

**REPORT TO: BEST VALUE PERFORMANCE AND EFFICIENCY SUB-COMMITTEE -  
12 DECEMBER 2007**

**REPORT ON: QUARTERLY PROJECT AND PERFORMANCE REPORTING**

**REPORT BY: ASSISTANT CHIEF EXECUTIVE (COMMUNITY PLANNING)**

**REPORT NO: 643-2007**

**1. PURPOSE OF REPORT**

To inform members of proposals for quarterly reporting to the sub-committee on progress with the projects and performance indicators included in the Council's key strategic plans.

**2. RECOMMENDATIONS**

It is recommended that the sub-committee note the work underway to prepare for quarterly reporting on projects and performance and agree the timetable for reports in March, June, September and December each year.

**3. FINANCIAL IMPLICATIONS**

None.

**4. PROJECT AND PERFORMANCE REPORTING**

4.1 A remit of the Best Value, Performance and Efficiency Sub-Committee is to give members an active role in reviewing the performance of the Council's services and the progress being made in implementation of the Council's key strategic plans.

4.2 As previously reported, the Council uses a database which stores details of all projects, objectives and reviews which are contained in key strategic plans and prompts the officers responsible for these to provide a concise update of progress on a regular basis. The database now holds the items included in the new Council Plan for 2007-2011 and will be loaded with all the Departmental Service Plans once these are approved by the relevant Committees. The database will be programmed to request quarterly reports from officers, timed so that up-to-date reports can be submitted to the sub-committee for meetings in March, June, September and December each year.

4.3 A similar database is also being developed to hold and report information on all the performance measures included in the Council Plan, Departmental Service Plans and other strategic documents. This will also be programmed to provide quarterly reports for the sub-committee in the months set out above. The new database will provide colour-coded reports to highlight trends in performance, as well as providing a commentary on particular indicators. The aim is to continue to build on the type of performance indicator reports which have recently been considered by the sub-committee.

4.4 Members are asked to note the work underway to prepare for these quarterly reports and agree that they should be submitted in March, June, September and December each year.

5. **POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues, and the arrangements set out above will assist the sub-committee in monitoring the implementation of strategies on a number of these policy topics.

6. **CONSULTATIONS**

The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Head of Finance have been consulted on this report.

7. **BACKGROUND PAPERS**

None.

Chris Ward  
Assistant Chief Executive (Community Planning)..... 05/12/2007