MINUTES OF THE CORPORATE PERFORMANCE COMMITTEE

20 NOVEMBER 2014

PRESENT:

Members of the Committee:

Councillors Mistry (Chairman), Mrs A’Barrow, H Avis, Ellis, Mrs Garcia (substituting for Councillor Mrs Simpson-Vince), Gillias, Lewis and H Roberts

Officers:

Adam Norburn (Executive Director), Christopher Trezise (Corporate Performance Management Officer), Paul Ansell (Scrutiny Officer) and Veronika Beckova (Democratic Services and Scrutiny Officer)

In attendance:

Councillor Leigh Hunt (Sustainable Inclusive Communities Portfolio Holder)

17. MINUTES

The minutes of the meeting held on 17 September 2014 were approved and signed by the Chairman.

18. APOLOGIES

Apologies for absence from the meeting were received from Councillors Pacey-Day and Mrs Simpson-Vince.

19. PERFORMANCE REPORTS

The committee considered a report (Part 1 – Agenda Item 5) concerning the progress in the Sustainable Inclusive Communities portfolio.

Councillor Leigh Hunt updated the committee on progress in her portfolio.

The Executive Director and Corporate Performance Management Officer attended the meeting to support the portfolio holder and answer questions.

Using the new interactive display panel, the Corporate Performance Management Officer demonstrated the use of the dashboard view in Covalent to provide an overview of performance in the portfolio and to enable greater detail about individual actions to be displayed if required. He offered to provide one-to-one training on this for any members who wanted it.
During discussion, the following additional points were made:

- The portfolio covers a wide area of services: housing, health, partnership, democratic engagement, old and young people and more.
- The Rugby Borough Regeneration Strategy is undergoing its second refresh and focusing on issues directly affecting our most vulnerable people.
- Rugby Local Strategic Partnership divides into four sub-groups:
  - Rugby Stronger Communities Partnership
  - Health and Wellbeing Group
  - Economic Activity Group
  - Rugby Financial Inclusion Partnership

**RESOLVED THAT –**

a) the Sustainable Inclusive Communities Portfolio Holder be thanked for her update; and

b) the dashboard approach to the presentation of performance information be continued at future meetings.

20. **FINANCE AND PERFORMANCE MONITORING 2014/15 QUARTER 2**

The committee considered a report (Part 1 – Agenda Item 6) concerning an overview of the Council’s spending and performance position in the second quarter of 2014/15.

The Executive Director attended the meeting to present the report and answer questions. Background information was also provided to introduce the topic to new members on the committee.

During discussion, the following additional points were made:

**LI 058 – Working Days Lost Due to Sickness Absence**

- Sickness absence is of concern to the council.
- Long term conditions significantly affect the number of days per employee.
- Short term sickness is also affected seasonally. Winter is marginally worse than rest of the year.
- The council is ideally aiming for around 7/8 days of sickness absence per employee.
- Last year it was 9.5 days and this year it will most likely spike to 10 days due to several cases of long term illness.
- The Executive Director undertook to provide separate data for long term and short term sickness in the last year.

21. **SYSTEMS THINKING – WHAT NEXT?**

The committee considered a report (Part 1 – Agenda Item 7) concerning the one page strategy for the review.
RESOLVED THAT –

a) the one page strategy be agreed; and

b) the Scrutiny and Policy Officer invite members to serve on the task group.

22. OVERVIEW AND SCRUTINY REVIEW ACTION PLANS

The committee considered a report (Part 1 – Agenda Item 8) concerning scrutiny review action plans that fall under its remit. There was just one review which had outstanding actions: the review of Employee Wellbeing.

The Executive Director attended the meeting to answer questions. The committee was informed that:

- The employee survey is currently being reviewed and the final version will be out in January 2015.
- Staff survey completion rates remain a concern and are the main focus.
- The survey can be kept strictly confidential as employees are not required to state their name on the form if they don’t wish to do so.
- Works Services Unit is given paper copies of the survey to complete.
- Last year, the completion rates improved due to an incentive of going into a prize draw though names would be required for participation in this.

23. COMMITTEE WORK PROGRAMME

The committee considered a report (Part 1 – Agenda item 9) concerning the progress of task group reviews within its remit and the future work programme.

The committee noted the progress of task group reviews under its remit.

The Chairman placed on record his thanks to all officers and members and wished all a merry Christmas.

CHAIRMAN