

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

**19 APRIL 2010**

**PERFORMANCE MANAGEMENT BOARD PROPOSED PROGRAMME**  
**2009/10 and 2010/11**

Responsible Member	Councillor – Kit Taylor, Performance Management Board Chairman
Responsible Head of Service	Hugh Bennett - Assistant Chief Executive

**1. SUMMARY**

1.1 This report sets out the agreed work programme for 2009/10.

**2. RECOMMENDATIONS**

2.1 It is recommended that:

- i. The Board considers the programme.

**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**

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 and 2010/11

**12. BACKGROUND PAPERS**

2008/09 PMB Work Programme.

**CONTACT OFFICERS**

Name: Hugh Bennett  
E Mail: h.bennett@bromsgrove.gov.uk  
Tel: (01527) 881430

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

Mar 10	<p>Period 10 07/08 Performance Report.</p> <p>Period 10 09/10 Improvement Plan Mark 4 progress report.</p> <p>DFG lean systems report (rolled forward to April to make room for training).</p> <p>Shared Services Highlight Report (rolled forward to April to make room for training).</p> <p>Staff Survey Results (if undertaken – now to be undertaken in 2010/11).</p> <p>Housing Strategy Action Plan Update and Housing Inspection Action Plan. (rolled forward to April to make room for training).</p> <p>Council Plan 2010-2013 (rolled forward to April to make room for training).</p> <p>PMB Work Programme 20010/2011 (rolled forward to April to make room for training).</p> <p><b>TRAINING ON VFM</b></p>
--------	---

**Proposed Performance Management Board Work Programme 2010/11**

Apr 10	<p>Period 11 09/10 Performance Report (distributed only, no meeting)</p> <p>Period 11 09/10 Improvement Plan Mark 4 progress report.</p> <p>DFG lean systems report (rolled forward to April to make room for training).</p> <p>Shared Services Highlight Report (rolled forward to April to make room for training).</p> <p>Staff Survey Results (if undertaken – now to be undertaken in 2010/11).</p> <p>Housing Strategy Action Plan Update and Housing Inspection Action Plan. (rolled forward to April to make room for training).</p> <p>Council Plan 2010-2013 (rolled forward to April to make room for training).</p> <p>PMB Work Programme 20010/2011 (rolled forward to April to make room for training).</p>
--------	---

<b>Date</b>	<b>Agenda Item</b>
May 10	Period 12 09/10 Integrated Finance & Performance report Period 12 09/10 Improvement Plan Mark 4 progress report PMB Work Programme. Shared Services Highlight Report Quarterly Recommendation Tracker.
Jun 10	Period 1 10/11 Performance Report Period 1 Improvement Plan 2009/2010 Mark 5 Shared Services Highlight Report PMB Work Programme
Jul 10	Period 2 10/11 Performance Report Period 2 10/11 Improvement Plan Mark 5 Annual Financial and Performance Report 2009/2010. Shared Services Highlight Report Quarterly Recommendation Tracker. PMB Work Programme
Aug 10	No meeting.
Sep 10	Period 4 10/11 performance report Period 4 10/11 Improvement Plan Mark 5 progress report Shared Services Highlight Report Council Plan 2010/2013 Part 1 Place Survey PMB Work Programme
Oct 10	Period 5 10/11 Performance Report. Period 5 10/11 Improvement Plan Mark 5 progress report. Shared Services Highlight Report

	Work Programme.
Nov 10	<p>Quarter 2 10/11 Integrated Finance &amp; Performance report.</p> <p>Period 6 10/11 Improvement Plan Mark 5 progress report.</p> <p>Shared Services Highlight Report</p> <p>Community Strategy Annual Report</p> <p>Quarterly Recommendation Tracker</p> <p>PMB Work Programme.</p>
Dec 10	<p>Period 7 10/11 Performance Report.</p> <p>Period 7 10/11 Improvement Plan Mark 5 progress report.</p> <p>Shared Services Highlight Report</p> <p>PMB Work Programme.</p>
Jan 11	<p>Period 8 10/11 Performance Report</p> <p>Period 8 10/11 Improvement Plan Mark 5 progress report.</p> <p>Shared Services Highlight Report.</p> <p>PMB Work Programme.</p>
Feb 11	<p>Quarter 3 10/11 Integrated Finance &amp; Performance report.</p> <p>Period 9 10/11 Improvement Plan Mark 5 progress report.</p> <p>Annual Artrix Performance Report.</p> <p>CAA Report.</p> <p>Quarterly Recommendation Tracker.</p> <p>Shared Services Highlight Report.</p> <p>Performance Management Strategy Annual Update.</p> <p>PMB Work Programme.</p>
Mar 11	<p>Period 10 10/11 Performance Report.</p> <p>Period 10 10/11 Improvement Plan Mark 4 progress report.</p> <p>Shared Services Highlight Report (rolled forward to April to make room for training).</p>

	<p>Housing Strategy Action Plan Update and Housing Inspection Action Plan.</p> <p>Council Plan 2011-2014</p> <p>PMB Work Programme 2010/2011.</p>
--	---

Unallocated Reports:-

Customer Access Strategy.

Data Quality Strategy 6 Month Update

Place Survey

Staff Survey