

**BROMSGROVE DISTRICT COUNCIL**

**18 MAY 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 January 2009 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 March 2009 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**

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Meeting date & minute ref	Minute & Action	Progress update
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 <b>05/09 Will be included in the programme for January 2010</b>
26/08	ANNUAL FINANCIAL AND PERFORMANCE REPORT 2007/2008 RESOLVED (b) that unemployment figures be submitted to the Performance Management Board's meeting scheduled to be held on 16th September 2008.	10/08 Figures will be supplied to the November meeting. 01/09 Not provided to November meeting. ACE to provide figures to January meeting. <b>05/09 ACE will update May 09 meeting</b>
19 August 2008		
39/08	LOCAL NEIGHBOURHOOD PARTNERSHIPS RESOLVED that the progress report be noted and the business case be considered in due course.	10/08 A business case is currently being drafted. A project plan, financial plan, risk register and issues log have now been completed. 01/09 The business case will be completed in January. Two consultation events with parish councils have also been undertaken. <b>05/09 – Work on business case delayed due to vacancies. Posts now filled and work can re-commence. Business case to be completed by July</b>

Meeting date & minute ref	Minute & Action	Progress update
21 October 2008		
59/08	SPATIAL PROJECT MONITORING REPORT RESOLVED that the report be noted and a further update be given at the next meeting of the Board.	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 16 <sup>th</sup> December 2008. <b>COMPLETED</b>  01/09 A further report will go to PMB in December 2009 outlining the benefits that have been realised by the project  <b>05/09 Will be included in the programme for Dec 2009</b>
18 November 2008		
66/08	INTEGRATED FINANCE AND PERFORMANCE REPORT QUARTER 2  RESOLVED: (e) that detailed information on sickness absence and sundry debtors be made available at the next meeting.	01/09 Sickness Absence action completed  01/09 A verbal update on debtors has been provided, a full report will come to the meeting in January 2009 <b>05/09 Reported at January 2009 meeting. COMPLETED</b>
16 December 2008		
75/08	ARTRIX PERFORMANCE REPORT  RESOLVED that a further Annual Review be undertaken in twelve months.	<b>05/09 – Included in work programme for December 2009. COMPLETED</b>
76/08	SPATIAL PROJECT BENEFITS	

Meeting date & minute ref	Minute & Action	Progress update
	<p>(a) that a report on progress of the FM2 stage of the project be submitted in six months; and</p> <p>(b) that a further report on the Spatial Project be considered in twelve months time when more evidence has been obtained regarding the benefits of the project.</p>	<p><b>05/09 Will be included in the programme for Dec 2009</b></p> <p><b>05/09 Will be included in the programme for Dec 2009</b></p>
77/08	<p>SICKNESS ABSENCE</p> <p>RESOLVED:</p> <p>(a) that a further performance clinic be arranged to look again at the application of the Council's sickness absence policy by Heads of Service including progression to the informal stage of the policy;</p> <p>(b) that the policy itself be reconsidered including the various "trigger points" set out within the policy;</p> <p>(c) that consideration be given to introducing spot checks in relation to the carrying out of return to work interviews in order to promote a consistency of approach;</p> <p>(d) that officers produce a breakdown of periods of short term sickness to identify any particular patterns</p> <p>(e) that a further report be considered at the February Board Meeting.</p>	<p><b>05/09 A further performance clinic has been held and a number of actions are to be put in place to ensure that procedures are being robustly applied and, if necessary, further training for managers will be provided. From April 09 onwards a separate, more detailed, report will be produced for sickness absence (as well as the summary figures in the monthly performance report). This report will go to CMT, Leader's Group and PMB.</b></p>
79/08	SIX MONTHLY REVIEW OF ESTIMATED OUTTURN	

