

FIRST QUARTER PERFORMANCE MONITORING REPORT - APRIL/JUNE 2007-2008

1. Executive summary

1.1 The purpose of this report is to provide members with an overview of performance, at the first quarter, of those indicators that are reported for the Corporate Policy, Human Resources, Legal & Member Services and Transformational Change sections of the Corporate Services department. This report also includes summary financial information. Further detailed information is contained within the financial monitoring report for the same period, which will be reported in September 2007

1.2 A summary of performance is contained within appendix A.

2. Background

2.1 On 24th May 2007, Cabinet agreed the timing and process of financial and performance monitoring reports to be submitted to cabinet and overview & scrutiny committees during 2007/08.

3. Report structure

3.1 The purpose of the report is to provide members with an overview of performance and draws particular attention to areas of over/under performance, by exception.

3.2 The structure of the report at appendix A is:

- a. Management of resources – analysis of days lost due to sickness during the period 1st April to 30th June for quarter 1 (local PI)
- b. Performance exceptions– analysis of those indicators which are not on target, have deteriorated or are over-performing.
- c. Summary financial information

4. Financial implications

4.1 Any financial implications arising directly from this report will be contained in the relevant sections of the report.

5. Staffing implications

5.1 There are no staffing implications arising directly from this report.

6. Equal Opportunities implications

6.1 Equal opportunities is an important consideration in the way that we deliver all of our services.

7. Community safety implications

7.1 There are no community safety implications arising directly from this report

8. Local agenda 21

8.1 There are no LA21 issues arising directly from this report.

9. Planning implications

9.1 There are no planning implications arising directly from this report

10. Anti-poverty implications

10.1 There are no anti-poverty implications arising directly from this report

11. Social inclusion implications

11.1 There are no social inclusion implications arising directly from this report

12. Local member support implications

12.1 There are no local member support implications arising from this report.

13. Background papers

13.1 The following background papers were used in the preparation of this report:
Cabinet 24th May 2007 – Financial and Performance Planning and Monitoring 2006-07

