

ABERDEEN CITY COUNCIL

COMMITTEE	Operational Delivery Committee
DATE	29 th May 2018
REPORT TITLE	Operational Delivery Performance Report
REPORT NUMBER	COM/18/006
DIRECTORS	Rob Polkinghorne and Andy MacDonald
CHIEF OFFICER	Martin Murchie
REPORT AUTHOR	Louise Fox
TERMS OF REFERENCE	1

1. PURPOSE OF REPORT

The purpose of this report is to present Committee with the status of key performance measures relating to the Operations Directorate (non-Education). These measures are in the process of being aligned with the new interim structure and will be further developed in due course.

2. RECOMMENDATION(S)

It is recommended that the Committee provide comments and observations on the performance information contained in the report and highlight any indicators or areas of service they would like to see featured in future reports.

3. BACKGROUND

3.1 At its meeting of the 5th March 2018, Council approved the new Governance arrangements supporting introduction of the Target Operating Model. This provided for the establishment of the Operational Delivery Committee with, amongst other responsibilities, the purpose outlined below;

To oversee the delivery of internal services to customers, scrutinise performance and make improvements to those services, including Integrated Children's Services but excluding Educational services

4. MAIN ISSUES

4.1 This is the first report providing members with key performance measures in relation the Operations Directorate (non-Education). The report shows data which predates the move to the transitional structure and is offered to provide assurance to Members around the continuation of monitoring and scrutiny of

these performance issues during the transition to the Target Operating Model and to support the Committee undertake its scrutiny role.

4.2 It is recognised that significant changes are required to the data sets and a comprehensive review of performance measures and reporting has begun. In addition officers have been, and are currently, addressing a series of actions which will enable the full re-alignment and disaggregation of datasets to encapsulate the revised staffing structures and the Target Operating Model design principles.




4.3 Appendix B, shows further analysis of a number of performance measures, listed below, which have been identified as exceptional:-

- Agency Staff Headcount – Environmental Services
- Sickness Absence - Average Number of Days Lost (Waste)
- Fleet Compliance Incidents
- Potholes Category 1 and 2 - % defects repaired within timescale
- Food Safety Hygiene Inspections % premises inspected more than 12 monthly
- Percentage of traffic light repairs completed within 48 hours
- Percentage of tenants satisfied with the Repairs and Maintenance Service
- Repairs (50) Inspections - Percentage completed within 3 working day target
- Average time to process all new claims and change events in Housing Benefit
- Council Tax cash collected in year
- Average time taken in calendar days to process all new claims and change events in Housing Benefit
- YTD % of new homeless tenancies sustained for more than a year
- Arrears – Gross rent arrears as a percentage of rent due, value of former tenants arrears
- Voids – Average days to relet, void rent loss, satisfaction with state of home on moving in
- Statutory Customer Service Actions - Decisions/Outcomes within statutory timescale
- New Tenants Visits YTD – Outcomes completed within locally agreed timescales (Citywide)
- Quarterly % of cases reassessed as being homeless or potentially homeless within 12 months of a previous case being closed

4.4 Within the summary dashboard the following symbols are used:

Performance Measures

Traffic Light Icon

-  On target or within 5% of target
-  Within 5% and 20% of target and being monitored
-  Below 20% of target and being actively pursued

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

There are no direct implications arising out of this report regarding legal issues.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	No significant related financial risks.	L	N/A
Legal	No significant related legal risks.	L	Publication of service performance information in the public domain ensures that the Council is meeting its legal obligations in the context of Best value reporting.
Employee	No significant related employee risks.	L	Oversight by Elected Members of core employee health and safety data supports the Council's obligations as an employer

Customer	Lack of sufficient access to information for citizens	L	Placing of information in the public domain contributed to by this report
Environment	No significant related environmental risks.	L	N/A
Technology	No significant related technological risks.	L	N/A
Reputational	There are no material reputational risks attached to this report	L	Reporting of service performance serves to enhance the Council's reputation for transparency and accountability.

7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	The Council aims to support improvement in the local economy to ensure a high quality of life for all people in Aberdeen. This report monitors indicators which reflect current economic activity within the City and actions taken by the Council to support such activity.
Prosperous People	The Council is committed to improving the key life outcomes of all people in Aberdeen. This report monitors key indicators impacting on the lives of all citizens of Aberdeen. Thus, Committee will be enabled to assess the effectiveness of measures already implemented, as well as allowing an evaluation of future actions which may be required to ensure an improvement in such outcomes.
Prosperous Place	The Council is committed to ensuring that Aberdeen is a welcoming place to invest, live and visit, operating to the highest environmental standards. This report provides essential information in relation to environmental issues allowing the Committee to measure the impact of any current action.
Enabling Technology	The Council recognises that enabling technology is central to innovative, integrated and transformed public services.

Design Principles of Target Operating Model	
	Impact of Report
Customer Service Design	The report supports a focus on the delivery of customer centric services through the scrutiny of service delivery to customers. The review and realignment of performance measures will be done in the context of a customer centric service design and delivery.
Organisational Design	The report reflects recognition of the process of organisational design and provides assurance through scrutiny of operational effectiveness. The review and realignment of performance measures will support the redesign of the organisation.
Governance	Oversight and scrutiny of operational performance, including that provided by external inspection, supports the robustness of governance arrangements between and across internal and external providers
Workforce	The performance report does and will continue to support understanding of the role and development of the workforce.
Process Design	As the interim structure embeds, development and integration of process design will be influenced by continual evaluation of the performance and outcome measures applied to service provision.
Technology	Technology is being used both in the capture and analysis of data and in the improvement planning of services.
Partnerships and Alliances	Continuous review of the outcomes, and effectiveness, of in house services provides assurance to critical partners where there are shared objectives. Where available data sharing between partners will be used to monitor performance and support improvement.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	The recommendations arising from this report do not require that full Equality and Human Rights Impact Assessment is completed
Privacy Impact Assessment	The recommendations arising from this report do not require that full Equality and Human Rights Impact Assessment is completed
Children's Rights Impact Assessment/Duty of Due Regard	Not applicable

9. BACKGROUND PAPERS

[Best Value Audit report by Audit Scotland 2015](#)
[Performance Management Framework](#)
[Aberdeen City Council Strategic Business Plan Refresh](#)
[Local Outcome Improvement Plan](#)

10. APPENDICES (if applicable)

Appendix A – Performance Summary Dashboard
Appendix B – Performance Analysis of Exceptions

11. REPORT AUTHOR CONTACT DETAILS

Louise Fox
Development Officer
lfox@aberdeencity.gov.uk
01224 522666