

BROMSGROVE DISTRICT COUNCIL
18 JANUARY 2010

PERFORMANCE MANAGEMENT BOARD

PMB RECOMMENDATIONS TRACKER

Responsible Portfolio Holder	Councillor Kit Taylor 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 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 November 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 INCLUDING HEALTH & SAFETY CONSIDERATIONS

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 CLIMATE CHANGE AND CARBON IMPLICATIONS

11.1 There are no climate change implications

12. OTHER IMPLICATIONS

Procurement Issues None
Personnel Issues None
Governance/Performance Management –
Community Safety including Section 17 of Crime & Disorder Act 1988 None
Policy None
Biodiversity 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
19 August 2008		
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> <p>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</p> <p>07/09 The business case has been deferred until September.</p> <p>11/09 A briefing note (outline business case) has been produced and submitted to the Leader and Finance Portfolio Holder.</p> <p>01/10 A business case recommended the closure of the LNPs was submitted to December 2009 Cabinet and approved. This decision has been challenged by Scrutiny and “called in” to their 05 January 2010 meeting.</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>07/09 Initial draft report prepared by Improvement Manager to</p>

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		<p>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> <p>11/09 Report submitted to CMT. Transactional measures will be reported by end October to CMT. The main question for CMT will be when to start reporting this information, given the context of shared services and the interviews through December and January. Assistant Chief Executive to update the Board at November meeting.</p> <p>01/10 No update was provided by the Assistant Chief Executive in November, however work has continued on this project. A new date in the work programme needs to be determined, based on discussions with the Improvement Manager.</p>
20 July 2009		
24/09	<p>INTEGRATED SICKNESS ABSENCE PERFORMANCE AND HEALTH & SAFETY REPORT</p> <p>RESOLVED: (c) that a further report be considered following the receipt of advice from the National/Regional Employers on the payment of occupational sick pay and any advice on the Council's sickness absence procedures.</p>	<p>01/10 In September sickness levels fell significantly and have been maintained at a level below the monthly target figure since then.</p>

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21 Sep 2009		
34/09	<p>COUNCIL PLAN 2010/2013 PART 1</p> <p>RECOMMENDED:</p> <p>(b) that the relevant Portfolio Holder be requested to work with the appropriate officers on the development of a long term Climate Change Strategy and action plan in order to address the priority of Climate Change and achieve the 80% reduction by 2050;</p> <p>(c) that the relevant Portfolio Holder be requested to work with the Assistant Chief Executive to develop a programme to explain to residents the importance of the Shared Services proposals with a focus on addressing residents' poor perception of the Council's value for money ;</p> <p>RESOLVED:</p> <p>(e) that the Climate Change Strategy and action plan referred to in recommendation (b) above, be submitted to this Board when available;</p>	<p>11/09 Plan currently under production with draft to be considered by Members in December, before going through formal approval.</p> <p>01/10 The Joint Climate Change Officer Manager has produced a draft strategy. It needs further work and formal consideration by Corporate Management Team. The Assistant Chief Executive may take over responsibility for climate change, if successful at interview. An early meeting with the officer, should determine a suitable date for this strategy to come to PMB, probably no later than April 2010.</p> <p>11/09 The Communications Strategy has been updated and is due to go to November's Cabinet. Its priorities are to turn around these indicators.</p> <p>01/10 The Strategy was approved at November Cabinet. COMPLETED</p> <p>11/09 This is likely to be January 2010.</p> <p>01/10 see update above re Climate Change Strategy</p>

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39/09	<p>SHARED SERVICES HIGHLIGHT REPORT RESOLVED:</p> <p>(b) that future reports include a table to illustrate the target savings and that this be updated regularly to reflect the position as savings are achieved and as new services are included.</p>	<p>11/09 A regular financial summary is provided to the Shared Services Board – this can be appended to the Highlight Report.</p> <p>01/10 2008/09 financial statement included in the December report together with the target for 2009/10. COMPLETED</p>
19 Oct 2009		
46/09	<p>COMMUNITY SAFETY PARTNERSHIP - PARTNERSHIP PLAN 2009-2011</p> <p>RECOMMENDED:</p> <p>That the Community Safety Partnership – Partnership Plan 2009-2011 be recognised as good evidence and be used to inform and assist the Overview and Scrutiny Work Programme.</p>	<p>01/10 The Community Safety Partnership Plan has been added to the updated Overview and Scrutiny Work Programme for consideration in 2010 where it may be considered to provide a context for the scrutiny Crime and Disorder Partnerships in Bromsgrove and to aid the identification of any future topics for consideration by the Board. COMPLETED</p>
47/09	<p>BROMSGROVE PROFILE</p> <p>RECOMMENDED:</p> <p>That the Bromsgrove Profile be used as a primary document for the research of relevant topics on the Overview and Scrutiny Work Programme.</p>	<p>01/10 The Bromsgrove Profile has been added to the updated Overview and Scrutiny Work Programme for consideration in 2010 this to identify specific linkages with the O&S Work Programme. COMPLETED</p>

Meeting date & minute ref	Minute & Action	Progress update
48/09	<p>WORK PROGRAMME</p> <p>RESOLVED:</p> <p>That the work programme be approved subject to the inclusion of an update on how the Council and its partners are responding to the recession, particularly in relation to unemployment issues to the November meeting of the Board.</p>	<p>01/10 An update has been provided to PMB members via e-mail. COMPLETED</p>
16 Nov 2009		
56/09	<p>SUSTAINABLE COMMUNITY STRATEGY 2010-2013</p> <p>RESOLVED:</p> <p>(a) That the Assistant Chief Executive to ask the relevant Portfolio Holder to revisit NI155;</p> <p>(b) That the Assistant Chief Executive clarify information in NI56 with regard to specific district areas with obesity over 20%.</p> <p>(c) that in future an executive summary be prepared detailing key issues and the linkage to the Council's priorities.</p> <p>(d) that Members felt there was a range of activities available, which perhaps needed to be communicated to the young people in a different way.</p>	<p>01/10 This has been considered and will be discussed at the next available LSP Board meeting. COMPLETED</p> <p>01/10 Information supplied via e-mail to PMB. COMPLETED</p> <p>01/10 Will be included in next update.</p> <p>01/10 Assistant Chief Executive agrees, but budget bid not successful. COMPLETED</p>

Meeting date & minute ref	Minute & Action	Progress update
59/09	<p>WORK PROGRAMME</p> <p>RESOLVED</p> <p>that the Work Programme be approved subject to the inclusion of a short update from the Head of Financial Services on the Integrated Finance & Performance Report at the next meeting and that the Annual Artrix Performance Report and "What is Excellence?" be deferred until the meeting on 18th January 2010.</p>	<p>01/10 A revised predicted outturn position was presented to the PMB meeting in December. COMPLETED</p>