

<b>Title of Report:</b>	<b>Assessing and assuring the 2013/14 performance 'scorecard'</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Management Commission
<b>Date of Meeting:</b>	16 April 2013

**Purpose of Report:** To outline the role the OSMC could play in assessing and assuring the measures reported for the Council for the upcoming year.

**Recommended Action:** For OSMC to suggest how they may wish to scrutinise the core dataset as an appropriate reflection of the Council's priorities and core business.

**Key background documentation:** West Berkshire Council Strategy  
2012/13 Key Accountable Measures and Activities: quarterly updates

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# Executive Summary

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## 1. Introduction

- 1.1 This report outlines to OSMC the process for developing the performance reporting framework for 2013/14.

## 2. Proposals

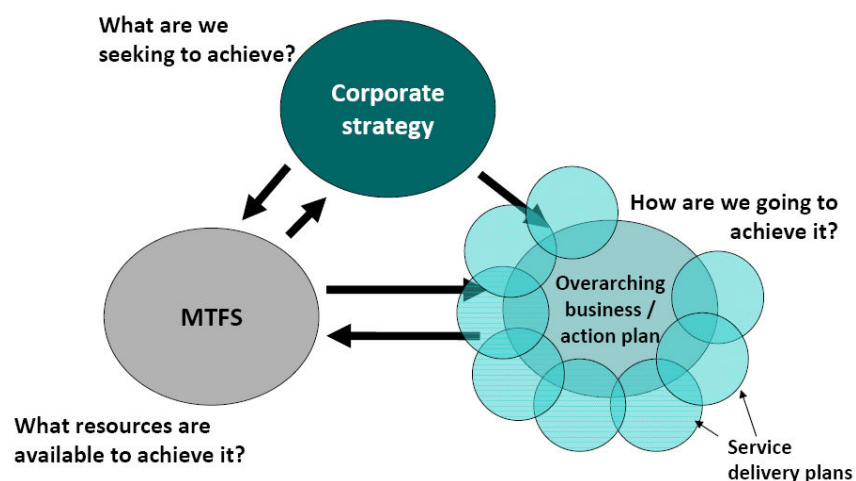
- 2.1 OSMC may wish to scrutinise the published set of key accountable measures as an appropriate reflection of the Council's priorities and core business.
- 2.2 The committee may wish to establish a small task group to scrutinise the core dataset or 'scorecard' – to ensure it is appropriately comprehensive, covering the key objectives referenced in the strategy.
- 2.3 The task group could usefully contribute to the process in 2 stages: (a) to ensure the substantive suite of key accountable measures is an appropriate reflection of the Council's priorities and core business and then latterly (b) to appraise on the robustness of the actual targets once year end outturns are known.

# Executive Report

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## 1. Background: the 2013 West Berkshire Council Strategy

- 1.1 The Council Strategy sets the purpose, ambition and strategic direction for the Council. In conjunction with the Medium Term Financial Strategy, the two documents set the policy and financial framework within which the Council operates.
- 1.2 The Council's overarching draft vision is to use the resources available to make West Berkshire a great place to live, learn, work and do business in. Underlying this is the changing relationship between the demand for services from the public and how those services are provided - to move to a new, more sustainable model for the provision of local public services.
- 1.3 In setting the Council's ambition and agenda for change over the next 4 years, the strategy focuses on 4 key priorities areas:
  - Caring for and protecting the vulnerable;
  - Promoting a vibrant district;
  - Improving education, and;
  - Protecting the environment.
- 1.4 These are underpinned by a set of proposed principles, providing the prism through which the Council is / will be approaching and responding to changes in the policy, financial and legislative landscape and developing how we provide services:
  - Putting people first
  - Living within our means
  - Empowering people and communities
  - Transforming our services to remain affordable and effective
  - Doing what's important well
- 1.5 Both the priorities and principles are supported by a set of strategic objectives which articulate in firmer language what is meant, or intended, under these broad headings.
- 1.6 On the basis of these objectives, the Council Strategy sets out a realistic set of quality outcomes that the Council will deliver for the people of West Berkshire over the medium term - whilst living within our means.
- 1.7 Together with the Medium Term Financial Strategy, it will provide the framework from which our more detailed strategic business plan and individual service delivery plans are developed, through which our strategic objectives and outcomes will be realised and delivered.



1.8 The Council Strategy is available to download at [westberks.gov.uk/councilstrategy](http://westberks.gov.uk/councilstrategy).

## 2. The process of developing the 2013/14 performance reporting framework

- 2.1 As with previous years, heads of service are tasked with embedding strategic objectives into service delivery plans (or other cross-cutting working groups / strategies) to ensure that supporting work programmes are developed, appropriate measures are designed and robust targets set.
- 2.2 Service delivery plans are drafted and developed to take account the span of aims and objectives a service is seeking to meet – both strategic and operational. Those directly relevant to the Council Strategy are extracted and compiled into an overarching Council Delivery Plan. This process allows us to make explicit links between (a) what the organisation is seeking to achieve and (b) capturing how, and the extent to which it is achieving it.

## 3. Developing the core dataset

- 3.1 The strategy provides an explicit set of objectives under the principle of ‘doing what’s important well’, reaffirming the Council’s commitment to monitoring and publishing performance data on a core dataset of key priority outcomes. This is currently done on a quarterly basis, through the ‘Key Accountable Measures and Activities’ performance reports, presented to this Committee and published at [westberks.gov.uk/performance](http://westberks.gov.uk/performance).
- 3.2 These reports essentially present the key process or outcomes the Council is focussing on delivering. As with previous years, this ‘scorecard’ will be constructed as a means of monitoring key outcomes within the Council Strategy.
- 3.3 The suite of key accountable measures is then recommended by the Strategic Review Board for assurance purposes to Corporate Board and Executive members to be monitored on a quarterly basis, assuring progress against key objectives in the Council Strategy and key business.
- 3.4 One role for OSMC may be in contributing to the development of this core dataset – to ensure it is appropriately comprehensive, covering the key objectives referenced in the strategy and that targets are sufficiently robust, given resource constraints.

- 3.5 A suggested objective for the activity could be to ensure that measures and targets are an appropriate reflection of priorities as set out in the Council Strategy and the resources available to commit to them, and that they are logical and robust.

#### 4. Timescales

- 4.1 The service delivery planning element of the corporate planning process begins in December, feeding through to March. As with previous years, heads of service are tasked with developing *substantive* plans by the start of the year, with the *indicative* targets confirmed once year end outturns have been compiled in April / May.
- 4.2 The resulting set of key accountable measures are put forward by the Strategy Review Board to be adopted and agreed by members of the Executive.
- 4.3 As such, an OSMC task group could usefully contribute to the process in 2 stages: (a) in April / May, once approved by Management Board in scrutinising the extent to which the 'scorecard' is an appropriate reflection of the Council's priorities and core business and then latterly (b) in June / July as part of the targeting setting and assurance process.

#### Appendices

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\*There are no appendices to this report.

#### Consultees

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**Local Stakeholders:** \*

**Officers Consulted:** Andy Day,

**Trade Union:** \*