

PERFORMANCE REPORTING**WDA/26/10****Recommendation**

That:

1. Members approve the template for performance reporting that is attached as appendix 1 to this report, and
2. Members approve a quarterly cycle for the preparation and presentation of the detailed performance report.
3. Members agree that the Performance Report be considered by the Authority each quarter.

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PERFORMANCE REPORTING

WDA/26/10

Report of the Treasurer

1. Purpose of the Report

- 1.1 Members are asked to approve the template for performance reporting that is attached as appendix 1 to this report. They are also asked to approve a quarterly cycle for the preparation of the detailed Performance Report for consideration by the Authority.

2. Background

- 2.1 At the Authority meeting on 5th February 2010 Members asked the Treasurer to work with the Clerk to the Authority to review the way that the Authority's performance is reported to Members.

3. Report Body

- 3.1 Members will find a Performance Report template attached at Appendix 1 to this report. The structure of the report reflects the structure of the Authority's Corporate Plan and reporting is focused on the delivery of the targets set out in the plan.
- 3.2 If Members approve the template and the reporting cycle then performance reports to future Authority meetings will follow the template. This will replace the current quarterly reporting and as a public facing document will improve accountability and transparency.
- 3.3 The report is set out with a cover sheet identifying its purpose. There then follow four distinct sections which seek to provide Members with both high level and detailed comments and information on performance. The sections are as follows:
 - **Section 1 – Summary** – a high level indication of whether performance is on track or behind expectation;
 - **Section 2 – Commentary** – a comment on the key aspects of the performance from the responsible manager – including, where

appropriate, comment on the steps being taken to rectify adverse performance;

- **Section 3 – Detailed analysis** – providing more in depth performance information that enables Members to understand the reasons for the performance and the way it has been reported in each of the key areas; and
- **Section 4 – Special Focus Report** – a section that will focus on a different area of the Authority’s work each quarter and which will give Members more information about what the Authority does and the key performance metrics for that section. For example, one quarter may review the performance of the Permit Scheme, while another may look in more detail at Closed Landfill sites.

3.4 Members may wish to contribute and to comment in more detail on aspects of the Performance Report to ensure it meets their needs.

4. Risk Implications

4.1 The following risk assessment has been identified:

Identified Risk	Likelihood Rating	Consequence Rating	Risk Value	Mitigation
Members do not receive adequate or effective information to take effective decisions and to demonstrate the strength of the Authority’s governance arrangements	4	4	16	The approval of a new performance management report will contribute to ensuring governance arrangements are sound and that Members are provided with adequate and effective information

5. HR Implications

5.1 There are no HR implications associated with this report.

6. Environmental Implications

6.1 There are no environmental implications associated with this report.

7. Financial Implications

7.1 There are no financial implications associated with this report.

8. Conclusion

8.1 Members are asked to review and approve the Performance Reporting template and agree that the performance reporting cycle should be on a quarterly basis.

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The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil.