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<b>REPORT TO:</b>	<b>FINANCE AND MANAGEMENT COMMITTEE</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>28<sup>th</sup> APRIL 2016</b>	<b>CATEGORY: DELEGATED/ RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF FINANCE AND CORPORATE SERVICES</b>	<b>OPEN/EXEMPT PARAGRAPH NO:</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>KEVIN STACKHOUSE Ext:5811</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>CORPORATE PLAN PERFORMANCE MANAGEMENT FRAMEWORK</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

- 1.1 That the Performance Management Framework, setting out how we record progress against the key aims of the Corporate Plan, is considered and approved.

## **2.0 Purpose of Report**

- 2.1 South Derbyshire District Council requires a Performance Management Framework where everyone is aware of what needs to be achieved, what is measured and the progress made. The aim is to promote a healthy performance culture throughout the organisation. This report presents the draft Performance Management Framework for the Corporate Plan 2016 – 2021.

## **3.0 Detail**

- 3.1 The Corporate Plan sets out our values and vision for South Derbyshire and defines our priorities for delivering services. It describes how we work with partners to further improve the wellbeing of residents, community groups and businesses.
- 3.2 To measure our success in achieving the priorities set out in the Corporate Plan and maintain efficient and effective service delivery, robust performance management is vital. Our resources need to be aligned, delivering maximum value for the people of South Derbyshire.
- 3.3 We must have information that enables us to celebrate and share success and that allows us to proactively manage risks that might affect delivery. We need to review progress and take action, where required, to stay on target.
- 3.4 The proposed model is Analyse - Plan – Do - Review. Analysis sees data collection and feedback; Planning involves using the analysis to identify and prioritise what is to be done; Do is delivering actions and providing services; Reviewing is monitoring delivery.

- 3.5 The proposed Performance Management Framework, explained in **Appendix 1**, consists of three levels, designed to ensure that the Corporate Plan guides and informs the work of staff at every level.
- 3.6 The Corporate Plan sits at the top, setting out the strategic direction. Objectives and measures to deliver against key actions in the Corporate Plan are set out in the Service Plans. These actions then cascade down to determine objectives for teams and the individuals within them.
- 3.7 Progress against all strategic measures and projects is captured in a Performance Board within three weeks of each quarter ending.
- 3.8 The Performance Board, successes, key actions and the risk register will be reported to the Housing and Community Services, Finance and Management and Environmental and Development Services committees. This allows Elected Members to make informed decisions based on timely, accurate and up-to-date information.
- 3.9 Samples of the Performance Board, successes and key actions documents to be used are attached as **Appendices 2, 3 and 4** respectively. Please note the figures included within them are examples and not factual representations.
- 3.10 Annual outturn will be reported to all committees and Full Council following the end of the financial year.
- 3.11 The Corporate Plan, Service Plans and Methodology Statements will be reviewed and refreshed annually to ensure they remain relevant and fit for purpose.
- 3.12 Our approach and principles, as well as the benefits of building a performance culture, can be seen in **Appendix 1**. Our aim is to provide a strong foundation for highlighting successes and identifying areas of improvement to ensure that performance reporting remains meaningful and insightful for residents, Elected Members and staff.

#### **4.0 Financial Implications**

- 4.1 None directly.

#### **5.0 Corporate Implications**

- 5.1 The Corporate Plan sets out the Council's strategic objectives, priorities, measures and targets, along with key actions we will take to implement the key aims. The Performance Management Framework provides a template for monitoring progress, successes and risks against the Corporate Plan.

#### **6.0 Community Implications**

- 6.1 All activities contained within the Corporate Plan complement our vision of making 'South Derbyshire a better place to live, work and visit'. The Performance Management Framework measures progress in delivering against the vision.