

PERFORMANCE AND REVIEW SCRUTINY FORUM

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 4 September 2018

Chair:

Councillor John Ross

Councillors Present:

Alex Allison, Walter Brogan, Robert Brown, Maureen Chalmers, Peter Craig, Fiona Dryburgh, Joe Fagan (*substitute for Councillor McLachlan*), Katy Loudon, Richard Nelson (*substitute for Councillor McGeever*)

Councillors' Apologies:

Mark McGeever, Davie McLachlan

Attending:

Chief Executive's Service

L Freeland, Chief Executive

Community and Enterprise Resources

P Elliott, Head of Planning and Economic Development; G Mackay, Head of Roads and Transportation; A McKinnon, Head of Facilities, Waste and Ground Services

Education Resources

D Dickson, Operations Manager

Finance and Corporate Resources

P Manning, Executive Director; T Little, Head of Communications and Strategy; N Reid, Improvement and Community Planning Manager; T Slater, Administration Officer

Housing and Technical Resources

L Hayes, Performance Co-ordinator

Social Work Resources

L Purdie, Head of Children and Justice Services

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Performance and Review Scrutiny Forum held on 6 June 2018 were submitted for approval as a correct record.

The Forum decided: that the minutes be approved as a correct record.

3 Local Government Benchmarking Framework - 2016/2017 Final Results

A report dated 20 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the final Scottish Local Government Benchmarking Framework (LGBF) results for 2016/2017.

The Improvement Service had released the final results on 9 April 2018.

Information on the LGBF data and results for 2016/2017, together with comparative data for 2015/2016, was provided in an appendix to the report.

The LGBF results would be used to inform future improvement and benchmarking activity.

The Forum decided:

- (1) that the publication of the final LGBF results for 2015/2016 be noted; and
- (2) that the intention to undertake a full analysis of the LGBF results and use this to inform future improvement and benchmarking activity be noted.

[Reference: Minutes of 6 June 2018 (Paragraph 4)]

4 Review of the Annual Performance Report

A report dated 23 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted advising of changes to the way in which the Council fulfilled its Public Performance Reporting (PPR) duties through the Annual Performance Report (APR).

The Council had a statutory duty, under the Local Government in Scotland Act 2003, to undertake PPR as directed by the Accounts Commission in Scotland. From 2003, the Commission required councils to publish a range of Statutory Performance Indicators (SPIs) which were published annually and audited by Audit Scotland. Since 2008, the Commission had moved away from the SPI approach and developed a more flexible approach to performance reporting whereby councils were expected to publish information which was accessible, balanced and meaningful.

Within the Council's annual audit 2016/2017 by Audit Scotland, the APR received praise for its professionalism and balanced approach, however, it was suggested that the level of detail might obscure the Council's key messages. Taking this feedback into account, the Council's approach to the APR would be refreshed and simplified. The APR would be produced in a shorter, more accessible format, which would continue to communicate key performance messages through a mix of case studies, infographics and links to other key information. This would ensure that performance reporting kept pace with public preferences and the digital agenda, together with Audit Scotland's requirements in terms of PPR.

The current lengthy APR document would, therefore, be replaced by Annual Performance Spotlights (APSSs) which would consist of:-

- ◆ a short introduction to the Council Plan, 'Connect' objective
- ◆ a case study illustrating the work the Council undertook relating to that objective
- ◆ approximately 8 infographics to highlight the key achievements for the year
- ◆ links to other reports or performance information available elsewhere on the Council's or external organisations' websites

The APSSs would follow the same timescale as the APR with completion, approval and upload onto the Council's website by the October following the end of the financial year being reported.

The other key elements of the Council's PPR approach, PPR reports on the Council website and the Local Government Benchmarking Framework analysis would remain unchanged. This would ensure that the Council continued to comply with the Accounts Commission Direction in terms of information that required to be published to satisfy comparison, benchmarking and Best Value responsibilities.

The Forum decided:

- (1) that the Council's revised approach to Public Performance Reporting, including the production of Annual Performance Spotlights rather than an Annual Performance Report, be noted; and
- (2) that it be noted that Public Performance Reports (PPRs) would continue to be published on the Council's website.

5 Urgent Business

There were no items of urgent business.