

# **BROMSGROVE DISTRICT COUNCIL**

**15 February 2010**

## **PMB**

### **IMPROVEMENT PLAN EXCEPTION REPORT [December 2009]**

Responsible Portfolio Holder	Cllr. Roger Hollingworth, Leader of the Council
Responsible Officer	Hugh Bennett Assistant Chief Executive

#### **1. SUMMARY**

- 1.1 To ask PMB to consider the Improvement Plan Exception Report for December 2009 (Appendix 1).

#### **2. RECOMMENDATION**

- 2.1 That PMB considers and approves the revisions to the Improvement Plan Exception Report attached as Appendix 1, and the corrective action being taken.
- 2.2 That PMB notes that for the 93 actions highlighted for November within the plan 75.3% of the Improvement Plan is on target [green], 5.4% is one month behind [amber] and 4.3% is over one month behind [red]. 15% of actions have been reprogrammed or suspended with approval<sup>1</sup>; these include the reprogramming of some town centre actions and the suspension of the Code of Conduct for Members (due to Government delays in introduction), the working practices review and 'The Bromsgrove Way' (due to shared services).
- 2.3 This month's performance is shown on the first page of Appendix 1.

#### **3 BACKGROUND**

- 3.1 July 2008 Cabinet approved the Improvement Plan 2008/09. The Improvement Plan is directly linked to the four corporate priorities and thirteen enablers identified in the Council Plan 2009/2012.
- 3.2 The Improvement Plan is designed to help monitor the detailed actions flowing from the Council Plan, which will help move the Council forward to excellent in the medium term.
- 3.3 There were 5 amber and 4 red activities this month for the following areas of the Improvement Plan:-

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<sup>1</sup> NB reprogrammed actions are those that have been moved to a later point in the year. Suspended actions are those which have been suspended completely for the period covered by the Plan.

Ref.	Council Plan Balanced Scorecard Reference	Number
CP1	Town Centre	3
FP2	Governing the Business	1
FP4	Managing Performance	1
PR1	Customer Processes	1
PR4	Improved Partnership Working	2
PR5	Planning	1

3.4 The re-programmed and suspended actions Plan are:-

Ref.	Action	Reason
1.1.2	Unified vision	Reprogrammed- work will recommence on Area Action Plan in 2010.
7.3.3	Climate Change Matrix	Suspended due to changed approach
10.1.4	New governance arrangements	Suspended- decision postponed until 2010
10.2.2	Code of Conduct for Members	Suspended due to Government delays
14.1.4	The Bromsgrove Way consultation	Suspended- proposals to be changed
14.2.5, 14.2.7	Investors in People	Suspended due to revised approach
16.1.1, 16.1.2, 16.1.3, 16.1.5, 16.1.8	Working practices review	Suspended due to prioritisation of harmonisation
16.2.4	Employee satisfaction implementation	Suspended
16.4.1	Employee health & wellbeing programme	Suspended by CMT

#### **4. FINANCIAL IMPLICATIONS**

4.1 No financial implications.

#### **5. LEGAL IMPLICATIONS**

5.1 No legal implications.

#### **6. COUNCIL OBJECTIVES**

6.1 The Improvement Plan relates to all of the Council's four objectives and four priorities as per the 2009/2012 Council Plan.

#### **7. RISK MANAGEMENT**

Corporate Risk Title	Improvement Plan Reference
KO1: Effective Financial Management and Internal Control	FP1 – Managing Finances
KO2: Effective corporate leadership	FP1 – Managing Finances FP2 – Governing the Business

