

BROMSGROVE DISTRICT COUNCIL

20 JANUARY 2009

PERFORMANCE MANAGEMENT BOARD

PMB RECOMMENDATIONS TRACKER

Responsible Portfolio Holder	Councillor James Duddy PMB Chairman
Responsible Head of Service	Hugh Bennett Assistant Chief Executive

1. SUMMARY

- 1.1 To report to Performance Management Board on progress of resolutions and recommendations made by the Board from the April 2007 meeting onwards.

2. RECOMMENDATIONS

- 2.1 That The Board notes the attached update

3. BACKGROUND

- 3.1 The previous report was submitted to the November 2008 meeting (deferred from the October meeting).
- 3.2 Resolutions and recommendations that were reported as fully completed on the last report have been deleted from the document. Resolutions and recommendations up to and including the November 2008 meeting of the Board have been added. Progress on all outstanding actions is shown in **bold** text. Earlier progress reports, where they exist, are shown in normal text, so that members can see the history for each item. Items that are shown as completed in this report will be removed from the next version of the report.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications.

6. COUNCIL OBJECTIVES

- 6.1 Tracking of recommendations links to the Improvement objective

7. RISK MANAGEMENT

7.1 There are no risks associated with this report

8 CUSTOMER IMPLICATIONS

8.1 Performance Improvement is a Council Objective

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 There are no implications for the Council's Equalities and Diversity Policies.

10. VALUE FOR MONEY IMPLICATIONS

10.1 ▪ There are no VFM implications

11. OTHER IMPLICATIONS

Procurement Issues None
Personnel Issues None
Governance/Performance Management –
Community Safety including Section 17 of Crime & Disorder Act 1988 None
Policy None
Environmental None

12. OTHERS CONSULTED ON THE REPORT

Please include the following table and indicate 'Yes' or 'No' as appropriate. Delete the words in italics.

Portfolio Holder	No
Chief Executive	No
Executive Director (Partnerships & Projects)	No
Executive Director (Services)	No
Assistant Chief Executive	Yes
Head of Service	No
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	No
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards'.

14. APPENDICES

Appendix 1 Recommendations Tracker

15. BACKGROUND PAPERS

None

Contact officer

Name: John Outhwaite, Senior Policy & Performance Officer
email: j.outhwaite@bromsgrove.gov.uk
Tel: (01527) 881602

Meeting date & minute ref	Minute & Action	Progress update
18 Mar 2008		
93/07	<p>MONTHLY PERFORMANCE REPORT - PERIOD 10 (JANUARY 2008) RESOLVED: (e) that, on the question of sickness absence (as referred to in Section 3.6 of the report), the Head of Human Resources and Organisational Development be requested to look further into a recently reported Government proposal which would allow General Practitioners to issue patients with “well notes” rather than sick notes, (i.e., setting out what they were capable of undertaking rather what they were not), and that a report be brought back to the Board in this regard in due course.</p>	<p><u>07/08 Current Position: Fit for work certificates:</u></p> <ul style="list-style-type: none"> • Dame Carol Black’s report ‘Working for a healthier Tomorrow’ published March 2008; • DWP currently carrying out a review of the sick note with intention of introducing a new system by NEXT SPRING (2009); • Pilots to be launched to investigate this new type of sick note (no timescales given or who will be involved); • Government is set to respond to Dame Carol Black’s report in Summer of 2008; • Recommendation 7 of Dame Carol Black’s report asks ministers to pilot the entire fit-for work service. <p>We are therefore awaiting the Government’s response to Dame Carol Black’s report before reporting more information to PMB.</p> <p>10/08 No further update available on this topic</p> <p>01/09 A report was taken to PMB in December in relation to sickness absence (see point 66/08 below).</p>
22 Apr 2008		
100/07	<p>LICENSING SECTION VALUE FOR MONEY REVIEW RESOLVED that the report be noted and that the issue be included on the Board’s work programme for review in April</p>	<p>07/08 This will be included in next years work programme.</p>

Meeting date & minute ref	Minute & Action	Progress update
	2009.	
20 May 2008		
7/08	NEIGHBOURHOOD AREA COMMITTEE EVALUATION RESOLVED that the Neighbourhood Area Committee schemes be reviewed again in 12 months' time.	07/08 This will be included in next years work programme
8/08	CUSTOMER PANEL SURVEY 2 - QUALITY OF LIFE RECOMMENDED: (b) that the use of the survey during the development of the Council Plan be added to the Board's Work Programme 2008/2009.	07/08 This will be included in next years work programme
15 July 2008		
24/08	CONCESSIONARY PARKING FOR OVER 60s RESOLVED: (a) that this item be included within the Board's work programme and an officer's report on concessionary parking for the over 60s be considered by the Board at its meeting due to be held on 21st October 2008, when six months worth of the necessary data would be available; (b) that officers be requested to ensure current legal, equalities and diversity implications in relation to concessionary	10/08 A report will be submitted to the October meeting. However this will probably be an interim report as there will be only limited time for the analysis of the data to analyse it before the meeting. There is also ongoing discussion about a number of alternatives, which may have budget implications. 01/09 report submitted to the October 08 meeting Report

