	<p>Shared Services Highlight Report (rolled forward to April to make room for training).</p> <p>Housing Strategy Action Plan Update and Housing Inspection Action Plan.</p> <p>Council Plan 2011-2014</p> <p>PMB Work Programme 2011/2012.</p>

Unallocated Reports:-

Customer Access Strategy.

Data Quality Strategy 6 Month Update