

Corporate Resources

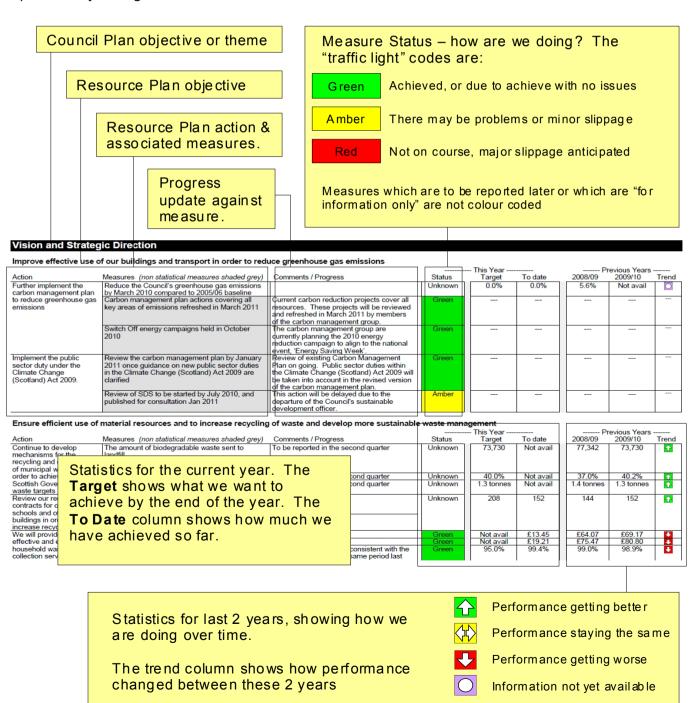


Resource Plan
Performance Report
Quarter 2 (Jul-Sep) - 2011/12



How to use this performance report

This performance report is intended to be both informative and easy to use. The guide below is designed to help you get the most out of the report and to answer the most common questions you might have.





Summary (level 1) - number of measures green, amber and red under each Council Plan objective/theme

Council Objective / Theme	Green	Amber	Red	To be reported later / Contextual	Total
Raise educational attainment for all	1			1	2
Vision and Strategic Direction	11			8	19
Governance and Accountability	11			1	12
Partnership Working, Community Leadership and	3				3
Engagement					
Performance Management and Improvement	11	2		6	19
Efficient and effective use of resources	15			4	19
Increase involvement in lifelong learning					
Improve health and increase physical activity					
Improve the quality of the physical environment					
Improve the road network and public transport					
Improve community safety					
Support local economy by providing the right conditions for					
growth, improving skils and employability					
Develop services for older people					
Increase participation in arts and culture					
Improve lives of vulnerable children, young people and adults					
Improve quality, access and availability of housing					
Tot	al 52	2	0	20	74

Raise educational attainment for all

Implement vocational development programmes for secondary age young people including pupils with additional support needs

•		,						
				This Year		Pı	revious Years	
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Implement a programme of vocational development for secondary age young people including pupils with additional support needs	% participants achieving a vocational qualification	Out of 39 participants on the programme 2010/11 6 returned to school Out of 33 individuals making the transition from school 30 (91%) moved on to positive destinations	Green	80.0%	91.0%	Not avail	Not avail	0
		Out of 33 individuals 23 (70%) moved into Further Education						
		Out of 33 individuals 6 (18%) moved into Training for Work						
		Out of 33 individuals 1(3%) moved into employment						
	% attainment levels for participants in the vocational programme	This measure will be reported at Q4 New programme started August 2011	Report Later	95.0%	Not avail	Not avail	Not avail	0

Vision and Strategic Direction

Develop and implement our Council Plan - Connect

				- This Year		P	revious Years	;
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Develop and implement	Deliver Annual Resource Plan within the	The 2011-12 Resource Plan was delivered	Green					
our Council Plan -	Council's approved performance reporting	in line with guidance and as per the						
Connect	framework	reporting framework.						

