



REPORT TO: **AUDIT AND PERFORMANCE REVIEW COMMITTEE ON
WEDNESDAY 21 OCTOBER 2009**

SUBJECT: **GOVERNANCE: REVISED PERFORMANCE REPORTING
FRAMEWORK**

BY: **CHIEF LEGAL OFFICER**

1. REASON FOR REPORT

- 1.1 This report outlines to the Committee proposals for a framework for reporting performance to the Audit and Performance Review Committee.
- 1.2 This report is submitted to Committee in terms of Section G(12) of the Council's Administrative Scheme relating to scrutiny and performance monitoring.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to:-
 - 1. seek clarification on any matters arising from the report or from the attached appendices;
 - 2. note the proposed framework and the best practice upon which it is based; and
 - 3. agree that the detailed programme of performance reporting, including the "call-in" arrangements be prepared by the Chief Executive and the Chief Legal Officer in consultation with the Chair of this Committee and reported to the next meeting of this Committee.

3. BACKGROUND

- 3.1 The meeting of this Committee on 3 June 2009; the meeting of Council on 2 July and the Special Meeting of Council on 30 September 2009 collectively agreed changes to the Council's performance management reporting arrangements. In particular, it was agreed that this Committee would focus on the scrutiny of the Single Outcome Agreement and other key outcomes.
- 3.2 The revised performance reporting framework proposed for this Committee is therefore based on an assessment of key activities and outcomes identified for the Council from a number of sources including the Single Outcome Agreement; the "Moray Performs" initiatives and other corporate and policy initiatives as well as the work of the major Service Committees.

- 3.3 Details of the available Committee meetings are provided in (**APPENDIX 1**).
- 3.4 While scrutiny of most of the activities and outcomes can be planned in advance, there will also need to be a “call-in” or reactive element to scrutiny. When it is considered such circumstances occur and the detailed arrangements to apply will, it is proposed, be included in the detailed programme of performance monitoring.

4. **REPORT**

- 4.1 The revised reporting framework should allow the Audit and Performance Review Committee political scrutiny against key strategies and policy, priority, decisions and progress (**APPENDIX 2**).
- 4.2 The proposed framework presents, in terms of best practice, the practical steps that are needed to ensure for example that policy decisions are carried out and appropriate areas of cross-cutting our service performance are reviewed.
- 4.3 Six areas of scrutiny have been identified in order to provide both a robust framework and adequate coverage:–
1. **SOA Actions Quarterly Updates** – matched against reporting dates in order that performance monitoring is submitted to the Community Planning Board/Full Council before the Audit and Performance Review Committee.
 2. **“Moray Performs”** – five areas (Performance Management Framework/Public Sector Improvement Framework/Workforce Planning/Designing Better Services/Corporate Governance) to be scrutinised half yearly. Order of inclusion to be agreed.
 3. **SOA National Outcome** – Fifteen outcomes to be scrutinised over eleven meetings with specific area of scrutiny. Order of inclusion to be agreed.
 4. **Service Committees** – identifies largely topics that have been included on Agendas since May 2007 and impact on all/the majority of service areas. Order of inclusion to be agreed.
 5. **Strategies** – identifies National and Council strategies that link to the Single Outcome Agreement with specific areas of scrutiny. Order of inclusion to be agreed.
 6. **External Audits and Inspections** – to include progress against previous audit results and outcomes of new audits.

4.4 Reports on Single Outcome Agreement National Outcome/Moray Performs/Strategies/Service Committees/External Audits and Inspections should address the following points:-

- Brief introduction to the project/area of work/strategy
- The objective of the project/area of work/strategy
- Timescales involved
- Was the objective achieved within timescales (reasons for slippage and subsequent actions taken)
- Is there evidence to support the impact of progressing/completing the project/area of work/strategy
- Provide responses to any specific areas of scrutiny identified by the Committee.

5. **SUMMARY OF IMPLICATIONS**

(a) **Single Outcome Agreement**

The Single Outcome Agreement sets out the strategic priorities for all public agencies in Moray and is effectively the Community Plan. It drives the Corporate Development Plan and heavily influences Service Improvement Plans.

Within Outcome 15 the Partnership is committed to developing the scrutiny arrangements of the Council and its Community Planning partners as a priority for 2009-10. The review of the performance management framework for this Committee is a key stage in the Council developing scrutiny arrangements for the Single Outcome Agreement.

(b) **Corporate Development Plan/Community Plan/Service Improvement Plan**

There are no direct implications.

(c) **Policy and Legal**

The activities of the Audit and Performance Review Committee assist the Council in demonstrating that scrutiny arrangements are consistent with good corporate governance practice.

(d) **Resources (Financial, Risks, Staffing and Property)**

There are no financial or resource implications as this Report is to address the Council's commitment to review its processes as part of delivering the Single Outcome Agreement.

(e) **Consultations**

Consultations have taken place with the Chief Executive, Corporate Policy Unit Manager and the Quality Assurance and Performance Management Officer.

6. CONCLUSION

- 6.1 With continuing expectations placed on the Council in terms of governance, transformational change, continuous improvement and performance management the revised framework proposed provides a different focus for this Committee. It is considered that the level of coverage proposed will ensure the Council continues to look for ways to increase its efficiency and effectiveness.
- 6.2 In considering the sufficiency of the performance reporting framework it should be recognised that the responsibility for undertaking the activities and achieving the outcomes rests with the Council and not with this Committee. It should also be noted that this Committee is not the only scrutiny activity within the Council. The Council is exposed to challenge through other mechanisms be they external inspection or performance management reporting.

Author of Report: Roddy Burns, Chief Legal Officer
Background Papers: "A Councillor's Guide to Performance Management" 2nd Edition
published by the Audit Commission
Ref: RDB/CS

Signature:



Date:

8 October 2009

Designation:

Chief Legal Officer

Name:

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