



DERBY CITY COUNCIL

COUNCIL CABINET
18 May 2004

Report of the Director of Finance

ITEM 21

Best Value Performance Plan 2004-05

RECOMMENDATIONS

- 1.1 To agree the proposed contents and layout for the Best Value Performance Plan, BVPP to be published by 30 June 2004.
- 1.2 To refer the proposed approach and draft plan to Scrutiny Management Commission for comment.
- 1.3 To note the arrangements for updating and approving the contents of the plan.
- 1.4 To ask that Council Special Purposes Committee approves an updated version of the draft BVPP, subject to any amendments agreed by the Chief Executive in consultation with the Leaders of the three main groups on the Council.

REASONS FOR RECOMMENDATIONS

- 2.1 The publication date and contents of the BVPP are subject to statutory guidance. The BVPP forms part of the Council's Budget and Policy framework and the arrangements for approving the plan take account of the Council's Constitution and the need to include the most up to date performance information at the time of publication. The report considers how we can most effectively meet the requirements of both the guidance and our performance management framework.

SUPPORTING INFORMATION

- 3.1 In February 2004, the ODPM published the addendum to Circular 03/2003, issued in accordance with the Local Government Act 1999: Part 1 Best Value and Performance Improvement. This is intended to reduce the content of council's BVPPs, particularly for Good and Excellent councils, and to remove the requirement to include information that is available from other sources.
- 3.2 The addendum contains the following paragraphs:

'In accordance with the government's approach to deregulation it will no longer be necessary to provide any information that can be obtained from other sources. Hence it will no longer be necessary for authorities to provide the following information:

 - CPA scores;
 - Summary financial information;

- Progress in implementing improvement measures over the past 3 years;
- Outcomes or impacts arising from those measures;
- Progress against Local Public Service Agreements.'

'For authorities that are categorised in CPA as excellent or good, the Government has reduced its requirements further.'

'All authorities categorised in CPA as excellent and good must include the following items in their Performance Plan published by June 2004, and in subsequent years:

- (a) Details of performance:
 - out-turn performance over the past year on all Best Value Performance Indicators (BVPI)s,
 - targets for the current year and subsequent 2 years for all BVPIs.
- (b) A brief statement on contracts. Councils should certify in their plans that they have followed the Code of Practice on Workforce Matters for all individual contracts during the past year which involve a transfer of staff.'

3.3 We should take advantage of the amended guidance to enable us to streamline the contents of our BVPP, so that it is focused on the needs of performance reporting and monitoring and our wider performance management framework. The approach outlined here shows how we can do this.

Production and publication of the plan

- 3.4 The content, design and distribution will reflect the function of the BVPP as an important but detailed reference document on the Council's performance and the basis for our corporate performance monitoring framework.
- 3.5 The BVPP will be produced to the same format and quality as last year's Performance Plan – issued in a ring binder with a printed cover and spine.
- 3.6 It will be distributed within the Council to all business unit managers so that performance information is made available at team level and externally to central government and inspection agencies. A copy will be published on the Council's website and Derbynet. It must be published by 30 June 2003.

Proposed content

- 3.7 The key elements will be performance information and targets, in the format discussed below. In addition, we will include our Review Programme 2004-06 as it is intended to make significant changes to this – subject to a separate report on this agenda – and an outline of Building for Excellence as this is central to our improvement programme, which we are seeking to integrate with our other review activity. A summary contents list is included at **Appendix 2**.
- 3.8 The BVPP will include actual performance data for 2003-04 together with targets for each year up to 2006-07, which is a requirement for the statutory BVPIs. Information will be provided in the format outlined in Appendix 2. Where actual performance data

for the previous financial year is not available, the most recent data will be used. This will be highlighted in the table.

- 3.9 We will include progress against the actions in the 2003-06 Corporate Plan – to be provided in the format outlined in Appendix 2. These will be reported separately under the headings in that plan as our vision and priorities have now changed. We will include commentary on performance derived from our regular performance monitoring.
- 3.10 Targets to monitor our progress against the ten priorities agreed in our 2004-07 Corporate Plan will be included. The BVPP will contain more details of measures and targets against the actions we have published in the 2004-07 Corporate Plan. These will be drawn from that plan, but refined as necessary to enable effective monitoring during the year.
- 3.11 The Council's seven objectives will be used as headings for the BVPI data. BVPI comparisons will be shown against the out-turn figures for the year 2002-03 for all unitary councils – the most recent published. Those BVPIs used to monitor progress against the objectives in the 2004-07 Corporate Plan will be highlighted, and links to business and other plans included. For ease of reference, an index of the BVPIs by number and responsible department will also be provided.
- 3.12 Following the practice of previous years, comparisons of financial PIs against all unitary councils will not be included, as the 'right' level of spending depends on local priorities and circumstances, and it is not clear when spending is 'above' or 'below' target. This follows Audit Commission guidance.
- 3.13 We will also report progress against our current LPSA, which enters its final year in 2004-05, with some commentary to put this in the context of expected achievement.