Vision and Strategic Direction

Implement a programme of equality and human rights impact assessments across the Council

	. ,			This Year		P	revious Years	
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Implement a programme of equality and human rights impact assessments across the Council	Number of impact assessments carried out against those timetabled	Equality impact assessments are now carried out on a needs basis and as such there is no longer a schedule of assessmnets to be done. Council policy is to assess all new and revised strategies, polices, functions and financial proposals to ensure due regard to the equality duty.	Report Later	Not avail	Not avail	13	Not avail	0
	Number of reports on impact assessments published on website (with recommendations)	Equality impact assessments are now carried out on a needs basis and as such there is no longer a schedule of assessmnets to be done. Council policy is to assess all new and revised strategies, polices, functions and financial proposals to ensure due regard to the equality duty. All completed assessments are published on the Council website.	Report Later	Not avail	Not avail	6	Not avail	0

Develop and introduce Council wide equality performance measures and publish results

•		•		- This Year		P	revious Years	3
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Develop and introduce Council wide equality performance measures and publish results	Data on equality related performance is collated and published annually	The Council is participating in an Improvement Service pilot to look at the ways and means of collating equality related statistics to improve the way in which outcomes are developed and achieved.	Green					
	Resources to provide annual report to Equal Opportunities Forum on uptake of service	Service monitoring is being aligned with recruitment monitoring to ensure Resources are able to capture an accurate profile of service users. As such monitoring will include questions relating to all protected characteristics but will be in line with statutory duties of individual services.	Green					

Ensure that our legal duties with regard to promoting equality of opportunity are built in to all of our CPP activities

				i nis year		P	revious years	3
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Ensure that our legal duties with regard to	Evidence that partnership plans etc have been assessed by lead partner for impact in relation to	This is part of the ongoing work of the Equalities Network.	Green					
promoting equality of	equalities							

Vision and Strategic Direction

Ensure that our legal duties with regard to promoting equality of opportunity are built in to all of our CPP activities

				IIIIS I Eai		F	ievious rears	,	
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend	
opportunity are built in to	Evidence that equalities are included in	Equalities issues are highlighted within the	Green						
all of our Community	performance monitoring and measurement	SOA, the SOA Annual Report and were							
Planning Partnership	activities for partnerships	included within the Community Plan							
activities		Refresh.							

Thic Voor

Ensure equal opportunities in all our services, facilities and employment opportunities reflecting the diversity of our community

				- This Year		P	revious Years	
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Ensure equal opportunities in all our	Number of women/men taking up employment in non-traditional areas (target=increase)	This measure will be reported at Q4	Green	20	Not avail	44	44	⟨ ₩
services, facilities and employment opportunities	% of employees in the highest 2% of earners that are female (SPI)	This measure will be reported at Q4	Report Later	Not avail	Not avail	38.3%	Not avail	0
reflecting the diversity of our community	% of employees in the highest 5% of earners that are female (SPI)	This measure will be reported at Q4	Report Later	Not avail	Not avail	53.2%	Not avail	0
	Employment monitoring arrangements will meet the requirements of equalities legislation	A workforce profile is published annually and equality trends are identified and reported.	Green					
	Positive action measures put in place if required	As part of the Council's ongoing positive action programme "Delivering a Fairer Future" research is being carried out with a group of primary 6 aged pupils better to understand the influences on their subject and career choices. The intention will be to assess what changes can be made to curriculum or work practices to ensure greater choice and fairer opportunities for young people.	Green				_	

Vision and Strategic Direction

_				This Year		P	revious Years	;
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Implement and monitor the Council's employee travel plan	Promote the Council's employee travel plan and ensure effective links with other staff initiatives	Revised Travel and Subsistience Policy has a strong emphasis on smarter journey planning.	Green					
	% of staff travelling to work using active travel methods e.g. cycling or walking	This measure will be reported at Q4	Report Later	Not avail	Not avail	0.0%	Not avail	0
	% of staff travelling to work using public transport	This measure will be reported at Q4	Report Later	Not avail	Not avail	0.0%	Not avail	0
	Number of staff using Council Connect Bus Between Hamilton and East Kilbride		Report Later	Not avail	Not avail	0	Not avail	0
	Conduct 2nd employee travel plan survey to monitor staff travel patterns by April 2012	It is planned to undertake the employee travel survey in Dec 2011. The outcome will be reported later.	Report Later					

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Vision and Strategic Direction

Vision and Strategic Direction

•				This Year		P	revious Years	,
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Support implementation of	Co-ordinate the publication of sustainable	We have developed info on website,	Green					
sustainable development	development information to maximise impact	produced film on bulky uplifts and a						
communications		campaign on litter is being discussed.						
	Increase stakeholders awareness of the		Green					
	Council's sustainable development activities							

