

# WIRRAL COUNCIL

## TRANSFORMATION AND RESOURCES POLICY AND PERFORMANCE COMMITTEE

4<sup>TH</sup> FEBRUARY 2015

<b>SUBJECT:</b>	<b>DIRECTORATE PLAN PERFORMANCE MANAGEMENT REPORT</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>JOE BLOTT (STRATEGIC DIRECTOR OF TRANSFORMATION AND RESOURCES)</b>
<b>RESPONSIBLE PORTFOLIO HOLDERS:</b>	<b>CLLR ANN MCLACHLAN, DEPUTY LEADER AND PORTFOLIO HOLDER FOR GOVERNANCE, COMMISSIONING &amp; IMPROVEMENT</b>  <b>CLLR ADRIAN JONES, PORTFOLIO HOLDER FOR CENTRAL SERVICES</b>  <b>CLLR CHRIS MEADEN, PORTFOLIO HOLDER FOR LEISURE, SPORT &amp; CULTURE</b>
<b>KEY DECISION?</b>	<b>NO</b>

### 1.0 EXECUTIVE SUMMARY

- 1.1 The aim of this report (Appendix 1) is to outline the current performance of the Transformation and Resources (as at 30<sup>th</sup> November 2014) against its Directorate Plan for 2014/15.

### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 As part of the development of the Directorate Plans, SMART (Specific, Measurable, Achievable, Realistic and Time related) outcome measures have been developed that link directly to the Corporate Plan. The senior management team have determined the corporate and directorate outcome indicators contained within the report and signed off the following parameters which underpin their on-going performance management:

- 2014/16 Transformation and Resources Directorate Plan
  - 2014/15 Plan trajectory
  - 2014/15 Performance tolerance levels (determine RAG [Red, Amber, Green] status)
  - Head of Service responsible for delivery of target
- 2.2 Directorate Plan performance (includes Corporate Plan targets) is monitored on a monthly basis against the parameters agreed as part of the business planning process (e.g. RAG tolerance levels). Some indicators are only available on a quarterly basis, in line with the availability of data. Heads of Service responsible for the delivery of targets must complete an exception report and delivery plan for all indicators which are under performing (e.g. red RAG rated indicators).
- 2.3 Monthly Directorate Plan performance reports will be produced and made available, to support corporate and directorate challenge via:
- Monthly DMTs
  - Monthly Portfolio Lead briefings
  - Quarterly Audit, Risk, Governance and Performance meetings
  - Quarterly Policy and Performance Committees

### **3.0 SUMMARY**

- 3.1 The Directorate Plan Performance Report (Appendix 1) sets out performance against 19 outcome measures
- 3.2 Of the 19 indicators for 2014/15, 11 are rated green, 2 are rated amber and 6 are rated red. The 6 indicators rated red have action plans (included as Appendices 2 - 7) which refer to:
2. TRCP03: % Performance Appraisals completed
  3. TRDP06: % Suppliers paid (or payment terms) within 30 days
  4. TRDP07: % Local SME Suppliers paid within 10 days
  5. TRDP10: Reduction in the total number of published supplementary agendas for Council Cabinet and Committee meetings
  6. TRDP12: % Management Development Programme modules completed
  7. TRDP14: % Recovery of Council Tax

### **4.0 RELEVANT RISKS**

- 4.1 The performance management framework policy is aligned to the risk management strategy.

### **5.0 OTHER OPTIONS CONSIDERED**

- 5.1 N/A

### **6.0 CONSULTATION**

- 6.1 N/A

## **7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

7.1 N/A

## **8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

8.1 Financial implications of undertaking the actions to deliver the Directorate Plan will be addressed by Directorate as appropriate.

## **9.0 LEGAL IMPLICATIONS**

9.1 N/A

## **10.0 EQUALITIES IMPLICATIONS**

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(c) No because equalities implications relating to the actions set out in the Directorate Plan will be addressed by departments as appropriate, and details set out in individual departmental plans.

The report is for information to Members and there are no direct equalities implications at this stage.

## **11.0 CARBON REDUCTION IMPLICATIONS**

11.1 N/A

## **12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

12.1 N/A

## **13.0 RECOMMENDATION/S**

13.1 Committee are requested to use the information contained within this report to inform its future work programme.

## **14.0 REASON/S FOR RECOMMENDATION/S**

14.1 To ensure that the report provides elected members with the information required to evaluate the delivery of the key priorities identified by the Directorate Plan.

**REPORT AUTHOR:** **Carol Sharratt**  
Performance Management Officer  
Business Partner to Transformation & Resources Directorate  
Telephone: 0151 691 8032  
Email: [carolsharratt@wirral.gov.uk](mailto:carolsharratt@wirral.gov.uk)

## **APPENDICES**

Appendix 1 – Directorate Plan Performance Report (November 2014)

Appendix 2 - % Performance Appraisals completed (exception report)

Appendix 3 - % Suppliers paid (or payment terms) within 30 days (exception report)

Appendix 4 - % Local SME Suppliers paid within 10 days (exception report)

Appendix 5 - Reduction in the total number of published supplementary agendas for Council Cabinet and Committee meetings (exception report)

Appendix 6 - % Management Development Programme modules completed (exception report)

Appendix 7 - % Recovery of Council Tax (exception report)

## **REFERENCE MATERIAL**

N/A

## **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
<b>Transformation and Resources Policy and Performance Committee</b>	<b>30<sup>th</sup> July 2013</b>
	<b>23<sup>rd</sup> September 2013</b>
	<b>29<sup>th</sup> January 2014</b>
	<b>14<sup>th</sup> April 2014</b>
	<b>15<sup>th</sup> July 2014</b>
	<b>16<sup>th</sup> September 2014</b>