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| Council name | COTSWOLD DISTRICT COUNCIL |
| Name and date of Committee | 18 th OCTOBER 2022 |
| Report Number | AGENDA ITEM 9 |
| Subject | Task and Finish Group – Performance Management and Reporting. Phase I Update |
| Wards affected | All |
| Accountable member | Cllr Patrick Coleman - Chair of Task and Finish Group Email: Partick.Coleman@cotswold.gov.uk |
| Accountable officer | Stuart Rawlinson Business Manager - Resources, Data, Growth Email: stuart.rawlinson@publicagroup.uk |
| Summary/Purpose | To provide the Overview and Scrutiny Committee with an update on progress for Phase I of the Task and Finish Group's Work. |
| Annexes | None |
| Recommendation(s) | <i>That the Overview and Scrutiny Committee notes the update contained within this report.</i> |
| Corporate priorities | The work of the task and finish group supports the Council's key principle of: "Rebuilding trust and confidence in the council by promoting a culture of openness and transparency" This impacts all Corporate Priorities contained within the plan. |
| Key Decision | NO |
| Exempt | NO |
| Consultees/ Consultation | Cllrs Andrews, Coleman, Cunningham, and Robbins Senior Officers at Cotswold District Council and Publica |



1. BACKGROUND

- 1.1** As part of its programme of work during 2021/22, The Overview and Scrutiny Committee proposed the formation of a working group to make recommendations to the Cabinet in relation to the extant Key Performance Indicator Suite.
- 1.2** This task and finish group was formed in Q.1 of 2022/23 with the express purpose of “reviewing the current data provided as part of the quarterly performance report with a view to establishing whether it is fit for purpose, provides the information required and make recommendations to Cabinet on proposed changes to the data and presentation thereof.”
- 1.3** Delivery of this objective has been addressed through a multi phase plan agreed by the working group consisting of:
 - 1.3.1** Foundation Phase: Review of Corporate Plan and alignment of indicators to council priorities
 - 1.3.2** Phase 1: Initial Review - Addressing any immediate improvements that could be made to KPI indicators and supporting information
 - 1.3.3** Phase 2: Detailed Review - A deeper, forensic assessment of services and current measures to support assurance to the Cabinet and management of services
- 1.4** The purpose of this report is to provide an update on progress made to date, in advance of an end of Phase 1 summary report at the end of Q3.

2. TASK AND FINISH GROUP UPDATE

- 2.1** Progress with the project has remained steady with a number of tasks being successfully completed in Q.1 and Q.2; specifically:
 - 2.1.1** Completion of the Foundation Phase
 - 2.1.2** Finalisation of the Group’s Terms of Reference and Phase 1 work plan
 - 2.1.3** Update of The Task and Finish Group’s membership and induction of those new members
 - 2.1.4** 121 meetings with all Cabinet Members and the Head of Business Information and Performance Management
 - 2.1.5** Delivery of meetings between service experts, cabinet members, and the task and finish group in the following Portfolios:
 - Climate Change and Forward Planning
 - Finance
 - Development Management and Licensing
- 2.2** The above three areas have generated useful research, discussion and proposals for maturing and enhancing the extant suite of the indicators. These proposals include recommendations for metrics providing assurance about our work in tackling the Climate Emergency and performance of the Councils Revenues, Benefits and Planning Services. All



recommendations in relation to the above matters will be provided in the Phase I Summary Report.

- 2.3** For all portfolios, delivery has extended slightly beyond the original remit of Phase I, as it quickly became apparent that discussion of immediate changes and improvements were intrinsically linked to the longer term review of assurance indicators. The resultant position is that both matters have been discussed, providing both the foundations for and reducing the burden on key personnel during Phase 2.
- 2.4** The group is on track to complete Phase I in Q3, on the provision that key personnel will be available. This will include a summary report back to The Overview and Scrutiny Committee.

3. CONCLUSIONS

- 3.1** The following key milestones form the forward plan for Q3:
 - 3.1.1** Conclusion of remaining Task and Finish group meetings
 - 3.1.2** Collation of recommendations in a Phase I summary report to be returned to Overview and Scrutiny during Q3
 - 3.1.3** Capture of the data pertinent to any enhanced indicators, which are accepted by The Cabinet
- 3.2** Any indicators formally adopted by Cabinet will be deployed in Q1 of 2023/24, which will progress concurrently with Phase 2 of the plan, commencing in Q4 2022/23.

5. FINANCIAL IMPLICATIONS

- 5.1** Nil

6. LEGAL IMPLICATIONS

- 6.1** Nil

7. RISK ASSESSMENT

- 7.1** The primary risk associated with the work of the group is associated with the availability and capacity of key personnel. Whilst being an exceptionally useful format to develop recommendations for enhancement of the KPI suite, it has proved challenging to achieve mutually agreeable group dates over the summer period. We anticipate that this pressure will reduce as we move into the autumn and hence mitigate the risk.

8. EQUALITIES IMPACT



8.1 At this point, the work comprising Phase I is ongoing. When the work is complete and list of recommendations produced in relation to a revised list of indicators, this will be accompanied by an EIA.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 As described above, the work comprising Phase I is ongoing. When this work is complete, implications in relation to Climate and Ecological Emergencies will be set out.

10. ALTERNATIVE OPTIONS

10.1 N/A

11. BACKGROUND PAPERS

11.1 The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- none

These documents will be available for inspection online at www.cotswold.gov.uk or by contacting democratic services democratic@cotswold.gov.uk for a period of up to 4 years from the date of the meeting.

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