

REVIEW OF PLANNING & PERFORMANCE MANAGEMENT FRAMEWORK

1 SUMMARY

- 1.1 This report provides an update for the Audit Committee on the review of the planning and performance management framework (PPMF).

2 RECOMMENDATION

- 2.1 The report is for noting

3 DETAIL

- 3.1 At its meeting in December the Audit Committee considered a report on the national review carried out by Audit Scotland on "Managing Performance - Are You Getting it Right?" The Councils position in this is that the areas for improvement were being taken forward through the project on Productivity and Service Improvement as part of the Corporate Improvement Programme. A key element of this project is the review of the Council's PPMF. The Audit Committee asked for an update on this to its meeting in March.

- 3.2 The Corporate Improvement Plan sets out a programme of improvement actions across a range of areas for the next 5 years. There are 12 projects in total covering;

- Asset Management
- Employee & Elected Member Development
- Workforce Planning
- Information Management
- Procurement & Sourcing Strategy
- Support Service Review Phase 2
- Outcome Planning for the CPP
- Health & Social Care Implementation
- Customer Management
- Equalities
- Sustainability
- Productivity & Service Improvement

- 3.3 The project on Productivity and Service Improvement has the following objective - to identify service efficiency savings and to develop approaches, proposals and tools that could be deployed by services to deliver the necessary savings. The Productivity and Service Improvement project is

divided into 3 sub-projects:

- Development of budget savings – this element would establish and manage the process for developing future budget savings options.
- Service efficiencies using PSIF/BPR – a second round of PSIF reviews will be carried out, redesigned to focus on areas of greatest impact. BPR reviews will provide an approach and tools to help services address areas for improvement identified through PSIF, annual reviews, audit, benchmarking etc.
- PPMF/PPR – these areas will be reviewed to provide better performance information with more focus on improvement and efficiency, for both management and the public.

3.4 A Project Initiation Document (PID) for the productivity & service improvement project is in the process of being finalised. The project Sponsor is Sandy MacTaggart, Executive Director of D&I, the project SRO is Jim Robb, Head of Adult Care and the project manager is Lyndis Davidson, IOD Project Officer.

3.5 The PPMF sets out the overall framework for planning and performance reporting and management. This covers preparing of service plans, reporting of performance information during the year and annual reporting of performance against plans. The revised PPMF will bring together all aspects of performance e.g. operating information on outcome & outputs, financial information, HR info, risk management info etc. It will set out to improve the cycle between planning, in year reporting and annual reporting and the learning/improvement that comes from that. It will cover service improvement as well as service delivery and benchmarking etc.

3.6. A key element in all this is how the information related to PPMF is reported to

- Officers / Managers
- Senior Management
- Elected Members & Performance Review and Scrutiny Committee
- General Public

The revised PPMF will set out how the differing needs of each group are to be met.

3.7 The review of PPMF is an important piece of work. The interest of Audit Committee is important as the PPMF is central to providing assurance to the Audit Committee that the Council has effective arrangements in place for performance management. The review will also want to take on board the requirement of the Performance Review and Scrutiny Committee. At this point the review is at an early stage. The target date for completing the review of PPMF is now 30 June 2013.

4. CONCLUSION

4.1 This report provides background information on the Corporate Improvement Plan project relates to productivity and service improvement and in particular the review of PPMF.

5. IMPLICATIONS

Policy	- None
Legal	- None
HR	- None
Finance	- None
Equalities	- None
Customer Services	- None
Risk	- None

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