

**BABERGH DISTRICT COUNCIL**

**FROM: Head of Corporate Services**

**REPORT NUMBER: G189**

**TO: Overview & Scrutiny (Stewardship)  
Committee**

**DATE OF MEETING: 29 January 2008**

**MANAGING THE TRANSITION TO A NEW NATIONAL PERFORMANCE  
FRAMEWORK**

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to update the Committee on the potential changes needed to aspects of the Council's Performance Management systems as a result of the requirements of the new national Performance Management Framework and to seek their approval of a process designed to help us meet these new requirements. This process essentially involves the selection of a set of performance indicators for the Council, some of which will be statutory and/or new, the setting of appropriate targets and development of information systems for new indicators. The new framework comes into effect on 1<sup>st</sup> April 2008. The process is set out in the Appendix to this report.
- 1.2 At their meeting on 27 September 2007, the Strategy Committee resolved that officers be asked to work with the Overview and Scrutiny Committees to devise a process for the setting of targets in such a way as to strengthen Member involvement, prior to the Strategy Committee approving targets on an annual basis. The process set out in the Appendix to this report is designed to increase the involvement of Members in both the selection of performance indicators and in the development of targets.

**2. RECOMMENDATIONS**

- 2.1 That Committee approves the Project Plan – *Managing the transition to a new National Performance Framework* – attached as Appendix A. In particular, Members consider whether the project plan meets their needs in respect of involvement with target setting.

**3. FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications associated with this report.

**4. RISK MANAGEMENT**

- 4.1 This report is most closely linked with the Council's Significant Business Risk No. 7 – Finance, Performance & Risk Management.

**5. KEY INFORMATION**

- 5.1 The new performance framework for local government is about improving the quality of life in places and better public services. It brings together national standards and priorities set by Government with local priorities informed by the

vision developed by the local authority and its partners. A clear set of national outcomes and a single set of National Indicators (NIs) by which to measure progress against them are a key building block for the new framework and these NIs will supersede the current Best Value Performance Indicators (BVPIs) with effect from 1<sup>st</sup> April 2008.

- 5.2 In October 2007, as part of the Comprehensive Spending Review, the Government announced the new single set of 198 national indicators for English local authorities and local authority partnerships. A subsequent consultation document was received, seeking views on the proposed detailed definitions for the NIs. Babergh responded to this consultation (now closed) with comments on a number of key indicators for district authorities. The final handbook of definitions is expected to be published in February 2008 for implementation from 1st April 2008.
- 5.3 Babergh must now put in place arrangements to ensure continuity in its performance monitoring and management arrangements. The transition to the new framework will be actively managed by the Management Team, Heads of Service and relevant managers. Policy and Performance section will co-ordinate the process and *support* divisions to ensure that data collection and monitoring arrangements are in place from 1<sup>st</sup> April 2008. Full details on the process are set out in the Project Plan attached as Appendix A.
- 5.4 It is vital that Babergh's response to the new framework is not seen as a 'stand alone' exercise, but rather that it is incorporated into the council's existing strategic (corporate) planning and performance management cycle. As such, a key part of the transition process is to start identifying the measures (indicators) Babergh will require to monitor the delivery of its priority outcomes as set out in the draft Corporate Plan 2008-18. In addition to the new NIs, appropriate measures could include, for example, existing BVPIs, new and existing local performance indicators, Local Area Agreement 2 and CDRP targets and other key project milestones.

6. **APPENDIX**

Appendix A Project Plan - Managing the transition to a new National Performance Framework

7. **BACKGROUND PAPERS REFERRED TO:**

None.

