

BROMSGROVE DISTRICT COUNCIL
PERFORMANCE MANAGEMENT BOARD

23 OCTOBER 2007

PERFORMANCE MANAGEMENT BOARD AGREED PROGRAMME 2007/08

Responsible Member	Councillor James Duddy, Performance Management Board Chairman
Responsible Head of Service	Hugh Bennett -Assistant Chief Executive

1. SUMMARY

- 1.1 This report sets out the updated work programme for 2007/08 agreed at the March 2007 Performance Management Board meeting and amended at the Board's September 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.

8. **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.

9. **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

10. **OTHERS CONSULTED ON THE REPORT**

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

11. **APPENDICES**

Appendix 1 – PMB Work Programme 2007/08

12. **BACKGROUND PAPERS**

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

CONTACT OFFICERS

Name: Hugh Bennett
E Mail: h.bennett@bromsgrove.gov.uk
Tel: (01527) 881430

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 (re-programmed). Performance Management Strategy (re-programmed).

	Community Plan Annual Report 2006/07
Sep 07	<p>Period 4 07/08 performance report</p> <p>Period 4 07/08 Improvement Plan Mark 2 progress report</p> <p>Performance measures for partners in service provision, e.g. Artrix, BDHT – timing?</p> <p>Customer satisfaction data (September 2007).</p> <p>Customer Panel survey results (September 2007).</p>
Oct 07	<p>Period 5 07/08 performance report</p> <p>Period 5 07/08 Improvement Plan Mark 2 progress report</p> <p>Further analysis of satisfaction data for the Streetscene and Waste Management Department</p> <p>Staff Survey Results.</p> <p>Quarterly Recommendation Tracker.</p> <p>PMB Work Programme.</p>
Nov 07	<p>Quarter 2 07/08 (year end) integrated finance & performance report.</p> <p>Period 6 07/08 Improvement Plan Mark 2 progress report.</p> <p>Spatial Project Presentation.</p> <p>Data Quality Strategy – Half Year Review.</p> <p>Streetscene and Waste Management Department's service business plan (November 2007).</p> <p>Artrix Performance</p> <p>PMB Work Programme.</p>
Dec 07	<p>Period 7 07/08 performance report.</p> <p>Period 7 07/08 Improvement Plan Mark 2 progress report.</p> <p>BDHT Performance.</p> <p>PMB Work Programme.</p>
Jan 08	Period 8 07/08 performance report.

	<p>Period 8 07/08 Improvement Plan Mark 2 progress report.</p> <p>Quarterly Recommendation Tracker.</p> <p>PMB Work Programme.</p>
Feb 08	<p>Quarter 3 07/08 (integrated finance & performance report.</p> <p>Council Plan 2008-2011 and Medium Term Financial Plan.</p> <p>Period 9 07/08 Improvement Plan Mark 2 progress report.</p> <p>PMB Work Programme.</p>
Mar 08	<p>Period 10 07/08 performance report.</p> <p>External Audit Report/Direction of Travel.</p> <p>Period 10 07/08 Improvement Plan Mark 2 progress report.</p> <p>Performance Management Strategy.</p> <p>PMB Work Programme.</p>
Apr 08	<p>Period 11 07/08 performance report.</p> <p>Period 11 07/08 Improvement Plan Mark 2 progress report.</p> <p>Housing Strategy Action Plan Update.</p> <p>Quarterly Recommendation Tracker.</p> <p>PMB Work Programme.</p>

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

- Corporate Social Responsibility Policy (reported to Audit Board).
- Customer First Strategy Review (will be reported to Cabinet in December).
- Communications Strategy Review (will be reported to Cabinet in November).
- Partnership Performance (see Community Strategy Annual Report, BDHT Performance, Artrix Performance, Housing Strategy Action Plan Update).
- Monitoring of Contracts and Projects (framework to be introduced in first quarter 2008/09 for programme/project management).
- Savings from e-procurement/VFM (quarterly integrated performance report).
- Value for Money Strategy (will be reported to Cabinet in November).

Other possible initiatives

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