



**OVERVIEW & SCRUTINY  
COMMITTEE**

**Monday, 14 August 2023**

**Subject: Progress & Delivery Members Working Group**

Report by:

Director of Change Management, ICT &  
Regulatory Services

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Purpose / Summary:

The report looks to create a cross-party Elected Members Working Group to review identified Progress and Delivery measures and associated measures for 2024/25.

**RECOMMENDATION(S):**

- **Approval to create a cross-party member working group to review the 2024/25 Progress & Delivery framework and associated measures**

## IMPLICATIONS

**Legal:** None

**Financial:** FIN/44/24/MT. No financial implications arising from this report.

**Staffing:** None – this will be delivered using existing resources.

**Equality and Diversity including Human Rights:** None

**Data Protection Implications:** None

**Climate Related Risks and Opportunities:** None

**Section 17 Crime and Disorder Considerations:** None

**Health Implications:** None

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

[2022/23 Progress & Delivery Year End Performance report](#)

[2022/23 Progress & Delivery Measure Set report](#)

**Risk Assessment:**

- Non-creation of Working Group leading to lack of Elected Member engagement and involvement in identifying potential measures.
- Non-approval of Working Group resulting in the creation of a series in Member workshops impacting the development of the PD framework in accordance with identified timescales

## 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 As part of a strong performance management framework that focuses on continuous learning and improvement, the Council has in place a robust target setting process for its key performance indicators which engages all relevant stakeholders.

1.2 The council undertake a deep-dive review of Progress & Delivery (P&D) measures biennially (once every two years) and the review seeks to deliver the following outcomes:

- Approval of 2024/25 Progress and Delivery framework
- Strengthening of Corporate Health Key Performance Indicators (KPIs)
- Greater assurance relating to risk and poor performance and continued delivery of the council's Corporate Plan
- Provide greater member understanding and subsequent scrutiny of council performance

1.3 A P&D Member Working Group was last held in December 2021 and consisted of the following Elected Members; Councillor Di Rodgers (Independent), Councillor Angela White (Conservative), Councillor Angela Lawrence (Conservative) and Councillor Keith Panter (Liberal Democrats).

1.4 To support the review; it is recommended that a cross-political party working group is created again for the review in 2023/24. The purpose of the Member Working Group is to review all the Council's proposed key performance indicators and corresponding targets; ensuring they reflect a balanced scorecard approach, are stretch based targets to reflect the Council's ambitions and enable a transparent view of performance across the Council's service areas.

1.5 This process not only increases member engagement with performance management, but it also ensures that the Council has a set of performance

measures that contribute clearly to the Council's Corporate Plan and supports teams to manage and improve the performance of their service.

1.6 As the Progress and Delivery Member Working Group is not defined in the Council's Constitution, Overview and Scrutiny Committee are therefore asked to commission a time-limited, cross party Member Working Group whose remit is contribute to the deep dive review as set out below.

## **2.0 Scope of the Progress and Delivery Member Working Group**

2.1 Overview and Scrutiny are asked to volunteer elected members to sit on the cross-party Working Group and attend a two-hour P&D workshop in November 2023, the scope of which is:

- To review the proposed P&D performance measures for each of the Council's service areas for 2024-25.
- To review the proposed targets for each P&D performance measure for 2024-25.
- To ensure, as far as possible, that the proposed measures reflect a balanced scorecard approach and are aligned to the Council's Corporate Plan.

2.2 The P&D Workshop will be facilitated by the Change Team and led by the Director for Change Management, ICT and Regulatory Services.

2.3 As detailed in the Council's Constitution, the P&D Member Working Group cannot formally adopt the Council's P&D performance measures, rather, it is a consultative group ensuring member engagement and transparency of process.

2.4 The recommendations for the new measure sets will be developed from Member Working Group feedback. This will be utilised to inform the development of subsequent reports for decision by the Corporate, Policy and Resources Committee.

## **3.0 Timetable of Events**

3.1 The below table showcases the required milestones for implement the Progress and Delivery framework by 01st April 2024.

Action	Delivery Date
Review of P&D measures and targets with Team Manager and associated Director	August/September 2023
O&S approval of Working Group	03 <sup>rd</sup> October 2023
Working Group held	November 2023
2024/25 PD Framework discussed at Management Team (informal sign-off)	11 <sup>th</sup> December 2023
2024/25 PD Framework approved at Corporate Policy & Resources (formal sign-off)	08 <sup>th</sup> February 2024
2024/25 PD framework live	01 <sup>st</sup> April 2024

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