

BABERGH DISTRICT COUNCIL

FROM: Director of Corporate Services

REPORT NUMBER:

H179

TO: OVERVIEW & SCRUTINY
(STEWARDSHIP) COMMITTEE
OVERVIEW & SCRUTINY
(COMMUNITY SERVICES)
COMMITTEE

DATE OF MEETINGS: 27 January 2009

3 February 2009

PERFORMANCE MANAGEMENT – TARGET SETTING ARRANGEMENTS FOR 2009/10

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update the Committee on the proposed approach for reviewing the Council's key performance indicator basket and agreeing the 2009/10 targets for all the council's performance indicators.
- 1.2 The process set out in Appendix A follows the method used in 2008/09 and seeks to maximise the involvement of Members in both the selection of performance indicators and the development of targets.
- 1.3 As a first step it is proposed that a joint Overview and Scrutiny Committee Working Panel should be established to scrutinise the proposed targets and to recommend which indicators should be included in the key performance indicator basket for 2009/10.

2. RECOMMENDATIONS

- 2.1 That Committee approves the proposal for a joint Overview and Scrutiny Committee Working Panel to be established to undertake detailed scrutiny of the key performance indicator basket and proposed targets for 2009/10, in line with the timetable outlined in Appendix A.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications associated with this report.

4. RISK MANAGEMENT

- 4.1 This report is most closely linked with the Council's Significant Business Risk No. 7 – Finance, Performance & Risk Management.

5. KEY INFORMATION

- 5.1 In October 2007, as part of the Comprehensive Spending Review, the Government announced the new single set of 198 National Indicators (NIs) for English local authorities and local authority partnerships. Babergh is responsible for providing data for 44 of these during 2008/09. In addition, a selection of local indicators has been developed and these are being monitored quarterly.

- 5.2 At their meetings on 24 June 2008 and 1 July 2008, Overview & Scrutiny (Stewardship) and (Community Services) Committees agreed to monitor a basket of key performance indicators (KPIs) and exceptions on a quarterly basis (please see Report H56 for further details). The existing basket of KPIs includes those NIs where a target could be set for 2008/09 (there are 6 of these) plus a selection of local indicators that support the council's priority outcomes as set out in the Strategic Plan 2008-18.
- 5.3 It is proposed that a Joint Overview and Scrutiny Working Panel be set up to review the basket of key performance indicators and recommend targets for 2009/10. It should be noted that baseline data is now available for most of the NIs, which means that targets can now be set. Members may therefore wish to include more of these in the KPI basket.
- 5.4 Appendix A sets out a proposed timetable for finalising the new targets and KPI basket for 2009/10. The Policy and Performance section will co-ordinate this process and support divisions to ensure that any revisions to the existing arrangements are in place with effect from 1st April 2009.

6. **APPENDICES**

- 6.1 (a) Project Plan – Performance indicator target setting for 2009/10

7. **BACKGROUND PAPERS REFERRED TO:**

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Project Plan - Performance indicator target setting for 2009/10

Key dates for Members:	
27 Jan / 3 Feb 2009	<ul style="list-style-type: none"> • Report on the proposed 2009/10 target setting arrangements to Overview & Scrutiny (Stewardship) / (Community Services) Committees • Joint Overview & Scrutiny Committee working panel to be established to undertake detailed scrutiny of the proposed targets for 2009/10 • Report on the statutory National Indicators – current position to Overview & Scrutiny (Stewardship) Committee • Quarter 2 follow up reports to Overview & Scrutiny (Stewardship) / (Community Services) Committees on specific performance variances
w/c 23 Feb 2009	<ul style="list-style-type: none"> • Joint Overview & Scrutiny Committee Working Panel to meet to scrutinise proposed targets and recommend which performance indicators should be included in the Key Performance Indicator Basket for 2009/10.
24 Mar / 31 Mar 2009	<ul style="list-style-type: none"> • Quarter 3 Finance and Performance Report (incorporating the new national quartiles) to Overview & Scrutiny (Stewardship) Committee • Overview & Scrutiny (Stewardship) / (Community Services) Committees to approve the proposed PI targets for 2009/10 or recommend changes
9 Apr 2009	<ul style="list-style-type: none"> • Strategy Committee to approve the final set of targets for 2009/10 and note the proposed key performance indicator basket
19 May / 26 May 2009	<ul style="list-style-type: none"> • Quarter 3 follow up reports to Overview & Scrutiny (Stewardship) / (Community Services) Committees on specific performance variances • End-of-year 2008/09 Finance and Performance Report to Overview & Scrutiny (Stewardship) Committee • Overview & Scrutiny (Stewardship) / (Community Services) Committee to confirm the final key performance indicator basket
23 June / 30 June 2009	<ul style="list-style-type: none"> • Quarter 4 follow up reports to Overview & Scrutiny (Stewardship) / (Community Services) Committees
11 Aug 2009	<ul style="list-style-type: none"> • 2009/10 Quarter 1 Finance and Performance Report to Overview & Scrutiny (Stewardship) Committee
Key dates and actions for Management:	
14 Jan to 6 Feb 2009	<ul style="list-style-type: none"> • Each division to develop draft 2009/10 targets for their performance indicators.
9 Feb 2009	<ul style="list-style-type: none"> • Senior Management Group to agree final set of draft targets
16 Feb 2009	<ul style="list-style-type: none"> • Management Team to sign off proposed targets
9 Mar 2009	<ul style="list-style-type: none"> • Management Team and Heads of Service to consider the findings of the Joint O&S Working Group and make changes as necessary