

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No. 8

meeting date: 18TH SEPTEMBER 2019
 title: 2018/2019 YEAR-END PERFORMANCE INFORMATION
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 This is the year-end report of 2018/2019 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives –
 - Corporate Priorities –
 - Other Considerations -

Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
 - The outturn figures for all local performance indicators relevant to this committee for 2018/19. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2018/2019 data and 2017/2018 data. A significant variance is greater than 15% (or 10% for cost PIs).
 - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
 - Targets for service performance for the year 2018/2019 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
 - Targets have also been provided for 2019/2020.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 10 indicators that can be compared to target:
 - 30% (3) of PIs met target (green)
 - 40% (4) of PIs close to target (amber)

- 30% (3) of PIs missed target (red)
- 2.6 Analysis shows that of the 12 indicators where it's appropriate to compare performance trend over the years:
- 25% (3) of PIs improved
 - 41.67% (5) of PIs stayed the same
 - 33.33% (4) of PIs worsened
- 2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following the work of Internal Audit and before the final publication of the indicators on the Council's website.
- 2.8 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.
- 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS
- 3.1 In respect of PIs for HR, Michelle Smith, Head of HR, has provided the following information regarding performance and targets:
- **PI HR12 (BV2a) - Equality Standard for Local Government** - No significant change to past year's activity. HR capacity has been directed to other priorities.
 - **PI HR16 (BV11c) - Top 5% of Earners: with a disability** - based on self-declaration.
 - **PI HR17 (BV12) - Working Days Lost Due to Sickness Absence** - Increased number of long term absences this year.
 - **PI HR19 (BV15) - Percentage of Ill-health Retirements** - One additional unforeseen ill health retirement this year. Normally anticipate one ill-health retirement per year.
 - **PI HR20 (BV16a) - Percentage of Employees with a Disability** - Activity based on self-declaration in annual disability survey, so can fluctuate slightly year on year.
 - **PI HR22 (BV17a) - Ethnic Minority representation in the workforce – employees** - Figure based on actual staffing and will fluctuate through staff turnover year on year ie headcount total will fluctuate slightly over the course of a year.
 - **PI HR23 - Staff turnover** - More leavers this year, key trends identified as reasons for leaving were career progression and improved salary.
- 4 RISK ASSESSMENT
- 4.1 The approval of this report may have the following implications
- Resources - None
 - Technical, Environmental and Legal – None
 - Political - None
 - Reputation – It is important that correct information is available to facilitate decision-making.
 - Equality & Diversity - None
- 5 CONCLUSION
- 5.1 Consider the 2018/2019 performance information provided relating to this committee.









Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES























BACKGROUND PAPERS:























REF: MH/Personnel committee/

For further information please ask for Michelle Haworth, extension 4421

PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		
	Data Only		

Personnel Performance Information 2018/2019

PI Code	Short Name	2017/18		2018/19		2019/20	Current Performance	Trend year on year	Target setting rationale	Corporate Objective
		Value	Target	Value	Target	Target				
PI HR1	Number of staff at: craft grade	0		0					Target not required	
PI HR3	Number of staff at: Local Agreement grade	1		1					Target not required	
PI HR4	Number of staff at: Scale 1-3	103		105					Target not required	
PI HR5	Number of staff at: Scale 4-6	77		78					Target not required	
PI HR6	Number of staff at: Scale SO 1-2	17		18					Target not required	
PI HR7	Number of staff at: Scale PO 1-5	17		17					Target not required	
PI HR8	Number of staff at: Scale PO 6-10	8		7					Target not required	
PI HR9	Number of staff at: Scale PO 11-15	0		0					Target not required	
PI HR10a	Number of staff at: Scale PO 16-22	6		7					Target not required	
PI HR10b	Number of staff at: Scale PO 23-26	3		3					Target not required	
PI HR11	Number of staff at: Scale CEX/Director	3		4					Target not required	

PI Code	Short Name	2017/18		2018/19		2019/20	Current Performance	Trend year on year	Target setting rationale	Corporate Objective
		Value	Target	Value	Target	Target				
PI HR12 (BV2a)	Equality Standard for Local Government	1	2	1	2	2			To maintain performance once level 2 achieved.	To treat everyone equally and ensure that access to services is available to all, including our most vulnerable citizens
PI HR14 (BV11a)	Top 5% of Earners: Women	33.30%	33.00%	35.70%	33.50%	35.70%			Target revised based on new Director of Planning and Economic Development post	
PI HR15 (BV11b)	Top 5% of Earners: Ethnic Minorities	.00%	.00%	.00%	.00%	.00%			No change anticipated.	
PI HR16 (BV11c)	Top 5% of Earners: with a disability	.00%	8.33%	.00%	8.33%	7.14%			Actual figure has been zero for some time, assume approximately 1 person based on actual trend history and likely fluctuations based on self-declaration	
PI HR17 (BV12)	Working Days Lost Due to Sickness Absence	9.35	7.50	8.14	7.00	8.00			Target set on basis of recent history, ageing workforce and impact of long term absence	
PI HR18 (BV14)	Percentage of Early Retirements	.00%	.50%	.00%	.50%	.50%			Likely to be less early retirements with removal of Default Retirement Age	
PI HR19 (BV15)	Percentage of Ill-health Retirements	.42%	.45%	.85%	.45%	.45%			Based on recent trends and an ageing workforce.	
PI HR20 (BV16a)	Percentage of Employees with a Disability	11.16%	9.00%	8.12%	9.00%	9.05%			Target revised and based on anticipated increase in figure with ageing workforce	
PI HR21 (BV16b)	Percentage of Economically Active People who have a Disability	10.13%		10.13%					Target not required	
PI HR22 (BV17a)	Ethnic Minority representation in the workforce - employees	2.50%	3.50%	2.03%	3.50%	2.50%			To improve performance, based on current recruitment trends/patterns (1 additional person each year = 0.5%)	
PI HR23	Staff turnover	14.99%	12%	15.82%	12%	12%			12% - going forward as starting to see improvement in labour market	
PI HR24	Number of training days provided	190		300					Target not required.	