

BROMSGROVE DISTRICT COUNCIL
PERFORMANCE MANAGEMENT BOARD

17th May 2010

PERFORMANCE MANAGEMENT BOARD PROPOSED WORK PROGRAMME

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 2010/11.

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	Via E-Mail and at PMB.
Chief Executive	Via e-mail.
Corporate Director (Services)	Via e-mail.
Assistant Chief Executive	Yes
Head of Service	Via e-mail.
Head of Financial Services	Via e-mail.
Head of Legal & Democratic Services	Via e-mail.
Head of Organisational Development & HR	Via e-mail.
Corporate Procurement Team	No

11. APPENDICES

Appendix 1 – PMB Proposed Work Programme 2010/11

12. BACKGROUND PAPERS

2008/09 PMB Work Programme.

CONTACT OFFICERS

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Performance Management Board Proposed Work Programme 2010/11

Date	Agenda Item
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>
May 10	<p>Period 12 09/10 Performance Report</p> <p>Period 12 09/10 Improvement Plan Mark 4 progress Report</p> <p>Shared Services Highlight Report</p> <p>PMB Work Programme.</p>
Jun 10	<p>Period 1 10/11 Performance Report</p> <p>Period 1 Improvement Plan 2009/2010 Mark 5</p> <p>Shared Services Highlight Report</p> <p>Quarterly Recommendation Tracker.</p> <p>PMB Work Programme</p>
Jul 10	<p>Period 2 10/11 Performance Report</p> <p>Period 2 10/11 Improvement Plan Mark 5</p> <p>Annual Financial and Performance Report 2009/2010.</p>

	<p>Shared Services Highlight Report</p> <p>Quarterly Recommendation Tracker.</p> <p>PMB Work Programme</p>
Aug 10	No meeting.
Sep 10	<p>Period 4 10/11 performance report</p> <p>Period 4 10/11 Improvement Plan Mark 5 progress report</p> <p>Shared Services Highlight Report</p> <p>Council Plan 2010/2013 Part 1</p> <p>Place Survey</p> <p>PMB Work Programme</p>
Oct 10	<p>Period 5 10/11 Performance Report.</p> <p>Period 5 10/11 Improvement Plan Mark 5 progress report.</p> <p>Shared Services Highlight Report</p> <p>Work Programme.</p>
Nov 10	<p>Quarter 2 10/11 Integrated Finance & 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 & 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 20011/2012.</p>

Unallocated Reports:-

Customer Access Strategy.

Data Quality Strategy 6 Month Update

Place Survey

Staff Survey