	FP3 – Managing Resources FP4 – Managing Performance PR2 –Political Governance
KO3: Effective Member / Officer relations	PR2 –Political Governance HROD1 – Learning & Development
KO4: Effective Member / Member relations	PR2 –Political Governance HROD1 – Learning & Development
KO5*: Full compliance with the Civil Contingencies Act and effective Business Continuity	PR1 – Customer Processes
KO6: Maximising the benefits of investment in ICT equipment and training	PR1 – Customer Processes
KO7: Effective partnership working	PR4 – Improved Partnership Working
KO8: Effective communications (internal and external)	PR1 – Customer Processes
KO9: Equalities and diversity agenda embedded across the Authority	CP3 – Sense of Community FP4 – Managing Performance
KO10: Appropriate investment in employee development and training	HROD1 – Learning & Development HROD2 – Modernisation HROD3- Positive Employee Climate
KO11: Effective employee recruitment and retention	HROD1 – Learning & Development HROD2 – Modernisation HROD3- Positive Employee Climate
KO12: Full compliance with all Health and Safety legislation	HROD3- Positive Employee Climate
KO13: Effective two tier working and Community Engagement	CP3 – Sense of Community PR4 – Improved Partnership Working
KO14: Successful implementation of Job Evaluation	HROD2 - Modernisation
KO15: All Council data is accurate and of high quality	FP1 – Managing Finances FP4 – Managing Performance
KO16: The Council no longer in recovery	FP1 – Managing Finances FP2 – Governing the Business FP3 – Managing Resources FP4 – Managing Performance PR2 –Political Governance
KO17: Effective Projects Management	FP1 – Managing Finances
KO19: Effective Business and Performance Management	FP4 – Managing Performance
KO20: Effective Customer Focused Authority	CP3 – Sense of Community PR1 – Customer Processes

\* KO5 and KO18 have been merged

## 8. **CUSTOMER IMPLICATIONS**

8.1 The Improvement Plan includes a range of actions to deliver the Council's Customer First value. Please see section PR1 of the Improvement Plan.

## 9. **EQUALITIES AND DIVERSITY IMPLICATIONS**

9.1 Please see sections CP3 and FP4 of the Improvement Plan

**10. VALUE FOR MONEY IMPLICATIONS**

10.1 See sections FP1-FP3 of the Improvement Plan

**11. OTHER IMPLICATIONS**

Procurement Issues: See Section FP2 of the Improvement Plan.
Personnel Implications: See Sections HROD1-HROD3 of the Improvement Plan.
Governance/Performance Management: See Sections FP4 and PR2 of the Improvement Plan.
Community Safety including Section 17 of Crime and Disorder Act 1998: See section CP3 of the Improvement Plan
Policy: All sections of the Improvement Plan relate to this.
Environmental: See sections CP4 and FP3 of the Improvement Plan.

**12. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	<b>No</b>
Chief Executive	<b>At CMT</b>
Executive Director (Partnerships and Projects)	<b>At CMT</b>
Executive Director (Services)	<b>At CMT</b>
Assistant Chief Executive	<b>Yes</b>
Head of Service	<b>At CMT</b>
Head of Financial Services	<b>At CMT</b>
Head of Legal & Democratic Services	<b>At CMT</b>
Head of Organisational Development & HR	<b>At CMT</b>
Corporate Procurement Team	<b>No</b>

**13. WARDS AFFECTED**

13.1 All wards.

**14. APPENDICES**

14.1 Appendix 1 Improvement Plan Exception Report December 2009.

**15. BACKGROUND PAPERS:**

15.1 The full Improvement Plan for December can be found at [www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk) under meetings Minutes and Agendas. A hard copy is also left in the Members' Room each month.

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# Exception Report for December 2009 Improvement Plan

# Appendix 1

## PROGRESS IN 2009/10

Overall performance as at the end of December 2009, in comparison with the previous year, is as follows: -

July 2008			August 2008			September 2008			October 2008			November 2008			December 2008		
RED	11	8.6%	RED	17	14.4%	RED	16	11.9%	RED	15	10.6%	RED	12	8.7%	RED	13	9.9%
AMBER	3	2.3%	AMBER	4	3.4%	AMBER	8	6.0%	AMBER	7	5.0%	AMBER	8	5.8%	AMBER	5	3.9%
GREEN	114	89.1%	GREEN	96	81.4%	GREEN	99	73.9%	GREEN	104	73.8%	GREEN	106	76.8%	GREEN	100	76.3%
REPRO	0	0%	REPRO	1	0.8%	REPRO*	11	8.2%	REPRO	15	10.6%	REPRO	12	8.7%	REPRO	13	9.9%

