

Title of meeting: Governance and Audit and Standards Committee

Date of meeting: 1st July 2016

Subject: Directorate performance baselines

Report by: Director of HR, Legal and Performance

Wards affected: n/a

Key decision: No

Full Council decision: No

1. Purpose of report

1.1 To present a summary of directorate functions, activities, measures, projects and risks to Governance and Audit and Standards committee (GAS), as the basis for ongoing monitoring throughout 2016/17.

2. Recommendations

2.1 The Governance and Audit and Standards Committee are asked to:

- 1) Note the report and attached summaries at Appendix 1
- 2) Agree to receive quarterly updates based on these baseline position statements, with a focus on exception items

3. Background

3.1 Governance and Audit and Standards Committee receives regular reports on performance of the authority, based on summaries provided by Directors. These have been in the form of narrative statements, covering:

- 1) Highlights
- 2) Areas for concern
- 3) Areas to watch
- 4) Risks
- 5) Projects

3.2 Previous meetings of GAS considered that the information in the reports was extensive, but that it would assist committee members in identifying the most important issues if there was a clear sense of the baseline against which Directors are reporting, and more metrics, as opposed to narrative.

4. Reasons for recommendations

4.1 Directors have been asked to provide baseline summaries for their Directorates setting out:

- Key functions
- Main areas of anticipated activity in 2016/17
- Measures of achievement
- Major projects to be delivered
- Key strategic risks and mitigations

4.2 The information provided is attached at Appendix 1. The intention is that, subject to agreement of GAS, quarterly reports will take the form of a report against the key metrics, supported by Director's narrative focusing on exception items. The reports will be supported by an overview statement from the Chief Executive or Deputy Chief Executive.

4.3 The Committee have also previously expressed a wish that where there is a concern, Directors are asked to attend the discussion and account for these in person to the Committee. It is suggested that the draft reports are considered at a briefing session in advance of the meeting and that at that point the Chair requests Director attendance at the meeting as necessary.

5. Equality impact assessment

5.1 Any equality matters arising through performance monitoring will be considered as a discrete process, and separate EIAs will be considered for these areas of work.

6. Legal implications

6.1 The report has incorporated legal implications and accordingly there are no other immediate legal implications arising from this report.

7. Director of Finance's comments

7.1 There are no financial implications to bring to member's attention at this stage. However, it should be noted that there could be financial implications following further exploration of any of the performance issues raised in this report, and related future reports could result in financial implications. These will be flagged to members at the appropriate time.

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Signed by: Jon Bell, Director of HR, Legal and Performance

Appendices: Appendix 1 - Directorate baseline statements 2016/17

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

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by: