

ABERDEEN CITY COUNCIL

COMMITTEE Finance & Resources DATE 17 March 2010

CORPORATE DIRECTOR - Stewart Carruth, Director of Corporate Governance

TITLE OF REPORT – **Corporate Governance – Performance Report**

1. PURPOSE OF REPORT

The purpose of this report is to present to committee key performance and management information for the Corporate Governance Service for the year ended 2009/10.

As has been previously reported, the Director of Corporate Governance continues to review the indicators as a matter of course to ensure robust and meaningful data is reported to provide confirmation / assurance of an effective management team within Corporate Governance.

To this end, also on this agenda is the proposed Service Business Plan for Corporate Governance within which a Balanced Scorecard performance report is detailed. It would be expected that from the September committee the performance report will be amended to reflect the Service Business Plan indicators and associated targets for the year 2010/11.

2. RECOMMENDATION(S)

To seek the Committee's comments and observations on the operational performance along with the key performance management indicators contained in the report.

3. FINANCIAL IMPLICATIONS

No direct implications arising out of this report, although a number of comments are made on the use of resources.

4. SERVICE & COMMUNITY IMPACT

Performance in planning and delivering all services requires measuring and reporting. Specifically the functions covered in this report relate to the use of financial, human, physical and technological resources, which support the achievement of a wide range of key objectives contained in service and community related plans/documents.

All of Corporate Governance indicators contribute to National Outcome 15: “Our public services are consistently high quality, continually improving, efficient and responsive to local people’s needs”.

The Scorecard shows the expected outcomes of each performance indicator within the above National Outcome and against the challenge of an “Efficient Council & Fair Funding” within the ethos of a Vibrant, Dynamic and Forward Looking Council.

5. OTHER IMPLICATIONS

There are no other direct implications arising out of this report; although a number of comments are made on the use of resources and the report refers to various health and safety measures.

6. REPORT

The Performance Report is attached and consists of a report produced from Covalent which provides progress on each indicator.

The creation of the directorate of Corporate Governance during the reporting year means that there is not always history of data specific to Corporate Governance; a number of indicators are from September 2009 only.

The report provides analysis and action, but not withstanding the full report, within which it is clear that Corporate Governance are applying resources effectively to meet targets; I would highlight some of the key issues as follows:

Sickness absence – 10.5 average days sickness

Comment:

From the data currently available the average days sick per employee to March 2010 is 10.5 days; this is an improvement of 0.3 days since January 2010, as last reported to Committee. Although, this is greater than the Corporate target of 10 average day’s sickness, within Corporate Governance Line Managers continue to apply ACC policies and target areas of high sickness levels with positive effect.

% Revenue spend against budget

Comment:

Finance staff are working on the completion of the 2009/10 accounts and it should therefore be noted that the actual figures to date reported are before year end adjustments, such as accruals and the application of recharges and do not show the final position for the year.

As reported at the 11 May Finance & Resources Committee within the “2009/10 Revenue Budget Monitoring” report Corporate Governance expect to be £1,199 million under budget. This is based upon projected staffing savings across the Service and also significant savings in corporate training courses. This is offset by a prudent assessment of recoverable costs and recharges to the Housing Revenue Account and the General Services Capital programme in respect of

conveyance work based on the level of recharges last year and the downturn in activity in the current year for capital receipts.

The Corporate Governance Finance Team will report variances in detail to the September 2010 Finance & Resources Committee.

% Capital spend against budget – 24%

Comment:

The spend to the end of March 2010 only reflects payments made and processed. It excludes commitments that have been made which will be due to be accrued as part of the year end procedures.

Health & Safety Matrix – 93%

Comment:

This is lower than the Service's target of 100%; and for most of 2009/10 we achieved 90%; however with guidance and support from the Operational Support Manager the outcome has improved a little to 93%.

% of all invoices paid within 30 Calendar days (SPI) – 87.6%

Comment:

The corporate target for 2009/10 is 88.5%, whilst we have exceeded this there is still room for improvement. Reason for late payment is established monthly and staff reminded of the need to apply the dispute marker as appropriate and also to ensure cover for annual leave.

The establishment of the Finance Processing Team for centralised processing of invoices is well under way and the team expected to be in place by the end of June 10; with roll out of data collection and transfer from mid June for Corporate Governance.

% of Staff appraised in year – 78%

Comment:

Appraisal performance is reported on a 12 month rolling period. The overall outcome has not improved since last reported. Heads of Service are provided with the detail monthly for escalation through their management team meetings.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS - Not applicable.