

PROGRESS REPORT – INTRODUCTION OF A REVISED PERFORMANCE MANAGEMENT SYSTEM

1 SUMMARY

- 1.1 This report provides an update on the work being done on implementing a Performance Management System.
- 1.2 As Members play a key role in managing the performance of the Council, a Members' Guide to the Performance Management framework for this Council has been developed. The Guide will be sent out under separate cover to this report.

2 PROGRESS WITH SYSTEM IMPLEMENTATION

- 2.1 The revised Performance Reporting for Members is now in place. The format for the quarterly performance report to Members was approved at Policy, Finance and Strategic Performance Committee on 13 July 2006 and a progress report on implementation of the revised Performance Management System was considered by this Committee on 17 October 2006.
- 2.2 The first Performance Report for Members in the new format, covering the first quarter of 2006/07, was presented to the Policy, Finance and Strategic Performance Committee on 19 September 2006 and that for the second quarter was presented to the 7 November meeting. The Mid Year Performance Report is on the agenda for this committee.
- 2.3 The Divisional Planning Process is now in place with plans having been produced in draft for 2007/08. The plans for next year will help to identify issues that need consideration through the priority setting/budget process and will be finalised once next year's priorities/budgets are agreed.
- 2.4 The Members' Guide to Rochford District Council's Performance Management Framework has been developed to describe the key elements of the framework and also to emphasise the importance of Members in monitoring and managing performance.
- 2.5 This is another important step to embedding performance management within the Authority and to implement an improved performance review process which will ensure regular review by managers of each performance indicator or project plan.
- 2.6 The system will continue to evolve in order to accommodate Members' needs and remain "fit for purpose".

3 RISK IMPLICATIONS

- 3.1 The need to introduce an improved performance management system was identified under Comprehensive Performance Assessment (CPA) and failure to do so would impact negatively on any future CPA assessment.

4 RECOMMENDATION

It is proposed that the Committee **RESOLVES**

- (1) To note the progress made in implementing a revised Performance Management System.
- (2) To agree the Members' Guide to Performance Management

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Background Papers:-

None

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