

# **PERTH AND KINROSS COUNCIL**

## **Scrutiny Committee**

**27 November 2019**

### **Corporate & Democratic Services Six Month Performance Summary 2019/20 – Exception Report**

**Report by Depute Chief Executive, Chief Operating Officer (Report No. 19/347)**

This report reviews the performance of Corporate & Democratic Services against its Business Management and Improvement Plan (BMIP) for the period 1 April to 30 September 2019.

#### **1. BACKGROUND / MAIN ISSUES**

- 1.1 The Executive Officer Team, Corporate & Democratic Services Management Team and Scrutiny Committee consider performance against the Service Business Management and Improvement Plan (BMIP) twice a year through the Service six month and annual performance reports.
- 1.2 Corporate & Democratic Services fulfil a key role in how the Council is organised to deliver and how it prepares for the future, providing a range of high quality professional and technical leadership, expertise, knowledge and skills across a number of disciplines. Together we promote good governance as well as providing direct support to our communities through a number of front-facing services. Of particular note is the fact that Corporate & Democratic Services' contribution to frontline service delivery is vital yet often unseen – the performance outcomes achieved by other Services are in part achieved through the advice and support from Corporate & Democratic Services.
- 1.3 With these points in mind, our six month performance summary highlights some of the key contributions from the Service and progress in its improvement plan.

#### **2. SIX MONTH PERFORMANCE SUMMARY 2019**

- 2.1 The purpose of the six month performance summary in Appendix 1 is to review the performance of Corporate & Democratic Services during the first six months of 2019/20.
- 2.2 A full annual report with detailed progress will be produced at the end of 2019/20.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The six-monthly monitoring of performance information by the Corporate & Democratic Services Management Team has identified how the Service continues to deliver an effective governance framework which encompasses our organisational culture, values, resources, controls, systems, structures, policies, procedures and processes. It also highlights good progress in delivering the improvements set out in our BMIP Action Plan for 2019/20.

3.2 It is recommended that:

- (i) The Scrutiny Committee scrutinises and comments, as appropriate, on the Corporate & Democratic Services six month performance summary attached at Appendix 1 in the report.

#### Author

Name	Designation	Contact Details
Karen Donaldson	Depute Director – Corporate & Democratic Services	01738 475000

#### Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	13 November 2019

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	
Community Plan/ Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>Yes</b>
Sustainability (community, economic, environmental)	<b>Yes</b>
Legal and Governance	<b>None</b>
Risk	<b>Yes</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>No</b>
<b>Communication</b>	
Communications Plan	<b>No</b>

### 1. Strategic Implications

1.1 The Community Plan and the Council's Corporate Plan, has five outcomes which provide clear strategic direction, inform decisions at a corporate and service level and shape resource allocation.

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives;
- (v) Creating a safe and sustainable place for future generations.

1.2 This report relates to the contribution from Corporate & Democratic Services to all five outcomes.

### 2. Resource Implications

#### Financial

2.1 None

#### Workforce

2.2 There are no workforce implications.

#### Asset Management (land, property, IT)

- 2.3 None

### **3. Assessments**

#### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) and were assessed as not relevant for the purposes of EqIA.

#### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. However, no action is required as the Act does not apply to the matter presented in this report.

#### Sustainability

- 3.4 None

#### Legal and Governance

- 3.5 None

#### Risk

- 3.6 The Corporate & Democratic Services Management Team regularly review monitoring reports that highlight individual project progress and risk.

### **4. Consultation**

#### Internal

- 4.1 The Corporate & Democratic Services Management Team has been consulted in the preparation of this report.

#### External

- 4.2 None.

## **2. BACKGROUND PAPERS**

2.1 There are no background papers.

## **3. APPENDICES**

Appendix 1 – Corporate & Democratic Services Six Month Performance Summary 2019/20 – Exception Report