

# Minutes

## Performance Management Board

10<sup>th</sup> June 2020



### Present

Councillors	Present	Councillors	Present
J Coleridge	Yes	S Rehman	Apologies
G Courtauld	Yes	B Rose	Yes
Mrs C Dervish	Yes	P Schwier (Vice-Chairman)	Yes
T Everard	Yes	N Unsworth (Chairman)	Yes
M Radley	Yes		

### 1 DECLARATIONS OF INTEREST

**INFORMATION:** There were no interests declared.

### 2 PUBLIC QUESTION TIME

**INFORMATION:** There were no questions asked, or statements made.

### 3 MINUTES

**DECISION:** The Minutes of the meeting of the Performance Management Board on 29<sup>th</sup> January 2020 were approved as a correct record.

### 4 THIRD QUARTER PERFORMANCE MANAGEMENT REPORT 2019-20

**INFORMATION:** Prior to the consideration of the main report, Members were advised that a supplementary document had also been circulated to the Group as a means through which Members could more easily compare the progress of projects across the second and third performance quarters for 2019/20, and identify any changes in status.

Consideration was then given to the Third Quarter Performance Management Report, which related to the period October to December 2019; it was stressed that updates to the projects contained within the report that had occurred since this time would be reflected in future performance reports.

As at the end of December 2019, it was confirmed that eight projects had been completed with a further 45 projects ongoing. Three projects underwent change control processes in order to ensure they were brought back in line with the Council's deadlines.

With regard to performance indicators, Members were informed that 11 had met or exceeded their target, three had missed their target by less than 5% and one had missed

target by more than 5%. The three indicators that had missed their target by less than 5% were in relation to the percentage of stage one complaints that were completed within timescale, and the collections rate for Council Tax and Business Rates, but it was added that each indicator had only missed its target by less than 1%. The performance indicator that had missed target by more than 5% was in respect of the Council's recycling rates, and this could be attributed to the Council's adoption of the Essex Waste Partnership's ambitious target of 60% annual recycling rates. In respect of complaints, it was noted that there had been a reduction in the number of complaints received when compared with previous years and that the majority were in relation to the Council's Waste service, although a number of these also related to Planning.

On the subject of the Council's financial performance, Members were informed that there was an overall positive variance projected for the year of £530,000 against the budget, and a net projected underspend of £127,000. Income was also expected to be overachieved by £410,000. It was reported that there had been a number of variances identified within the report, such as the overall forecast variance for the year which had changed adversely by £185,000 from that reported in the Second Quarter; these changes had been previously assessed as ongoing and were therefore reflected in the Council's budget proposals for the period 2020/21.

In response to queries raised by Members, the following actions were agreed:-

- The Corporate Director (Finance) agreed to confirm which party had ownership of the grow-on units that were to be used for the promotion of business start-ups and growth in Witham, in addition to the transfer date of the site.
- Tracey Headford, Business Solutions Manager, would provide Members with further background information on the current trends around incidences of fly tipping and dog fouling in the District.
- Tracey Headford, Business Solutions Manager, agreed to speak with the Council's Marketing and Communications Team about whether officers held any information that related to the results of the ongoing Keep Britain Tidy Campaign.
- The Corporate Director (Finance) would ask the Audit, Insurance and Fraud Manager to provide Members with a breakdown of the Council's insurance premiums and how placements were procured.
- Further to a question asked whether there had been any updates in relation to the Deposit Return Scheme, Tracey Headford, Business Solutions Manager, agreed to look into this and report back to Members.

Following the meeting, officers provided the below responses

**DECISION:** Members of the Performance Management Board noted the report.

**REASON FOR DECISION:** To inform Members of the performance of the Council.

## 5 **DECISION PLANNER**

**INFORMATION:** Members considered the Decision Planner for the period of 1<sup>st</sup> July 2020 to 31<sup>st</sup> October 2020.

**DECISION:** That Members noted the Decision Planner for the period 1<sup>st</sup> July 2020 to 31<sup>st</sup> October 2020.

The meeting commenced at 7.15pm and closed at 7.44pm.

Councillor N Unsworth  
(Chairman)