

## SUBMISSION TO STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE

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Agenda item: 6

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### REPORT OF THE CABINET MEMBER FOR FINANCE DEMOCRATIC AND LEGAL SERVICES

#### MID YEAR PERFORMANCE REPORT - ONE YEAR ACTION PLAN 13/14

##### 1. PURPOSE OF THE REPORT

- 1.1 To advise Members of progress against the activities and projects set out in the District Council's One Year Action Plan for 13/14 which are relevant to the terms of reference of this Committee. The report reflects performance as at 30<sup>th</sup> September 2013.
- 1.2 Members will be aware that the Fit for the Future programme has been developed since the One Year Action Plan for 13/14 was approved. The total savings achieved to date are reported elsewhere on the Agenda. The impact of these will be shared with Members through the service planning process during autumn 2013 although a separate report on the Asset Management Review appears elsewhere on the Agenda.
- 1.3 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. Mid year performance against the One Year Action Plan 13/14 which relates to this Committee is attached at **APPENDIX A**.
- 2.3 A composite of all the performance reports from the four Overview and Scrutiny Committees will be provided to Cabinet in spring 2014.

### 3. PERFORMANCE HIGHLIGHTS

- 3.1 A copy of the six month performance report for the Finance Democratic and Legal portfolio is attached at **Appendix A**. Highlights include:

Police have taken occupation of space within the District Council House

A plan has been developed to deal with the requirements for Individual Electoral Registration

The Fit4Future Programme is progressing well.

### 4. RECOMMENDATION

- 4.1 Members are requested to consider and comment on the mid year performance report for 13/14 which is attached at **Appendix A**.

### 5. COMMUNITY BENEFITS

- 5.1 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.

### 6. FINANCIAL IMPLICATIONS

- 6.1 The Financial Performance for the half year up to September 2013 is reported elsewhere on the Agenda.

### 7. PLAN FOR LICHFIELD DISTRICT IMPLICATIONS

- 7.1 The report identifies some of the key areas of achievement so far during 13/14.
- 7.2 The Fit for the Future programme is impacting on all services.
- 7.3 Members should also note that Service Reviews have commenced in this portfolio area including the Asset Management review.

### 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, Director and Service Managers 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 - 2013/14 One Year Action Plan Performance Report to Strategic (Overview and Scrutiny) Committee

The purpose of this report is to update Members on progress achieved against the activities and projects set out in the District Council's 2013/14 One Year Action Plan and to invite questions and comment (or where appropriate, for members to request a more detailed report). This report contains only those actions and projects that relate to the areas covered by this Committee

✓	On Target
=	In Progress
X	Behind Target

Activities and Projects 2013/14	Measures and Targets 2013/14	On Target ✓ = X	Current Performance (including comparative data where available)
<b>THIS WILL BE UNDERPINNED BY BEING A WELL MANAGED COUNCIL</b> <i>A good council that provides community leadership and delivers value for money services that people want</i>			
<b>Long Term Outcome: We'll strengthen our community leadership and influencing role especially through effective relationships with partner organisations</b>			
Continue to work with partners in identifying opportunities to share accommodation and property asset resources ( <i>Councillor Spruce</i> )	100 County Council staff relocated to Venture House by spring 2013	X	Staffordshire County Council did not finalise their requirements and commit to the project until October 2013. Occupation will now take place January 2104.
Prepare for Individual Electoral Registration ( <i>Councillor Spruce</i> )	Police face to face reception facility integrated within Lichfield Connects by spring 2013 Procedures in place by December 2013	=	The Police did not take occupation until the beginning of September 2013 partly because of their need to consult on the move prior to occupation. Processes and procedures have been developed and our Implementation Plan has been submitted to the Electoral Commission.
	County Council Elections successfully administered in May 2013	✓	The County Council Elections were successfully administered. Some improvements have been identified as set out on the report to the Strategic Overview and Scrutiny Committee on 12 September 2013.
<b>Long Term Outcome: We'll keep a tight control and management of the council's finances</b>			
Undertake a review of all council services in line with the Council's Fit for the Future Programme (F4F) ( <i>Councillor Wilcox</i> )	Programme initiated in spring 2013		Phase Two of F4F Reviews has commenced. These include : - Internal Audit - Corporate Debt - Asset Management - Planning - Grounds Maintenance, Parks and Countryside - Leisure Provision - Channel Shift
Undertake Treasury Management activities to monitor our cash flow and investments with the assistance of the Council's Treasury Management Advisors ( <i>Councillors Wilcox and Spruce</i> )	Adequate working capital available to deliver council's priorities/services.	=	Reports for each Review will be made to the respective Overview and Scrutiny Committee in 2014 and for Internal Audit this is due to be reported to Audit Committee on 17 December 2013. The Council's Treasury Management Performance for the first 6 months of 2013/14 is the subject of a report on the agenda for this meeting of Strategic Overview and Scrutiny Committee.
Administer the Council's approved Localisation of Council Tax Support scheme ( <i>Councillors Wilcox and Spruce</i> )	Local Scheme successfully administered	✓	The Council's Local Scheme was implemented on 1 April 2013.
<b>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</b>			
Improve the way we use technology to deliver savings and efficiencies ( <i>Councillors Wilcox and Spruce</i> )	Implementation plans achieved	=	Since 1 April 2013, the Council has set up an ICT Review Group with the target of reporting to Council on 24 February 2014, having made options and recommendation to the Strategic Overview and Scrutiny Committee on 30 January 2014 and Cabinet on 4 February 2014.
	Increased number of transactions by electronic means	✓	The number of web and automate telephone payments is 29% higher than the same period of last year and the value of these payments is 17% higher.
Merge Democratic and Legal Services ( <i>Councillor Spruce</i> )	New structure in place by April 2013	✓	The merger took place in April 2013.