

Public

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Corporate Plan 2016/18 mid-term review  
**Meeting/Date:** Council 29 March 2017  
**Executive Portfolio:** Councillor Robin Howe, Executive Leader  
**Report by:** Adrian Dobbyne, Corporate Team Manager  
**Ward(s) affected:** All Ward(s)

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### **Executive Summary:**

The purpose of this report is to seek approval from Council on the mid-term review of the Corporate Plan 2016/18 and the revised Performance Management and Data Quality Policy and Framework.

The Council's Corporate Plan was revised in 2016, comprising of a two year plan outlining the Vision, Strategic Priorities and Objectives for Huntingdonshire District Council. The Plan set out what the council aimed to achieve in addition to the core statutory services.

It was agreed that a 'light touch' review of the Plan would take place in early 2017, to identify whether actions and measures were still fit for purpose i.e. which have been achieved and could be removed, and to consider whether any new actions and measures should be included for 2017/18.

The refreshed plan is still in a draft format awaiting final agreement from Heads of Service and individual Portfolio Holders on actions and measures to be included.

The Performance Management and Data Quality Policy and Framework are now a merged publication to show more clearly the connections between the two in a brief policy with more detail in the supporting framework.

### **Recommendation(s):**

**That Council approve the revised actions and key performance indicators in the mid-term review of the Corporate Plan 2016/18.**

**That Council approve the revised Performance Management and Data Quality Policy and Framework**

## **1. WHAT IS THIS REPORT ABOUT/PURPOSE?**

- 1.1 The purpose of this report is to update Members on the draft mid-term review of the Corporate Plan for 2016/18.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 The Council needs a clear vision with strategic priorities, setting out its objectives and how these will be achieved. The Council's Corporate Plan was reviewed in 2016; it comprises of a two year plan outlining the Vision, Strategic Priorities and Objectives for Huntingdonshire District Council. It was agreed that a refresh would take place early 2017 and Members would be involved with this.
- 2.2 The purpose of the mid-term review is not about creating a new Corporate Plan but providing an opportunity to reflect on whether any changes are necessary. This review provides an opportunity to consider whether any actions or measures have been achieved and should therefore be removed and whether any new actions or measures should be included. It was also an opportunity to consider whether the actions and measures continue to be the right ones. The review took account of whether any changes due to new challenges or new ambitions (Transformation & Devolution) were necessary.
- 2.3 Quarterly performance reporting throughout the year has highlighted areas where actions and PIs could be improved. We have taken into account feedback throughout the year from Heads of Service, Officers who provide data and both Overview & Scrutiny and Cabinet Members.
- 2.4 In addition to reviews undertaken by senior managers and Portfolio Holders, a Task & Finish Group was appointed by the Overview & Scrutiny Panel (Performance & Customers). This group met on 27 February 2017 to review proposed changes and provide their views on alternative or additional actions or PIs. The views of this group were fed back to Heads of Service and Portfolio Holders with all suggestions well received.
- 2.5 All actions and PIs supporting the three Strategic Priorities were examined; proposed changes considered included minor amendment to the wording of some of the objectives, updates to work programme descriptions, removal of a small number of actions or PIs, inclusion of some new actions or PIs or revised descriptions for actions or PIs. Proposals include removal of some actions or PIs because they were complete, not relevant for 2016/17 or no longer considered a useful measure.
- 2.6 This review has been timed to coincide with the development of Service Plans, and where appropriate actions or performance indicators in Service Plans for 2017/18 have been included in the Corporate Plan. Members will continue to monitor progress made against key activities and performance data in the Corporate Plan on a quarterly basis.
- 2.7 The Corporate Plan also provides the high level stage in the "golden thread" that runs from the Plan through Service Plans to individual objectives as set out in Staff Appraisals.
- 2.8 Supporting these developments in the Corporate Plan is a revision and update to the Performance Management Framework and Data Quality Policy. These have been merged to emphasise the importance of having high quality data to support our performance management reporting of which decisions are made.

The policy has been simplified rather than undergoing any significant revision but is supported by more detail in the framework. The Framework shows all the roles and responsibilities and how the performance management cycle works in collating data, managing the information and making decisions based on high quality data. All performance information is underpinned by good data quality and our arrangements to ensure good data quality are set out in this section.

- 2.9 The Council aims to ensure that across all service areas, there is a consistently high standard of data production and use. All staff involved in the collection, collation and reporting of performance data have a responsibility to ensure it can be relied upon. Services need to ensure they have sound procedures in place and provide adequate training and guidance for staff.

### **3. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?**

- 3.1 The key impact is that everyone in the Council will be clear about the vision and priorities, and have up to date information about the actions and measures to achieve this.

- Officers will be clear about what is important and their role as identified through individual objectives
- Financial Planning will be more clearly linked to corporate planning
- Service Plans will be developed more clearly linked to corporate planning
- Members will know what information they will get and when
- Portfolio Holders will be able to hold Officers to account
- Overview and Scrutiny will have the information they need to hold Portfolio Holders to account

### **4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 4.1 Final amendments to the Corporate Plan will be agreed by Heads of Service and Portfolio Holders and then submitted for approval to Council. Once adopted, it will be made available to all employees through the Intranet. Members will receive a hard copy and the plan will be published on the Council's website. The key actions and performance indicators in the Corporate Plan will be reported quarterly to Overview and Scrutiny, Cabinet and Council. This report will be an integrated report, incorporating financial performance and progress in delivering corporate projects.

### **5. CONSULTATION**

- 5.1 Senior Management Team and Management Team have been involved in the mid-term review of the Corporate Plan, in consultation with their teams. A Task & Finish Group consisting of Members of Overview & Scrutiny Panel (Performance & Customers) has reviewed proposed changes and all Portfolio Holders continue to be consulted through the relevant Heads of Service.

### **6. LEGAL IMPLICATIONS**

- 6.1 Not applicable for this report.

### **7. RESOURCE IMPLICATIONS**

- 7.1 Whilst it is anticipated that there will be no resource implications as Service Plans are being prepared for 2017/18 to support the Corporate Plan, any resource issues will be identified.

## **8. OTHER IMPLICATIONS**

- 8.1 No equality implications have been identified as a result of the mid-term review of the Corporate Plan.

## **9 REASONS FOR THE RECOMMENDED DECISIONS**

- 9.1 The Corporate Plan provides a clear direction for what we are doing, why we are doing it and what impact it is having. The reviewed Corporate Plan will continue to guide the work of services responsible for delivery of the Council's ambitions over the remaining one year period of the current Council Plan

## **10. LIST OF APPENDICES INCLUDED**

Appendix 1 – Draft mid-term review of Corporate Plan 2016/18 showing Key Actions and Key Performance Indicators

Appendix 2 – Performance Management and Data Quality Policy

Appendix 3 - Performance Management and Data Quality Framework

## **BACKGROUND PAPERS**

None

## **CONTACT OFFICER**

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