

## **CORPORATE PERFORMANCE REVIEW WORKING PARTY**

**Minutes of the meeting held on 29 January 2015 at 7.00 pm in Austen Room, Council Offices, Cecil Street, Margate, Kent.**

**Present:** Councillor Gideon (Chairman); Councillors Campbell, I Gregory, Grove and Matterface

### **146. APOLOGIES FOR ABSENCE**

There were no apologies received at the meeting.

### **147. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **148. MINUTES OF PREVIOUS MEETING**

Councillor Campbell proposed, Councillor Matterface seconded and Members agreed the minutes of the Corporate Performance Review Working Party meeting held on 7 July 2014.

### **149. CORPORATE PERFORMANCE REPORT**

Paul Cook, Director of Corporate Resources introduced the report. He advised Members that there had been some staff changes and Nikki Walker had been assigned to oversee the production and updating of the corporate performance report. She was currently working on trimming down the report. Mr Cook said that the new Director of Shared Services was unable to attend the working party meeting this time around and would be coming to the next sub-group meeting to make a presentation as per the member request.

Madeline Homer, Acting CEx explained to the meeting that the corporate performance report was now based on four key corporate priorities (from the original 11 priorities). She said that there was a refocus on priorities the following four areas had been identified:

- i) Environment;
- ii) Economic Development;
- iii) Housing;
- iv) Communications.

Madeline Homer said that the Services Plans were focused on the four key priorities. Mr Cook added that the budget strategy also set out the priorities moving forward. Members said that it was important that responsibility if clearly assigned for the implementation of the four key priorities.

Members observed that there was minimal ward Councillor involvement in communicating the public consultation for the proposed Local Plan Options. They said that councillors were a link between the Council and residents and should therefore play an active role in public consultation processes.

Members made specific comments on the outlay of performance information and officers agreed to revise the presentation in the performance report before the report was considered by Cabinet. They made the following suggestions:

1. Completion deadline dates for the corporate projects;
2. Clarity on update explanatory notes;
3. Realistic targets be set by East Kent Housing;
4. Performance data for EK Housing should be provided for:
  - i) Number of minor aids & adaptations completed in Thanet;
  - ii) Number of major aids & adaptations completed in Thanet;
  - iii) Average number of days taken to complete all aids & adaptations.
5. Set Quarter 4 targets for performance data on Human Resources Response levels to TDC and TDC staff sickness;
6. Reflect staff sickness in FTE equivalent absence for both managerial and non-managerial staff;
7. Provide comparators for complaints and complements with the previous year.

Members noted the report.

#### **150. PEER REVIEW UPDATE PRESENTATION**

Paul Cook introduced the improvement plan that was adopted by the Improvement Board as the basis for implementing peer suggestions on corporate governance issues by the Council. Mr Cook explained that the Boards is made of three Peer Members, Councillor Johnston (Leader of Council), Councillor Nicholson (Deputy Leader of Council), Councillor Bayford, Councillor King and Acting CEx. The Board is advisory and members share experiences on organisational performance improvement and learn from experiences from other local Councils.

Madeline Homer, Acting CEx said that the setting up of the Board was approved by Full Council. The Board makes recommendations which are in turn are implemented by Council. The Corporate Performance Review Working Party monitors the implementation of the Board recommendations by Council. Sophie Chadwick, Customer Contact and Engagement Manager said that the work of the Board had picked up in momentum and a number of meeting meetings had been held since its set up. The Board had agreed a number of TDC Member training workshops that would be conducted by Peer Members this March. The training will be on member conduct and political skills for officers and will continue beyond May 2015 as part of the Induction training programme for newly elected Councillors.

Members of the working party suggested that the training for Members be started after the May elections. However officers advised that it was important to respond to some of the observations of the Audit Statement by April 2015 and this would require that some of the member training be undertaken before May as this would support the current councillors some of whom may stand for re-election in May. Members also proposed that some of the training (particularly the induction training) be made mandatory. They also suggested that there should be a corporate protocol that guides officers on when to communicate issues through Ward Councillors on such issues as events and meetings taking place in the wards.

Members agreed to invite the Chairman of the Improvement Board to the next meeting of the Corporate Performance Review Working Party.

Meeting concluded: 8.35 pm