

# **Guildford Borough Council**

Report to: Overview and Scrutiny Committee

Date: 12 September 2023

Ward(s) affected: All

Report of Director: Transformation & Governance

Author: Andrea Barnett, Policy Officer

Tel: 01483 444062

Email: andrea.barnett@guildford.gov.uk

Lead Councillor responsible: Councillor Carla Morson

Tel: 07843 489796

Email: carla.morson@guildford.gov.uk

Report Status: Open

## **Performance Monitoring Report 2023/24 Quarter 1**

### **1. Executive Summary**

- 1.1. This report is part of our performance monitoring framework and presents an overview of our performance against our corporate indicators (KPIs) during quarter 1 and where possible, the annual KPIs for 2022/23, alongside the detailed quarterly Performance Monitoring Report (Appendix 1).
- 1.2. From this quarter onwards we will be reporting on 35 quarterly KPIs and 5 annual KPIs.
- 1.3. This report provides a summary of the RAG ratings in this quarter together with a comparison of quarterly RAG ratings between 2022-23 and 2023-24.
- 1.4. Exceptions in data available for this report are summarised in section 9 of this report.

## **2. Recommendation to Committee**

- 2.1. That the Committee reviews the Performance Monitoring Report for 2023/24 quarter 1 and where possible, the annual KPIs for 2022/23 (Appendix 1) and makes any observations or comments.
- 2.2. Should any members of the Committee have any queries about specific performance indicators detailed in the Performance Monitoring Report, please submit these to [andrea.barnett@guildford.gov.uk](mailto:andrea.barnett@guildford.gov.uk) least two days prior to the Committee meeting to enable an explanation to be given.

## **3. Reason(s) for Recommendation:**

- 3.1. To support our corporate performance monitoring framework and enable the Committee to monitor the Council's performance against key indicators, as well as review key data relating to the 'health' of the borough.

## **4. Exemption from publication**

- 4.1. This report and any part of it is not exempt from publication.

## **5. Purpose of Report**

- 5.1. The purpose of this report is to present the Performance Monitoring Report for quarter 1 of the financial year 2023/24 (Appendix 1).
- 5.2. The Performance Monitoring Report is presented to this Committee on a quarterly basis, allowing councillors to monitor our performance against the indicators set out in our performance framework.
- 5.3. The Performance Monitoring Report is a public document which shows the Council's progress against a variety of performance indicators.

## **6. Strategic Priorities**

- 6.1. The Council's performance management arrangements support our aim of delivering value for money services by tracking our progress against each indicator. As trends develop, we will be able to build a bigger picture of our performance to help inform and shape future activity and decision making.

- 6.2. The performance management framework supports all aspects of the Council's strategic priorities by ensuring that we stay on track in delivering key outcomes shown in our corporate and service plans. By monitoring key performance indicators, we can celebrate our successes and identify any broad trends or key issues. This will support us in being an efficient, focussed organisation delivering high quality services.

## **7. Background**

- 7.1. The previous Performance Monitoring Report was received positively by the Overview and Scrutiny Committee.
- 7.2. Officers have noted previous discussions and feedback received through the quarterly presentation of the Performance Monitoring Report and have implemented changes where appropriate. Joint Executive Heads of Service provide commentary where KPIs are not meeting their target or are not heading in the preferred direction of travel.
- 7.3. During quarters 1 and 2 2022/23 we undertook a review to ensure that our KPIs are meaningful and provide a clear definition of what is being collected. Joint Executive Heads of Service discussed their KPIs with Lead Members, to agree a revised set of indicators for corporate performance monitoring. From this quarter onwards we will be reporting on 35 quarterly KPIs and 5 annual KPIs.

## **8. Q1 Summary**

- 8.1. The number of quarterly KPIs that are showing a positive green or amber rating totals 45.7%, which is hoped to increase further in Q2 once the data for the KPIs showing as no data is provided. There are 9 KPIs with a red rating which relate to 25.7% of the KPIs. The reasons for this include resource issues, staff training and changes to system during this quarter. There are 8.6% of the quarterly KPIs reporting as no data available which relates to the KPIs identified in the exception summary below. This will reduce once data is provided from Q2 onwards. The primary reason for the lack of data submission was due to time lags in receiving data and data not being available.

