

Decision Pathway – Report Template



PURPOSE: For reference

MEETING: OSMB

DATE: 25 October 2018

TITLE	Quarterly Performance Process (& Report for Quarter 1 2018/19)		
Ward(s)	All wards		
Author: Mark Wakefield	Job title: Service Manager – Insight, Performance & Intelligence		
Cabinet lead: Cllr Cheney	Executive Director lead: Mike Jackson		
Proposal origin: <i>BCC Staff</i>			
Decision maker: Officer Decision forum: <i>Officer Meeting</i>			
Timescales: Performance is reported as part of an ongoing quarterly governance process as soon as possible after gathering all the necessary information.			
Purpose of Report:			
<ol style="list-style-type: none"> 1) To describe the principles and practice currently in place to report performance to officers, the executive members and scrutiny across the organisation. (Summarised in Appendix A1) 2) To brief OSMB on the progress made by all directorates against their Key Performance Indicators (KPIs) and project measures for Q1 2018/19 (Appendix A2) – designed around the themes in the Corporate Strategy and Business Plans. 			
Evidence Base:			
<p>The adoption of the corporate strategy 2018-23 by full council in February 2018 was followed by the development of a set of business plans for 2018/19 for the delivery of the strategy. This process included working with Executive Directors, Service Directors and the Cabinet members to ensure delivery priorities we captured and included. This process also proposed and iterated a set of Key Performance Indicators which were designed to demonstrate noticeable impact for citizens. These were published in the Business Plan 2018/19.</p> <p>The presentation attached as Appendix A1 sets out the principles in forming the current performance process, and how it currently operates, including to directorate scrutiny commissions.</p> <p>The key features of the process are intended to align leadership effort as much as possible on the same objectives as described in the corporate strategy, and to maximise the efficiency of the process by ensuring similar leadership levels in the organisation gain the same understanding of performance through the same reports where appropriate.</p> <p>The key reporting products are separated into 3 levels. The strategic focus consists of the 83 KPIs in the Business Plans – half of these are available quarterly, the rest report at one point during the year and are included in the quarter they become available. This overview report is presented to SPB/CLB and Cabinet.</p> <p>The directorate leadership (EDM) report, consists of those strategic level KPIs relevant to their directorate, plus a small number of indicators which are more granular or contributory indicators to the overall aim. This is shared with EDM, Cabinet Leads for the relevant directorate, and the directorate scrutiny commission.</p> <p>Each service has an even more detailed set of KPIs – which consist of the relevant higher level ones plus local management indicators including inputs as well as outputs.</p> <p>Approximately 6 weeks after the end of each quarter, the data and management commentaries are collated and presented to management teams. Following the tabling at cabinet for information, the reports are then available to scrutiny commissions as they fall due.</p>			

Changes to priorities identified during the budget setting process for 2019/20 will provide an opportunity to consider which KPIs need amending for next municipal year, and in which products.

Cabinet Member / Officer Recommendations: That OSMB consider whether they wish to receive the quarterly report tabled for Statutory Policy Board/CLB and Cabinet. Whether the directorate scrutiny commissions should continue to receive the relevant performance report of the directorate management team and cabinet leads. To comment on other information that OSMB would like developed.

Also, in relation to actual Q1 performance, that the performance report be noted, and measures to address performance issues are considered and implemented by relevant services.

Corporate Strategy alignment: All BCP PIs contained within Appendix A2 are designed to demonstrate our progress towards the Corporate Strategy (2018/23).

City Benefits: Understanding whether BCC is delivering outcomes for the citizens and city ensures organisational effort can be focussed on benefit realisation.

Consultation Details: The performance process itself was agreed by SPB in May 2018. Performance progress in Q1 has been presented to relevant DMTs, EDMs and CLB prior to the production of this report.

Revenue Cost	£0	Source of Revenue Funding	<i>Insert specific service budget</i>
Capital Cost	£0	Source of Capital Funding	<i>e.g. grant/ prudential borrowing etc.</i>
One off cost <input type="checkbox"/>		Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: There are no specific financial implications as part of the report.

Finance Business Partner:

2. Legal Advice: There are no specific legal implications in this report.

Legal Team Leader:

3. Implications on IT: None

IT Team Leader:

4. HR Advice: There are no direct implications for HR.

HR Partner:

EDM Sign-off	ALL	8/8/2018
Cabinet Member sign-off		
CLB Sign-off		3/9/2018
For Key Decisions - Mayor's Office sign-off	[name]	[date]

Appendix A – Further essential background / detail on the proposal Appendix A1: Performance Process 2018 presentation Appendix A2: Performance Progress Update (Q1 2018/19)	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO

Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Combined Background papers	NO
Appendix J – Exempt Information	NO
Appendix K – HR advice	NO
Appendix L – ICT	NO