



CAI.49 15/16

Challenge & Improvement  
Committee

Date 5<sup>th</sup> April 2016

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**Subject: Feedback from Challenge & Improvement Progress & Delivery  
Working Group**

Report by:

Director of Resources

Contact Officer:

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Purpose / Summary:

To report to Members on the work undertaken so far by the C&I Progress and Delivery working group

**RECOMMENDATION(S):**

- 1. Members consider progress to date with the Progress & Delivery working group.**

## IMPLICATIONS

Legal: None

Financial: None FIN/9/17

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:**

Wherever possible please provide a hyperlink to the background paper/s

If a document is confidential and not for public viewing it should not be listed.

### Call in and Urgency:

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

### Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

## **1 Introduction**

- 1.1 At a meeting of the Challenge & Improvement Committee on 22<sup>nd</sup> December, it was agreed that a working group be established to review the Progress & Delivery reporting process and report back with its recommendations.
- 1.2 The purpose of the working group was set out as to:
- a) Review the measures reported in 2015/16 and determine their on-going appropriateness
  - b) Consider how these measures provide a performance framework for the organisation that allows Members to monitor progress against the Corporate Plan, service delivery and project development
  - c) Consider the reporting format for future reports
- 1.3 A working group consisting of the following Members was duly established:
- Cllr Bond (chair)
  - Cllr Bond
  - Cllr Curtis
  - Cllr England

## **2 Progress to Date**

- 2.1 The working group, supported by officers, has met on two occasions (3<sup>rd</sup> February 2016 and 9<sup>th</sup> March 2016).
- 2.2 Members have reviewed the current reporting format and content, scrutinised the Council's current Corporate Scorecard, had sight of a proposed set of measures to oversee delivery against the new Corporate Plan priorities and were introduced to the concept of a measure definition sheet to be used internally so as to ensure consistency of reporting.
- 2.3 Members have expressed overall satisfaction with the Progress and Delivery format and content, however have suggested the following improvements:
- Direction of Travel indicators to be used in reporting
  - Consistent usage of explanations and rectification actions where appropriate

## **3 Next Steps**

- 3.1 Work is now underway across the Council to firm up the measures to be used across the Council for 2016/17. Additionally, a revised Progress & Delivery template is being designed which will report against:

- Corporate Scorecard
- Programme & Project Delivery
- Corporate Plan Delivery
- Service Performance

- 3.2 The concept of reporting by exception will be retained, however service areas will be invited to add brief contextual detail to the data they provide.
- 3.3 It is proposed that the working group meets on one further occasion (w/c 18<sup>th</sup> April 2016 is suggested) to review progress in readiness for a worked up example of the revised Progress & Delivery report to be shared with this Committee on 23<sup>rd</sup> May 2016.
- 3.4 It is also intended to share the revisions made with the leaders of both the Corporate Policy & Resources and Prosperous Communities Committees.