REPORT TO   : POLICY & REVIEW PANEL - 21 JANUARY 2004

REPORT FROM   : DIRECTOR OF EDUCATION & LIFELONG LEARNING

REPORT BY   : MIKE FOWLER

LEA Performance Management

Purpose

1   The purpose of this report is to advise the Panel on Performance Management within the LEA.

Recommendation

2   It is recommended that the LEA Performance Management arrangements as described in this report are welcomed.

Background

3   The three key delivery plans of the LEA are:-

- **"Education & Lifelong Learning" element of the Community Strategy;**

- **Education Business Plan with 6 key priorities**

    To improve standards at all key stages

    -        school building
    -        teacher recruitment and retention
    -        Quality in Foundation Stage
    -        EDP

    To improve attendance at school

    To improve inclusive Education Practice for the benefit of all

    -        effective inclusion
    -        increase in childcare places

    To improve the quality, range and access to lifelong learning opportunities

    To efficiently and effectively deliver the LEA key statutory and strategic functions

    -        Admissions Code of Practice
    -        Medium Term Budget Strategy
    -        ICT
    -        Communications
    -        Best Value

    To improve the way we work with others

- **Education Development Plan with 5 priorities**

  - KS1/2 and Foundation Stage
  - KS3
  - KS4
  - Narrowing attainment gaps and tackling underachievement
  - Schools Causing Concern

4   A range of other specific plans, reviews and monitoring reports also play a key role in the delivery of these 3 key plans and also inform the day-to-day operational work of the department.

7 Specific/Statutory LEA plans

- Inclusion Action Plan
- Asset Management Plan
- School Organisation Plan
- Recruitment & Retention
- Adult Learning Plan
- Early Years and Childcare
- Equalities Action Plan

5 PCC Reviews

- Best Value Action Plan re Attendance
- Policy & Resources - Attainment
- Policy & Resources - Pupils & Young People with Behavioural Issues
- Best Value Review - School Improvement
- New School Implementation Plan

2 Financial Monitoring reports

- Capital
- Revenue

4 External Assessments

- Comprehensive Performance Assessment
- Ofsted Self Assessment
- Audit Commission School Survey
- Keele Survey

7 Other Monitoring Measures

- Statutory BVPIs
- LEA Balanced Scorecard
- School Performance Indicators/Schools Causing Concern
- Health and Safety Incidents
- Appraisals
- Complaints
- Racists Incidents

5   The LEA's focus in performance management is on:-

- delivery of key priorities
- monitoring implementation of action plans
- monitoring impact of action plans

6   The LEA use performance management to ensure a coherence and clarity of plans and actions as follows:-

PRIORITIES

COMMUNITY CORPORATE PLANS/ PRIORITIES

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EDUCATION KEY PLANS

↓

SPECIFIC ACTION/ SECTION PLANS

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INDIVIDUALS' ACTION PLANS/ APPRAISALS

MONITORING

This ensures both clear accountability and ownership for staff and unity of plans/priorities and actions.

7   The LEA performance management timetable is as follows:-

▪ *Major LEA plans*	- half term by excepton / termly	EMT (Education Management Team incl. Heads)
▪ *Specific LEA plans*	- termly	EMT
▪ *Other Action plans*	- termly	EMT
▪ *Finance*		
- *Capital*	- quarterly	EMT/DMG
- *Revenue*	- monthly	EMT/DMG
▪ *Performance Indicators*	- termly	EMT
▪ *Other*	- termly	EMT
Other consulted	- SSIG	
	- Joint Executive	
	- Executive Member	
	- Working Parties	

8   Any significant issues re:

- slippage
- impact
- budgets
- emergencies

are monitored on a regular basis by EMT until resolved.

9   The LEA's performance management system has been:-

- commended as "best practice" by PCC's Performance Management and Improvement Board;

- explained in detail to all LEA staff;

- effective in identifying the need for remedial actions to achieve agreed priorities.

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Director of Education & Lifelong Learning

Background List of documents:
Section 100D of the Local Government Act 1972

The following documents disclose facts or matters which have been relied upon to a material extent by the author in preparing this report -

Title of document	Location
Performance Management file	Mike Fowler's office