

FINANCE PORTFOLIO DECISION SCHEDULE



Wednesday 16th August, 2006

at 10am

in Committee Room "C"

Councillor Payne, Cabinet Member responsible for Finance will consider the following items.

1. **KEY DECISIONS**
No items

2. **OTHER ITEMS REQUIRING DECISION**
No items

3. **ITEMS FOR INFORMATION/DISCUSSION**
3.1 Chief Executive's Departmental Plan 2006/07 – 1st Quarter Monitoring Report
– *Chief Financial Officer and Chief Solicitor*

4. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**
No items

FINANCE PORTFOLIO

Report to Portfolio Holder

16th August 2006



Report of: Chief Financial Officer and Chief Solicitor

Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN
2006/07 – 1ST QUARTER MONITORING
REPORT

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2006/07 in the first quarter of the year.

2. SUMMARY OF CONTENTS

The progress against the actions contained in the Chief Executive's Departmental Plan 2006/07 and the first quarter outturns of key performance indicators.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Member has responsibility for performance management issues in relation to finance and legal services.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Portfolio Holder meeting 16th August 2006.

6. DECISION REQUIRED

Achievement on actions and indicators be noted

Report of: Chief Financial Officer and Chief Solicitor

Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN
2006/07 – 1ST QUARTER MONITORING
REPORT

PURPOSE OF REPORT

1. To inform the Portfolio Holder of the progress made against the key actions identified in the Chief Executive's Departmental Plan 2006/07 and the progress of key performance indicators for the period up to 30 June 2006.

BACKGROUND

2. The Performance Management Portfolio Holder agreed the Chief Executive's Departmental Plan in May 2006.
3. The Chief Executives Department is split into four divisions, with Finance and Legal Services reporting to the Performance Management Portfolio Holder. Issues relating to the Corporate Strategy and Human Resources Divisions are reported separately to the Performance Management Portfolio Holder.
4. The Chief Executive's Departmental Plan 2006/07 sets out the key tasks and issues within an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development Improvement Priorities as laid out in the 2006/07 Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department and monitoring progress against overall Council aims.
5. The Council recently introduced an electronic Performance Management Database for collecting and analysing corporate performance. In 2006/07 the database will collect performance information detailed in the Corporate Plan and the five Departmental Plans. The aim is that the database will eventually collect performance information for all levels of the Council, including individual service/operational plans in each department.
6. Each Division has also produced a Divisional Plan, detailing the key tasks and issues facing each division in the coming year. Each plan contains an action plan, detailing how each individual division intends to contribute to the Organisational Development Priorities contained in the Corporate Plan, as well as the key tasks and priorities contained in

the Chief Executives Departmental Plan. Divisional Chief Officers will have the lead responsibility for managing performance of issues and tasks identifies in their divisional plans. Where appropriate, issues can be escalated for consideration by CEMT.

FIRST QUARTER PERFORMANCE

7. This section looks in detail at how the Finance Division and Legal Services Division have performed in relation to the key actions and performance indicators that were included in the Chief Executives Departmental Plan 2006/07.
8. On a quarterly basis officers from across the department are asked, via the Performance Management database, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.
9. Officers are asked to provide a short commentary explaining progress made to date, and asked to traffic light each action based on whether or not the action will be, or has been, completed by the target date set out in the Departmental Plan. The traffic light system has been slightly adjusted in 2006/07, following a review of the system used previously. The traffic light system is now: -

Red	- Action/PI not expected to meet target
Amber	- Action/PI expected to be meet target
Green	- Action/PI target achieved

10. Within the Finance and Legal Services Divisions there were a total of 88 actions identified in the 2006/07 Departmental Plan. Table 1, below, summarises the progress made, to the 30 June 2006, towards achieving these actions and PIs.

Table 1 – Finance/Legal Services progress summary

	Finance		Legal Services	
	Actions	PIs	Actions	PIs
Green	35	n/a	2	n/a
Amber	42	n/a	7	n/a
Red	2	n/a	0	n/a
Total	79	n/a	9	n/a

11. A total of 37 actions, or 42%, have already been completed, and a further 49 (56%) are on target to be completed by the target date. However, 2 actions have been highlighted as not being on target. More information on these actions can be found in the relevant section below.

12. There were 0 Performance Indicators included in the 2006/07 Departmental Plan that were the responsibility of either the Finance or Legal Services Divisions. Suitable PIs are being identified and will be included in the second quarter analysis.

Finance Division

13. The Plan contained 79 actions that were the responsibility of the Finance Division. As at 30 June, 35 actions (44%) had been completed, and 42 (53.2%) were on target to be completed by the target date stated in the plan. However, 2 actions had either not been completed by the due date, or are no longer on target to be completed on time. Table 2 below details these actions, together with a comment explaining why the deadline will not be met and any appropriate remedial action.

Table2: Finance Actions not completed on target/not on target

Ref	Action	Milestone	Comment
CED256	Review "contracts", aggregate expenditure, introduce control measures, commence procurement exercises	Jun 06	Progress slow due to resource demands of Procurement Unit, other key department personnel and other priorities
CED255	Complete interim stationery/furniture procurement exercise	Apr 06	Stationery exercise has been completed. However furniture exercise to be conducted jointly with Darlington, who are lead authority, and this is now planned to be completed in August.

14. Within the first quarter the Finance Division completed a number of actions, including: -

- Council have offered Housing Hartlepool a payment service to its tenants from the Civic Centre as part of the new Contact Centre arrangements
- New card payment arrangements introduced Summer 06 allowing the public to pay at post offices, Paypoint outlets and the Civic Centre.

Legal Services Division

15. The Plan contained 9 actions that were the responsibility of the Legal Services Division. As at 30 June 2 had been completed, and the remaining 7 were on target to be completed by the target date stated in the plan. Therefore there are no actions that are currently highlighted as no longer being on target to be completed on time.

16. Within the first quarter the Legal Services Division completed a number of actions, including: -

- The Anti-money Laundering Policy has been prepared
- Ethical framework training has been provided through the Council's Monitoring Officer

Recommendations

17. It is recommended that achievement of key actions and first quarter outturns of performance indicators are noted.