



**Overview & Scrutiny
Committee**

Tuesday, 15 October 2024

Subject: Progress and Delivery Member Working Group

Report by:

Director of Change Management, ICT &
Regulatory Services

Contact Officer:

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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 2025/26.

RECOMMENDATION(S):

- **Approval to create a cross-party member working group to review the 2025/26 Progress & Delivery framework and associated measures**

IMPLICATIONS

Legal: None

Financial: FIN/69/25/MT/SSc.

There are no financial implication 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:

[2024/25 Progress & Delivery Report \(Quarter 4\)](#)

[2024/25 Progress & Delivery Report \(Year-end\)](#)

[Overview & Scrutiny Progress & Delivery Member Working Group Paper \(2023\)](#)

Risk Assessment:

- Non-creation of Working Group leading to lack of Elected Member engagement and involvement in identifying potential measures.

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 are undertaking a full review of Progress & Delivery (P&D) measures for the reporting financial year of 2025/26. This review aims to deliver the following objectives.

- 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 November 2023 and consisted of the following Elected Members; Councillor Jeannette McGhee (then Liberal Democrats), Councillor Moira Westley (Liberal Democrats) and Councillor Maureen Palmer (Conservative).

1.4 To support the review; it is recommended that a cross-political party working group is created to review the draft 2025/26 measure set. 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.

1.8 Table 1 shows the timeline of the review. Meetings with council teams will occur throughout September with the creation of a draft measure set by 4th October. The draft measure set is to be circulated to all members on 7th October with two weeks assigned for feedback. Approval to create a Members Working Group will be sought from Overview & Scrutiny on 15th October with the group meetings planned to be held between 04th and 11th November. Following the working group, the measures are scheduled to be informally approved at Management Team in December prior the formal sign off at Corporate Policy & Resources in January 2025.

Table 1: 2025/26 Progress & Delivery Review Timeline

| Activity | Due Date |
|--|---------------------------|
| 1. Measure setting meetings with Team Managers and Directors | Throughout September 2024 |
| 2. Creation of draft measure set | 04-Oct-24 |
| 3. Member feedback on draft measure set | 07-Oct-24 – 18-Oct-24 |
| 4. O&S approval to create Members Working Group | 15-Oct-24 |
| 5. Members Working Group held | 04-Nov to 11-Nov-24 |
| 6. Management Team informal approval of measure set | 09-Dec-24 |
| 7. CPR formal approval of measure set | 09-Jan-25 |
| 8. P&D measure set go-live | Apr-25 |

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 2024, the scope of which is:

- To review the proposed P&D performance measures for each of the Council's service areas for 2025/26.
- To review the proposed targets for each P&D performance measure for 2025/26.
- 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.

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