

Report sponsor: Director of Policy, Insight and Communications

Report author: Head of Strategy and Performance

## **Performance Plan 2021/22**

### **Purpose**

- 1.1 The Executive Scrutiny Board has responsibility for monitoring corporate performance, to support the delivery of improved outcomes for the city.
- 1.2 To provide the Board with an opportunity to review and agree the Performance Plan 2021/22.
- 1.3 To note that the performance item scheduled for October on Demand and the impacts of COVID-19 on services has been deferred until the November meeting.

### **Recommendation**

- 2.1 To consider and agree the performance items identified for consideration by the Board as part of the Performance Plan for 2021/22 as shown at Appendix 1 and make any amendments to the plan as agreed by the Board.

### **Reasons**

- 3.1 To ensure robust performance monitoring and challenge, enabling the Board to take remedial or further investigative action supporting improvements in priority areas.
- 3.2 To allow the Board to discuss specific issues around performance and make relevant comments, recommendations and suggestions for future actions to resolve issues around performance.

### **Supporting information**

- 4.1 Corporate performance reports, which provide an overview of progress against priority milestones, measures, projects and strategic risks are considered by Council Cabinet and the Executive Scrutiny Board four times a year.

- 4.2 To ensure a robust performance framework where the Executive Scrutiny Board, and supporting Overview and Scrutiny Review Boards, have the opportunity to review the latest performance matters, it was agreed that the following actions would be undertaken in 2021/22:
- Recommendations for Performance Surgeries on targeted performance issues (good practice and/or areas of concern) will be made through the quarterly performance reports, and allocated to specific Overview and Scrutiny Review Boards or undertaken by Executive Scrutiny Board.
  - Chairs of the Scrutiny Review Boards will meet colleagues from Policy, Insight and Communications, alongside the Chair of the Executive Scrutiny Board, at least twice a year to strengthen the alignment between review activities, in line with the latest performance insight.
- 4.3 In addition to the proposals to strengthen performance oversight through a coordinated approach with the Overview and Scrutiny Review Boards, the Executive Scrutiny Board is asked to consider and agree performance items for consideration by the Board in 2021/22 at its monthly meetings.
- 4.4 Initially, items have been identified as part of the 2021/22 Quarter One Performance Report, in line with the commitments made in the Recovery Plan 2021/22. The Board will have opportunity to alter or amend its Performance Plan at its monthly meetings.
- 4.5 Once a performance item has been identified by the Board, a member of the Strategy and Performance Team will normally attend the meeting, supporting lead officers to deliver a presentation on the latest position, ensuring that the Executive Scrutiny Board is updated on current performance matters.

### **Public/stakeholder engagement**

- 5.1 The Performance Plan will be developed and reviewed in consultation with the Chair of the Executive Scrutiny Board, Chairs of the Overview and Scrutiny Review Boards, the Strategy and Performance Team and Democratic Services at the start of each reporting year. The Board has an opportunity to amend the Performance Plan at each meeting.
- 5.2 Lead officers, for recommended items, will be consulted in the planning stages of the performance plan, and in instances where a Performance Surgery is recommended Corporate Leadership Team will be engaged.

### **Other options**

- 6.1 None.

### **Financial and value for money issues**

- 7.1 None directly arising from this report.

## Legal implications

8.1 None directly arising from this report.

## Climate implications

9.1 None directly arising from this report.

## Other significant implications

10.1 Performance monitoring, reporting and scrutiny allows the Council to support the delivery of the 2021/22 Recovery Plan and manage any emerging risks by identifying potential issues at the earliest opportunity, putting measures in place to mitigate these and improve outcomes for the city.

This report has been approved by the following people:

| Role                | Name                        | Date of sign-off |
|---------------------|-----------------------------|------------------|
| Legal               |                             |                  |
| Finance             |                             |                  |
| Service Director(s) | Heather Greenan, Director   | 27/09/2021       |
| Report sponsor      |                             |                  |
| Other(s)            | Alex Hough, Head of Service | 27/09/2021       |

|                     |                                       |
|---------------------|---------------------------------------|
| Background papers:  |                                       |
| List of appendices: | Appendix 1 – Performance Plan 2021/22 |

**Executive Scrutiny Board – Forward Plan for Performance 2021/22**

*It should be noted that the Performance Plan should be reviewed at each Executive Scrutiny Board with appropriate changes made to reflect the latest performance matters.*

| <b>Month</b>          | <b>Theme / Item</b>   | <b>Format</b>                      |
|-----------------------|---|------------------------------------|
| <b>September 2021</b> | Quarter 1 Performance Report  | Cabinet Report                     |
| <b>October 2021</b>   | None  |                                    |
| <b>November 2021</b>  | Demand and the impacts of COVID-19 on services<br><br>Quarter 2 Performance Report including target setting   | Presentation<br><br>Cabinet Report |
| <b>December 2021</b>  | Update on the Capital programme and our priority projects   | Presentation                       |
| <b>January 2022</b>   | Inspections and assessments update  | Presentation                       |
| <b>February 2022</b>  | Quarter 3 Performance Report  | Cabinet Report                     |
| <b>March 2022</b>     | Intelligence-led Council and Working Smarter  | Presentation                       |
| <b>April 2022</b>     | Climate change  | Presentation                       |
| <b>May 2022</b>       | Sickness absence and colleague mental health and wellbeing  | Presentation                       |
| <b>June 2022</b>      | What difference have we made?<br>Targeted review of the 2021/22 Recovery Plan <ul style="list-style-type: none"> <li>• Place</li> <li>• People</li> <li>• Organisation</li> </ul> | Presentation                       |
| <b>July 2022</b>      | Quarter 4 Performance Report and the 2021/22 Annual Report  | Cabinet Reports                    |

