

**IMPROVEMENT AND PERFORMANCE BOARD**

**11 March 2008  
(2.00 – 3.25pm)**

**Present:**

Councillors: JH Fergus                      A Smith  
                  O Hedley                              KW Stansfield  
                  D Metcalfe                                    K Watson  
                  GK Robinson                                N Wood  
                  JM Salter (Chair)

Apologies: Councillors R Betton, MM English, EM Walton

Officers: R Bowles (Assistant Chief Executive)  
             M Dennis (Chief Governance Officer)  
             T Watson (Director of Regeneration)  
             H Finnimore (Director of Customer Services)  
             A Barber (Audit Manager)  
             V Connelly (HR & Improvement Advisor)

**1 MINUTES**

The minutes of the meeting held on 4 December 2007 were received.

**2 IMPROVEMENT PROGRAMME UPDATE**

Members considered an update report on progress made on the delivery of the Council's Improvement Programme. Highlight reports, as at the end of January 2008, were presented for four improvement projects: Maximising Resources, Equalities and Diversity, Working in Partnership, and Community Leadership; the fifth project: Engagement and Reputation was now concluded and the remaining activity subsumed into the Corporate PR and Consultation Manager workload.

Progress was noted on the development of a number of activities, specifically, consultation on the Sustainability Appraisal for the Corporate Plan and Sustainable Community Strategy, the development of action plans for each of the LSP thematic groups and progress towards achievement of Level 2 of the Equalities Standard.

The Project Initiation Document for the Council's Local Government Reorganisation activity was presented. Member representation was noted: Councillors R Betton, KJ Hodgson, JM Salter and JH Fergus; it was agreed that Councillor GK Robinson be added to the project group.

**3 CORPORATE PLAN UPDATE**

Members considered a report on progress made against the corporate plan priorities. A schedule was presented which summarised actions and outcomes against each of the objectives. No major slippage had occurred since the last report. Members noted, in particular, the position in relation to the production of household waste and the development of service plans. No matters of concern were identified for further action.

#### **4 PERFORMANCE UPDATE**

Members were presented with an analysis of the Council's performance indicators as at the end of the third quarter of 2007/08. The figures were summarised as follows:

	On target %	Slight fail %	Off target %
Balanced Scorecard	45	14	40
Key PIs	42	3	55
All PIs	54	4	42

The Corporate Management Team regularly reviewed all indicators, in particular those which were giving cause for concern. There was a slight decline in performance between quarters 2 and 3: appropriate action, where practicable, was being taken. A schedule was attached which identified the indicators which were being closely monitored, outlining the actions taken or proposed to be taken.

Members noted the current position in relation to, in particular, determination of planning applications, recycling/composting of household waste and removal of graffiti .

#### **5 RISK MANAGEMENT UPDATE**

Members noted the actions taken over recent months to enhance the Council's risk management arrangements. The corporate risk register was attached to the report which was circulated at the meeting. Specific risks associated with local government reorganisation had been identified and added to the register.

#### **6 BUDGET MONITORING**

Budget monitoring reports as at the end of January 2008 were presented for both the revenue and capital programmes. The updated Medium Term Financial Plan, to the end of March 2009 was also presented.

#### **7 OVERVIEW AND SCRUTINY WORK PROGRAMME**

Councillor N Wood, Chair of Overview and Scrutiny, attended to present a progress report on the committee's current work programme. Members asked questions relating to the findings to date of reviews in progress. Councillor Wood agreed to give consideration to the development of performance indicators relating to Overview and Scrutiny; these could be included in the committee's annual report, to be produced shortly after the end of the current Council year.