Agenda No

AGENDA MANAGEMENT SHEET

Name of Committee Corporate Services and Community Safety

Overview and Scrutiny Committee

Date of Committee 2nd March 2010

Report Title WCC Review and Refresh

Summary The performance management framework of the

Council is undergoing a Review and Refresh process, which involves all the performance measures that the Council currently uses to assess its performance. The process seeks to ensure that the right performance measures are selected to reflect the council's priorities, appropriate targets are allocated and targets are set in alignment with resources in

2010/11.

This report presents the proposed measures for inclusion under the Portfolios relevant to the remit of

Tricia Morrison

re.gov.uk

Head of Performance

Tel: 01926 736319 triciamorrison@warwickshi

the Committee.

For further information please contact:

Kate Nash

Head of Community Safety

and Localities

Tel: (01926) 412177 katenash@warwickshire.gov.

uk

Balbir Singh

Head of Policy and Performance, Fire &

Rescue

Tel: (01926) 423231

balbirsingh@warwickshire.go

v.uk

Would the recommendation decision be contrary to the

Budget and Policy

Framework? [please identify relevant plan/budget provision]

No.

Background papers N/A

CONSULTATION ALREADY	UND	ERIANEN:- Details to be specified
Other Committees		
Local Member(s)		
Other Elected Members		Cllr Appleton, Cllr Gittus, Cllr Moss, Cllr Chattaway, Cllr Davis
Cabinet Member	X	Cllr Hobbs, Cllr Heatley, Cllr Timms
Chief Executive	X	Jim Graham
Legal	X	Jane Pollard
Finance		
Other Chief Officers	X	David Carter, Dave Clarke
District Councils		
Health Authority		
Police		
Other Bodies/Individuals	X	Paul Williams
FINAL DECISION No		
SUGGESTED NEXT STEPS:		Details to be specified
Further consideration by this Committee		
To Council		
To Cabinet		
To an O & S Committee		
To an Area Committee		
Further Consultation		



Corporate Services and Community Safety Overview and Scrutiny Committee

2nd March, 2010

WCC Review and Refresh

Report of the Assistant Chief Executive

Recommendation

 Consider and challenge, where appropriate, the draft measures listed within Appendices A and B using the principles of good target setting and analysis contained within the report.

1.0 Background

- 1.1 At its meeting on the 21st October 2009, SDLT approved the adoption of a Review and Refresh approach as part of the 2010/13 Corporate Business Plan and Budget process for Warwickshire County Council.
- 1.2 The first draft of measures and targets were considered by members of the Corporate Performance Group, Directorate Performance Leads and Corporate Leads under the Chairmanship of Cllr Bob Stevens on the 2nd February. This led to a series of changes and principles being developed to strengthen the initial return of measures and targets.
- 1.3 This paper brings together the revised draft measures relevant to this Committee for inclusion within the respective Directorate Report Cards that have been developed to date. These are listed at Appendix A by Portfolio.

2.0 Approach

- 2.1 All Directorates were provided with a set of key principles to support them in the Review and Refresh of measures and targets to ensure a consistent and robust approach. This is available on the Performance Management pages of the Warwickshire Intranet.
- 2.2 The following principles were established to guide the review and refresh process and should form the basis of judging whether the draft measures and targets are sound and are set out below:

Sound measures/targets should:-

- focus on improvement activity by providing a sound evidence base for exception reporting
- enable us to make rational decisions about money and resources
- enable us to manage and monitor our resources effectively



- allow us to communicate to the community and our users what we are trying to achieve and demonstrate what we have achieved,
- aid in motivating staff