Governance and Accountability

Externally communicate our corporate plans, performance and service standards

•				- This Year		P	revious Years	3
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Externally communicate our corporate plan, performance and service standards	Incorporate mix of statistical data and public interest stories in Public Performance Reporting documents	Four pages are included in Novmeber Reporter and more are planned for Spring. We are also including some performance info in the council tax guide.	Green					
	Gather reader feedback on publications and focus group perceptions of Public Relations initiatives		Green					
	Local service standards monitoring collated and published quarterly	Local montiroing is ongoing but collected annually and reported with the results of the annual mystery shopper exercise to CMT in May each year.	Report Later					

Support and facilitate open and transparent governance and decision-making arrangements

• •				This Year		P	revious Years	3
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Support and facilitate	Undertake an annual survey of elected members	Current questionnaire to be reviewed and	Green					
open and transparent	to measure satisfaction and to enable feedback	finalised for issues following recess.						
governance and decision	on governance issues							
making arrangements	Annual programme of corporate and individual	Programme is delivered annually, with	Green					
	member learning and development	flexible content to take account of						
		requirements each year.						
	In advance of the new Council in 2012, consider	To be considered as part of overall review of	Green					
	the role of Area Committees, in particular in	decision-making arrangements in						
	respect of decision making powers.	preparation for new Council following local						
		government election in May 2012.						
Manage and develop	Manage arrangements for the Scottish	Complete	Green					
elections processes	Parliamentary election and voting system							
	referendum in May 2011							
	Make initial arrangements for the Scottish Local	Ongoing	Green					
	Government election on 3 May 2012							

Governance and Accountability

Ensure that high standards of governance are being exercised (through the use of scrutiny forums, audit plans and risk management)

				- This Year		P	revious Years	3
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Ensure that high	Development and delivery of annual Governance	Annual accounts signed off 31 October	Green					
standards of governance	Statement and associated actions	2011.						
are being exercised	Delivery of Risk Control Actions by due date	All actions appear to be on target at present	Green					
(through the use of	Audit actions to be delivered by due date	All actions have been compeleted apart	Green					
scrutiny forums, audit	(Reported to Chief Executive through quarterly	from two which are being worked on and						
plans and risk	performance reports)	have been given revised dates. It is not						
management)		anticipated thatbthere will be any issues						
		regarding the achievement of the actions.						
	Complete Resource Governance Self	Self assessment carried out by all	Green					
	Assessment and declaration by due date and	Resources following in accordance with the						
	develop actions to address non-compliant areas	Finance Advisory Network (FAN) model.						

Partnership Working, Community Leadership and Engagement

Work with partners to enhance community planning, service planning and service delivery through the development and implementation of a Community Planning Single Outcome Agreement (SOA) ----- This Year ---------- Previous Years -----

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Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Work with partners to enhance community planning, service planning and service delivery through the development and implementation of a Community Planning Single Outcome Agreement (SOA)	Monitor progress of the SOA through an annual report against national and local outcomes	Annual Report for 2010-11 completed and submitted to the Scottish Government in September 2011.	Green					

Ensure that consultation and community engagement are carried out to a consistent standard in the Council

			This Year			P	Previous Years		
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend	
Ensure that consultation and community engagement are carried out to a consistent standard in the Council	Apply national standards for community engagement to all aspects of the Council's consultation and community engagement programmes	Community Engagement Frameowrk has been refreshed and published. It's availability to the partners and Council officers should see an increase in the uptake of VOICE (online tool for planning, doing and reviewing Community Engagement) which incorporates the National Standards.	Green						

Partnership Working, Community Leadership and Engagement

Report outcomes of community engagement to the public

			This Year			P	revious rears	5
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Report outcomes of	Record outcomes of community engagement	Voluntary organisations and community	Green					
community engagement to	and report on changes to service which result	planning partners currently use an online						
the public		form to advise of current and complated						
		consultations which are then uploaded to						
		the consultation database on the Council's						
		website.						

