

BARNSLEY METROPOLITAN BOROUGH COUNCIL

Council Meeting:  
10<sup>th</sup> November 2014

Agenda Item: 7

Report of Central Area Council Manager

**Central Area Council Framework for Monitoring Progress and Challenging Performance**

**1. Purpose of Report**

- 1.1** This report updates Members about the two key performance management/monitoring roles of the Area Council and outlines the framework for how each of these roles will be taken forward by Central Area Council.
- 1.2** It also sets the scene and provides the overall context for the two related performance reports provided at Agenda items 7a and 7b of today's meeting.

**2. Recommendations**

**It is recommended that:**

- 2.1** **Members note the different performance management/monitoring roles of the Area Council and the framework for how each of these roles will be taken forward by Central Area Council.**
- 2.2** **Elected Member and service provider representatives of the original evaluation panels for each procurement be invited to participate in the six monthly and annual Contract/performance management meetings.**

**3. Background and Context**

- 3.1** This report is set within the context of decisions made on the way the Council is structured to conduct business at Area/Ward/Neighbourhood levels, as agreed in the following Cabinet reports: Cab.13.2.2012/6; Cab.16.1.2013/10.3; Cab.13.2.2013/9; and Cab.8.5.2013/7.1
- 3.2** This report builds on a series of Performance Management related reports that have been presented to, and discussed with Central Area Council over a six month period:  
**12<sup>th</sup> May 2014-** Monitoring Progress and Challenging Performance  
**7<sup>th</sup> July 2014-**The Performance Management and Scrutiny Role of Area Councils.  
**8<sup>th</sup> September 2014-**The process for Area Based Performance Management and Monitoring.

- 3.3** A revised Terms of Reference for Area Council's was agreed by Cabinet on Wednesday 22<sup>nd</sup> October 2014. As part of these revisions some of the performance management terminology (previously used) has been amended. A copy of the revised terms of reference can be found at Appendix 1.
- 3.4** The following 2 performance management/monitoring roles of Area Council's have been explored in detail as part of the discussions outlined above:
- Monitoring the performance of services commissioned from the Area Council budget in relation to the Area Council's priorities and desired objectives/outcomes.
  - Performance monitoring in relation to area based services and Boroughwide services delivered locally.

#### **4.0 Central Area Council – Performance Management Framework**

- 4.1** Building on the discussions that have taken place at Central Area Council, a framework for how both the performance management/monitoring roles referred to in 3.4 above will be taken forward in practice can be found at Appendix 2.
- 4.2** Members are asked to note the following points in relation to specific elements of the framework:

##### **Central Council Procured Services and Working Together Fund: (Refer to red column on Diagram at Appendix 2)**

###### Steps 2 & 3

- A timetable of quarterly monitoring dates for each procured service and Central Working Together Fund Projects, is provided in the report at Agenda item 7a.

###### Steps 4 & 5

- The Central Council member and service provider representative on the original Evaluation Panel for each procurement will be invited to participate in the six monthly and annual Contract/Performance Management meetings for each contract.
- To ensure all members of the Contract/Performance Management Panel have all the necessary information required to participate effectively in the Contract/Performance Management meeting with the Provider, a detailed briefing meeting will be held.

###### Step 6

- Information from the quarterly Contract/Performance Management meetings for each procured service will be reported into Central Area Council meetings as part of the Central Area Council Performance Management report. A Performance Management report will be brought to each meeting of Central Area Council.
- The first Central Area Council Performance Management report will be considered as part of today's meeting at agenda item 7a.

**Area Based Services/Boroughwide services (both Council and other) delivered locally:**

***(Refer to blue column on Diagram at Appendix 2)***

**Steps 1 & 2**

- A shortlist of services to be considered (both Council and other services) was agreed at a meeting of Central Council on 7<sup>th</sup> July 2014, with BMBC Youth Services and Berneslai Homes subsequently identified as priorities for consideration.
- A scope for Youth Services has been developed for consideration at today's meeting and can be found at Agenda item 7b.

**Steps 4 & 5**

- A Central Council member from each ward should be invited to participate in each Local Service Delivery Panel. The Service Delivery Panel will also include the Central Council Manager and a Performance and Partnerships representative.
- To ensure all members of the Local Service Delivery Panel have all the necessary information required to participate effectively in the Local Service Delivery Workshop with the Service, a detailed briefing meeting will be held.

**Step 6**

- The outcome of each Local Service Delivery Workshop with any associated issues for attention or action/improvement plan or subsequent work, will be reported into Central Area Council as part of an overall Central Area Council Performance Management agenda item. This would include any reference to the Overview and Scrutiny Committees where strategic or policy issues are raised.

**5.0 Next Steps**

**5.1** The first Central Area Council Performance Management Report for procured Services and Central Working Together Fund is to be presented later in today's Meeting-Agenda item 7a

**5.2** A proposed scope for the consideration of the local delivery of BMBC Youth Services is to be presented to Central Area Council for approval later in today's meeting-Agenda item 7b.

**5.3** Feedback from each of these agenda items is requested to inform future contract and performance management reporting to Central Area Council.

**Appendices**

**Appendix 1:** Area Council Revised Terms of reference

**Appendix 2:** Framework Diagram

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24/10/14

## **Appendix 1**

### **AREA COUNCILS – TERMS OF REFERENCE AND MEETINGS PRACTICE – Revised October 2014**

#### **Terms of Reference**

To use data and intelligence to arrive at and agree local priorities for the Area, which comprises a number of Electoral Wards, as defined by Full Council.

To approve the Area Plan

To approve the allocation of the Area Budget and the commissioning of services from the Area Budget to support Area Plan priorities

To monitor the performance of services commissioned from the Area Budget in relation to the Area Council's priorities and desired objectives / outcomes

To influence the planning of internal and external services provided on a Borough-wide basis

To request reports as appropriate on area-based service activity from internal or external providers

To monitor the performance of area-based services and those Borough-wide services provided locally, and identify issues for attention or action

To consider Councillor Calls for Action that would not more appropriately dealt with by the Overview and Scrutiny Committee

To provide a reference point for local consultation and the increase of public engagement

To receive notes or reports of the proceedings of Ward Alliances within the area, as appropriate

To receive reports on decisions made in relation to the Devolved Ward Budgets, Ward Alliance Funds and other funding pertaining to the area

To make recommendations to the Council, Cabinet or the Overview & Scrutiny Committee on relevant matters relating to the area in question

To consider any matters relating to the area in question that might be referred to them by the Council, Cabinet or the Overview & Scrutiny Committee

To appoint a Member of the Area Council to represent the interests of the area on consultative or advisory bodies

To establish sub-groups, working groups or workshops to discuss issues in more detail and report back to the Area Council

To work collaboratively with other Area Councils, sharing best practice and taking advantage of economies of scale where appropriate

### **Meetings practice**

Area Councils are Area Committees of the Executive (Cabinet) under the terms of the Local Government Act 2000. Meetings will be subject to the relevant provisions of the Local Government (Access to Information) Act 1985 (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in relation to the notice for meetings, content of reports and availability of papers. Meeting will be held in public, but direct public participation will not be permitted.

The Council's Standing Orders in relation to the chairing of and voting in meetings and disclosure of pecuniary interest will apply to meetings of Area Councils. The quorum for a meeting will be one Member for each Electoral Ward in the area plus one additional Member who are eligible to vote in the matter under consideration.

## Appendix 2

### CENTRAL AREA COUNCIL PERFORMANCE MANAGEMENT FRAMEWORK