3.0 Analysis

- 3.1 In total 253 measures have been proposed for inclusion in the 2010/11 Corporate Performance Report as part of the Review and Refresh process.
- 3.1 The measures relevant to this Committee are attached at Appendix A and are presented by Portfolio. The full set of measures can be found on the Performance Management pages of the WCC Intranet which are accessible via the link below:
 - https://intranet.warwickshire.gov.uk/ourcouncil/PerformanceManagement/Pages/WCCReviewandRefresh.aspx
- 3.3 Set out below are the high level findings of analysis carried out on the measures:
 - The majority of all measures are 'quantity' measures (70%) and the remainder are measures of quality. This highlights a potential imbalance given that the focus should be on outcomes and impact.
 - The County Council is a member of the PWC Benchmarking Club. All National Indicators plus some others can be benchmarked through the club. It is questionable whether the benchmarking facility is being fully utilised.
 - The collection frequency of the measures is important to maximise the opportunities offered through quarterly reporting. 47% of all measures can only be reported on an annual or on an even less frequent basis. This has obvious implications if reported through a quarterly framework which will show no change quarter on quarter and highlights the need for consistency of approach when reporting these measures.
 - A large number of National Indicators (NIs) are not included within the draft suite of measures. The Corporate Performance Group has agreed a set of principles to ensure that statutory measures are monitored and performance managed to the necessary standards. These are:
 - Technical Appendices must be completed for all Nis regardless of whether they are in the Corporate Performance Report;
 - All Nis will be housed on the Warwickshire Hub with updates synchronised in line with quarterly reporting;
 - Clear rationale for all NIs not included will be made available to Members.



4.0 Corporate & Shared Measures

- 4.1 Since 2007/08, corporate measures have been included as part of the performance reporting process. This suite of indicators is made up of customer satisfaction, budget variance, HR and staff satisfaction measures. The Corporate Performance Group felt a need to further refresh the suite of measures to ensure that they provide a thorough picture of the overall health of the Organisation. It was further felt that the suite should be reframed into:
 - Shared measures Corporate Total and measures broken down by directorates,
 - Organisation-wide A single corporate total figure, but related to the performance of the whole organisation.
- 4.2 The majority of the corporate / shared measures are still in development with those currently available presented at Appendix B. Work is underway to develop organisational wide measures to capture information about our levels of customer satisfaction and our approach to HR and Organisational Development:
 - Customer Measures The Customer Service and communications
 Division is currently working with the Environment and Economy
 Directorate to develop a robust approach to measuring customer
 satisfaction levels across the Organisation. It is proposed that the
 methodology is initially piloted within the Environment and Economy
 Directorate before being rolled out across the Organisation. The
 approach is being developed to take into account the current lack of
 customer satisfaction measures which makes cross organisation
 comparison difficult.
 - Workforce Measures A suite of HR measures is in development and being aligned to the Framework for Transformation and Development and the Workforce Plan. It is intended that the final suite will include organisational wide measures as well as measures which can be broken down to individual Directorate level to provide an overall picture of the performance of the Warwickshire County Council workforce.



5.0 Alignment of the Corporate Performance Report to the Corporate Business Plan 2010-13

- 5.1 This year marks significant change for the business and financial planning process in response to the continuing financial pressures within which the Authority is operating. This has necessitated a more in-depth review of the current Corporate Business Plan (CBP) which is still ongoing. Hence the proposed measures against the draft Corporate Business Plan is still work in progress.
- 5.2 Cabinet has developed its vision for change to respond to the challenges. This will form the basis of the final Plan which will be considered by Full Council on 30th March 2010.
- 5.3 Subsequently any realignment of measures to the CBP will be undertaken.

6.0 Next steps

6.1 The Review and Refresh process will culminate in Portfolio Holders signing off Directorate Business Plans with the associated measures and targets and supporting Technical Appendices at the end of March to enable publication on the intranet in early April. Between now and this date the draft measures and targets will undergo a series of challenge and scrutiny, the process of which is outlined in the table below.

2 nd February	The Corporate Performance Group, Directorate Performance Leads and Corporate Indicator Owners will consider the draft measures and targets returned to date.					
16 th – 26 th February	Portfolio Holder Challenge Sessions to consider the suite of measures relevant to the Portfolio.					
24 th February	Strategic Directors Leadership Team to challenge suite of measures.					
2 nd -10 th March	Each Overview and Scrutiny Committee considers the draft measures relevant to the remit of the Committee.					
Start of April	Portfolio Holders sign off Directorates Business Plans with associated measures and targets and supporting Technical Appendices at the end of March to enable publication on the Intranet for April.					

