

SUBMISSION TO STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

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Agenda item: 5

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JOINT REPORT OF THE LEADER OF THE CABINET, CABINET MEMBER FOR DEMOCRATIC & LEGAL SERVICES AND CABINET MEMBER FOR FINANCE

PERFORMANCE MANAGEMENT OF ONE YEAR ACTION PLANS

1. PURPOSE OF THE REPORT

- 1.1 To advise Members that in future they will be provided with performance monitoring reports which are relevant to the terms of reference of this Committee; reports will be produced twice a year and will provide an update on progress against projects and milestones in the One Year Action Plan. Statistical information relating to activity will also be included
- 1.2 The first of these reports, the performance outturn of the Services within the remit of Strategic, Overview & Scrutiny Committee against the District Council's One Year Action Plan 2012 / 13, is attached at **APPENDIX A**. Members are invited to raise questions and comment (or where appropriate, request a more detailed report)

2. BACKGROUND AND RATIONALE

- 2.1 Each year, the District Council produces a One Year Action Plan which sets out the key activities and projects, measures and targets that the Council intends to deliver over the coming twelve months. The Plan is considered by Council each year in February at the same time that the budget is approved.
- 2.2 The One Year Action Plan itself is a product of the discussions which take place each autumn when Member Panels consider the Service Plans produced by teams across the Council. Members can use this as an opportunity to influence the direction of travel for the coming year and in some cases use the result to influence the Work Programme of the Overview and Scrutiny Committee. An extract of the One Year Action Plan 13/14 which relates to this Committee is attached at **APPENDIX B**.
- 2.3 It has been the usual practice for a six month and full year report on progress against each One Year Action Plan to be reported to Strategic O&S Committee. Although this means that this Committee can take an overview of progress and performance across the Council, it does mean that the other Committees, all of whom helped to contribute to the content of the Plan, are not routinely provided with a performance update.
- 2.4 Following discussion at the Overview and Scrutiny Co-ordinating Group, it has been agreed that in future, the relevant activities and projects are included within a routine progress report to each O&S Committee in June (which will provide the performance outturn for the previous financial year) and in January (which will provide the performance outturn for the preceding 6 months).
- 2.5 A composite of all the performance reports will be provided to Cabinet at the same time that it receives the mid year and end of year financial outturn reports.

3. RECOMMENDATION

- 3.1 Members are requested to consider and comment on the outturn report for 12/13 which is attached at **APPENDIX A**

4. COMMUNITY BENEFITS

- 4.1 The effective scrutiny of performance reports and data drives performance improvement leading to direct benefits for the community through improved services and value for money based on achieving key priorities.

5. FINANCIAL IMPLICATIONS

- 5.1 None arising directly from this report.

6. PLAN FOR LICHFIELD DISTRICT IMPLICATIONS

- 6.1 The report sets out progress made against the activities / projects and measures / targets set out in the District Council's One Year Action Plan 12/13.

7. CRIME AND COMMUNITY SAFETY ISSUES

- 7.1 None.

8. RISK MANAGEMENT ISSUES

Risk Description	Likelihood / Impact	Status	Risk Category	Countermeasures
Information provided to Members is too 'high level' and inadequate for robust scrutiny	Medium / medium	Material	Reputation	The Cabinet Member and Officers are in attendance at the O&S meeting and can elaborate on the content of the report Members can request further details or a separate report on any item referred to in the report

