

**BROMSGROVE DISTRICT COUNCIL**  
**PERFORMANCE MANAGEMENT BOARD**

**17 MARCH 2009**

**PERFORMANCE MANAGEMENT BOARD PROPOSED PROGRAMME**  
**2009/10**

|                             |   |
|-----------------------------|---|
| 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 proposed work programme for 2009/10 (March only as background).

**2. RECOMMENDATIONS**

- 2.1 It is recommended that:
- i. The Board considers the programme.
  - ii. Notes that invariably the programme will be updated during the year as the Board identifies something it wishes to focus on.
  - iii. The Board identifies topics or areas of focus it would like to see in the programme for the year ahead.

**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. FINANCIAL IMPLICATIONS**

- 4.1 The proposed new timetable links to the financial planning cycle.

**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 complaints data during 2009/10 as part of the quarterly integrated financial and performance reports.

## **9. OTHER IMPLICATIONS**

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

## **11. APPENDICES**

Appendix 1 – PMB Work Programme 2009/10

## **12. BACKGROUND PAPERS**

2008/09 PMB Work Programme.

**CONTACT OFFICERS**

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**Proposed Performance Management Board Work Programme 2009/10**

| Date      | Agenda Item  |
|-----------|--|
| 17 Mar 09 | Period 10 09/10 Performance Report.<br>Period 10 09/10 Improvement Plan Mark 2 progress report.<br>Housing Strategy Update<br>Housing Inspection Action Plan<br>BDHT Performance<br>Employee Survey Results<br>Council Plan 2009/2012<br>PMB Work Programme 2009/2010. |
| 21 Apr 09 | TRAINING SESSION<br>Period 11 09/10 Performance Report (distributed only, no meeting)<br>Period 11 09/10 Improvement Plan Mark 2 progress report (distributed only, no meeting).   |
| 18 May 09 | Period 12 09/10 Integrated Finance & Performance report<br>Period 12 09/10 Improvement Plan Mark 2 progress report<br>VFM Licensing Review.<br>Customer Access Strategy.<br>PMB Work Programme.<br>Quarterly Recommendation Tracker.                                   |
| 15 Jun 09 | Period 1 09/10 Performance Report<br>Period 1 Improvement Plan 2009/2010 Mark 4<br>CPA Report and Direction of Travel<br>PMB Work Programme  |
| 20 Jul 09 | Period 2 09/010 Performance Report<br>Period 2 09/10 Improvement Plan Mark 4   |

|           |  |
|-----------|--|
|           | <p>Annual Financial and Performance Report 2008/2009.</p> <p>Quarterly Recommendation Tracker.</p> <p>PMB Work Programme</p>   |
| 21 Sep 09 | <p>Quarter 1 09/10 Integrated Finance and Performance report.</p> <p>Period 4 09/10 Performance report</p> <p>Period 3 and 4 09/10 Improvement Plan Mark 4 progress report</p> <p>Data Quality Strategy 6 month Update</p> <p>Housing Inspection Report and Updated Inspection Action Plan.</p> <p>Council Plan 2010/2013 Part 1</p> <p>PMB Work Programme</p> |
| 19 Oct 09 | <p>Period 5 09/10 Performance Report.</p> <p>Period 5 09/10 Improvement Plan Mark 4 progress report.</p>   |
| 16 Nov 09 | <p>Quarter 2 09/10 Integrated Finance &amp; Performance report.</p> <p>Period 6 09/10 Improvement Plan Mark 4 progress report.</p> <p>Community Strategy Annual Report 2008/09.</p> <p>Community Strategy 2010/2013.</p> <p>Quarterly Recommendation Tracker</p> <p>PMB Work Programme.</p>  |
| 21 Dec 09 | <p>Period 7 09/10 Performance Report.</p> <p>Period 7 09/10 Improvement Plan Mark 3 progress report.</p> <p>Annual Artrix Performance Report</p> <p>2008/2009 Predicted Outturn for Corporate Indicators.</p> <p>PMB Work Programme.</p>   |
| 18 Jan 10 | <p>Period 8 09/10 Performance Report</p> <p>Period 8 09/10 Improvement Plan Mark 4 progress report.</p>  |

|           |   |
|-----------|---|
|           | <p>Quarterly Recommendation Tracker</p> <p>PMB Work Programme.</p>  |
| 15 Feb 10 | <p>Quarter 3 09/10 Integrated Finance &amp; Performance report.</p> <p>Period 9 09/10 Improvement Plan Mark 4 progress report.</p> <p>Performance Management Strategy Annual Update</p> <p>6 Month Review of Data Quality Strategy.</p> <p>PMB Work Programme.</p>  |
| 15 Mar 10 | <p>Period 10 07/08 Performance Report.</p> <p>Period 10 09/10 Improvement Plan Mark 4 progress report.</p> <p>Staff Survey Results (if undertaken)</p> <p>Housing Strategy Action Plan Update and Housing Inspection Action Plan.</p> <p>Council Plan 2010-2013.</p> <p>PMB Work Programme 2010/2011.</p> |