



CAI.35 13/14

Challenge and Improvement
Committee

Date 28th January 2014

Subject: Progress and Delivery Working Group Progress Report

Report by:

Cllr Bowler

Contact Officer:

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Purpose / Summary:

To present the progress of the Progress and Delivery Working Group to date and outline next steps.

RECOMMENDATION(S):

- 1) That members agree that report provides assurance that sufficient progress has been made by the working group and that clear next steps to deliver its objectives are in place.
- 2) That members provide feedback on the recommendation made to date.

IMPLICATIONS

Legal:

None

Financial :

None

Staffing :

None

Equality and Diversity including Human Rights :

None

Risk Assessment :

None

Climate Related Risks and Opportunities :

None

Title and Location of any Background Papers used in the preparation of this report:

1. [Terms of Reference](#)

See references

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1. Background

1.1. The Progress and Delivery Working group was set up by the Challenge and Improvement Committee on the 30th July 2013 to deliver the objectives outlined in Appendix 1.

2. Recommendations to date

2.1. From the discussion of the group to date, a number of recommendations have been made (see appendix 2) and in some cases completed as detailed below.

No.	Recommendation	Next Steps	Status
Corporate Plan			
1	That the structure of the document at chapter three be adjusted to match the themes and priorities approved by Council in September 2013	Complete	Black
2	That the delivery tables reflect the projects underway for each priority with measures being the measures from the business cases that justified those projects	Complete	Black

3. Next Steps

3.1. In addition to the next steps identified for the recommendations at appendix 2; the following next steps are proposed to deliver against the objectives of the working group.

Objective	Next Steps	Due Date
Review the process through which the priorities were developed	Officers to present the process through which priorities were developed for the group to consider and provide recommendations for improvements	31st January 2014
Review the objectives for each progress and Delivery Report	Officers to present the objectives of each of the progress and delivery reports for consideration by the group.	31st January 2014
Review the rationale for priorities or the business case for a number of key projects listed in the Corporate Plan	Working group to identify the approach to meeting this objective at the January meeting of the group	28 th February 2014

Appendix 1 – Objectives for the working group

1. Review the rationale supporting the priorities in the Corporate Plan and provide challenge where necessary and recommendations for improvement i.e. is each project based on sound evidence of need; is the project realistic and smart, can the Council and partners deliver it?
2. Review the process through which the priorities were developed and provide challenge and recommendations on the level of engagement of members, communities and other stakeholders.
3. Review the measures and process used for reporting progress on the delivery of the Corporate Plan and provide challenge where necessary and recommendations for improvement. e.g. Project plans including key milestones; human and financial resources; risk register; forward plan; communication e.g. were stakeholders, engaged, listened to, was progress regularly reported to them : “You said , we did”,etc; press releases; celebration of success; learning.
4. Review the adequacy of the measures and process used for reporting on service performance and provide challenge where necessary and recommendations for improvement
5. Review the objectives for each progress and Delivery Report and testing fulfilment and understanding by officers.

Appendix 2 – recommendations of the group to date

No.	Recommendation	Next Steps	Status	Due Date
Corporate Plan				
1	That the structure of the document at chapter three be adjusted to match the themes and priorities approved by Council in September 2013	Complete	Black	
2	That the delivery tables reflect the projects underway for each priority with measures being the measures from the business cases that justified those projects	Complete	Black	
3	That a cross check be undertaken to identify areas which would be removed from the Corporate Plan based on this approach	To be undertaken	Green	31st January 2014

The Progress and Delivery report				
4	That the structure of the Progress and Delivery report follows the structure of the Corporate Plan at chapter three for ease of referencing.	Proposed format to be presented to the next for meeting of the group	Green	31st January 2014
5	That the Progress and Delivery report tracks progress of projects through the project lifecycle stages as well as measuring the success of projects.	Proposed format to be presented to the next for meeting of the group	Green	31st January 2014
6	That service performance be reported in a separate document based on exception reporting (off track performance only).	Proposed format to be presented to the next for meeting of the group	Green	31st January 2014
7	That a balanced set of performance measures be developed for each service delivered by the council	Proposed set of measures to be presented to the next meeting of the group	Green	31st January 2014
8	That Service performance measure reporting be automated where possible	Business case for automation to be developed post approval of set of measures.	Green	28th February 2014