

REPORT FOR DECISION

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MEETING:	Management Board – 4 May 2004 Performance Management Scrutiny Panel – 13 May 2004 Executive – 19 May 2004 Council – 23 June 2004
SUBJECT:	Performance Plan 2004/05
REPORT FROM:	Executive Member for Performance Management
CONTACT OFFICER:	Deputy Chief Executive

TYPE OF DECISION:	Key Decision
REPORT STATUS:	For Publication

PURPOSE/SUMMARY:	<p>The council is required to publish a Performance Plan by 30 June each year.</p> <p>The content of the plan is laid down by Government and, whilst there has been some relaxation this year, certain mandatory elements have to be included as a minimum standard. The plan is audited to ensure compliance with Government guidance.</p> <p>The Plan consists of three main sections:</p> <ul style="list-style-type: none"> • Ambitions and priorities • A review of last year's performance • What we expect to achieve in the coming year <p>Best Value Performance Indicators (BVPIS) also need to be reported. As some of these indicators depend on financial information or data from other organisations, there are still some gaps but these will be filled before the final document is published</p>
OPTIONS AND RECOMMENDED OPTION (with reasons):	<p>The publication of the Performance Plan is a statutory requirement. Failure to publish before the deadline or failure to comply with the guidance will result in the Plan being qualified. This will have a negative impact on the council in terms of CPA and possibly other dealings with Government departments.</p> <p>Members are requested to:</p> <ul style="list-style-type: none"> • Consider the plan and identify areas for improvement in the content or format • Agree to the Chief Executive in consultation with the Executive Member for Performance Management updating the plan as performance indicator information comes to hand

IMPLICATIONS -	
Financial Implications and Risk Considerations	<p>There are no direct financial implications arising from this plan other than printing and publishing costs (estimated at £10,000). Allowance has already been made for this expenditure in the 2004/05 Performance budget</p> <p>The council must publish the plan (containing the information specified by Government) by 30 June. Failure to comply will result in the plan being qualified – weakening the council’s position at a time when we are building a good reputation for performance management and delivery among external inspectors and Government bodies</p>
Corporate Aims/Policy Framework:	
Do the proposals accord with the Policy Framework? Yes	
Are there any legal implications? Yes - The Plan has to state and certify that all contracts awarded during the year which involve a transfer of staff comply, where applicable, with the requirements in the Code of Practice on Workforce matters in Local Authority Service Contracts	
Considered by Monitoring Officer: Yes	
Statement by Director of Finance and E-Government:	All resource implications can be met from within existing budgets
Staffing/ICT/Property:	There are no direct resource implications from this plan
Wards Affected:	All
Scrutiny Interest:	The report is being considered by the Performance Management Scrutiny Panel – 13 May 2004

TRACKING/PROCESS

DIRECTOR:

Chief Executive/ Management Board	Executive Member/ Chair	Ward Members	Partners
4 May 2004			
Scrutiny Panel	Executive	Committee	Council
13 May 2004	19 May 2004		23 June 2004

1.0 BACKGROUND

1.1 The Council is required to publish a Performance Plan that complies with statutory guidance, by 30 June each year. This guidance which sets out the content and timing of plans traditionally arrives a few months before publication date.

- 1.2 This year the guidance has relaxed some of the rules and given authorities differing degrees of discretion on content dependent on their position on the CPA ladder. As Bury is a 'fair' authority, we must include the following items in the plan
- (a) a brief summary of the authority's strategic objectives and priorities for improvement. This should reflect its corporate / business planning processes and community strategy
 - (b) arrangements for addressing the authority's improvement priorities, particularly the opportunities and weaknesses identified in CPA (or self assessment where a CPA has not reported), and the outcomes that are expected to be achieved as a result
 - (c) details of performance
 - outturn performance over the past year on all Best Value Performance Indicators (BVPIs)
 - targets for the current year and subsequent 2 years for all BVPIs
 - (d) a brief statement on contracts. The authority should state and certify that all individual contracts awarded during the past year which involve a transfer of staff comply, where applicable, with the requirements in the Code of Practice on Workforce Matters in Local Authority Service Contracts
- 1.3 To ensure compliance, the plan and BVPIs will be audited by our External Auditors.

2.0 ISSUES

- 2.1 Whilst the statutory guidance lays down minimum standards, it is important that the plan is readable and can be used as a practical reference document. As a result, advantage has been taken of the new rules to remove most of the historical and descriptive narrative that has filled previous plans to concentrate on three aspects:
- The council's vision for the Borough and an outline of what we want to achieve
 - A review of last year's performance – to celebrate success and identify room for further improvement
 - More detailed plans and actions to deliver the council's ambitions
- 2.2 This goes beyond the minimum standards laid down by Government but provides valuable context for both Members and staff in understanding how everything fits together – and for external inspectors who will be assessing our performance.
- 2.3 There is still an issue about the timing of the Performance Plan. With the changes in the guidance only received in February, it was too late to co-ordinate the Performance Plan with the Corporate Plan. Linking these two documents would be more efficient and avoid some of the inevitable duplication that occurs when producing two major plans independently. This is an area to be explored next year (subject to any further change in guidance).
- 2.4 The publication date on June also remains problematic for the collection of Best Value Performance Indicators (BVPIs). With data still being collected up to 31 March each year, it can take a while before figures are produced. It is particularly true of financial indicators where the accounts are not closed for several months after the year end and, with more indicators become cross cutting issues, in circumstances where we are waiting for information from partner organisations. As a result, the table of BVPIs (Appendix 4) is incomplete until late June.

2.5 In view of the constant influx of data, and to incorporate the comments of Members, it is recommended that the Chief Executive, in consultation with the Executive member for Performance Management, be authorised to update the plan prior to publication.

3.0 **CONCLUSION**

3.1 The Performance Plan has been devised to comply with a series of rules regarding content and timing of the publication.

3.2 Streamlining of the requirements has enabled the size of the document to be reduced and further improvement may be possible next year by integrating the Performance Plan more fully with the Corporate Plan.

3.3 The timescale for gathering all the information, consulting Members and obtaining Council approval is limited. Members are therefore requested to authorise the Chief Executive in consultation with the Executive Member to update the plan prior to publication.

List of Background Papers:-

Guidance on Best Value Performance Plans: Addendum to ODPM Circular 03/2003 (February 2004)

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