

**BROMSGROVE DISTRICT COUNCIL**  
**20 JULY 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 May 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 May 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
<b>20 May 2008</b>		
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 05/09 Will be included in the programme for January 2010 <b>07/09 Included in programme. COMPLETED</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. 05/09 ACE will update May 09 meeting <b>07/09 The annual report going to July's Board contains an unemployment figure of 3.7%. COMPLETED</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. 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

Meeting date & minute ref	Minute & Action	Progress update
		<b>07/09 The business case has been deferred until September.</b>
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  05/09 Will be included in the programme for Dec 2009 <b>07/09 Included in programme COMPLETED</b>
16 December 2008		
76/08	SPATIAL PROJECT BENEFITS  (a) that a report on progress of the FM2 stage of the project be submitted in six months; and (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.	05/09 Will be included in the programme for Dec 2009  05/09 Will be included in the programme for Dec 2009  <b>07/09 Included in programme. COMPLETED</b>
77/08	SICKNESS ABSENCE  RESOLVED: (a) that a further performance clinic be arranged to look again at the	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

Meeting date & minute ref	Minute & Action	Progress update
	<p>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>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.</p> <p><b>07/09 A detailed monthly sickness report was produced in April and will be produced each subsequent month. Sickness absence rose for the third consecutive month in May, with long-term sickness also rising significantly, whilst short-term sickness fell slightly. Action to terminate employment has commenced in one long-term case as there is no foreseeable date of return.</b></p> <p><b>A training programme for managers on Return To Work (RTW) interviews is planned for September; this should result in better RTW interviews and an improved understanding amongst staff of the Council's approach to Sickness Absence.</b></p> <p><b>There have been two cases of suspected H1N1(swine) flu so far, one of which tested negative. The second individual was not tested and has returned to work after a short absence. It is reasonable to assume there will be further cases throughout the summer ahead of the normal seasonal occurrence of flu in the autumn and winter.</b></p> <p><b>The integrated sickness absence and health and safety report for Month ending May 2009 also provides other updates, including the Government "Fit for Work" initiative</b></p>

Meeting date & minute ref	Minute & Action	Progress update
79/08	<p>SIX MONTHLY REVIEW OF ESTIMATED OUTTURN</p> <p>RESOLVED: a report be submitted to the Board in six months in relation to the employment of people with disabilities.</p>	<p>05/09 Will be included in the programme for Dec 2009 <b>07/09 Included in the programme. COMPLETED</b></p>
20 January 2009		
88/08	<p>IMPROVEMENT PLAN EXCEPTION REPORT (NOVEMBER 2008)</p> <p>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.</p>	<p>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</p> <p><b>07/09</b> Initial draft report prepared by Improvement Manager to identify transactional costs and comparison between departments. To be reviewed by Improvement Manager and Head of Financial Services prior to report being submitted to CMT and Members.</p>
17 March 2009		
104/08	<p>HOUSING STRATEGY 2006/2011 - PROGRESS REPORT, MID TERM REVIEW AND NEW ACTION PLAN</p> <p>RECOMMENDED that the Portfolio Holder for Housing and Environment be requested to work with officers on the following issues:</p>	<p>05/09 Work is underway on these actions <b>07/09 Progress update:</b> a) <b>The Strategic Housing Initiatives Officer attended an awareness raising event and has made contact with</b></p>

Meeting date & minute ref	Minute & Action	Progress update
	<p>(a) researching the need for an outreach worker for people with mental health difficulties;</p> <p>(b) researching the health needs of homeless households and their ability to access health services (possibly through the Local Strategic Partnership Board); and</p> <p>(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>	<p><b>Mental Health Network Group.</b></p> <p><b>b) Additional questions have now been inserted in the Homelessness Survey questionnaire relating to the ability of clients to access health services. Issues arising and any evidence of gaps in service provision will be raised with the PCT.</b></p> <p><b>c) A specialist Debt Advice service has been set up at CAB to meet the needs of home owners facing difficulty in meeting mortgage repayments. Alternative debt advice services have now been promoted through Together Bromsgrove and have been included within the Mortgage Wise Folder pack that has been produced in the light of the economic downturn.</b></p>