Performance Management and Improvement

Manage our performance

3 1 1 1				This Year		Pi	revious Years	
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Manage our performance	% of complaints responded to within 5 days (target = 95%)	This figure is for Q1 (1st April to 30th June 2011). The complaints process is being revised to a single complaints procedure to meetthe needs of teh ombudsman's Complaints Handling Procedure (CHP) due to launch in 2012. This will extend timescales from 5 days to 20 days which will make this target obsolete. Under achievment of this target is due to compext and 3 party complaints which require detailed investigation.	Amber	Not avail	83.0%	87.6%	Not avail	
	Evidence of complaints considered and informing service improvements	The quarterly CMT report on complaints gives examples of how complaints have led to service improvement where applicable. Report also includes information on any other actions by Resources in addressing complaints.	Green					
	Develop, monitor and review a comprehensive suite of service standards. Annual mystery shopper exercise undertaken and reported.	The annual mystery shopper exercise will take place in February 2012 and reported to CMT in May.	Report Later					
	Implementation of the Council's performance management system IMPROVe	The IMPROVe system has been implemented in all Resources and provides all reports against Resource Plans, Connect and the SOA.	Green					

Seek the views of all stakeholders regularly on services we provide, in particular specific efforts will be made to consult with hard to reach groups, and tell people what we have

uone as a result				- Inis Year		P	revious Years	;
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Seek the views of all	Number of consultations carried out targeting	This measure will be reported at Q4	Report	Not avail	Not avail	20	12	₽
stakeholders regularly on	hard to reach groups	·	Later					
services we provide, in	Number of consultations carried out which have	This measure will be reported at Q4	Report	Not avail	Not avail	17	16	₽
particular specific efforts	resulted in a change to service delivery		Later					

Performance Management and Improvement

Seek the views of all stakeholders regularly on services we provide, in particular specific efforts will be made to consult with hard to reach groups, and tell people what we have done as a result

This Year --------
Previous Years ---------

done as a result				inis year		PI	evious rears	,
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
will be made to consult with hard to reach groups,	Response rate to cyclical consultations	This measure will be reported at Q4	Report Later	Not avail	Not avail	Not avail	Not avail	0
and tell people what we have done as a result	% of completed consultations published on the database with an outcome	In the period in question 4 new consultations with findings have been loaded onto the website.	Green	Not avail	4.0%	100.0%	75.0%	↓
	Number of changes (made to service delivery as a result of consultation) published	This measure will be reported at Q4	Report Later	Not avail	Not avail	17	16	↓
	Council level customer satisfaction scorecard is populated and results published annually including 2 KPIs for each service and for the Council as a whole	Surveying ongoing for those services on the Customer Satisfaction Score Card. The 2012 score card results due to Continuous improvement steering group in June 2012.	Report Later					_
	Perception of high quality services and best use of money - proportion agreeing Council provides high quality services	KPIs were established for the first Household Survey in 2008 which was repeated in 2010. The Household Survey is now on a 3 year cycle and is scheduled to take place in March 2013.	Amber					
	Targeted surveys carried out to understand variation in customer satisfaction across geographical areas	Action plan from 2010 Household survey currently being implemented. This includes detailed actions by Roads to mitigate the dips in response rates in Clydesdale. early indications suggest a significant reduction in the number of complaints Winter 2010/2011 from 2009/2010 mainly attributed to better communication with residents.	Green					

Performance Management and Improvement

			This Year			P	revious Years	S
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Implementation of efficiencies on behalf of Corporate Resources	Implement approved efficiencies for the current financial year	Agreed savings were deducted from Corporate Resources budget at the start of 2011/12.	Green					
	Identify efficiencies for next year in line with Council's Financial Strategy		Green					
Implement effective Best Value management arrangements to ensure	Completion of reviews as per timetable (reviews of Learning and Development and Health and Safety)	Both reviews are complete.	Green					
continuous improvement and effective and efficient	Improvement Plans approved by Council Committee		Green					
service delivery	Sustain positive SPI trend results for Council	The recent exercise ranking the latest SPI data did not raise any concerns about SPIs within the Corporate Resources remit.	Green					

Performance Management and Improvement

Performance Management and Improvement

_			This Year			P	Previous Years		
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend	
	Ensure Local PIs across all Resources meet requirements of Best Value 2	Local PIs will be reviewed in advance of the implementation of the new Council Plan. This exercise will seek to ensure that PIs meet the requirements of BV2.	Green						
Implement a strategic response to the Scottish Government's Efficient Government agenda	Completion of diagnostic projects as per agreed timetable (Management Structures and Administrative/Clerical Services)	Progressing lin line with agreed timetable.	Green						

Efficient and effective use of resources

Internally communicate our corporate plans and policies

-			This Year			P	Previous Years		
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend	
Internally communicate	Communication of key plans and policies to		Green						
our corporate plans and	employees through appropriate routes								
policies	Make use of periodic surveys/spot checks as	A survey was conducted on the Public	Green						
	appropriate	Protection Magazine.							
		Steps have been taken to incorporate							
		feedback from Reporter survey into future							
		editions.							