Performance information

- 3.14 We are collating 2003-04 performance data now and departments are engaged in target setting based on that information, so that we can set attainable but still stretching targets. We are not yet in a position to include this in the draft and Members should understand that this information will be liable to change up to the end of June in some cases so that the BVPP can include the most up to date information. Indicators based on financial information will not be available until mid-June as these are dependent on accounts closure.
- 3.15 We should be in a position to include performance against the majority of 2003-04 indicators and targets by the end of May. The draft to be presented to Scrutiny Management Commission on 8 June 2004 will be updated to include the information available at the time, to enable comment to be made on the content of the plan – in particular targets for 2004-05 and beyond – along with general approach and presentation.

Approval process

- 3.16 The BVPP forms part of the Council's budget and policy framework. Scrutiny Management Commission should therefore be given the opportunity to comment on the draft plan. It should then be approved by Council Special Purposes Committee, in

accordance with the Constitution and the need to approve and publish the plan by the 30 June 2004. The Chief Executive should be given delegated authority to amend the plan as necessary to permit publication by that date.

- 3.17 As we are not yet in a position to include comprehensive performance information, Members should consider the overall approach to be adopted. Council Cabinet - and Scrutiny Management Commission in particular - may also like to give consideration to how performance information based on the indicators and targets to be included in the BVPP can be used to help shape and inform review work by the Overview and Scrutiny Commissions. As noted in paragraph 3.15, the draft will be updated with available performance information before it is presented to Scrutiny Management Commission and further updated before it is considered by the Special Purposes Committee.

For more information contact:	David Armin Tel 01332-255560 e-mail david.armin@derby.gov.uk
Background papers:	None
List of appendices:	Appendix 1 – Implications Appendix 2 – Outline contents and format

IMPLICATIONS

Financial

1. The functional design proposed for the plan will minimise reproduction costs and can be met from within existing budget provision.

Legal

2. Councils are required to publish Best Value Performance Plans by the Local Government Act 1999. The latest guidance on content is provided in the Addendum to ODPM Circular 03/2003, dated February 2004.

Personnel

3. None directly arising from this report.

Equalities impact

4. The plan will include indicators that measure how the Council is addressing equalities in both service delivery and employment.

Corporate objectives and priorities for change

5. The plan includes measures and targets to show how effective the Council is in addressing all its objectives and priorities established in the 2004-07 Corporate Plan.

Contents

- Contact details
- Introduction
- Contents page
- Vision and priorities statement

- Building for Excellence
- Our Best Value review programme
- Transfer of employees statement
- Local Public Service Agreement
- Review of the 2003-06 Corporate Plan
- 2004-07 Corporate Plan priority actions
- BVPIs – overview and BVPI tables
- Finance PIs displayed in the same format, but without the unitary comparison or target status column

- Annex 1 – BVPI index by department summarising the PI and the page it can be found on
- Annex 2 – BVPI index in numerical order summarising the PI and the page it can be found on

Layout

Review of the 2003-06 Corporate Plan

Grouped under the 6 priorities to deliver better outcomes and the 3 corporate improvement areas.

- Updated review text from 2004-07 Corporate Plan based on commentary from end of year returns.
- Performance summary based on target status statistics:

	A	B	C	Total
Number				
Percentage				

- Actions to be presented in the following format:

Ref	Outcome	How we will measure it	Timescale	Target status	Comments

- Comments to be included to explain achievement/poor performance of each item, based on fourth quarter returns to give 2003-04 year end position.

2004-07 Corporate Plan priority actions

- Actions to be presented in the following format:

Ref	How we will achieve it	Measure	Current performance (if applicable)	Target 2004-05	Target 2005-06	Target 2006-07

LPSA

- Review of progress to date
- Local Public Service Agreement – performance data to be displayed in the following format:

Reference number	Description	Indicator	Target 2003-2004	Actual 2003-2004	LPSA Target 2004-2005

BVPIs

- Overview of our performance
 - favourable and unfavourable areas of performance
 - summary statistics – comparisons with previous year
 - Quartile positions
 - Target status – actual to target comparison
 - Trend – actual to actual comparison
- Reporting performance – PI section, landscape format
 - PIs structured under Council objectives – 7 sections containing key PIs as stated in Corporate Plan, then all other PIs that contribute to that objective.
- Performance data to be displayed as shown overpage:

Presentation of BVPI information – example

BVPI 170a	The number of visits to/usage's of museums per 1,000 population								Same
Actual 2002-03	Unitary Top 25% 2002-03	Quartile Position 2002-03	Target 2003-04	Actual 2003-04	Target status	Trend since 2002-03	Target 2004-05	Target 2005-06	Target 2006-07
613	1,325	Middle	613	543	C	↓	543	568	585
Department	DCS	Service	Museums			Business Plan	Museums		
Contact	Head of Museums			Ext	71 6650	Links	CPA, LPSA, Council priority, Community Strategy		