

BROMSGROVE DISTRICT COUNCIL
PERFORMANCE MANAGEMENT BOARD

18 SEPTEMBER 2007

PERFORMANCE MANAGEMENT BOARD AGREED PROGRAMME 2007/08

Responsible Portfolio Holder	Councillor Roger Hollingworth
Responsible Head of Service	Hugh Bennett -Assistant Chief Executive

1. SUMMARY

- 1.1 This report sets out the original work programme for 2007/08 agreed at the March 2007 Performance Management Board meeting.

2. RECOMMENDATIONS

- 2.1 It is recommended that:
- i. The Board considers the work programme and makes any amendments it sees fit in consultation with Portfolio Holders and the Assistant Chief Executive.

3 BACKGROUND

- 3.1 The proposed work programme builds on the experience of the Board programme for 2006/07. The Board met for the first time in November 2005. The Board has had four chairmen during this period. The Council now have a comprehensive performance management framework and programme of work for the Board.

4. FINANCIAL IMPLICATIONS

- 4.1 None.

5. LEGAL IMPLICATIONS

- 5.1 No legal implications to the report.

6. CORPORATE OBJECTIVES

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

7. RISK MANAGEMENT

- 7.1 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.

9. CUSTOMER IMPLICATIONS

9.1 The Board will receive customer data during 2007/08 (including complaints data when the new system is installed in January 2008). The Board will also receive the updated Customer First Strategy.

10. OTHER IMPLICATIONS

Procurement Issues N/A
Personnel Implications N/A
Governance/Performance Management N/A
Community Safety including Section 17 of Crime and Disorder Act 1998 N/A
Policy N/A
Environmental N/A
Equalities and Diversity N/A

15. OTHERS CONSULTED ON THE REPORT

Portfolio Holders	Via E-Mail and at PMB.
Chief Executive	Yes at CMT
Corporate Director (Services)	Yes at CMT
Assistant Chief Executive	Yes
Head of Service	Yes at CMT
Head of Financial Services	Yes at CMT
Head of Legal & Democratic Services	Yes at CMT
Head of Organisational Development & HR	Yes at CMT
Corporate Procurement Team	No

16. APPENDICES

Appendix 1 – PMB Work Programme 2007/08

17. BACKGROUND PAPERS

2006/07 PMB Work Programme, PMB, January 2006.

CONTACT OFFICERS

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Proposed Performance Management Board Work Programme 2007/08

Date	Agenda Item
Mar 07	Period 10 06/07 Performance report Council Plan 2007/2010 and analysis of forward targets report. Period 10 06/07 Improvement plan progress/exception report
April 07	Period 11 06/07 Performance report Period 11 06/07 Improvement Plan progress/exception report
May 07	Period 12 06/07 (year end) integrated finance & performance report Data Quality Strategy Period 12 06/07 (year end) Improvement Plan progress/exception report
Jun 07	Period 1 07/08 performance report Improvement Plan (inc. CA findings) Mark 2 Community Plan 2007/2010. Use of resources SA submission? timing? Review of Performance Plus report
Jul 07	Period 2 07/08 performance report Period 2 07/08 Improvement Plan mk 2 progress report Corporate Assessment report and Council's draft response – impact on PMB programme (timing?) Direction of travel Statement Council results 2006/07 report - timing?
Aug 07	Quarter 1 07/08 integrated finance & performance report Period 3 07/08 Improvement Plan Mark 2 progress report Staff Survey 2007 Results Performance Management Strategy

	Community Plan Annual Report 2006/07
Sep 07	Period 4 07/08 performance report Period 4 07/08 Improvement Plan Mark 2 progress report Performance measures for partners in service provision, e.g. Artrix, BDHT – timing?
Oct 07	Period 5 07/08 performance report Period 5 07/08 Improvement Plan Mark 2 progress report
Nov 07	Quarter 2 07/08 (year end) integrated finance & performance report Period 6 07/08 Improvement Plan Mark 2 progress report
Dec 07	Period 7 07/08 performance report Period 7 07/08 Improvement Plan Mark 2 progress report
Jan 08	Period 8 07/08 performance report Period 8 07/08 Improvement Plan Mark 2 progress report
Feb 08	Quarter 3 07/08 (integrated finance & performance report Council Plan 2008-2011 and Medium Term Financial Plan. Period 9 07/08 Improvement Plan Mark 2 progress report
Mar 08	Period 10 07/08 performance report External Audit Report Period 10 07/08 Improvement Plan Mark 2 progress report
Apr 08	Period 11 07/08 performance report Period 11 07/08 Improvement Plan Mark 2 progress report

Other topics/themes not yet timelined are set out below:

- Corporate Social Responsibility Policy
- Customer First Strategy Review
- Communications Strategy Review
- Partnership Responsibility
- Monitoring of Contracts
- Savings from e-procurement/VFM

- BDHT Performance
- Artrix Performance
- Value for Money Strategy
- Strategic Housing Action Plan

Other possible initiatives

- Visits to/presentations from excellent authorities – e.g. scrutiny/PMB role there
- Visits to/presentations from private sector organisations

The new Performance Management Board has requested a number of additional reports over the following months. These are:-

- Customer satisfaction data (September 2007).
- Customer Panel survey results (September 2007).
- Streetscene and Waste Management Department's service business plan (November 2007).