14. Recommendations

14.1 That members note the performance at the first quarter

J. WILKIE

Deputy Chief Executive/Director of Corporate Services



**CORPORATE SERVICES
DEPARTMENT**

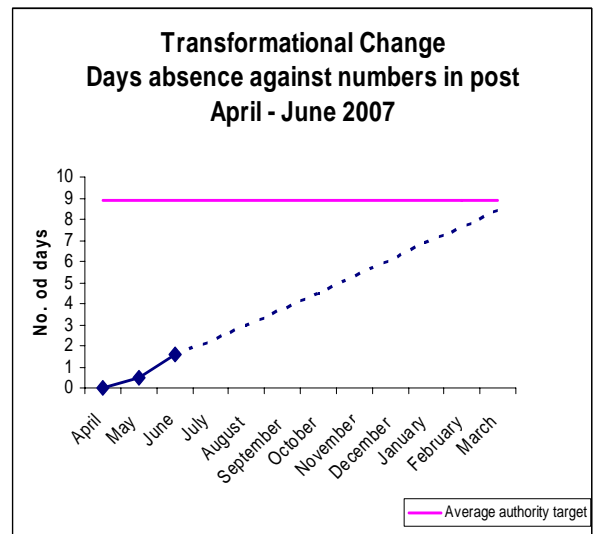
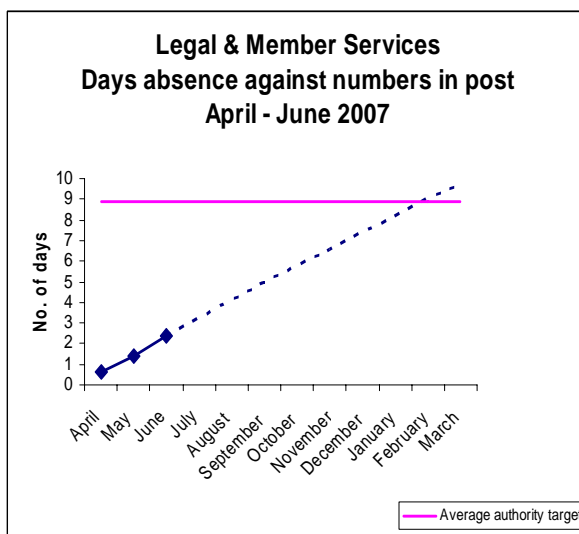
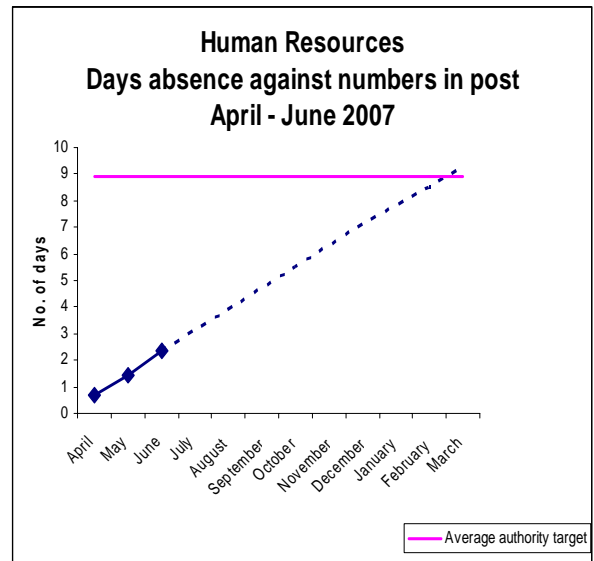
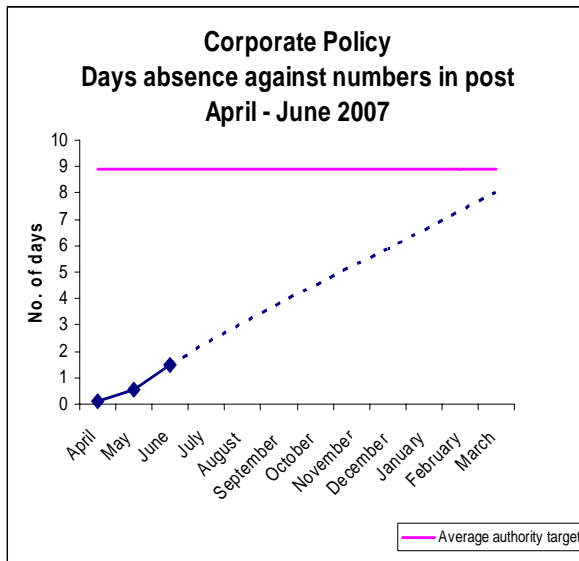
Corporate Policy - Russ Glennon
Human Resources - Paul Bradshaw
Legal Services - Mark Reaney
Transformational Change - Jacqui Roberts

**FIRST QUARTER
PERFORMANCE MONITORING REPORT
APRIL - JUNE 2007/2008**

Appendix A

1. MANAGEMENT OF RESOURCES

1.1 Sickness statistics



The charts above show the trend of sickness absence within the Corporate Policy, Human Resources, Legal & Member Services and Transformational Change sections against the average authority target of 8.9 days. The dotted line is a straight line trajectory based on current performance i.e the expected performance of the section should they continue to experience a similar number of days absence for the rest of the year. Whilst this is a useful indication, we need to be mindful that most sickness absence generally takes place during the winter months. We will look to create a seasonally adjusted set of quarterly targets to take this into account

Appendix A

2. PERFORMANCE

2.1 Performance Summary

The tables below show the direction of travel and target summaries for the 12 indicators that can be reported at the first quarter for the Corporate Policy, Human Resources, Legal & Member Services and Transformational Change sections of the Corporate Services department (see 4. for full list).

2.1.1 Direction of travel summary

% PIs	No of PIs	Direction of travel
83%	10	Improved
8%	1	Deteriorated
8%	1	Not comparable with 2005/2006
101%	12	

*Total percentage figures may not sum to 100 due to rounding

2.1.2 Target summary

% PIs	No of PIs	Category	Description
92%	11	Green	Within +/- 5% of the target
8%	1	Amber	Within +/- 5-10% of the target
100%	12		

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2.2 Performance Exceptions

Of the 12 indicators that can be reported at the first quarter for the Corporate Policy, Human Resources, Transformational Change and Legal Services sections of the Corporate Services department, the following PI has deteriorated:-

PI No.	Title	Reason for inclusion	Corrective action
11b	The % of top 5% of earners from black and minority ethnic communities	Deteriorated	Performance has deteriorated as a result of a number of managers from BME backgrounds having left the Council's employ. Our performance under this PI can only be improved in the longer term through positive action initiatives. This has already commenced through the inclusion of 2 employees from BME backgrounds in the Leadership Development Programme. The skills and abilities developed through this programme should better enable employees to compete for senior posts in the Council as they arise. Other positive action initiatives will be explored

Appendix A

3. Financial summary

3.1 Revenue budget prediction

Original budget 2007/08	Projected Outturn	Projected Variance
£6.131m	£6.131m	£0m

3.2 Financial Exceptions

3.2.1 Revenue budget exceptions

The Corporate Services department is currently not forecasting a budget variation for 2007/08.