Meeting date & minute ref	Minute & Action	Progress update
	<p>parking are included within the report;</p> <p>(c) that the Chairman contact the Head of Street Scene and Community suggesting the report covers further information on possible resistance from user groups, the impact concessionary parking may have had on traders and that the comments already put forward by Mr. C. Bateman be taken into account; and</p> <p>(d) that, via the Members' Bulletin, Members be requested to contact the relevant Portfolio Holder and Head of Service, with suggestions on what information should be included within the report to the Performance Management Board.</p>	<p>received by members and further discussion had with Mr Bateman. Advised that process complies with relevant legislation in terms of equality and diversity. Figures show an increase in ticket sales and income but difficult to attribute this to one single factor. Therefore very difficult to draw a conclusion. COMPLETED</p>
26/08	<p>ANNUAL FINANCIAL AND PERFORMANCE REPORT 2007/2008 RESOLVED</p> <p>(b) that unemployment figures be submitted to the Performance Management Board's meeting scheduled to be held on 16th September 2008.</p>	<p>10/08 Figures will be supplied to the November meeting. 01/09 Not provided to November meeting. ACE to provide figures to January meeting.</p>

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27/08	<p>IMPROVEMENT PLAN EXCEPTION REPORT - PERIOD 2 (MAY 2008) RESOLVED:</p> <p>RECOMMENDED that the relevant Portfolio Holder and Strategic Housing Manager be requested to commence discussions with the Care and Repair Agency and review the Service Level Agreement (SLA) to ensure it is robust.</p>	<p>10/08 Approved at 30th July Cabinet.</p> <p>10/08 A meeting with Redditch BC – Repairs, Capital and Care and Repair Manager has been set for 22nd October 2008</p> <p>01/09 Revisions to SLA agreed with Redditch BC, currently awaiting revised draft for sign off. On a larger scale the provision of Home Improvement Agency services across Worcestershire is under review and is to be put out to tender for a Countywide Scheme in the new year. COMPLETED</p>
19 August 2008		
36/08	<p>INTEGRATED FINANCE AND PERFORMANCE REPORT QUARTER 1 RESOLVED:</p> <p>(f) that at the next meeting information be made available on the level of member investigations and the associated cost implications; and (g) that information be provided to members on complaints received together with feedback from the new complaints system.</p>	<p>10/08 The Head of Equalities, Legal and Democratic has suggested that a Member of the Board meet with her to discuss the issue of Member complaints. Detailed complaints data were provided and will be provided via e-mail every quarter.</p> <p>01/09 No further complaints were recorded in the last quarter. The Head of Equalities, Legal and Democratic services has not been contacted by anyone from PMB to discuss the situation further but the offer remains if members want to discuss it. COMPLETED</p>

Meeting date & minute ref	Minute & Action	Progress update
39/08	<p>LOCAL NEIGHBOURHOOD PARTNERSHIPS</p> <p>RESOLVED that the progress report be noted and the business case be considered in due course.</p>	<p>10/08 A business case is currently being drafted. A project plan, financial plan, risk register and issues log have now been completed.</p> <p>01/09 The business case will be completed in January. Two consultation events with parish councils have also been undertaken.</p>
40/08	<p>BROMSGROVE PARTNERSHIP - SUSTAINABLE COMMUNITY STRATEGY: PERFORMANCE 2007/08</p> <p>RESOLVED:</p> <p>(c) that members be provided with information on progress regarding the Biodiversity Action Plan including responsible officers; and</p> <p>(d) that the Assistant Chief Executive be requested to follow up the progress of the Older People's Theme Group and to provide members with further information on progress made.</p>	<p>10/08 A Biodiversity plan will shortly be provided by the County Council.</p> <p>01/09 two reports were submitted to the November meeting. COMPLETED</p> <p>10/08 A summary of progress has been requested from the Theme Leader.</p> <p>01/09The presentation from Theme Group chair was circulated to PMB Members.</p>
21 October 2008		

Meeting date & minute ref	Minute & Action	Progress update
59/08	<p>SPATIAL PROJECT MONITORING REPORT</p> <p>RESOLVED that the report be noted and a further update be given at the next meeting of the Board.</p>	<p>01/09 Spatial project highlight reports have been reported to PMB on a monthly basis. As this project has now finished, reporting has stopped. A final report outlining the benefits of the Spatial Project was presented to PMB on 16th December 2008. COMPLETED</p> <p>01/09 A further report will go to PMB in December 2009 outlining the benefits that have been realised by the project</p>
60/08	<p>IMPROVEMENT PLAN EXCEPTION REPORT (AUGUST 2008)</p> <p>The Assistant Chief Executive undertook to provide members with additional information regarding the situation in respect of the Parkside site.</p>	<p>01/09 The Executive Director Partnerships and Projects subsequently attended the Board to explain latest position on the town centre.</p>
18 November 2008		
66/08	<p>INTEGRATED FINANCE AND PERFORMANCE REPORT QUARTER 2</p> <p>Members requested that information on the green waste service and payments system be included in the next Members Bulletin.</p> <p>RESOLVED: (e) that detailed information on sickness absence and sundry debtors be made available at the next meeting.</p>	<p>01/09 Members were sent detailed information direct about the scheme prior to calendars being posted. COMPLETED</p> <p>01/09 A Sickness Absence report was taken to PMB on 16th December 2008. The purpose of the report was to:</p> <ul style="list-style-type: none"> ▪ update the Board on the Council's level of sickness absence and how this compares to the national picture;

Meeting date & minute ref	Minute & Action	Progress update
		<ul style="list-style-type: none"> ▪ to consider the interventions currently used by the Council to reduce sickness absence levels in comparison with nationally recognised interventions; ▪ to highlight areas where further action could be taken, with appropriate financial support. ▪ The report also updated the Board on the Government's response to Dame Carol Black's report 'Working for a healthier tomorrow'. <p>COMPLETED</p> <p>01/09 A verbal update on debtors has been provided, a full report will come to the meeting in January 2009</p>