January 2009			February 2009			March 2009			April 2009			May 2009			June 2009		
RED	0	0%	RED	2	1.5%	RED	3	2.9%	RED	3	3.2%	RED	3	3.85%	RED	1	1.2%
AMBER	4	3.6%	AMBER	3	2.3%	AMBER	5	4.9%	AMBER	5	5.4%	AMBER	3	3.85%	AMBER	0	0%
GREEN	95	86.4%	GREEN	112	86.2%	GREEN	80	78.5%	GREEN	71	76.3%	GREEN	60	76.9%	GREEN	70	82.3%
REPRO	11	10.0%	REPRO	13	10.0%	REPRO	14	13.7%	REPRO	14	15.1%	REPRO	12	15.4%	REPRO	14	16.5%

July 2009			August 2009			September 2009			October 2009			November 2009			December 2009		
RED	0	0%	RED	0	0%	RED	4	3.8%	RED	2	2.1%	RED	2	2.1%	RED	4	4.3%
AMBER	11	13.3%	AMBER	6	8.5%	AMBER	9	8.7%	AMBER	9	9.6%	AMBER	5	5.3%	AMBER	5	5.4%
GREEN	67	80.7%	GREEN	60	84.5%	GREEN	79	76%	GREEN	70	74.5%	GREEN	71	74.7%	GREEN	70	75.3%
REPRO	0	0%	REPRO	0	0%	REPRO	0	0%	REPRO	0	0%	REPRO	3	3.2%	REPRO	1	1.1%
SUSP	5	6%	SUSP	5	7%	SUSP	12	11.5%	SUSP	13	13.8%	SUSP	14	14.7%	SUSP	13	13.9%

January 2010			February 2010			March 2010			April 2010			May 2010			June 2010		
RED			RED			RED			RED			RED			RED		
AMBER			AMBER			AMBER			AMBER			AMBER			AMBER		
GREEN			GREEN			GREEN			GREEN			GREEN			GREEN		
REPRO			REPRO			REPRO			REPRO			REPRO			REPRO		
SUSP			SUSP			SUSP			SUSP			SUSP			SUSP		

# Exception Report for December 2009 Improvement Plan

# Appendix 1

Where: -

	On Target or completed		One month behind target or less		Over one month behind target		Original date of planned action		Re- programmed date.*		Suspended**
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\* NB. Reprogrammed actions are those that have been moved to a later point in the year. They are not actions that have been extended and they do not appear on the exception report once they have received approval.

\*\*NB. Suspended actions are those that have been suspended completely for the period covered by the Improvement Plan

An Exception Report detailing corrective actions follows:

<b>CP1: Town Centre</b>																
Ref	December 2009 Action	Colour	Corrective Action											Who	Original Date	Revised Date
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action	
1.1.1	Engage specialist organisation to complete unified vision		Work will recommence on the AAP in January 2010.											PS	Dec 09	Apr 10
<b>1.1</b>	<b>Agreement on preferred option of Area Action Plan</b>															
1.1.1	Engage specialist organisation to complete unified vision	PS														<p>The listing of Parkside has delayed the resumption of the work on the AAP and the preferred option. However, it would appear that the police and fire service have now secured an alternative site and are awaiting the outcome of a HMIC report and a final decision from the Police Committee before commencing work on the building although there is sufficient money to secure the site. It is anticipated that work will recommence on the AAP in January 2010. The unified vision will be completed by April with the AAP itself being completed by June 2010. However, it is not likely to receive official approval until April 2011.</p>



## Exception Report for December 2009 Improvement Plan

## Appendix 1

<b>CP1: Town Centre</b>																	
Ref	December 2009 Action		Colour		Corrective Action										Who	Original Date	Revised Date
1.5.2	Public consultation complete				The County Council has requested that Network Rail produce a design this side of Christmas that more closely matches the available funding.										HB	Dec 09	TBC
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
<b>1.5</b>	<b>Train Station</b>																
1.5.2	Public consultation complete	HB														Meeting with Network Rail in early November cancelled by Network Rail. The County Council has requested that Network Rail produce a design this side of Christmas that more closely matches the available funding. Funding package still being assembled.	

