

Minutes of a meeting of the **PERFORMANCE MONITORING PANEL** held in Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 28 January 2014 at 6.30 pm.

PRESENT

D J Wilkinson (Vice-Chairman)

G R Aley
R Grocock

J L King
M D Seymour

S Wilkinson
A M Newton

In Attendance: The Joint Performance Team Leader, Kim Parks, and the Principal Member Services Officer.

Apologies for absence were received from or on behalf of Councillors B Alcock, S M Booth, C J T H Brewis, M Howard, R Perkins, R M Rudkin and A C Tennant.

43. MEMBERSHIP OF COMMITTEE

Notification had been received that Councillor C J T H Brewis had been substituted by Councillor A M Newton, as a member of the Committee, for this meeting only.

44. MINUTES

The minutes of the special joint meeting of the Performance Monitoring Panel and Policy Development Panel held on 11 November 2013, and the minutes of the Performance Monitoring Panel held on 3 December 2013, were both signed by the Chairman as a correct record.

45. DECLARATIONS OF INTEREST.

There were none.

46. QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 10.3.

There were none.

47. TRACKING OF RECOMMENDATIONS

There were none.

48. ITEMS REFERRED FROM THE POLICY DEVELOPMENT PANEL

There were none.

49. KEY DECISION PLAN

Consideration was given to the current Key Decision Plan which had been issued on 14 January 2014.

PERFORMANCE MONITORING PANEL -
28 January 2014

The Principal Member Services Officer advised that since the Key Decision Plan had been published, notification had been received that the Customer Access Strategy, currently due to be considered by the Cabinet on 18 February 2014, would now be moved to the Cabinet meeting on 25 March 2014. The next Key Decision Plan would reflect this change.

AGREED:

That the current Key Decision Plan be noted.

50. **QUARTER 2 AND QUARTER 3 PERFORMANCE REPORTS**

Consideration was given to the report of the Joint Performance Team Leader which provided an update of delivery against the Council's 2011-15 Corporate Plan for the period 1 July 2013 to 31 December 2013.

The Joint Performance Team Leader advised that she would shortly be leaving the Authority and introduced Kim Parks, her colleague at Breckland Council, to Panel members. Kim would be taking over her role with regard to Performance Monitoring.

Following the agreement to stop using the InPhase Performance management system in July 2013, the Executive Board considered the recommendations proposed for the future delivery of the Performance Service on 10 September 2013. It was agreed by the Executive that a bespoke data collection system was to be created and used to gather performance information that would then be used to populate new agreed report templates. Templates were provided for individual CMT, Executive and Cabinet Reports, with the Cabinet Report covering delivery against Corporate Priorities and the Executive Report covering all of this plus additional identified projects and performance indicators from each service, which would be presented by Portfolio Groupings.

As there had been no performance reports since July 2013, two quarters of performance reports were appended to the report – Quarter 2 covering the period 1 July 2013 to 30 September 2013, and Quarter 3 covering the period 1 October 2013 to 31 December 2013.

Prior to considering the information within the performance reports, the Joint Performance Team Leader discussed with members how they may wish future performance reporting to the Panel to be undertaken. Currently, a detailed report was sent to the Cabinet and prior to this, the report was considered by the Performance Monitoring Panel. She suggested the following:

- Report to Cabinet could become an annual report (which would continue to be presented to the Panel);
- Should Cabinet agree to receive only an annual report, the Panel may wish to have additional performance management information reported to it. The Joint Performance Team Leader suggested that it could receive information sent to the Programme Board (the Programme Board dealt with areas of under

PERFORMANCE MONITORING PANEL -

28 January 2014

performance). A report to the Performance Board was produced providing full information with commentary on performance and from this, areas for concern were highlighted for consideration by the Board. These formed the Performance Board's agenda, and minutes from the meeting were taken. The Principal Member Services Officer commented that as the meetings of the Panel were open to the public, there could sometimes be issues around confidentiality of information contained within the report. It was therefore suggested that only the agenda and minutes from the Programme Board meeting be appended to any report presented to the Panel, and that the Programme Board report be circulated to members informally to provide background information.

Members considered the information contained with the Quarter 2 and Quarter 3 reports, appended to the covering report. They commented that the performance information contained within them was much clearer than previous performance reports. It raised concerns regarding performance for the following indicators: 1) Percentage of refuse that goes to recycling; and 2) Percentage of major planning applications determined within 13 weeks. The Joint Performance Team Leader advised that commentary provided for both of these areas of under performance was sufficient to explain why they were currently under performing, and that the Performance Board were monitoring the situation.

AGREED:

- a) That the content of the report and information included with the Quarter 2 and Quarter 3 performance reports be noted; and
- b) That should Cabinet decide to only receive an annual performance report, the Performance Monitoring Panel consider performance on a regular basis, and that to do this, the following information be provided:
 - The agenda and minutes of the Performance Board to be attached as appendices to a covering report to be considered at appropriate meetings of the Performance Monitoring Panel; and
 - That the Performance Board report be circulated to members informally to provide background information.

