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**Report of Director of Resources and Housing**

**Report to Scrutiny Board (Strategy and Resources)**

**Date: 18<sup>th</sup> June 2018**

**Subject: Performance Reporting to Scrutiny Board**

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

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**1 Summary of main issues**

- 1.1 This report provides Strategy and Resources Scrutiny Board members with a broad and succinct overview of performance information available for their portfolio areas. The report provides members with information to help identify key areas for further scrutiny work to support improvement across council outcomes, priorities and values. The report is to be used by members to determine the level and frequency of performance information they would like to receive during the year.

**2 Recommendations**

- 2.1. Members are recommended to:

- Use the overview of performance information provided to decide on the areas for further scrutiny work to support improvement over the coming year.
- Agree a reporting timetable for 2018/19.

## **1. Purpose of this report**

- 1.1. This report provides Strategy and Resources Scrutiny Board members with a broad and succinct overview of performance information available for their portfolio areas. The report provides Board members with information to help identify key areas for further scrutiny work to support improvement across council outcomes, priorities and values. The report can also be used by Board members to determine the level and frequency of performance information they would like to receive during the year.

## **2. Background information**

- 2.1. The Best Council Plan (BCP) 2018/19 to 2020/21 sets out the council's key objectives and priorities. This report provides an overview of the relevant Strategy and Resources portfolio area performance relating to this plan, enabling the Scrutiny Board to consider and challenge the council's performance.
- 2.2. The BCP includes a set of Key Performance Indicators (KPIs) that help measure progress in delivering the Best City and Best Council ambitions, outcomes and priorities. They are strategic indicators that track the long-term progress and are reported on regularly to the council's Corporate Leadership Team (CLT). The KPIs relating to the Strategy and Resources Scrutiny Board portfolio areas fall under the new Best Council (Efficient and Enterprising Organisation) KPI heading and the Culture KPI heading. These are set out in Appendix 1 and 2 for ease of reference.
- 2.3. However, the most recent results for the Best Council KPIs relate to the previous 2017/18 Plan and are set out in Appendix 3.
- 2.4. In addition to the BCP KPIs, a wide range of operational performance information and indicators are produced, a summary of which can be seen in section 3 below.

## **3. Main issues**

- 3.1. Last year, a performance reporting timetable for Scrutiny Board was developed in consultation with Strategy and Resources portfolio service areas. The timetable required most portfolio areas to report their performance to the Board at least twice during the municipal year. This arrangement allowed Scrutiny Board members to 'drill down' into service area performance to obtain a more detailed understanding of results and issues. Service areas were able to report promptly back to the Board with the results of any queries or follow up action requested.
- 3.2. An overview of the performance reports submitted during the year for the portfolio areas is seen below:
  - 3.2.1. Civic Enterprise Leeds (CEL) and the Digital and Information Service (DIS) both submitted detailed performance reports, including results and analysis of their operational performance indicators. Each service reported their performance twice to the Board (in November 2017 and March 2018).

3.2.2. Human Resources (HR) submitted a series of themed reports during the year:

- Can do culture and recognition
- Apprentices
- Employee Health and Wellbeing: Sickness Absence and Positive Intervention
- Appraisals and engagement
- Council wide review of Workforce Development and Training
- Equality Impact Priorities refresh (in conjunction with the Head of Equalities) was reported to the Board in March 2018. This report contained details of the work in progress on the refresh and the Board was informed that the annual update and revised priorities were likely to be ready for reporting to Executive Board in July 2018.

3.2.3 The Board will need to determine the details of any future themed HR reports in liaison with the directorate.

3.2.4 A single report on Elections, Registrars and Land and Property Search Services summarising annual performance was reviewed by the Board in February 2018. This report was compiled following the annual update to the Electoral Register in December 2017.

3.2.5 A report on Effective procurement covering progress with ongoing procurement initiatives was reviewed by the Board in December 2017. The next update of this performance information will be available in July 2018 should the Board require it.

3.2.6 The Board received a series of financial reports during the year:

- Finance Health Monitoring Reports.
- Business Rates updates.
- Initial budget proposals for 2018/19.

3.3. In 2018/19, the Strategy and Resources Scrutiny Board portfolio has been expanded to include the following portfolio areas for which they may wish to receive performance briefings on:

- International and Domestic inward economic investment.
- Culture.
- Devolution and local freedoms.

## **4. Corporate Considerations**

### **4.1. Consultation and Engagement**

4.1.1. This is an information report and as such does not need to be consulted on with the public. It is noted that performance information such as the BCP key performance indicator results are available to the public.

### **4.2. Equality and Diversity / Cohesion and Integration**

4.2.1. This is an information report, rather than a decision report and so due regard is not relevant.

### **4.3. Council Policies and City Priorities**

- 4.3.1. This report brings to Scrutiny Board (Strategy and Resources) an overview of performance for their portfolio service areas that support the delivery of the council's Best Council Plan. The Best Council Plan itself forms part of the council's budget and policy framework.

### **4.4. Resources and value for money**

- 4.4.1. Effectively monitoring and managing performance helps ensure that resources continue to be appropriately deployed. There are no other financial implications from this report.

### **4.5. Legal Implications, Access to Information and Call In**

- 4.5.1. This report is an information update providing Strategy and Resources Scrutiny Board with a summary of performance for selected portfolio areas within its remit and is not subject to call in.

### **4.6. Risk Management**

- 4.6.1. There are no specific risks associated with this performance report. However, it is noted that some performance results will be linked to the corporate risks that could impact on the delivery of the Best Council Plan.

## **5. Conclusions**

- 5.1. The report provides an overview of performance information for consideration by the Strategy and Resources Scrutiny Board to inform their future work programme.

## **6. Recommendations**

- 6.1. Members are recommended to:
- Use the overview of performance information provided to decide on the areas for further scrutiny work to support improvement over the coming year.
  - Agree a reporting timetable for 2018/19.

## **7. Background documents<sup>1</sup>**

- 7.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.