

	<b>AGENDA ITEM NO.</b>
<b>Report Cover Sheet</b>	
<b>Name of Meeting:</b>	Executive
<b>Date of Meeting:</b>	11 <sup>th</sup> February 2008
<b>Report Title:</b>	Portfolio Performance Targets
<b>Summary of report:</b>	Proposed Performance Targets for each portfolio extracted from the 2008/09 service area plans to be considered in association with approving the budget
<b>For further information please contact (report author);</b>	Chris Charman <a href="mailto:Chris.charman@warwickdc.gov.uk">Chris.charman@warwickdc.gov.uk</a> 01926 456028
<b>Business Unit:</b>	Policy & Performance
<b>Would the recommended decision be contrary to the policy framework:</b>	Yes/No
<b>Would the recommended decision be contrary to the budgetary framework:</b>	Yes/No
<b>Wards of the District directly affected by this decision:</b>	None
<b>Key Decision?</b>	Yes/No
<b>Included within the Forward Plan?</b>	Yes/No (If Yes, include reference number)
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	Yes/No (If yes, include para number)
<b>Date and name of meeting when issue was last considered and relevant minute number:</b>	(If applicable) n/a
<b>Background Papers:</b>	

<b>Consultation Undertaken</b>		
Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.		
<b>Consultees</b>	<b>Yes/ No</b>	<b>Who</b>
Other Committees	No	
Ward Councillors	No	
Portfolio Holders	Yes	Via Service Area planning process
Other Councillors	No	
Warwick District Council recognised Trades Unions	No	
Other Warwick District Council Service Areas	Yes	Via Service Area planning process
Project partners	No	
Parish/Town Council	No	
Highways Authority	No	
Residents	No	
Citizens Panel	No	
Other consultees	No	
<b>Officer Approval</b>		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director(s)	15/01/2008	Chris Elliott, Mary Hawkins, Karen Pearce.
Chief Executive		
CMT	17/01/2008	
Section 151 Officer	15/01/2008	Mary Hawkins
Legal	15/01/2008	Simon Best
Finance	15/01/2008	Mike Snow
<b>Final Decision?</b>	Yes/ No	

## **1. RECOMMENDATION(S)**

- 1.1 That the 2008/09 service targets (extracted from the draft service area plans) detailed within appendices a – g attached be approved.
- 1.2 That the performance indicators and targets included be reported to future meetings of the executive in portfolio order as a means to monitor and manage the performance of the council's activities which relate to each portfolio's areas of responsibility.
- 1.3 That portfolio holders develop brief "Portfolio Holder Statements", to be published via a spring copy of the District Focus Magazine, detailing their highest priorities for delivery over the next 12 months
- 1.4 That Members note the inclusion of the New National Indicator set which has been developed by central government and replaces previous Best Value indicators.
- 1.5 That any amendments to the indicators or targets necessary following the approval of the budget (via a separate report to this meeting of the executive) or via the rationalisation of old targets be agreed between service managers and portfolio holders and summarised at a future meeting of the executive.

## **2. REASON(S) FOR THE RECOMMENDATION(S)**

- 2.1 Service Area Plans have been developed by each service area to reflect the portfolio holder's priorities and the other demands being placed on each service. The Plans include improvement targets for each service to ensure continuous improvement in priority areas is achieved. These targets will form the basis for performance management during the year 2008/09 and, where possible, will be reported on a quarterly basis.
- 2.2 The service area plan process is strongly linked to the budget process. Members should therefore be aware that achievement of the targets included in the appendices is dependent on the approval of certain elements of the proposed budget also on this agenda - it may therefore be necessary to adjust a small number of targets following the approval of the budget.
- 2.3 The statutory requirement to produce a Best Value Performance Plan has been removed and therefore the development of detailed Portfolio Holder Statements for inclusion in this document has gone. Alternative options for the communication of Portfolio Priorities have been discussed and the use of the Focus Magazine to promote Portfolio Priorities for the year ahead has been supported.
- 2.4 The 2008-2011 Corporate Strategy (also reported to this Executive) has been apportioned to the relevant Portfolios for integrated reporting.
- 2.5 The new National Indicator set developed by central government has also been apportioned and will be clarified and targets set as the definitions become available.
- 2.6 Service Area Dashboard indicators in some areas now include previous National Best Value Indicators and previous Corporate Strategy Indicators which may continue to provide valuable management data. A process to rationalise these

indicators is underway and may result in certain indicators being discontinued, or reported at a service level. The outcome of this rationalisation will be summarised to executive when complete as noted in 1.5 above.

### **3. ALTERNATIVE OPTION(S) CONSIDERED**

- 3.1 The preparation of robust, detailed and integrated plans for the coming 12 months is an essential element of the Council's annual process. The removal of the requirement to produce an annual Best Value Performance Plan and the development of the new National Indicator set have led to a number of changes to these plans this year. The integration of the new Corporate Strategy has also led to a number of changes in the top level indicators for each Portfolio.
- 3.2 The base level of information required is therefore now Corporate Strategy Targets; National Indicators; and a selection of meaningful Dashboard Indicators. No alternatives to this basic approach have been considered this year
- 3.2 The details contained within the appendices however do include a number of indicators which are still being discussed by officers and members and may ultimately be discontinued as a result of the rationalisation process. The alternatives considered was to delay reporting Portfolio Performance details until after this process was complete. However, this would have removed the clear link required to the budget setting process and the approval of the new Corporate Strategy which also take place at this executive.

### **4. BUDGETARY FRAMEWORK**

- 4.1 The targets in the attached appendices are proposed on the assumption that necessary funding will be approved via the budget setting process considered at this meeting.

### **5. POLICY FRAMEWORK**

- 5.1 Service Area plans from which this information has been derived are directly linked to the new Corporate Strategy and the policy framework of the authority and support their implementation and delivery.

## **APPENDICES**

**Appendix A – Community Portfolio**

**Appendix B – Corporate & Strategic Leadership Portfolio**

**Appendix C – Culture Portfolio**

**Appendix D – Customer & Business Improvement Portfolio**

**Appendix E – Development Portfolio**

**Appendix F – Environment Portfolio**

**Appendix G - Housing Portfolio**