**A Plan for Lichfield District - 2012/13 One Year Action Plan
Performance Overview**

✓	On Target
=	In Progress
✗	Behind target

Activities and Projects 2012/13	Measures and Targets 2012/13	On Target?	Current Performance (including comparative data where available)
Strategic Theme: Supporting People <i>A district where everyone shares in an improved quality of life and community wellbeing</i>			
Long Term Outcome: We'll support and encourage individuals and groups to take responsibility for shaping and improving their communities through voluntary effort and social action, and support a thriving and diverse community and voluntary sector			
Explore and pursue opportunities for community asset transfer (<i>Councillor C Spruce</i>)	Identified assets transferred	✓	Negotiations are continuing to transfer part of Darnford Park to the Lichfield and Hatherton Canals Restoration Trust. Register of Assets of Community Value in place.
Strategic Theme: Boosting Business and our Economy <i>A district where businesses and enterprise can flourish and there is a vibrant local economy</i>			
Long Term Outcome: We'll grow our local economy with an improved retail offer in both Lichfield and Burntwood and encourage a spread of sectors with more high-quality manufacturing and service sector jobs			
Work with the Developers to move forward the Friarsgate Shopping Centre scheme (<i>Councillor Wilcox</i>)	Achieve project plan milestones	=	Developers submitted revised proposal for consideration by Lichfield District Venture on 27 June 2013.
Develop the Friary Outer Scheme (<i>Councillor Wilcox</i>)	Development delivered to budget and on time, and to the required operator specification, whilst causing minimum disruption to the city	=	Car park and housing due for completion in July 2013.
Long Term Outcome: We'll build a more prosperous district through heritage, tourism, and culture and by encouraging the development of creative, visitor and leisure industries			
Work on Mercian Trail and promotion of the Hoard (<i>Councillor Wilcox</i>)	Support the Staffordshire Mercian Hoard Trail Partnership to secure a long term display of the Hoard in Lichfield Cathedral	✓	Memorandum of Understanding between the Mercian Trail partners has been signed.

Activities and Projects 2012/13	Measures and Targets 2012/13	On Target?	Current Performance (including comparative data where available)
Establish the Lichfield Garrick Theatre Trust (<i>Councillor Wilcox</i>)	Successful incorporation and operation of a Company Ltd by Guarantee	✓	Garrick Theatre Trust was established with effect from 1 February 2013.
THIS WILL BE UNDERPINNED BY BEING A WELL MANAGED COUNCIL			
<i>A good council that provides community leadership and delivers value for money services that people want</i>			
Long Term Outcome: We'll strengthen our community leadership and influencing role especially through effective relationships with partner organisations			
<p>Continue to work with Partners in identifying opportunities to share accommodation and property asset resources (<i>Councillor C Spruce</i>)</p> <p>Prepare and run the election of the Police and Crime Commissioner and actively support the new Police and Crime Panel (<i>Councillor C Spruce and Greateorex</i>)</p> <p><u>New activity / project</u> Develop and strengthen relationships with the Defence Medical Establishment, Whittington (<i>Councillor C Greateorex</i>)</p>	<p>Complete asset review as part of the Staffordshire Public Services Strategy Property Review</p> <p>Successfully administer the Police Commissioner Elections in November 2012</p> <p>Review of structures to enable effective working relationship with Commissioner and Panel</p> <p>Sign the Armed Forces Community Covenant Arrange a Member Visit to Whittington Develop an action plan with partners</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Agreement reached with Police and Staffordshire County Council to occupy part of District Council House. Negotiations nearing completion regarding Staffordshire County Council occupation of Venture House, Lichfield.</p> <p>PCC Elections and Count efficiently administered in November 2012.</p> <p>Council approved Councillor Greateorex as its representative on the Police and Crime Panel (May 2012); he has been appointed as Vice Chairman of the Panel. LDC has represented all Staffordshire Community Safety Partnerships in 1-2-1 briefing meetings with prospective Police and Crime Commissioners</p> <p>Full Council endorsed the Armed Forces Community Covenant pledge in April and Covenant was signed at National Memorial Arboretum in May 2012. Councillor Derrick has been appointed as the District Council's Armed Forces Liaison Member and is actively involved with facilitating a working relationship with Defence medical Services (DMS) Whittington</p>
Long Term Outcome: We'll keep a tight control and management of the council's finances			
Proactively manage the Budget (Revenue and Capital) during the year, together with a review of the approved Medium Term Financial Strategy after the financial outcomes of Local Government Resource Review are announced later in the year (<i>Councillors Wilcox and Spruce</i>)	Balanced Budget	=	The Council's Financial and Treasury Management performance for 2012/13 will be reported to this Committee on 3 September 2013.