- 8.2. The table below focusses on the quarterly recorded KPIs to provide a comparison across 2022/23 and Q1 of 2023/24.

Year	Quarter	RAG Rating					
		Green	Amber	Red	Data only	No data	N/A
2022/23	Q1	29	1	18	15	1	
	64 KPI	45.3%	1.6%	28.1%	23.4%	1.6%	
	Q2	23	6	14	15	6	
	64 KPI	35.9%	9.4%	21.9%	23.4%	9.4%	
	Q3	13	2	9	7	4	
	35 KPI	37.1%	5.7%	25.7%	20%	11.4%	
2023/24	Q4	12	4	9	4	3	3
	35 KPI	34.3%	11.4%	25.7%	11.4%	8.6%	8.6%
2023/24	Q1	14	2	9	7	3	
	35 KPI	40%	5.7%	25.7%	20%	8.6%	

## 9. Key headlines from Q1 performance

- 9.1. Our performance monitoring framework will continue to evolve and there will be changes to the report and KPIs to ensure that they continue to provide the right information and detail required. For KPIs that are off target or heading in the wrong direction, mitigating actions have been put in place to address these.
- 9.2. Since our last report, the following KPIs are presenting noticeable changes against target or direction of travel:

COU9 (Speed of determining planning applications for minor development) – this is the first quarter since Q3 2020/21 that the target has not only been met but is also showing a substantial increase since the last quarter. It is hoped that this upward trend will continue.

COU10 (Speed of determining planning applications for other development) – this KPI is only 1.3% off target, although it should be noted that this is the highest quarter since Q1 2020/21.

9.3. The time lags and data not possible to record in this report relate to the following KPIs:

<b>KPI ref:</b>	<b>Indicator</b>	<b>Reason</b>
ENV1	Kilograms of domestic residual waste collected, per household, from the kerbside	3-month time lag
ENV2	Household waste recycled and composted	3-month time lag
H&J3	Number of net new additional homes	3-month time lag

9.4. At the last meeting of this committee, a question was asked whether it would be possible to provide indicative data before it is verified. For the 3 KPIs showing a time lag this quarter (ENV1, ENV2 and H&J3), the Executive Heads of Service for Environmental Services and Regeneration & Planning Policy have provided the following updates:

For ENV1 and ENV2 it is not possible to provide data in advance, as it is not available from Surrey County Council until at least the end of month 2 of the quarter, following which there is a significant audit and checking process required to provide the quarterly figures.

For H&J3, the 3 month lag is due to the way planning policy receive this data, which is through Council Tax and Building Control certificates. This data is not received immediately upon completion however the majority are received within 3 months although on occasion this can be even longer.

In this context, it is not possible to provide indicative data before the end of the 3 month lag, as the data that is provided for the corporate monitoring framework is already indicative and subject to change. This can be seen by the edits that are currently made to previous quarters where the figures have changed. The Annual Monitoring Report, which will contain the final year end completion figures, will be published in Q3 of this year and will be circulated to Members.

## **10. Key Risks**

- 10.1. Without a fit-for-purpose performance management framework the Council will not be able to demonstrate performance against delivery of the key themes with our Corporate Plan 2021-2025.

## **11. Financial Implications**

- 11.1. There are no financial implications arising directly from this report.

## **12. Legal Implications**

- 12.1. There are no legal implications arising directly from this report.

## **13. Human Resource Implications**

- 13.1. There are no human resource implications arising directly from this report.

## **14. Equality and Diversity Implications**

- 14.1. The Public Sector Equality Duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report.

## **15. Climate Change/Sustainability Implications**

- 15.1. There are no direct climate change or sustainability implications of this report.

## **16. Summary of Options**

- 16.1. The Committee is asked to consider and comment on the Performance Monitoring information presented in this report.

## **17. Conclusion**

- 17.1. The Committee is presented with an opportunity to review the Council's performance over the last quarter as set out in the Performance Monitoring Report.

**18. Background Papers**

18.1. None.

**19. Appendices**

Appendix 1 – Performance Monitoring Report Quarter 1, 2023/24