

<b>Key Decision Required:</b>	<b>No</b>	<b>In the Forward Plan:</b>	<b>No</b>
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## CABINET

8 NOVEMBER 2019

### REPORT OF THE CORPORATE FINANCE & GOVERNANCE PORTFOLIO HOLDER

#### **PERFORMANCE REPORT JULY – SEPTEMBER 2019 (Q2)**

*(Report prepared by Anastasia Simpson & Katie Wilkins)*

#### **PART 1 – KEY INFORMATION**

##### **PURPOSE OF THE REPORT**

This report presents the deliverables and measurable outcomes for the Cabinets agreed Priorities and Projects 2019/20, as well as reporting the current position as at Quarter Two (July – September 2019).

##### **EXECUTIVE SUMMARY**

The Performance Reports (*Resources & Services & Community Leadership*) set out the detailed actions and targets for the delivery of the Council's priorities throughout the year.

##### **Current Performance**

The Performance Report includes both the Council's emerging Corporate Plan 2020/24 and Priorities and Projects 2019/20.

The Priorities and Projects for 2019/20 were approved by Cabinet at its meeting of the 19th July 2019. It was agreed that the next phase of this work would be to develop specific deliverables (for the priorities and projects) in consultation with the relevant Portfolio Holders and that these would be incorporated into the Performance Report(s) in line with the Quarter Two timetable and presented to Cabinet, so Cabinet can endorse the deliverables before they are subject to scrutiny.

Now the drafting process is complete, officers would like to submit the Performance Reporting Template(s), including the deliverables and measurable outcomes, to Cabinet for formal approval and adoption, as well as reporting the current position as at Quarter Two (July – September 2019).

The Quarter 2 position demonstrates that of the 22 indicators and projects where performance is measured, 19 (86%) are on, or above, their expected target, 1 (5%) is not currently in line with expected performance and 2 (9%) we currently have no data available. The indicators and projects highlighted in the Community Leadership report are deemed 'non measurable' as Tendring's role is that of influence only.

The respective report/s will be presented to the Resources and Services Committee: 16 December 2019 and Community Leadership Committee: 13 January 2020.

##### **TRANSFORMING TENDRING**

The transformation project continues to progress. Although there have been some areas of delay the new areas at Pier Avenue are occupied and the site draws nearer to completion. Initial cohorts of staff have been moving away from Weeley and the areas of the Town Hall that are nearing completion are significantly improved.

Pier Ave: Council Tax Building: Work on office elements, on the ground and first floors are

complete. Work on the staircase and redecoration and carpeting on the second floor accommodation is being carried out in further stages but will not be completed until roofing work is finished. Nesting birds on the roof of the existing building and adverse weather delayed associated reroofing work of that building; full completion is now scheduled for October 2019.

Barnes House and Link: Construction work is now substantially complete and the areas are occupied. Some snagging and furnishing remains outstanding.

Northbourne Depot: Work to create offices is complete. Staff moved into the new offices on 25 March 19. Next stages are the provision of kennels and storage space for Environmental Services.

IT and Chanel Shift: Redesigning of the IT Network and move onto the cloud continues. Training on the new Firmsteps Interface and resolution of some teething issues is progressing well with the interface activated for two environmental functions and ready for activation once other service area applications are ready.

Westleigh House: On 31 July 19 the building and nearby public conveniences had been demolished. Existing car park areas and the site of the pubcons reverted to parking use in August 2019. Other surfacing work should be fully complete in November 2019.

Town Hall: Phase 1 is nearing completion with only flooring, finalising decoration and some wiring outstanding. The phase has experienced large delays and a fixed term site manager may be needed in order to coordinate detailed work on further phases.

Scanning and Digitisation: Service units continue to move to an electronic data system. Work is under way on the stocks of microfiche records that have been identified using new equipment for the purpose.

## **RECOMMENDATION**

**It is recommended that:-**

- (a) The deliverable and measurable outcomes that have been developed for the Priorities and Projects and incorporated into the Council's Performance Report(s), are formally agreed by Cabinet.**
- (b) Cabinet note the current position for each performance measure as at Quarter Two (July – September 2019).**

## **PART 2 – IMPLICATIONS OF THE DECISION**

### **DELIVERING PRIORITIES**

The reports show the high-level projects that are being undertaken to deliver key objectives for the Council. Each project shows details of the objective, how it is being delivered and an update on progress. Furthermore, milestones detail the timeframe that is being worked to, along with the added benefit of any slippage being highlighted.

The performance indicators show key areas of performance in detail, how each is progressing, along with charts and tables to present the ongoing position.

### **FINANCE, OTHER RESOURCES AND RISK**

#### **Resources**

The priorities highlighted within the Performance Reports for the period July – September 2019 (Quarter Two) can be delivered within the Council's existing budgets.

**Risk**

These priorities are all within the current TDC risk framework.

**LEGAL**

The actions proposed in this report are within the Council's legal powers.

**OTHER IMPLICATIONS**

**Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.**

**Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected / Consultation / Public Engagement.**

The implications of individual projects will need to be fully and properly assessed and approved prior to commencing.

**APPENDICES**

**Appendix A: Performance Report (Resources and Services) July – September 2019 (Quarter Two).**

**Appendix B: Performance Report (Community Leadership) July – September 2019 (Quarter Two).**