



REPORT of DIRECTOR OF RESOURCES

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
28 NOVEMBER 2017**

HALF YEARLY REVIEW OF PERFORMANCE

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to supply Members with details of performance against targets set for 2017 / 18 and to ensure that progress is being achieved towards the corporate goals and the objectives detailed in the Corporate Plan 2015-19 adopted by Council in February 2015 (Minute No. 828 refers) with the most recent annual update approved by Council in April 2017.
- 1.2 Members should challenge performance or allocation of resources where the Committee feels that the Council's corporate goals have not or may not be achieved.
- 1.3 Where performance or progress is behind schedule or at risk, the reasons why need to be fully understood and decisions taken on what, if any, action is required to bring performance back on track.
- 1.4 Quarterly reviews of performance are undertaken by the Corporate Leadership Team and the Overview and Scrutiny Committee.
- 1.5 All of the performance information contained within this report is recorded on the Council's Performance and Risk Management system (TEN) to which all Members have access.


2. RECOMMENDATION

That Members review and comment on the information as set out in this report and **APPENDIX 1**.

3. SUMMARY OF KEY ISSUES

- 3.1 The format of the half yearly performance reports to this Committee is on an "exception" basis i.e. only those activities and indicators that are behind schedule, at risk or not on target will be included. This will ensure the focus is on those areas requiring attention and assisting Members to challenge performance or allocation of resources where the Council's corporate goals may not be achieved.

- 3.2 **APPENDIX 1** to this report details for each of the corporate goals:
- The key corporate activities which are assessed as being “behind schedule” or “at risk of not being achieved”
 - Indicators which are at risk of not achieving the end of year target.

3.1.1 The activities / indicators aligned with this Committee have been marked  to provide easy identification by Members.

3.3 There have been successes and achievements in the first half year of 2017/ 18, including:

- The 17/18 Q2 overall sickness figure (short and long term combined) fell to 428.96 Full Time Equivalent (FTE) days lost or 2.33 days total days lost per FTE. This is the lowest quarterly overall figure since Q1 2014 / 15 and demonstrates that the HR interventions, management training and new policy put in place to reduce sickness levels are having a positive impact. The long term absence for Q2 showed a significant decrease of 50% from Q1 and Human Resources continue to work in partnership with managers to manage long term absence cases and implement effective interventions under the Attendance Management Policy.
- The Elections team successfully dealt with the snap General Election at short notice, followed quickly by a Neighbourhood Planning Referendum and Parish By-Election.
- The police relocated to their new base in the Council Offices in the summer.
- The Accounts were signed off before the 30 September deadline with an unqualified opinion.

3.4 **Complaints Received**

3.4.1 Nine complaints and two compliments about services that report to this Committee were received by the Council between 1 April and 30 September 2017

Service Area	Total no. of compliments for service	Total no. of complaints for service
Legal and Democratic Services	1	1
Revenues and Benefits	1	7
IT	-	1

3.4.2 All complaints received are investigated and action taken to improve service delivery where learnings are identified.

4. **CONCLUSION**

4.1 Good progress has been made on a number of activities which will contribute to the Council’s corporate goals and objectives. However, there are key corporate activities at risk or behind schedule and performance indicators which will not achieve the end

of year target. The reasons why need to be fully understood and decisions taken on what, if any, action is required to bring performance back on track.

5. IMPACT ON CORPORATE GOALS

- 5.1 The Council stated its corporate goals and objectives in the Corporate Plan for 2015-19.
- 5.2 In turn, the services agreed actions (Key Corporate Activities) that they would take forward in 2017 / 18 to contribute to the achievement of these objectives. Performance indicators and measures were established to monitor the impact of these actions and to provide evidence of achievements.
- 5.3 To ensure that Maldon District Council (MDC) progresses towards or achieves the goals stated in the Corporate Plan, it is important that performance is monitored and managed against targets and milestones.
- 5.4 It is also important as the Council is accountable to the community that it is able to demonstrate it is monitoring and managing performance effectively.

6. IMPLICATIONS

- (i) **Impact on Customers** – Performance Management is about agreeing and achieving objectives and priorities, monitoring our performance against agreed targets and timescales, identifying opportunities for improvement, making necessary changes and ultimately delivering quality public services.
- (ii) **Impact on Equalities** – For the Council “Equalities” means understanding our staff and customers and making sure that our policies and services are designed to meet their needs and implemented appropriately.

MDC is committed to providing equal opportunity of access to services, and level of service provided, and to work towards developing communities that are free from discrimination.

- (iii) **Impact on Risk** – If performance is not managed effectively by the Council at both Committee and management level, there is a risk that the Council will not achieve its stated priorities and outcomes.
- (iv) **Impact on Resources (financial and human)** – If action is needed to bring key activities or indicators back on track to meet the targets set, a reallocation of resources may be required to ensure that objectives and priorities are achieved.
- (v) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Emma Foy, Director of Resources, (01621 875762) or Julia Bawden, Performance and Risk Officer, (Tel: 01621 876223).