<b>CP1: Town Centre</b>																	
Ref	December 2009 Action		Colour		Corrective Action										Who	Original Date	Revised Date
1.5.3	Planning permission obtained				No progress on this area by project team, as focus is on delivering a design & funding package that is deliverable.										HB	Dec 09	TBC
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
<b>1.5</b>	<b>Train Station</b>																
1.5.3	Planning permission obtained	HB														No progress on this area by project team, as focus is on delivering a design and funding package that is deliverable.	

<b>FP2: Governing the Business (including Value for Money)</b>																	
Ref	December 2009 Action	Colour	Corrective Action												Who	Original Date	Revised Date
6.3.9	Provide training to Audit Board on Internal Control and Risk Management Issues		Due to amount of areas to be considered as part of final accounts – training to be re-scheduled for Dec- March 10												JLP	Dec 09	Mar 10
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
<b>6.3</b>	<b>Effective risk management</b>																
6.3.9	Provide training to Audit Board on Internal Control and Risk Management Issues	JLP														Due to amount of areas to be considered as part of final accounts – training to be re-scheduled for Dec- March 10	

<b>FP4: Managing Performance (including Value for Money)</b>																	
Ref	December 2009 Action	Colour	Corrective Action												Who	Original Date	Revised Date
8.1.3	Annual review of indicator set.		First draft completed, but report pushed back to April.												HB	Dec 09	Apr 10
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
<b>8.1</b>	<b>Identify and deliver priority services, outcomes and improvements</b>																
8.1.3	Annual review of indicator set.	HB														First draft completed, but report pushed back to April.	

## Exception Report for December 2009 Improvement Plan

## Appendix 1

<b>PR1: Customer Processes</b>																	
Ref	December 2009 Action	Colour	Corrective Action												Who	Original Date	Revised Date
9.2.1	Monthly review of action plan at Customer First Board.		Board meeting cancelled, but Communications and Customer First Manager met with Portfolio Holder. Meeting cancelled, but next meeting due in January set to go ahead.												HB	Dec 09	Jan 10
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
<b>9.2</b>	<b>Customer satisfaction (delivery of customer access strategy)</b>																
9.2.1	Monthly review of action plan at Customer First Board.	HB														Board meeting cancelled, but Communications and Customer First Manager met with Portfolio Holder. Meeting cancelled, but next meeting due in January set to go ahead.	

<b>PR4: Improved Partnership Working</b>																	
Ref	December 2009 Action	Colour	Corrective Action												Who	Original Date	Revised Date
12.3.1	Benchmark grants policies of other councils.		EXTENDED: Not started yet, due to focus on LSP Board. Initial meeting arranged for January.												HB	Dec 09	Jan 10
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action		
<b>12.3</b>	<b>Grants policy</b>																
12.3.1	Benchmark grants policies of other councils.	HB														EXTENDED: Not started yet, due to focus on LSP Board. Initial meeting arranged for January.	

## Exception Report for December 2009 Improvement Plan

## Appendix 1

<b>PR4: Improved Partnership Working</b>																
Ref	December 2009 Action	Colour	Corrective Action											Who	Original Date	Revised Date
12.3.2	Develop draft and seek Cabinet approval.		EXTENDED: See 12.3.1											HB	Dec 09	Apr 10
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action	
<b>12.3</b>	<b>Grants policy</b>															
12.3.2	Develop draft and seek Cabinet approval.	HB														EXTENDED: See 12.3.1

<b>PR5: Planning</b>																
Ref	December 2009 Action	Colour	Corrective Action											Who	Original Date	Revised Date
13.3.2	Prepare Further Draft Core Strategy		EXTENDED: Next draft expected to be published summer 2010, depending on outcome of RSS proposed changes due to be announced on 16 <sup>th</sup> December. Announcement of proposed changes further delayed now expected post Jan 2010.											MD	Dec 09	TBC
Ref.	Action	Lead	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Corrective Action	
<b>13.3</b>	<b>Local Development Framework</b>															
13.3.2	Prepare Further Draft Core Strategy	MD														EXTENDED: Discussions held with GOWM to address the outcomes of the RSS panel report. The next draft is

