

## ***Report to the Cabinet***

***Report Reference: C/084/2006-07.***

***Date of Meeting: 18 December 2006.***



**Epping Forest  
District Council**

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**Portfolio: Finance, Performance Management and Corporate Support Services.**

**Subject: Comprehensive Performance Assessment – Improvement Plan.**

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### **Recommendations:**

- (1) That those actions contained within the Council's Comprehensive Performance Assessment (CPA) Improvement Plan that have been achieved, be formally signed-off as having been completed;**
- (2) That those outstanding service related actions within the CPA Improvement Plan be transferred to the Best Value Performance Plan, the relevant Business Plan, or identified for action by the appropriate Portfolio Holder(s) for completion; and**
- (3) That, with effect from January 2007, progress towards the achievement of those outstanding corporate actions within the CPA Improvement Plan be monitored on a quarterly basis by the Finance and Performance Management Scrutiny Panel.**

### **Report:**

1. The Comprehensive Performance Assessment (CPA) Improvement Plan was developed in response to areas of improvement identified by the Audit Commission, following the Council's first CPA in February 2004. The Improvement Plan identified in excess of forty areas for improvement, and set out a range of actions, targets and responsibilities designed to achieve improvement in these areas over the short to medium term.
2. Since its original development, the Improvement Plan and progress towards the achievement of its constituent actions has been monitored on a regular basis by an Improvement Team comprising the Cabinet, the Chairmen of the Overview and Scrutiny Committee (and the forerunner committees) Group Leaders, and Management Board. However, the Improvement Plan has not been subject to member scrutiny during the current municipal year.
3. The majority of target dates within the CPA Improvement Plan have now passed and the Plan has therefore recently been subject to review by Management Board and a full updating exercise by Heads of Service. A copy of this updated version of the Plan has been placed in the Members' Room, which also indicates the current status of each individual action and target. Further copies can be obtained from Democratic Services.
4. This review has demonstrated that the vast majority of the actions and targets originally set have now been fully or substantially achieved. Management Board considers that, as a working document, the Plan has therefore now largely become redundant, and that it should be refocused to provide emphasis on those corporate actions that are either still

outstanding or for which progress is on-going and likely to take some additional time to complete. It is therefore recommended that those actions contained within the Improvement Plan that have been achieved be formally signed-off as having been completed and be removed from the Plan, and that those outstanding service related actions be transferred to the Best Value Performance Plan, the relevant Business Plan, or identified for action by the appropriate Portfolio Holder(s) for completion, and be similarly removed. Appendix 1 attached also identifies specific recommendations for the transfer of each individual action or target, and the Scrutiny Panel is requested to consider each of these proposals.

5. As a result of the proposals set out in paragraph (4) above, there will remain a need for member scrutiny of those corporate actions within the Improvement Plan that have still yet to be achieved. It is recommended therefore that these outstanding actions should be transferred to a streamlined version of the Improvement Plan and that, with effect from January 2007, progress towards the completion of these actions should be monitored by the Finance and Performance Management Scrutiny Panel on a quarterly basis in line with its other performance management and monitoring functions.

6. This report was considered by the Finance and Performance Management Scrutiny Panel at its meeting on 14 November 2006, when the recommendations set out above were endorsed.

**Statement in Support of Recommended Action:**

7. To ensure that the Council monitors progress against the achievement of improvement in those areas identified by the CPA process.

**Other Options Considered and Rejected:**

8. None. The Council has previously agreed arrangements for monitoring progress against actions and targets contained in the CPA Improvement Plan.

**Consultation undertaken:**

9. Performance against actions and targets contained in the CPA Improvement Plan has been reported by each appropriate Head of Service. Management Board supports the proposed refocusing of the Improvement Plan and the proposals set out in this report for revised future monitoring arrangements.

**Resource implications:**

**Budget:** None.

**Personnel:** None.

**Land:** None.

**Council Plan/Best Value Performance Plan reference:** Section 8 – ‘How we Measure Our Achievements’.

**Relevant statutory powers:** None.

**Background papers:** None.

**Environmental/Human Rights Act/Crime and Disorder Act Implications:** None.

**Key Decision reference: (if required)** None.