

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE PERFORMANCE MANAGEMENT BOARD

TUESDAY, 22ND MAY, 2007

PRESENT: Councillors Mrs. M. Bunker, S. R. Colella, Mrs. A. E. Doyle, J. T. Duddy, Mrs. C. M. McDonald, R. D. Smith and C. B. Taylor

Observers: Councillors Mrs. J. Dyer M.B.E., Mrs. J.M.L.A. Griffiths and S.R. Peters

Officers: Messrs. H. Bennett and A. Jessop

1/07 **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

RESOLVED: that Councillors J.T. Duddy and C.B. Taylor be elected Chairman and Vice-Chairman respectively of the Board for the ensuing municipal year.

2/07 **MINUTES**

The Minutes of the meeting of the Board held on the 13th April 2007 were submitted.

RESOLVED:

- (a) that, for the avoidance of doubt, the recommendation to Minute No. 85/06 (Improvement Plan Exception Report – February 2007 Update) be amended to read “that, on the issue of communications, on future occasions when senior officers of the Council are away en-bloc on a management “away day”, or there are similar training sessions involving a number of officers from one department, these dates/opportunities be communicated to Members in advance by e-mail, to be supplemented by a postal notification until such time as all members were contactable via e-mail”; and
- (b) that, in all other respects, the Minutes be confirmed and signed as a correct record.

3/07 **DATA QUALITY STRATEGY**

A report setting out the Council’s Data Quality Strategy and Action Plan, which aims to improve the Council’s score with the Audit Commission from current Levels 1 and 2 to 3 within the next twelve months, was submitted.

RESOLVED:

- (a) that the Data Quality Strategy and Action Plan be noted, but that, if possible, a report be submitted to the next meeting of the Board setting out an “in-house” assessment of the current levels of performance;

- (b) that the Action Plan be submitted to the Board on a six monthly basis;
- (c) that future copies of the report should include an additional (end) column outlining the current status of the various Items/Themes; and
- (d) that the Assistant Chief Executive be requested to discuss prioritisation of Themes within the document with the Council's Auditors in due course.

4/07 IMPROVEMENT PLAN EXCEPTION REPORT UPDATE - PERIOD 12 06/07 (YEAR END)

Consideration was given to the report on the Improvement Plan for March 2007, together with the corrective action being taken, as set out in the appendix to the report.

RESOLVED:

- (a) that the revisions to the Improvement Plan Exception Report, together with the corrective action being taken, be noted;
- (b) that it be noted that, from the 90 actions highlighted for March, 58% of the Plan was on target (green), 2% was one month behind (amber), and 13.3% was over one month behind (red) – with 26% of actions having been re-scheduled or suspended, with approval;
- (c) that, notwithstanding (b) above, the Assistant Chief Executive be requested to investigate the reason for the apparent reversal in on-target (green) projects from 70% in February to 58% in March, and report his findings to the next meeting; and
- (d) that, insofar as the issues relating to the Modernisation of the Council Brand were concerned, a copy of the Style Guide be circulated with the agenda for the next meeting, and that, in this regard, the Council's Communications Manager be invited to attend to assist with any discussion or debate;

5/07 TRAINING

The Chairman advised the members of the Board that, as everyone elected onto the Board were either new to the Council or to the work of the Board, training sessions would be arranged at the earliest possible opportunity. This was noted.

6/07 COUNCIL CONSTITUTION

The Chairman referred to the Council's Constitution document, and recommended that Members pay particular attention to Part 10, which covered the work of the Board. This was noted.

7/07 WORK PROGRAMME

The Chairman advised the Board that there was already a Work Programme in place for the Board, and that such Programme would be re-submitted in the near future for reconsideration. This was noted.

8/07 **DATES AND TIMES OF FUTURE MEETINGS**

A revised schedule of dates and times of future meetings of the Board was circulated at the meeting and it was

RESOLVED: that future meetings of the Board take place at 6. 00 p.m. on Tuesdays on the following dates:

19th June 2007
17th July 2007
21st August 2007
18th September 2007
23rd October 2007
20th November 2007
18th December 2007
22nd January 2008
19th February 2008
18th March 2008
22nd April 2008

The meeting closed at 7.24 pm

Chairman