Meeting date & minute ref	Minute & Action	Progress update
	<p>RESOLVED: a report be submitted to the Board in six months in relation to the employment of people with disabilities.</p> <p>RECOMMENDED (a) that the corporate system be used to record all performance information both for corporately reported performance indicators and departmental performance indicators</p> <p>(b) that as from 2009/20010 all performance measures included in Business Plans be required to have a performance indicator procedure note.</p>	<p><b>05/09 Will be included in the programme for Dec 2009</b></p> <p><b>05/09 – Corporate system is used to record all performance information. COMPLETED</b></p> <p><b>05/09 – This action is already included in the Data Quality Strategy Work programme for 2009/10</b></p>
81/08	<p>WORK PROGRAMME 2008/2009</p> <p>RESOLVED: (a) that the Staff Survey Results be considered in March 2009 rather than in February 2009; (b) that the reports on the Housing Strategy Action Plan Update and the Housing Inspection Report and Updated Action Plan be combined and considered in February 2009.</p>	<p><b>05/09 Considered at March 2009 meeting. COMPLETED</b></p> <p><b>05/09 Considered at March 2009 meeting. COMPLETED</b></p>
20 January 2009		
85/08	<p>SUNDRY DEBTORS</p> <p>RECOMMENDED that with a view to streamlining the current sundry debt</p>	<p><b>05/09 The legal team have recently installed a case management system which will make the recovery of debts</b></p>

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	collection process, the Portfolio Holder for Finance and the Head of Financial Services be requested to explore the possibility of making use of Money Claim Online, which is Her Majesty's Courts Service online facility.	<b>more efficient as cases can be managed more effectively. The on-line court system has been used a number of times by the Authority but this will be developed further during the year with the involvement of the new system. COMPLETED</b>
86/08	PERFORMANCE MANAGEMENT STRATEGY  RESOLVED That it be noted that progress made on the implementation action plan will be reported to the Board on an annual basis.	<b>05/09 Included in the work programme for February 2010. COMPLETED</b>
88/08	IMPROVEMENT PLAN EXCEPTION REPORT (NOVEMBER 2008)  RESOLVED: that the Value for Money analysis referred to by the Assistant Chief Executive be submitted to this Board in addition to the Audit Board.	<b>05/09 Work is underway on this analysis and is expected to be completed in Autumn, when it will be submitted to CMT, Leader's Group and PMB</b>
17 February 2009		
94/08	INTEGRATED FINANCE AND PERFORMANCE REPORT (QUARTER 3)  RECOMMENDED: (a) that the Cabinet recommend to the Council the release of £150,00 from balances to meet the projected overspend in relation to Bromsgrove	<b>05/09 March Cabinet noted the requirement of funding from balances and requested the exact figure be included in the Outturn report. COMPLETED</b>



Meeting date & minute ref	Minute & Action	Progress update
	Museum and Haybridge Sports Centre (b) that officers be requested to investigate the possibility of hiring out the Burcot Room in order to generate additional income.	<b>05/09 – Investigations have shown that in order to have a realistic chance of hiring out the room then considerable refurbishment would be required, including replacing the windows. Rental income would not repay the outlay of refurbishment given the aim of moving out of this building in the medium term.</b>
96/08	UPDATE ON DATA QUALITY STRATEGY ACTION PLAN  RECOMMENDED that further procedures be introduced for the 2008/2009 closedown, in particular the use of spot checks on high risk indicators, prior to external audit and during the year.	<b>05/09 High risk indicators are being checked by Senior Policy &amp; Performance Officer. COMPLETED</b>
17 March 2009		
104/08	HOUSING STRATEGY 2006/2011 - PROGRESS REPORT, MID TERM REVIEW AND NEW ACTION PLAN  RECOMMENDED that the Portfolio Holder for Housing and Environment be requested to work with officers on the following issues: (a) researching the need for an outreach worker for people with mental health difficulties; (b) researching the health needs of homeless households and their ability to access health services (possibly	<b>05/09 Work is underway on these actions</b>

<b>Meeting date &amp; minute ref</b>	<b>Minute &amp; Action</b>	<b>Progress update</b>
	<p>through the Local Strategic Partnership Board); and                      (c) investigating the possibility of promoting the availability of alternative debt advice services in addition to the Citizens' Advice Bureau, as other providers may be able to provide a service outside normal office hours.</p>	