The department has identified £0.222m of non-service re-engineering savings in areas such as its voluntary sector budget, schedule of rates and the closure of a tourist information centre. It is currently implementing a policy option (£0.025m in 2007/08) to improve e-recruitment. SRE plans to achieve £0.353m of savings have yet to be implemented.

There are number of budgets which are regarded as volatile areas of expenditure. These are highlight below:






Details	£	Comments / progress
Asset Management	tbc	The disposal of land is traditionally a volatile area and remains closely monitored.
Coroners Service	tbc	The budget has been identified as likely to overspend and efforts are being made to contain this within the Corporate Services budget. This is as a result of an increase in the number of post mortems being carried out which is beyond the Council's control

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4. 13 performance indicators can be reported for the Corporate Policy, Human Resources, Transformational Change and Legal Services sections of the Corporate Services department at the first quarter period

PI Number	Title	2007/2008 Target	Quarter 1 Performance 2006/2007	Quarter 1 Performance 2007/2008	Quarter 1 Target 2007/2008	On Target?	Direction of Travel	Comments / Corrective Action
BVPI 11a	The % of top 5% of earners that are women	45.86	42.43%	44.97%	44.1%	Green		
BVPI 11b	The % of top 5% of earners from black and minority ethnic communities	1.71	2.17%	0.43%	0.43%	Green		Performance has deteriorated as a result of a number of managers from BME backgrounds having left the Council's employ. Our performance under this PI can only be improved in the longer term through positive action initiatives. This has already commenced through the inclusion of 2 employees from BME backgrounds in the Leadership Development Programme. The skills and abilities developed through this programme should better enable employees to compete for senior posts in the Council as they arise. Other positive action initiatives will be explored

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PI Number	Title	2007/2008 Target	Quarter 1 Performance 2006/2007	Quarter 1 Performance 2007/2008	Quarter 1 Target 2007/2008	On Target?	Direction of Travel	Comments / Corrective Action
BVPI 11c	Percentage of the top paid 5% of staff who have a disability (excluding those in maintained schools)	5.6	4.9%	6.52%	5.6%	Green		
BVPI 12	The number of working days/shifts lost due to sickness absence	8.9	9.80	9.48	9.14	Green		Sickness has shown a rise over the first quarter, the reasons are being looked at and will be monitored over the coming months.
BVPI 14	The % of employees retiring early (excluding ill-health retirements) as a % of the total work force.	0.82	0.12%	0.04%	0.2%	Green		
BVPI 15	The % of employees retiring on grounds of ill health as a % of the total workforce.	0.25	0.1%	0.05%	0.06%	Green		
BVPI 16a	The % of local authority employees declaring that they meet the Disability Discrimination Act 1995 disability definition.	3.00	2.79%	2.70%	2.89%	Amber		This PI will continue to be monitored over the coming months. Six placement posts were created at Employment Committee in June and once these are filled the target should be achieved.

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PI Number	Title	2007/2008 Target	Quarter 1 Performance 2006/2007	Quarter 1 Performance 2007/2008	Quarter 1 Target 2007/2008	On Target?	Direction of Travel	Comments / Corrective Action
BVPI 17a	The % of local authority employees from minority ethnic communities	1.1	1.09%	1.17%	1.08%	Green		
BVPI 156	The % of authority buildings open to the public in which all public areas are suitable for and accessible to disabled people	64		65.3%	64%	Green		
LOCAL 6213a	After completing the recruitment process the % of externally advertised posts filled as a % of those advertised	81.6	78.26%	76%	79.0%	Green		
LOCAL 6213c	% of voluntary leavers	5.5	1.24%	2.02%	1.4%	Green		
LOCAL 6213h	Number of employees aged 65 and over working within the Authority	210	197	252	203	Green	