7.0 Recommendation

 Consider and challenge, where appropriate, the draft measures listed within Appendices A and B using the principles of good target setting and analysis contained within the report.



Appendix A – 2010/11 Draft Measures (by Portfolio)

The following table sets out those measures proposed for inclusion in the 2010/11 Directorate Report Cards from which the exception reports to Overview and Scrutiny will be drawn. Please note that this is presented by statutory measures (indicators drawn from the National Indicators Set) and by local indicators.

Those measures which have not been proposed for inclusion have been included in the table for information. Please note that this includes all National Indicators which have not been proposed for inclusion.

	Community Safety				
Indicator Type	Directorate	Ref	Indicator		
7.		NI015 NI016	Number of most serious violent crimes (per 1,000) Serious acquisitive crime. Offences (per 1,000)		
			Serious acquisitive crime – Offences (per 1,000) Addition of the discount of the control o		
		NI018	Adult re-offending rates for those under probation supervision (%)		
	CWG	NI021	Dealing with local concerns about anti-social behaviour and crime by the local council and police (%)		
		NI030	Re-offending rate of prolific and priority offenders (%)		
		NI039	Rate of Hospital Admissions per 100,000 for Alcohol Related Harm		
>		NI040	Drug users in effective treatment (number)		
Statutory		NI047	People killed or seriously injured in road traffic accidents (percentage change on 3 year rolling average)		
, to	EE	NI048	 No. children killed or seriously injured in road traffic accidents (percentage change – 3 year rolling average) 		
		NI033 i	Arson incidents – primary fires (per 10,000 population)		
		NI033 ii	Arson incidents – secondary fires (per 10,000 population)		
	FR	NI049 i	Number of primary fires per 100,000 population		
		NI049 ii	Number of primary fire fatalities per 100,000 population		
		NI049 iii	Number of primary fire non-fatal casualties per 100,000 population		
		Li047a	People killed or seriously injured in road traffic accidents – Number of casualties		
Local		EE129	Reduce the number of people killed or seriously injured (KSI) in road traffic accidents (Stretch Target)		
	EE	EE130	People killed or seriously injured in road traffic accidents – Number of casualties (Stretch Target)		
		Li706	Number of children killed or seriously injured (KSI) in road traffic accidents		
		Li707	Number of people slightly injured in road traffic accidents		



	Community Safety				
Indicator Type	Indicator Type	Indicator Type	Indicator Type		
	EE	Li708	Number of people slightly injured in RTAs (%age change compared to prev year)		
		Li507	No. acc. Fire deaths per 100K pop (BV143(i))		
		Li508	 No of fire injuries in adf's per 100Kpop (BV143(ii)) 		
		Li510	Accidental fires per 10,000 (BV142(iii))		
		Li514	False alarms auto detect per 1000 (xBV149)		
		Li523	Fires in non-domestic premises (xBV207)		
le le		Li527	No smoke alarm fitted		
Local	FR	Li531	No of Home Fire Safety Checks delivered by WFRS		
		Li532	No of Home Fire Safety Checks delivered by third sector		
		Li528	% Satisfaction with Home Fire Risk Assessment		
		Li529	% Satisfaction Post Fire Safety Audit		
		Li530	% Satisfaction with Quality of Service Survey		
		Li534	Fire CAA Score		
	CWG	Li842	% of targets in community safety project plans achieved		
			Domestic abuse crimes prosecuted (%)		
			Actions in Domestic Abuse Action Plan achieved		
New	CWG	N/a	Warwickshire Anti-Social Behaviour action plan targets achieved (%)		
			Family Intervention Project (FIP) targets achieved (%)		
			Local Crime and ASB project targets achieved (%)		
	FR	N/a	% of new entrants into the FRA that are of ethnic minority		
	FK	14/4	% of new entrants into the operational sector that are female		