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## Managing the transition to a new National Performance Framework – Project Plan

Updated on: 16 January 2008

Between January and March 2008, Policy & Performance Team to coordinate the following programme:

### PROJECT AIMS

- To identify a new set of performance indicators for Babergh for 2008/09 onwards
- To ensure systems are in place for all identified indicators to be monitored and reported regularly (generally quarterly)
- To agree targets (where appropriate) for 2008/09

### PHASE 1 January – Mid February

- Align all new NIs with Babergh Divisions and meet with relevant HoS/Managers to ensure data owners are identified and robust systems in place to calculate, collect, sign-off and report information
- Using the draft Corporate Plan 2008-18, HoS/relevant managers to identify what additional measures (indicators) are required for delivery. This should include:
  - A review of existing BVPIs, to establish which (if any) Babergh should retain as local indicators from 1st April 2008
  - A review of existing Local Performance Indicators
  - Identification of any other indicators for inclusion (e.g. new LPIs, LAA2 targets, CDRP)
  - A short statement setting out any *additional* resource implications (including for example, survey costs and training for relevant staff)
- **Based on the above prepare a draft indicator set for 2008/09**

### PHASE 2 Mid February – March

- Prepare a briefing pack/guidance for HoS/Managers to inform the target setting process
- HoS/Managers to identify targets for 2008/09
- MT assess indicator and target options in Mid February
- Formal report on progress to MT in early March
- **Based on the above prepare draft indicator targets for 2008/09**

### Key dates for Members:

<b>29 Jan / 5 Feb 2008</b>	<ul style="list-style-type: none"> <li>• Report on Managing the transition process to Overview &amp; Scrutiny (Stewardship) / (Community Services) Committees</li> </ul>
<b>6 March</b>	<ul style="list-style-type: none"> <li>• Report to Strategy Committee detailing Member involvement in the development and setting of targets</li> </ul>
<b>18 March / 25 March</b>	<ul style="list-style-type: none"> <li>• Report on new PMF (final indicator set and recommendation for 2008/09 targets) to Overview &amp; Scrutiny (Stewardship) / (Community Services) Committees</li> <li>• Quarter 3 Finance &amp; Performance Report (incorporating the new national quartiles) to Overview &amp; Scrutiny (Stewardship) / (Community Services) Committees</li> </ul>
<b>1 May</b>	<ul style="list-style-type: none"> <li>• Final Report on the new PMF to approve targets for 2008/09 to Strategy</li> </ul>

	Committee			
<b>24 June / 1 July</b>	<ul style="list-style-type: none"> <li>End-of-year 2007/08 Finance and Performance Report to O&amp;S (Stewardship) / (Community Services) Committees</li> <li>Report to approve a new basket of Key Performance Indicators for the 2008/09 quarterly reporting cycle</li> </ul>			
<b>12 August / 19 August</b>	<ul style="list-style-type: none"> <li>2008/09 Quarter 1 Finance &amp; Performance Report to Overview &amp; Scrutiny (Stewardship) / (Community Services) Committees</li> </ul>			
<b>Key dates and actions for Management:</b>				
<b>Action</b>	<b>Description</b>	<b>Progress</b>	<b>Lead</b>	<b>Date/ deadline</b>
PMF-01	Draft Proposal outlining how the authority will manage the transition to the new National Performance Framework Meeting	Completed	Policy Team	By 21 Dec 07
PMF-02	Respond to Consultation on the National Indicators for Local Authorities and Local Authority Partnerships	Completed	Policy Team <i>With input from:</i> - HoS - Relevant managers	By 21 Dec 07
PMF-04	Report on the Transition Process to Management Team. Purpose – MT to discuss strategic approach and authorise the programme above		Policy Team	16 Jan
PMF-05	Full Report to Management Team to include: <ul style="list-style-type: none"> <li>Recommended final indicator set from HoS/Policy</li> <li>Recommended targets</li> <li>Statement on resource implications</li> </ul>		Management Team	3 March
PMF-06	New information management system to be developed for performance data	Project to be scoped during March 08	I.T. Section Policy Team	To come into effect prior to 2008/09 Q1 reporting cycle
PMF-07	Process to negotiate a new basket of Key Performance Indicators for the quarterly reporting cycle	To be undertaken between April and June 2008	Policy Team Heads of Service	To meet deadline for papers to O&S (S) Committee 24 June

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