



# Meeting of the Cabinet (Performance Management) Panel Minutes - 16 June 2014

## Attendance

### Members of the Cabinet (Performance Management) Panel

Cllr Paul Sweet (Chair)  
Cllr Peter Bilson  
Cllr Val Gibson  
Cllr Roger Lawrence  
Cllr Elias Mattu  
Cllr John Reynolds  
Cllr Sandra Samuels

### Employees

Robert Baldwin	Head of Legal Services
Dereck Francis	Democratic Support Officer
Keith Ireland	Strategic Director, Delivery
Charlotte Johns	Head of Policy
Polly Sharma	Policy and Equalities Manager

## Part 1 – items open to the press and public

*Item No.*     *Title*

### MEETINGS BUSINESS ITEMS

- 1. Apologies for absence**  
No apologies for absence were submitted.
- 2. Declarations of interests**  
No declarations of interests were made.
- 3. Minutes of the previous meeting - (24 February 2014)**  
Resolved:  
That the minutes of the meeting held on 24 February 2014 be approved as a correct record and signed by the Chair.
- 4. Matters arising**  
There were no matters arising from the minutes of the previous meeting.

### DECISION ITEM (AMBER - delegated to Cabinet (Performance Management) Panel)

- 5. Corporate Performance Report - Quarter Four - 2013/14**  
The Panel discussed the quarter four report monitoring performance of all corporate measures.

Referring to performance measure 'looked after children per 10,000 population' Cllr Elias Mattu asked for an update on the discussions with Essex Country Council. Cllr Val Gibson reported that the discussions had been wide and varied. Nicky O'Shaughnessy, Director for Local Delivery – Children, Young People and Families from Essex would be acting as a mentor to Emma Bennett, Assistant Director Children Young People and Families who would be exploring all that Essex had done in order to reduce their number of looked after children (LAC). She also reported that there was a detailed project plan in place to reduce the number of LAC. She undertook to share this with the Panel.

Charlotte Johns added that more data on the LAC profile could also be presented to the Panel.

Cllr Roger Lawrence reminded the Panel that he and Councillors Val Gibson and Andrew Johnson and Sarah Norman held regular meetings at which detailed reports on the LAC position are presented. He suggested that a presentation be made to the Panel on the data, trends, action taken as well as some of the side issues that have been highlighted.

Referring to performance measures within her children and families portfolio, Cllr Gibson informed the Panel that although some of the measures were rated amber status they were in an improving position and performance was not deteriorating.

Cllr Paul Sweet reported that he would want to see a marked improvement in the performance on 'percentage of appraisals completed'. Keith Ireland reported that the performance management framework for employees relating to appraisals would need to be reviewed within the next six weeks with a view to putting in place arrangements from Autumn.

Keith Ireland also updated the Panel on the latest position regarding protecting information. 92% of Council employees had now completed the training. He thanked Councillors who had also completed the training. He reported that there were some problems with the whole of e-learning that would need to be reviewed to see if the user experience could be improved.

In response to a question from Cllr Gibson, Charlotte Johns undertook to circulate a note on the number of councillors who had completed the protecting information training. She was also asked to circulate information to the Directorates on how many of their employees had completed the training.

Councillor John Reynolds suggested that it would be useful if comparative data on performance in previous year's quarter could be included for the measure 'number of visitors to cultural and entertainment attractions and events'.

Referring to performance measure 'number of 'active borrowers'', Cllr Elias Mattu explained that a small number of libraries had been closed for a few weeks for refurbishment or moves at various points of the year which had contributed to the decrease in borrowers. He anticipated that performance against the measure would improve during the coming quarters.

Resolved:

1. That a presentation be made to the Panel on the data, trends, action taken as well as side issues that have been highlighted in terms of the looked after children.
2. That the feedback from the Panel be taken on board for the next quarterly performance monitoring report.