

Report of Head of Strategic Planning, Policy & Performance

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 17 December 2013

Subject: Performance Management Framework

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. Changes to the corporate Performance Management Framework offer the opportunity for Scrutiny Boards and each of the City Priority Plan Partnerships, to review the performance information which they receive.
2. Given the need to use resources as effectively as possible, the information provided should be proportionate and focus on the detail which is most helpful in assisting the Scrutiny Board to consider progress against the relevant priorities identified in the Best Council Plan and City Priority Plan.
3. The Sustainable Economy and Culture Partnership has reviewed the way it receives such information and has agreed it's needs are best served by a high level, single side report with further actions sitting below which are then monitored by a Performance Steering Group as a sub-group of the main Board.
4. Following previous discussions at this Scrutiny Board, this report offers some alternatives to consider in relation to future performance reporting information.

Recommendations

- 1.1 It is recommended that a report is submitted to this Board each quarter which identifies areas where there is concern with progress against priorities, and also highlights any particularly noteworthy achievements; and
- 1.2 That the report will be based on:
 - The Sustainable Economy and Culture Board progress update;

- The relevant section of the CLT 'yes/no' document; and
- The City Development Directorate quarterly performance report.

2 Purpose of this report

- 2.1 This report provides an update for the Sustainable Economy and Culture Scrutiny Board on changes to the Council's Performance Management Framework, and suggests some possible performance information which can then form the basis of quarterly performance reporting to the Board.

3 Background information

- 3.1 When the City Priority Plan Partnership Boards were first established, the council's Performance Management Framework required that performance against each of their priorities was reviewed on a quarterly basis. At the same time, each Directorate submitted performance data against its priorities in the Council Business Plan. These reports were used to inform a variety of audiences including Scrutiny, Corporate Leadership Team, Executive Board and the Leeds Initiative Board.
- 3.2 Following the demise of the Leeds Initiative (and its corresponding Board) earlier this year it has been agreed that each Partnership will establish the performance management arrangements which will best ensure it manages progress against its identified priorities.
- 3.3 The Council Business Plan has been superseded by the Best Council Plan 2013 – 2017 which reflects the current ambition to be the best city in the UK and endorses the new leadership style of civic enterprise set out in the findings of the Commission on the Future of Local Government.
- 3.4 Performance reporting was suspended for quarter 1 of 2013/14, while the new arrangements were in development. It is now pertinent to review the options for providing information to Scrutiny Board's which will assist them to consider progress against the full range of these priorities.

4 Current Position

- 4.1 Progress against the City Priority Plan priorities is no longer covered by a single reporting framework, and the reports which were previously submitted to Scrutiny Boards are no longer produced. However, these changes do offer the opportunity to develop a new process which fits the needs of individual Boards.
- 4.2 The Sustainable Culture and Economy Board have determined that at each of its meetings it will receive a progress update against a number of areas which support the Board's 3 City Priority Plan priorities (Appendix 1).
- 4.3 Progress against priorities in the Best Council Plan will continue to be reported corporately each quarterly together with a simple 'yes/no' document intended to provide assurance to the Corporate Leadership Team that progress against priorities is on track. Essentially, this requires the Lead Officer for each of the council's 2013/14 priorities to indicate whether a CLT discussion is required regarding progress against the priority (Appendix 2).

- 4.4 To complement the corporate requirements, each Directorate has established a reporting framework to meet its own particular needs. In City Development, a quarterly report is produced that pulls together progress against the directorate priorities in a single document, which is then used for further discussion (Appendix 3). An underlying range of management information is also being developed to help drive business improvement and development; for example in relation to budget pressures such as projecting levels of New Homes Bonus.
- 4.5 To ensure the best use of resources, it is important that performance reporting is proportionate and focuses on information which is of most benefit to service improvement, the delivery of priorities and consideration of progress. There are clearly a number of reports currently being generated and these now need to be reviewed in the context of the information Scrutiny wish to receive to enable them to be able to clearly consider the level of progress being made.

5 Recommendations

- 5.6 It is recommended that a report is submitted to this Board each quarter which identifies areas where there is concern with progress against priorities, and also highlights any particularly noteworthy achievements; and
- 5.1 That the report will be based on:
- The Sustainable Economy and Culture Board quarterly progress update;
 - The relevant section of the 'yes/no' document; and
 - The City Development Directorate quarterly performance report