

PERFORMANCE SCRUTINY COMMITTEE

4 July 2019

Business Management and Monitoring Report – May 2019

RECOMMENDATION

- 1. The Committee is RECOMMENDED to note the report and consider any matters for future attention by the Committee.**

Introduction

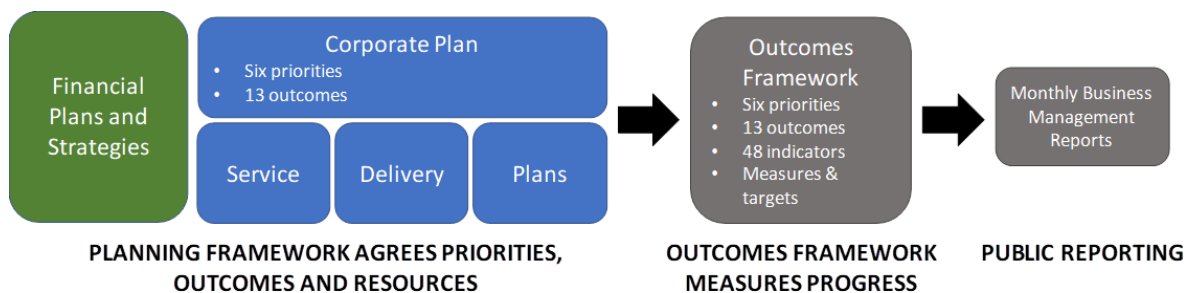
2. The report at Appendix 1 sets out Oxfordshire County Council's (OCC's) progress towards Corporate Plan priorities and provides an update on the delivery of the Medium Term Financial Plan at the end of May 2019.
3. This is the second of the new monthly Business Management reports to be produced, and the first to be presented to the Committee. The report at Appendix 1 will also be considered at Cabinet's 16 July meeting.

Executive summary

4. Monthly business management reports demonstrate the Council's progress towards our ambitions, priorities and financial performance in any given month. This report contains information for the period 1-31 May.
5. Within the report, Annex A shows our current performance against targets and summarises progress towards overall outcomes set out in our Corporate Plan.
6. Annex B summarises the Council's strategic risks. Risk information has not previously been shared with Performance Scrutiny Committee. A revised Risk Strategy and Strategic Risk Register are being developed, following which the risk annex to these monthly reports will be improved.
7. Annex C summarises key Human Resources (HR) data – headcount, full-time equivalent staff (FTE), turnover and level of agency spend. The HR annex will be developed further in future monthly reports.
8. Annex D sets out the current financial position, providing detailed explanations of significant budget variations and an update on the Medium Term Financial Plan including the delivery of savings agreed by Council in February 2019.

Background

9. The Council recognises the importance of timely, accurate and accessible performance and budget management information as part of its commitment to both transparency and to demonstrating efficiency and effectiveness.
10. Monthly business management reports are part of a suite of performance and budget documents which describe our ambitions, priorities and financial arrangements:
 - a. The Corporate Plan sets out the Council's ambitions to 2022 under the Thriving Communities vision. It is refreshed annually to show priority activities for the current business year.
 - b. An 'Outcomes Framework' for 2019/20 sets out the way we measure progress towards our ambitions and priorities and forms the basis of the performance information included within monthly reports. Starting with the priorities and outcomes set in the Corporate Plan, the Outcomes Framework contains:
 - i. The six priorities in OCC's Vision
 - ii. 13 outcomes – the change we will see as a result of our actions
 - iii. 48 indicators – how we will track progress towards that change
 - iv. Measures and targets that enable assessment of the indicators
 - c. Service Delivery Plans translate Corporate Plan priorities into service-specific activity. They set out local priorities, key outcomes, risks and how resources will be use at a service level.
 - d. The Budget Strategy and Capital Programme report sets out spending plans for the current year, the Medium Term Financial Plan to 2022/23 and the Capital Programme to 2028/29.
 - e. Monthly Business Management and Monitoring Reports set out the Council's activities in any given month, and progress towards achieving the priorities in the corporate plan.



Business Management and Monitoring Reports

11. The Business Management and Monitoring Report is the Council's formal mechanism for monitoring, managing and presenting information about the council's progress in achieving our strategic priorities to the public and to all relevant committees.

12. Each month the business management report will address:
- a. Corporate performance (measured against the Thriving Oxfordshire Outcomes Framework)
 - b. Risk (summary of strategic risk)
 - c. Human Resources (summary of key data)
 - d. Finance (summary including forecast outturn variance)
13. The report is provided to Cabinet on a monthly basis, with each months' business reported approximately six weeks after the end of the month. For example, business from 1-31 May will be reported to Cabinet in July, and so on.
14. The report is provided to the Performance Scrutiny Committee (PSC) to help the Committee scrutinise performance, and to fulfil its function of holding the Cabinet to account. Reports are published for consideration by PSC in line with the Committee's existing timetable and each PSC agenda will include the monthly report closest to each meeting date. In addition, all councillors will receive each monthly report.
15. The archive of monthly (and previously quarterly) reports is held on OCC's website.¹

1 July 2019

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Appendix 1: Cabinet paper – Business Management and Monitoring Report – May

¹ <https://www.oxfordshire.gov.uk/council/about-your-council/plans-performance-and-policies/performance-reports>