	Community	Safety – Ir	ndicators proposed for deletion/ NIs not proposed for inclusion
Indicator Type	Directorate	Ref	Indicator
		NI017	Perceptions of anti-social behaviour (%)
		NI022	 Perceptions of parents taking responsibility for the behaviour of their children in the area (%)
		NI023	Perceptions that people in the area treat one another with respect and dignity
		NI026	 Specialist support to victims of a serious sexual offence (%) (Deferred until 2010)
ory		NI027	 Understanding of local concerns about ASB and crime by the local council and police
Statutory	CWG	NI035	Building resilience to violent extremism (number)
ξ		NI038	Drug-related (Class A) offending rate
		NI041	Perceptions of drunk or rowdy behaviour as a problem (%)
		NI042	Perceptions of drug use or drug dealing as a problem (%)
		NI143	Offenders under probation supervision living in settled and suitable accommodation at the end (%)
		NI144	Offenders under probation supervision in employment at the end of their order or licence (%)
		NI019	Rate of proven re-offending by young offenders (number)
		NI043	Young people within the YJS receiving a conviction in court who are sentenced to custody (%)
		NI044i	• Ethnic composition of offenders on Youth Justice System disposals – White (%)
		NI044ii	 Ethnic composition of offenders on Youth Justice System disposals – Mixed (%)
	CYPF	NI044iii	 Ethnic composition of offenders on Youth Justice System disposals – Black or black British (%)
ory		NI044iv	 Ethnic composition of offenders on Youth Justice System disposals – Asian or asian British (%)
Statutory		NI044v	Ethnic composition of offenders on Youth Justice System disposals – hannel/other (%)
0,		NI045	Young offenders engagement in suitable education, employment or training (%)
		NI046	Young offenders access to suitable accommodation (%)
		NI037	Awareness of civil protection arrangements in the local area (%)
		NI182	% Satisfaction of businesses with local authority regulation services
	EE	NI183	Impact of local authority regulatory services on the fair trading environment (number)
		NI190	Achievement in meeting standards for the control system for animal health



	Community Safety – Indicators proposed for deletion/ NIs not proposed for inclusion				
Indicator Type	Directorate	Ref	Indicator		
		Li511	% fires confined to origin room (BV144.04)		
		Li512	Malicious false alarms: N Att. (BV146i.05)		
		Li513	Malicious false alarms: Att (BV146ii.05)		
Local	FR	Li524	% of people escaping ADF's (BV 208)		
		Li525	Smoke alarm activated (BV209i)		
		Li526	Smoke alarm fitted did not activate		
		Li533	% women firefighters		



	Customers, Workforce and Partnerships				
Indicator Type	Directorate	Ref	Indicator		
		NI001	% of people who believe people from different backgrounds get on well together in their local area		
<u>></u>		NI004	% of people who feel they can influence decisions in their locality		
Statutory	CWG	NI006	Participation in Regular volunteering (%)		
Σ		NI007	Environment for a thriving third sector (%)		
		NI014	Reducing avoidable contact: minimising the proportion of customer contact that is of low or no value to the customer		
		Li341	% Public enquiries resolved at first point of contact – OSS		
		Li342	% Public enquiries resolved at first point of contact – Contact Centre		
		Li811	% of the business plan delivered		
		Li815	Average cost per transaction (CSC)		
		Li817	Average cost per transaction (OSS)		
		Li819	% of the agreed WCC internal audit plan delivered		
		Li820	Score for KLOE 2.4 UoR assessment (risk management and internal audit)		
		Li821	Score for KLOE 2.3 UoR assessment (good governance)		
_		Li823	% of members satisfied with induction programme		
Local	CWG	Li824	% of members with Learning and Development Plans		
		Li825	% of meeting papers sent out at least five clear working days before each meeting		
		Li826	% of SLAs for Legal Services delivered		
		Li827	% Legal fee earner utilisation		
		Li832	% media satisfaction score		
		Li833	% of DPA, EIR and FOI requests responded to within agreed timescales		
		Li835	% of record retrievals delivered within agreed timescales		
		Li837	Average attendance by the public at community forums		
		Li838	% of Locality Priorities delivered		
		Li839	% compliance with HR Service Centre SLA targets		



