

**REPORT TO:** Employment, Learning, Skills & Community  
PPB

**DATE:** 05<sup>th</sup> June 2013

**REPORTING OFFICER:** Strategic Director Policy & Resources

**PORTFOLIO:** Resources

**SUBJECT:** Performance Management Reports for  
Quarter 4 year-end of 2012/13

**WARDS:** Boroughwide

## **1.0 PURPOSE OF REPORT**

**1.1** To consider and raise any questions or points of clarification in respect of performance management for service areas within the remit of the Employment, Learning and Skills and Community Policy & Performance Board, for the 4<sup>th</sup> quarter to 31<sup>st</sup> March 2013. The report details progress against service objectives/ milestones and performance targets, and describes factors affecting the service, structured by key priorities as stated in section 3.3 below.

## **2.0 RECOMMENDED: That the Policy and Performance Board**

- 1) Receive the fourth quarter performance management reports;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Policy and Performance Board.**

## **3.0 SUPPORTING INFORMATION**

**3.1** Departmental objectives provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

**3.2** In line with the revised Council's Performance Framework for 2012/13 (approved by Executive Board in 2012/13), the Policy and Performance Board has been provided with an Employment, Learning and Skills & Community Priority Based overview report; which identifies the key issues arising from the performance in Quarter 4.

3.3 The report has been structured using the below key priorities and key area of focus as stated in the Directorate Plan for 2012-15:

- Supporting Growth and Investment
- Raising Skill Levels and Reducing Unemployment
- Enhancing Residents' Quality of Life

3.4 The full Departmental quarterly reports are available on the Members' Information Bulletin to allow Members access to the reports as soon as they have become available within six weeks of the quarter end. This also provides Members with an opportunity to give advance notice of any questions, points or requests for further information that will be raised to ensure the appropriate Officers are available at the PPB meeting. The two Departmental quarterly monitoring reports (for Economy, Enterprise and Property and Community & Environment) are also available via the following link

<http://hbc/teams/PERFIMP/Quarterly%20Monitoring%20Reports/Forms/AllItems.aspx>

#### **4.0 POLICY IMPLICATIONS**

4.1 There are no policy implications associated with this report.

#### **5.0 OTHER IMPLICATIONS**

5.1 There are no other implications associated with this report.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Priority Based Report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 Although some objectives link specifically to one priority area, the nature of the cross - cutting activities being reported, means that to a greater or lesser extent a contribution is made to one or more of the Council priorities.

#### **7.0 RISK ANALYSIS**

7.1 Not applicable.

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 Not applicable.

#### **9.0 LIST OF BACKGROUND PAPERS UNDER SECTIONS 100D OF THE LOCAL GOVERNMENT ACT 1972**

None under the meaning of the Act.