(The Joint Performance Team Leader and Kim Parks left the meeting following discussion of the above item.)

51. PERFORMANCE MONITORING PANEL WORK PROGRAMME

Consideration was given to the report of the Assistant Director (Democratic Services) which set out the Work Programme of the Performance Monitoring Panel. The Work Programme consisted of two separate sections, the first setting out the dates of future Panel meetings along with proposed items for consideration, and the second setting out the Task Groups that had been identified by the Panel.

PERFORMANCE MONITORING PANEL -

28 January 2014

The Principal Member Services Officer updated the Panel on the following:

- Leisure Task Group – Members were advised that the first meeting had been held and that some of the Task Group members had been to visit appropriate sites.
- Sir Halley Stewart Field Task Group – Since the agenda had been printed, the remaining vacant position on the Task Group, to be filled by a member of the Performance Monitoring Panel, had been filled by Councillor R Perkins. A date for the first meeting of the Task Group had been arranged for 12 February 2014.

The Principal Member Services Officer requested that the Panel consider its Work Programme, and whether all of the items included within Appendices 1 and 2 were still relevant to its work.

In relation to Appendix 1, the following was agreed:

- 8 April 2014 – That in addition to his update report on community safety and how it was being delivered through the various tiers of Groups and Panels, the Portfolio Holder for Localism and Big Society also provide an update on the current position with regard to CCTV in the area.
- 8 April 2014 – That further to a request made at the meeting of the Panel on 26 March 2013, the Police and Crime Commissioner be asked to attend the meeting of the Panel on 8 April 2014 to answer members' questions, alongside the discussion with the Portfolio Holder for Localism and Big Society, as detailed above, on community safety and how it was being delivered through the various tiers of Group and Panels.
- 24 June 2014 – Two Panel members to be chosen to undertake the Annual Inspection of Planning Files, a report on which would be taken to the next meeting on 16 September 2014.
- Carbon Management Plan Task Group – The Panel agreed that no further updates were required from the Portfolio Holder for Waste Management, Green Spaces and Operational Planning on the progress of the Carbon Management Plan Task Group's recommendations.

In relation to Appendix 2, the following was agreed:

- Effectiveness of CCTV Task Group – The Chairman of the Task Group advised that no information had been received recently regarding CCTV provision. The Panel requested that the Portfolio Holder for Localism and Big Society be invited to the next meeting on 8 April 2014 to provide an update on the situation with regard to CCTV, after which a decision would be made on how to progress with the Task Group.
- Item 'to review the development of sporting activities across the district (in light of the possibility of new leisure provision in the future)' – It was agreed to keep this item on the Work Programme for the time being. The Leisure Task Group was due to report to the Panel in six months time and at this point, consideration would be given to whether this item fell within the remit of the Leisure Task Group and if so, could be removed from the Work Programme as an individual item.

PERFORMANCE MONITORING PANEL -

28 January 2014

AGREED:

- a) That both sections of the Panel's Work Programme, as set out in the report of the Assistant Director (Democratic Services), be noted;
- b) That the following amendments be made to Appendix 1:
 - 8 April 2014 – That in addition to his update report on community safety and how it was being delivered through the various tiers of Groups and Panels, the Portfolio Holder for Localism and Big Society also provide an update on the current position with regard to CCTV in the area.
 - 8 April 2014 – That further to a request made at the meeting of the Panel on 26 March 2013, the Police and Crime Commissioner be asked to attend the meeting of the Panel on 8 April 2014 to answer members' questions, alongside the discussion with the Portfolio Holder for Localism and Big Society, as detailed above, on community safety and how it was being delivered through the various tiers of Group and Panels.
 - 24 June 2014 – Two Panel members to be chosen to undertake the Annual Inspection of Planning Files, a report on which would be taken to the next meeting on 16 September 2014.
 - Carbon Management Plan Task Group – That no further updates were required from the Portfolio Holder for Waste Management, Green Spaces and Operational Planning on the progress of the Carbon Management Plan Task Group's recommendations, and that this item be removed.
- c) That the following amendments be made to Appendix 2:
 - Effectiveness of CCTV Task Group – Note that the Portfolio Holder for Localism and Big Society be invited to the next meeting on 8 April 2014 to provide an update on the situation with regard to CCTV, after which a decision would be made on how to progress with the Task Group.
 - Item 'to review the development of sporting activities across the district (in light of the possibility of new leisure provision in the future)' – Note that this item remain on the Work Programme for the time being, but this to be reviewed in six months time, when the Leisure Task Group reported to the Panel. Consideration should then be given as to whether this item fell within the remit of the Leisure Task Group. If it did, it could be removed from the Work Programme as an individual item.

(The meeting ended at 7.10 pm)

(End of minutes)