	Customers, Workforce and Partnerships				
Indicator Type	Directorate	Ref	Indicator		
Local	CWG	Li840	% of disciplinary and suspension cases completed within agreed timescales		
Го	CVVG	Li843	% of key directorate support process deadlines met		
			%compliance with HR Service Centre Performance Measures		
		N/a	Average length of suspension period before disciplinary cases are resolved		
New	CWG		% customer satisfaction response from managers in respect of advice/ support received from HR Advisory Service		
			Campaigns delivered reflecting WCC/ LAA prioroties		
			Number of clients who take up the 'Tell us once' services		
			% measures in LAA reported by Blocks within agreed timescales		
		PU N/a	% LAA actions delivered on time and to budget		
New	PPU		% SCS actions delivered on time and to budget		
¥ 1	770		 Value of external resources in £000 obtained for the pursuit of partnership objectives 		
			% of enquiries into the Warwickshire Observatory answered within 10 working days		
			Number of new research and intelligence processes or activities jointly provided in Coventry Warwickshire and Solihull		



Custome	Customers, Workforce and Partnerships – Indicators proposed for deletion/ NIs not proposed for inclusion			
Indicator Type	Directorate	Ref	Indicator	
		NI002	% of people who feel that they belong to their neighbourhood	
Statutory	CWG	NI003	Civic participation in the local area (%)	
Statı	Statu	NI005	Overall/general satisfaction with local area (%)	
		Li836	% of Councillors and Community Forum chairs who feel local priorities are being positively addressed through locality arrangements	
		Li816	% increase in overall share of customer contact hannelled through the website	
CWG	CWG	Li814	% Customer Service and Access SLA delivered to agreed budget	
		Li834	Number of DPA, EIR and FOI breaches or adverse judgements	
		Li829	Number of major stories in LG / trade press	



	Health and Performance				
Indicator Type	Directorate	Ref	Indicator		
New	PPU	New	 No. of issues raised by external audit of Statutory measures Score achieved in CAA Organisational Assessment Managing Performance % of Measures in corporate Performance Report reported by Directorates within agreed timescales % of National indicators updated onto the National Hub within agreed timescale No. of Corporate & Directorate Business Plans signed off by Portfolio Holder by 31st March 2011 % of eligible projects adopting revised WCC approach to project management % of project benefits met by the re-design phase of projects % of project benefits met following the implementation phase of projects % of Improvement Plan actions on track % of Improvement Plan actions delivered within budget Number of adverse Data Quality issues raised through Use of Resources process (KLOE 2.2). Number of Members trained and with access to P+ 		



			Resources
Indicator Type	Directorate	Ref	Indicator
Statutory	RE	NI179	 Value for money – total net value of on-going cash-releasing value for money gains that have impacted since the start of the 2008-9 financial year
		Li328	Use of Resources CAA Score
		Li901	 Debt outstanding over 42 days as a % of total annual invoiced income
		Li903	External audit opinion on the accounts
		Li905	Return on Council Investments (quarterly targets)
		Li906	Return on LGPS investments (quarterly targets)
		Li907	% of support calls resolved at point of contact
		Li908	 SOCITM level 2 availability (hours network unavailable to >20% of users)
		Li910	% catering in special and primary school sites retained
		Li911	% catering in secondary school sites retained
Local	RE	Li912	% sites retained – cleaning (total of all services)
의	Le Le	Li915	Summer Holiday "unmanaged late projects"
		Li916	 % of the maintenance backlog professionally recommended for completion within 2 years
		Li917	• 20% Schools Condition Surveys completed (m2)
		Li924	 % of properties with satisfactory (or above) suitability (excluding schools)
		Li925	 Overall score from Members in customer survey for meeting their needs
		Li926	Overall score from WCC staff for Resources services
		Li927	Overall score from WCC managers for Resources services
		Li928	 Customer Satisfaction as measured by SOCITM Customer Satisfaction Survey
		Li929	No of justifiable complaints
		Li930	 Upward Appraisal - % agreeing "overall my line manager's performance is good"



