Briefing note
Revised Cabinet Report format

1.0   Introduction

The purpose of this briefing note is to inform members and staff about the introduction of the new Cabinet Performance Report format following the successful implementation of Performance Plus during 2009-10. The new report will look quite different. This is a significant change for the Council, which has been made possible with everyone's support to develop comprehensive service plans and timely service area data entry and reporting through the new system.

The new report allows us to monitor performance against the things we set out to achieve in our Corporate Plan. The report will focus on reporting performance against the Council's priorities and by exception. The first new report covers January data only. At each quarter period (June, September, December and March) monthly and quarterly measures will be reported.

The report will evolve as we all become more familiar with the new format and take into account feedback. We recognise that there maybe format issues for some users, such as the text size in some areas, and we will work to address these. The launch of Performance Plus Version 10 in the next 3-6 weeks will introduce improved functionality to support this.

2.0   Understanding the new report format

2.1   A new performance alert system

The report introduces the new performance alert system of BRAG (blue 🔵, red 🔺, amber 🟡 and green ⭐). The new alert system will provide management and Members with better-informed performance reporting. Performance can be analysed more effectively in terms of reaching our targets within agreed tolerances and therefore provide a better understanding of our performance. It will also show where we are significantly over performing against our targets.

A question mark symbol (❓) indicates that performance is monitored by annual measures and in this instance data will not be available until year-end.

2.2   Comparison reporting periods

We will be comparing performance against our corporate priorities on a quarterly basis, as this will enable us to monitor the longer-term impacts. We will continue to report comparison to the previous month and same time last year for each performance indicator.

National quartile comparative data for the National Indicators (NIs) will be included in the report once we have received data and uploaded into Performance Plus. The last BVPI comparative data was reported in 2008/9, which is now two years out of date and therefore no longer a reliable comparison. Alternative benchmarking will be developed during 2010-11.

2.3   Reviewing the new report content

The Cabinet covering report contains a summary of overall performance against corporate priorities and highlights red measures and data quality issues. The remainder of report detail is now split into fours parts:

2.3.1 Part 1: Corporate priority performance

This section will review the performance of the Corporate Plan as a whole and the five Corporate Priorities. Each corporate priority has a set of priority outcomes. Monthly, quarterly and annual performance measures have been aligned to the outcomes to enable us to see how well we are achieving what we set out to achieve.

There is one page for the Corporate Plan performance and then a separate page for each of the five priorities. Each page contains:

i) A short text summary of the period's performance
The summary will highlight measures aligned to the priority with significant improvement or deterioration and will explain the impact this has had on the performance of the priority.

ii) An overall performance alert for the Corporate Plan or Corporate Priority
A scorecard will show the overall performance alert for each priority, which is based on the combined performance of the relevant priority outcomes. The previous period's performance will be included in this section. The direction of travel will be included at quarterly intervals to show whether the Corporate Priority has improved or deteriorated.

iii) Performance alerts for each Corporate Priority Outcome
A scorecard will show the overall performance alert for each priority outcome, which is based on the combined performance of the measures assigned to it. The previous period's performance will be included in this section. The direction of travel will be included at quarterly intervals to show whether the Corporate Priority has improved or deteriorated.

2.3.2   Part 2: Red measure exception report by Corporate priority
This section provides detail of all Corporate Priority indicators with a '🔺 red' **year to date** performance alert. This means that they are not on track to achieve the annual target, based on the latest profiled target. Six red measures were reported in January.

The following is provided for each measure:

i) Latest commentary from Service Area
The commentary includes the reasons for under performance and the action being taken to improve performance. Comments come directly from service areas.

ii) Graph and table of data for period and year to date performance
A graph and table of data is displayed for each measure. Performance is tracked against the reporting period and against year to date.   The performance of the actual reported period is compared against a profiled period target. Year to date performance is compared against a year to date target. This will highlight, for example, where performance for the reporting period could be good (green), but overall progress towards achieving the year-end target may be poor (red). We are also able to identify and account for seasonal trends where we can expect highs or lows in performance levels.

iii) Corporate Priority Outcomes alignment
Each page will detail the Corporate Priority Outcomes that the measure is aligned to. This will inform Cabinet of the priority outcomes that are being affected by the performance of the red measure.

2.3.3   Part 3: Summary of all measures by Corporate priority
This section details the performance of all the corporate measures by Corporate Priority for the last six months. Comparison is shown against the latest profiled target, the previous period and the same time last year. 2008-9 outturn results are also detailed.

2.3.4   Part 4: Northamptonshire Local Area Agreement (LAA) 2008 - 2013
The Council directly reports six indicators to the Northamptonshire LAA and they are listed in this section. The scorecard shows the LAA theme that the measures are aligned to and provides comparison against the latest profiled target, the previous period and the same time last year. 2008-9 outturn results are also detailed, where available.

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