----- This Year -----

Ensure our commitment to employees through the development and effective implementation of personnel policies and employee learning and development opportunities

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Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Ensure our commitment to	Number of vacancies dealt with through	278 Q1, 172 Q2	Green	Not avail	450	218	443	<u>↑</u>
employees through the	electronic formats							
development and effective	100% of staff recruited through competency	Q1, 70%, Q2 71%	Green	Not avail	70.5%	54.0%	552.0%	<u>↑</u>
implementation of	based interview by 2011							
personnel policies and	Staff absence rate (service)		Green	0.4%	0.9%	3.5%	2.6%	
employee learning and	Average working days lost through sickness	This measure will be reported at Q4	Report	Not avail	Not avail	Not avail	Not avail	0
development opportunities	absence per employee - all others (Council)	·	Later					
	Increase the uptake of accredited training	166 employees graduated from our	Green	Not avail	Not avail	522	263	1
	programmes for employees at all levels	accredited training programmes. 71						
		commenced their programmes.						
	% coverage of PDR and associated training	This measure will be reported at Q4	Report	Not avail	Not avail	100.0%	100.0%	⟨ ₩
	plans of employees in the scope (Council)		Later					
	% of salary budget invested in learning and		Report	Not avail	Not avail	1.0%	1.1%	
	development		Later					

----- Previous Years -----

Efficient and effective use of resources

Ensure our commitment to employees through the development and effective implementation of personnel policies and employee learning and development opportunities

			This Year			P	evious Years	
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
	Increased response rate to employee audit by March 2010	The employee audit was launched on 3rd October 2011 and the findings are due to be reported to the Corporate Management Team in December 2011. Whether there has been an increase in the response rate will be known at that time.	Report Later	Not avail	Not avail	35.6%	35.1%	•
	Continued achievement of IIP accreditation	7 Resources have now been reviewed with positive outcomes. Community Resources report is with the managing assessor for validation. A final collated report for the Council as a whole will be drafted by the managing assessor for presentation to CISG in October / November.	Green					
	Review Competence Initiative Scheme	Continuation of housekeeping of all matrices across the Council and first re-draft of the CI Handbook.	Green					
	Undertake the Council's third Equal Pay Review in line with the EHRC toolkit and associated guidance	Underway and ongoing with Resources	Green					
Develop a more forward-looking Work Force Strategy, which meets the future requirements of the Council	The action plan to supplement the Workforce Strategy should continue to be developed to enable the Council to ascertain how it will implement each of the seven key phases of the workforce planning cycle	Initial meeting held with SW re implementation of the toolkit across either Home Care or Residential. Commencing work with HAT for tool to support Customer Contact NDP.	Green					

Promote effective external communications utilising new media opportunities

			This Year			Previous Years		
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Develop the council	Number of visitors to website (target = increase	There was a particular peak during the	Green	Not avail	542,480	971,247	1,097,950	
website to meet	on 2006-07 figure of 529,947). (Council wide	International Children's Games in August.						
requirements of customer	measure including IT/mod gov)	_						
services review	Increase customer contact through the web	Use of online transactions has continued to	Green					
	channel	build and this should gather place as						
		customer services strategy is implemented.						
We will promote effective	Continue to develop the Council's website	Website was relaunched in October 2010 -	Green					
external communications		this is now being reviewed following						
utilising new media		feedback from Socitm survey, Socitm exit						
opportunities		survey and other feedback.						

Efficient and effective use of resources

Promote effective external communications utilising new media opportunities

			This Year			Previous Years			
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend	
Provide ongoing	Continue to implement communication and	The communications for the games were	Green						
communications in	publicity strategy in preparation for the 2011	extremely effective and their was heavy							
support of the	games	usage of the games facebook, youtube,							
International Children's		flickr and twitter streams as well as the							
Games 2011		Games website. Attendance at the games							
		was the best they had ever achieved.							

Efficient and effective use of resources

			This Year			Previous Years		
Action	Measures (non statistical measures shaded grey)	Comments / Progress	Status	Target	To date	2009/10	2010/11	Trend
Manage land and property	The number of invoices paid within 30 days as a		Green	95.0%	94.0%	95.0%	95.0%	(‡)
assets efficiently	% of all invoices paid (SPI)							