

Resources & Fire & Rescue Overview & Scrutiny Committee

3rd December 2015

Future Reporting of the One Organisational Plan Quarterly Progress Reports to Overview & Scrutiny Committee

Recommendations

That the Resources and Fire & Rescue Overview & Scrutiny Committee are asked to

1. Comment on the proposed content of the OOP Progress Reports for O&S Committee as set out in Section 4, and;
2. Agree to the next steps as set out in section 5 of the report

1. Background

1.1 In March 2014, Cabinet agreed that the progress against the One Organisational Plan and the delivery of the savings would be reported on a quarterly basis followed by Overview & Scrutiny.

2. Current OOP Quarterly Progress Report

2.1 The current OOP quarterly progress report brings together performance, finance, risk and HR information collectively and consistently and is presented through the use of diagrams and charts.

2.2 This approach enables Members to understand the interdependencies across these areas of activities thus providing a fuller picture of the impact of their political decisions on the delivery of the One Organisational Plan Outcomes and the £92 million savings.

2.3 The quarterly progress report that is presented to Cabinet contains the following sections:

- One Organisational Plan –a pictorial quarterly update on progress on delivering the One Organisational Plan Outcomes & Organisational Health Outcomes
- Savings –a quarterly update on progress on delivering the savings and implementation arrangements for 2015 / 16
- Finance – a quarterly update on the delivery and management of revenue and capital budgets

- Risk – a quarterly update on progress on the management of risks across the organisation
- 2.4 The report has a primary focus of reporting by exception and highlight specific areas that require a political decision within the main body of the covering Cabinet Report.
- 2.5 The detailed information that supports both the One Organisational Plan Outcome Frameworks and the financial information is also available via the Member management information dashboard thus enabling Members to access further supporting information when ever needed. However, in the interim, this information continues to be made available in each of the Group Rooms.
- 3. Current Reporting Arrangements of the One Organisational Plan Quarterly Progress Report to Overview & Scrutiny Committee**
- 3.1 All Overview & Scrutiny Committees currently receive a full version of the One Organisational Plan Progress Report that is presented to Cabinet on a quarterly basis. As a result, a significant amount of information is presented which has the potential for each of the O&S Committees to focus on the full Cabinet report rather than those areas that specifically come under the remit of their committee.
- 3.2 Concerns have also been raised by Members from each of the Overview & Scrutiny Committees that the key messages pertinent to each committee are potentially lost or not focused upon given the confusion as to the breadth of information contained within the report and ease of understanding.
- 3.3 There is also a degree of frustration as to the timeliness of these reports being presented as in some instances; these are not considered until 12 weeks after Cabinet subject to when O&S Committees are scheduled to take place. This has resulted in Members considering the information to be out of date and therefore not warranting further discussion.
- 4. Proposed Content of the OOP Progress Reports for O&S**
- 4.1 Following on from the presentation of the OOP Qtr 1 Report in September/October and in light of these concerns, it was proposed that an alternative way of presenting the Cabinet report be explored and that a report be presented to Resources & Fire Overview & Scrutiny that set out the rationale for change and what could be expected in the future.

- 4.2 Since late October, we have engaged with Members of O&S to explore a possible ways of presenting the Cabinet information hopefully in a much more useful and meaningful way ahead of reporting the Mid-Year Performance reports to all Overview & Scrutiny Committee from November onwards.
- 4.3 The new reports to Overview & Scrutiny have been tailored to meet the remit of the respective committees and provides consistency.
- 4.4 The benefit of this change in approach is that Members will continue to receive the overall headline messages for the Authority as well as just the information that is pertinent to each O&S Committee. This will enable Members to focus on the key messages for their particular area thus enabling greater discussion and focus during meetings.
- 4.5 The proposed content of the new tailored report is as follows:-

| Section | Key Messages | |
|---|----------------------|---|
| Overall Delivery of the One Organisational Plan | | |
| Outcomes Framework | Overall WCC Position | Position for O&S Committee as per their remit |
| Revenue | Overall WCC Position | Position for O&S Committee as per their remit |
| Capital Spend & Capital Slippage | Overall WCC Position | Position for O&S Committee as per their remit |
| Delivery of Current Year Savings: | Overall WCC Position | Position for O&S Committee as per their remit |
| Management of Risks | Overall WCC Position | Position for O&S Committee as per their remit |
| HR Information | Overall WCC Position | |

- 4.6 Each section of the report will also highlight by exception those areas where performance is below target and any supporting commentary and action to be taken will be taken directly from the Cabinet report.
- 4.7 Please note that all additional supporting background information will continue to be available electronically via the Management Information Dashboard and paper copies will be in each of the Group Rooms.
- 4.8 We have already begun to present the new tailored suite of O&S Reports to each of the O&S Committee as part of the OOP Mid-Year Reporting cycle. With Children's O&S receiving their tailored report on the 17th November, Communities O&S receiving their report on the 24th November and Adult Social Care & Health O&S receiving their report on the 2nd December.

- 4.9 The OOP Mid-Year Progress Report for Resources & Fire O&S has also been produced in this new format and is attached at Item 6 on the agenda.
- 4.10 During this time we are continuing to engage with each Committee to gather feedback as to the whether or not the new tailored format meets the needs of each Committee and subject to feedback received, continue to make further refinement ahead of Quarter 3 reporting in the New Year.
- 4.11 It is proposed that going forward, the O&S Quarterly Progress Reports are circulated soon after Cabinet and ahead of the normal publishing timetable as they are not subject to the normal CMIS deadlines as the information contained within the report has already been presented to Cabinet.
- 4.12 This will allow Members the opportunity to review the information and contact relevant officers/ Heads of Service to discuss any areas of concern before the report is discussed formally at committee.

5. Next Steps

- 5.1 It is proposed that the following next steps be undertaken in order to continue to refine and add value to the OOP Quarterly Progress Report that is presented to Overview & Scrutiny
- a. On-going engagement with O&S in terms of both the development and presentation of the OOP Quarterly Progress Report
 - b. Business Partner for Planning, Performance & Improvement will arrange briefing sessions with the Chair of each O&S and relevant finance lead ahead of when the OOP Quarterly Progress Report are published
 - c. Explore the inclusion of benchmarking information and trend information where available
 - d. Develop a suite of MID Dashboard for inclusion on the Member Dashboards that is tailored for each Overview & Scrutiny Committee which will enable Members to access electronically and drill down into all the information in a more timely fashion
 - e. Explore and agree with the Chairs of O&S, the time frame for circulating the tailored OOP Progress Reports to each O&S Committee.

6. Background Information

None

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