Activities and Projects 2012/13	Measures and Targets 2012/13	On Target?	Current Performance (including comparative data where available)
<p>Undertake Treasury Management activities to monitor our cash flow and investments. Treasury Management Advisors contract to be retendered in 2012/13 (<i>Councillor Wilcox and Spruce</i>)</p> <p>Develop a new local scheme to support the Localisation for Council Tax (<i>Councillors Wilcox and Spruce</i>)</p>	<p>Adequate working capital available to deliver council's priorities/services.</p> <p>Treasury Management Advisors contract re-let.</p> <p>A new local scheme in place</p>	<p>=</p> <p>✓</p>	<p>The Council's Financial and Treasury Management performance for 2012/13 will be reported to this Committee on 3 September 2013.</p> <p>The Council approved its local scheme at its meeting on 11 December 2012.</p>
<p>Long Term Outcome: We'll maximise the council's performance, innovation and efficiency, so we use our resources well and deliver good quality and better value services</p>			
<p>Improve the way we use technology to deliver savings and efficiencies including new telephony, desktop and the use of website applications (<i>Councillors Wilcox and Spruce</i>)</p> <p>Progress the Staffordshire One Place project providing value for money and resilience through partnership/collaboration (<i>Councillors Wilcox and Spruce</i>)</p>	<p>Achieve implementation plans</p> <p>Amount of transactions by electronic means increasing</p> <p>Achieve milestones for Staffordshire One Place project on 4 key services (Revenues & Benefits, Planning, Building Control, Regulatory)</p>	<p>✓</p> <p>✓</p> <p>=</p>	<p>A Council wide project for telephony was completed and fully implemented in May 2012</p> <p>Revenues and benefits</p> <p>The revenues and benefits strand of Staffordshire One Place has developed into a specific project with Staffordshire County Council; District Councils have been invited to deliver the welfare benefits advice and financial assessment service on SCC's behalf. This proposal was approved by Cabinet in July. Lichfield District is one of three pilot authorities. The pilots started in November and will be evaluated at the end of June 2013.</p> <p>Planning Services</p> <p>The Planning Advisory Service (PAS) have been procured by Tamworth Borough Council to develop a 'buy local' scheme across Staffordshire which will allow trading across Councils to respond to peaks and falls in planning applications / policy work and demand for specialist planning skills (i.e. conservation, urban design, arboriculture, ecology, landscape design or archaeology).</p> <p>Building Control</p> <p>The Southern Staffordshire Building Control Service was launched on 1st January 2012 and comprises Lichfield District Council, Tamworth Borough Council and South Staffordshire Council.</p> <p>No expressions of interest have so far been received on the further expansion of the service, but lead managers continue to monitor the appetite and opportunity in this regard.</p>

A Plan for Lichfield District - 2013/14 One Year Action Plan

Performance Report to Strategic (Overview and Scrutiny) Committee

This table sets out an extract from the District Council's 2013/14 One Year Action Plan and contains only those actions and projects that relate to the areas covered by this Committee

Activities and Projects 2013/14	Measures and Targets 2013/14
<p>THIS WILL BE UNDERPINNED BY BEING A WELL MANAGED COUNCIL <i>A good council that provides community leadership and delivers value for money services that people want</i></p>	
<p>Long Term Outcome: We'll strengthen our community leadership and influencing role especially through effective relationships with partner organisations</p>	
<p>Continue to work with partners in identifying opportunities to share accommodation and property asset resources <i>(Councillor Spruce)</i></p> <p>Prepare for Individual Electoral Registration <i>(Councillor Spruce)</i></p>	<p>100 County Council staff relocated to Venture House by spring 2013</p> <p>Police face to face reception facility integrated within Lichfield Connects by spring 2013</p> <p>Procedures in place by December 2013</p> <p>County Council Elections successfully administered in May 2013</p>
<p>Long Term Outcome: We'll keep a tight control and management of the council's finances</p>	
<p>Undertake a review of council services <i>(Councillors Wilcox and Spruce)</i></p> <p>Undertake Treasury Management activities to monitor our cash flow and investments with the assistance of the Council's Treasury Management Advisors <i>(Councillor Spruce)</i></p> <p>Administer the Council's approved Localisation of Council Tax Support scheme <i>(Councillor Spruce)</i></p>	<p>Programme initiated in spring 2013</p> <p>Adequate working capital available to deliver council's priorities/services.</p> <p>Local Scheme successfully administered</p>
<p>Long Term Outcome: We'll maximise the council's performance, innovation and efficiency, so we use our resources well and deliver good quality and better value services</p>	
<p>Improve the way we use technology to deliver savings and efficiencies <i>(Councillor Spruce)</i></p> <p>Merge Democratic and Legal Services <i>(Councillor Spruce)</i></p>	<p>Implementation plans achieved</p> <p>Increased number of transactions by electronic means</p> <p>New structure in place by April 2013</p>