

Title of Report:	Assessing and assuring the 2012/13 performance 'scorecard'
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	10 January 2012
Forward Plan Ref:	

Purpose of Report:

To outline the role the OSMC could play in assessing and assuring the measures and corresponding targets for the Council for the upcoming year.

Recommended Action:

To establish an OSMC task group to contribute to the development of the core dataset by ensuring any 'scorecard' is an appropriate reflection of the Council's priorities and core business and that targets are sufficiently robust, given resource constraints.

Reason for decision to be taken:

Other options considered:

Key background documentation:

2012-16 draft Council Strategy

2011/12 Key Accountable Measures and Activities: quarterly updates

<p>The proposals contained in this report will help to achieve the following Council Plan Priority(ies):</p> <p><input type="checkbox"/> CPP1 – Support our communities through the economic downturn – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged</p> <p><input type="checkbox"/> CPP2 – Raise levels of educational achievement – improving school performance levels</p> <p><input type="checkbox"/> CPP3 – Reduce crime and the fear of crime</p> <p>The proposals will also help achieve the following Council Plan Theme(s):</p> <p><input type="checkbox"/> CPT1 - Better Roads and Transport</p> <p><input type="checkbox"/> CPT2 - Thriving Town Centres</p> <p><input type="checkbox"/> CPT3 - Affordable Housing</p> <p><input type="checkbox"/> CPT4 - High Quality Planning</p> <p><input type="checkbox"/> CPT5 - Cleaner and Greener</p> <p><input type="checkbox"/> CPT6 - Vibrant Villages</p> <p><input type="checkbox"/> CPT7 - Safer and Stronger Communities</p> <p><input type="checkbox"/> CPT8 - A Healthier Life</p> <p><input type="checkbox"/> CPT9 - Successful Schools and Learning</p> <p><input type="checkbox"/> CPT10 - Promoting Independence</p> <p><input type="checkbox"/> CPT11 - Protecting Vulnerable People</p> <p><input type="checkbox"/> CPT12 - Including Everyone</p> <p><input type="checkbox"/> CPT13 - Value for Money</p>
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- CPT14 - Effective People
- CPT15 - Putting Customers First
- CPT16 - Excellent Performance Management

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld
E-mail Address:	AStansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	22 Dec 2011

Contact Officer Details	
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Implications

Policy:	None
Financial:	None If there are any financial implications contained within this report this section must be signed off by a West Berkshire Finance Manager. Please note that the report cannot be accepted by Policy and Communication unless this action has been undertaken.
Personnel:	None
Legal/Procurement:	None
Property:	None
Risk Management:	None
Equalities Impact Assessment:	n/a Where a decision is required, Policy and Communication are not able to accept your report without an EIA Stage 1 being completed (Appendix A to this report). Further information and an EIA Stage 2 form can be found at: www.westberks.gov.uk/eia . For advice please contact Principal Policy Officer (Equality & Diversity) on Ext. 2441.
Corporate Board's Recommendation:	n/a To be completed after the Corporate Board meeting.

NOTE: The section below does not need to be completed if your report will not progress beyond Corporate or Management Board.

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	

Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

Executive Summary

1. Introduction

- 1.1 This report outlines to OSMC the process for developing the performance reporting framework for 2012/13.

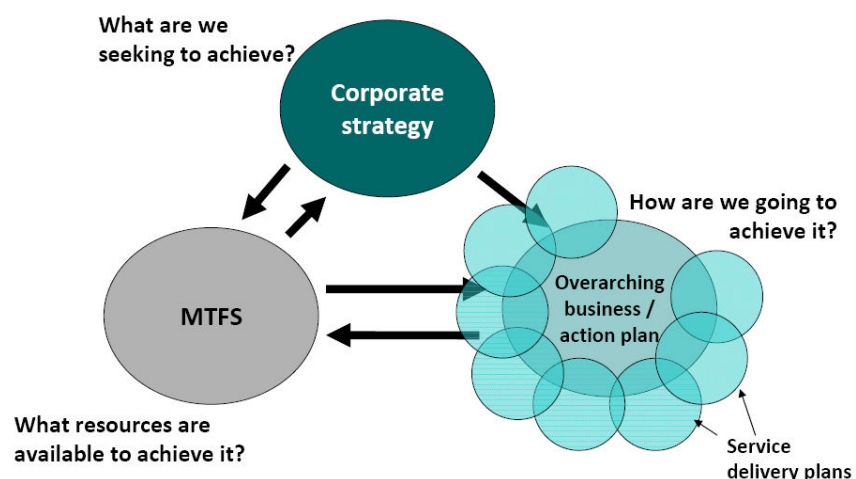
2. Proposals

- 2.1 One clear valuable role for the committee is establishing a task group to assist and advise in the development of this core dataset or 'scorecard' – to ensure it is appropriately comprehensive, covering the key objectives referenced in the strategy and that targets are sufficiently robust, given resource constraints.
- 2.2 The task group could usefully contribute to the process in 2 stages: (a) in March, to ensure the scorecard is an appropriate reflection of the Council's priorities and core business and then latterly (b) in April / May as part of the targeting setting and assurance process.

Executive Report

1. Background: the draft 2012-16 West Berkshire Council Strategy

- 1.1 The new Council Strategy is currently out for consultation (ends 20th January 2012). Once adopted and published, the strategy will set 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 need to change the 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 proposes to focus 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 new Council Strategy will set 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 draft Council Strategy is available to view, download and comment on at westberks.gov.uk/councilstrategy.

2. The process of developing the 2012/13 performance reporting framework

- 2.1 As with previous years, heads of service will be 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 (or Council Plan historically) are extracted and compiled into an overarching corporate business 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 draft 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.
- 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 One clear role for a task group of OSMC is 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.

- 3.4 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.
- 4.2 As with previous years, heads of service are tasked with developing *substantive* plans by February, with the *indicative* targets confirmed once year end outturns have been compiled in April / May.
- 4.3 As such, an OSMC task group could usefully contribute to the process in 2 stages: (a) in March, to ensure the scorecard is an appropriate reflection of the Council's priorities and core business and then latterly (b) in April / May as part of the targeting setting and assurance process.

Appendices

*There are no appendices to this report.

Consultees

Local Stakeholders: *

Officers Consulted: Andy Day,

Trade Union: *

APPENDIX A

Equality Impact Assessment – Stage One

Name of item being assessed:	Assessing and assuring the 2012/13 performance 'scorecard'
Version and release date of item (if applicable):	
Owner of item being assessed:	Jason Teal
Name of assessor:	Jason Teal
Date of assessment:	22 Dec 2011

1. What are the main aims of the item?
<ul style="list-style-type: none"> ▪ To develop the core dataset by ensuring any 'scorecard' is an appropriate reflection of the Council's priorities and core business and that targets are sufficiently robust, given resource constraints.

2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)

Group Affected	What might be the effect?	Information to support this.
n/a		

Further comments relating to the item:
This item does not impact on the delivery of services, more about ensuring the key data to monitor and track to ensure the delivery of objectives is robust and appropriate.

3. Result (please tick by clicking on relevant box)
<input type="checkbox"/> High Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> Medium Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> Low Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/> No Relevance - This does not need to undergo a Stage 2 Equality Impact Assessment

For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

4. Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name: Jason Teal

Date: 22nd Dec 2011