	Resources				
Indicator Type	Directorate	Ref	Indicator		
		Li931	No significant difference by age, sex or ethnicity – The County Council is a good employer		
		Li932	% of new staff (actual not FTE) receiving training/development (site based)		
		Li933	Average number of staff learning and development days per FTE (office based)		
<u> </u>		Li936	Overall Unavailability of ICT (hrs) (SOCITM KPI 15)		
Local	RE	Li937	Compliance with corporate accommodation standards for all new office moves		
		Li939	Gross internal floor space in condition category D (poor) (%)		
		Li940	 Non-schools condition surveys completed (23% of total floor area each year – measured in m2) 		
		Li944	 No significant difference (95% confidence, Chi Squared) by age, sex or ethnicity to the question "overall how do you rate the services and facilities provided by the Resources Directorate" 		
sed	D.F.	N 1/	Accident rates per 1,000 employees		
Revised	RE	N/a	Number of formal grievances upheld		
		RE N/a	% of new starters receiving appropriate H&S induction course within three months of taking up employment		
New	RE		Annual average meals served as % of pupil roll (primary)		
			Financial outturn for cleaning services on a trading basis		
			Financial outturn for catering services on a trading basis		



Resources – Indicators proposed for deletion/ NIs not proposed for inclusion					
Indicator Type	Directorate	Ref	Indicator		
Local	RE	Li934	Number of Reported Accidents		
		Li935	Number of formal grievances raised		
		Li944	No significant difference (95% confidence, Chi Squared) by age, sex or ethnicity to the question "overall how do you rate the services and facilities provided by the Resources Directorate"		
		Li900	Budget and Balanced Capital Programme approved		
		Li902	Accounts for previous year approved by Members		
		Li904	% pay days met		
		Li909	Business Alignment of ICT Development - % of projects proposed by ICT approved by SDLT		
		Li920	Value for Money (CPA)		
		Li921	Degree of achieving agreed efficiency savings		
		Li935	Number of formal grievances raised		
		Li941	% of EIAs undertaken on new policies		
		Li942	% of RE Directorate-specific actions delivered to support the Corporate aim to achieve level 3 Equality Standard		
		Li943	% of EIAs reviewed		
		Li914	Financial outturn for traded services		



Appendix B – 2010/11 Draft Corporate / Shared Measures

All Portfolios						
Indicator Type	Directorate	Ref	Indicator			
	CWG	Li830	 Percentage satisfaction with internal publications and communications (Organisational wide Shared Corporate Measure) 			
		Li841	% of staff awareness of the corporate learning and development offer (Organisational wide Shared Corporate Measure)			
		Li828	 No findings of maladministration or similar adverse outcomes against the Council from other legal challenges (Shared corporate measure) 			
		Li316	% Achievement of WCC Customer Care Standards			
		Li317	% Satisfaction with Mystery Shopping experience rating			
<u>a</u>		Li331	% Compliance with the Corporate Governance Action Plan			
Local	RE	Li320	% End year variance from budget			
	CWG	Li321	No of Adverse Ombudsmen Complaints			
		Li315	Residents satisfied with the way the Council runs things (Organisational wide Corporate Measure)			
		Li318	% Mystery shopping indicators in the local government benchmarking top 2 quartiles of results (Organisational wide Corporate Measure)			
		Li846	Overall customer satisfaction (Organisational wide Corporate Measure)			
		Li333	Equalities Standard level (Organisational wide Corporate Measure)			
		Li831	% of staff using the intranet (Organisational wide Corporate Measure)			
New	CWG	NEW	% staff and Members who believe the Council encourages high standards of conduct (Organisational and Shared Corporate Measures)			

