

## BARNSELY METROPOLITAN BOROUGH COUNCIL

**Council Meeting:  
7<sup>th</sup> September 2015**

**Agenda Item: 4**

### **Report of Central Area Council Manager**

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

##### **1. Purpose of Report**

- 1.1** This report outlines a number of minor changes to the performance management/ monitoring reporting to Central Area Council in relation to Central Area Council contracts, Service Level Agreements (SLAs) and other programmes.
- 1.2** It also outlines a revised timetable for the consideration of quarterly Central Area Council performance reports and Boroughwide services delivered locally “check and challenge” reporting.
- 1.3** The report also outlines a scope which will form the basis for the check and challenge exercise for the Targeted Youth Support Service and Neighbourhood Services.
- 1.4** Finally, the report proposes that the Refuse Collection Service is added to the list for future “check and challenge” by Central Area Council and that the check and challenge of local schools is progressed.

##### **Recommendations**

**It is recommended that:**

- 2.1** **Members note the minor changes and timetable for future performance management/monitoring reporting to Central Area Council in relation to Central Area Council contracts, SLAs and other programmes.**
- 2.2** **Members note the process outlined in section 5 of this report to undertake the “check and challenge” exercise (previously agreed by Central Area Council) of the Targeted Youth Support Service and Neighbourhood Services.**
- 2.3** **Members agree the scope which will form the basis for the check and challenge exercise for the Targeted Youth Support Service and Neighbourhood Services.**

**2.4 Members agree that the Refuse Collection Service is added to the list for Central Area Council “check and challenge” consideration.**

**2.5 Members agree that the Cabinet Spokesperson for People is invited to the next meeting of Central Area Council in order to progress the approach for the check and challenge exercise of local schools.**

### **3. Background and context**

3.1 The following 2 roles, as outlined in the Area Council Terms of Reference, have been explored in detail as part of a series of discussions at Central Area Council meetings in 2014:

- 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 (referred to as the “check and challenge” role of Area Councils)

3.2 A framework (see Appendix 1) for how both these roles were to be taken forward in practice was agreed at a Central Area Council meeting on 10<sup>th</sup> November, 2014.

3.3 In putting this framework into practice, the first formal Central Area Council Performance Management report was considered by Central Area Council on 19<sup>th</sup> January 2015 and reports have been brought to each subsequent meeting.

3.4 At the Central Area Council meeting on 16<sup>th</sup> March 2015, a report outlining the “check and challenge” exercises scheduled to be carried out as part of Central Area Council’s programme for 2015/2016 was considered and agreed.

### **4. Proposed Changes to the Central Area Council Performance Management Reporting**

4.1 The 4 Central Area Council contracts, 1 SLA and 6 Central Working Together Fund projects currently report on a quarterly cycle. This quarterly information is pulled together into the formal Performance Management report which is presented to Central Area Council at each meeting.

4.2 The reporting quarters referred to above, and used for monitoring and reporting purposes to date, do not however align with each other, nor do they align with the financial year. This causes issues with consistency across contracts, timing of the information received, quarterly reporting to the Area Council and feeding into corporate performance reporting processes.

- 4.3 It is therefore proposed that work is undertaken with Providers of the 4 contracts, 1 SLA and 6 Working Together Fund Projects to realign their reporting quarters and the associated outcome indicators and targets to financial years. It is also proposed that reporting for any future Central Area Council contracts/services is carried out on the same quarterly basis.
- 4.4 Given the realignment of monitoring/reporting from 1<sup>st</sup> October 2015 as outlined above, it is proposed that a Central Area Council Performance Report will be prepared on a quarterly basis only and reported to the subsequent meeting of Central Area Council. A proposed reporting timetable can be found below:

<b>Central Area Council Meeting dates</b>	<b>Performance Report</b>
9 <sup>th</sup> November 2015	Yes- Quarters 1 & 2 (up to 30 <sup>th</sup> September 2015)
11 <sup>th</sup> January 2016	No
14 <sup>th</sup> March 2016	Yes - Quarter 3 (Oct-Dec 2015) report
9 <sup>th</sup> May 2016	Yes - Quarter 4 (Jan-March 2016) report

## **5. Revised timetable-Check and Challenge Programme**

- 5.1 The timetable previously agreed for the Central Area Council's "check and challenge" programme can be found below:

<b>Service area for consideration/check &amp; challenge</b>	<b>Timescales for undertaking Check &amp; Challenge exercise</b>
Targeted Youth Support Service	Oct/Nov. 2015
Neighbourhood Services	Aug/September 2015
Schools	Jan/Feb 2016

- 5.2 In taking forward the check and challenge exercises above, the process as outlined in the "check and challenge" framework attached at Appendix 1 (right hand column) and previously agreed by Central Area Council, will be followed.
- 5.3 In order to progress the Targeted Youth Support Service and Neighbourhood Services check and challenge exercises, a draft scope that will form the

basis for the check and challenge exercise for each of these services, is attached at Appendix 2 for consideration and approval by Central Area Council.

5.4 Following approval of the scope the following steps will be undertaken:

- Scope to be shared with Targeted Youth Support colleagues and Neighbourhood Services colleagues as the basis for the check and challenge exercises.
- Information relating to each of the services to be considered, including relevant data, will be requested from each Service.
- A Central Council member from each ward will be invited to participate in each of the Local Service Delivery Check and Challenge Panels. These Service Delivery Panels will also include the Central Council Manager and a Performance and Partnerships representative.
- To ensure all members of the Local Service Delivery Check and Challenge 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.

5.5 It is anticipated that the outcome of the Targeted Youth Support and Neighbourhood Services Check and Challenge exercises, with any associated issues for attention or any action/improvement plans or subsequent work, will be reported into Central Area Council on 11<sup>th</sup> January 2016. This would include any reference to the Overview and Scrutiny Committees where strategic or policy issues are raised.

5.6 In order to progress the proposed check and challenge exercise on school performance it is proposed that the Cabinet Spokesperson for People is invited to attend the next meeting of Central Area Council in November 2015.

5.7 Following a request from the Central Area Council Chair, the Chair of Overview and Scrutiny has confirmed that fly-tipping and dumpit sites have now been incorporated into a Task and Finish Group enquiry. It has however been suggested that the Refuse Collection Service is added to the schedule for check and challenge consideration by Central Area Council

### **Appendices**

**Appendix 1:** Framework Diagram

**Appendix 2:** Check and Challenge scope

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**Date:**  
**12/08/15**

# Appendix 1

## CENTRAL AREA COUNCIL PERFORMANCE MANAGEMENT FRAMEWORK

