

To: Finance and Performance Panel
Date: 07 July 2022
Report of: Head of Law and Governance
Title of Report: Scrutiny Performance Monitoring

| Summary and recommendations | |
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| Purpose of report: | To support the Finance and Performance Panel in selecting the Key Performance Indicators (KPIs) it wishes to monitor over the 2022/23 municipal year. |
| Key decision: | No |
| Scrutiny Lead Member | Councillor James Fry, Chair of the Finance and Performance Panel |
| Corporate Priority: | All |
| Policy Framework: | Council Strategy 2020-24 |
| Recommendation(s): That the Finance and Performance Panel resolves to: | |
| <ol style="list-style-type: none"> 1. Note and comment on the end of year performance report for KPIs selected by the Finance and Performance Panel in the 2021/22 municipal year. 2. Agree to have Scrutiny Performance Monitoring as a standing item on the Finance and Performance Panel agenda, where written questions or invitations to relevant officers to attend the next meeting can be agreed, and previous written responses considered. 3. Agree to continue monitoring the KPIs selected in 2021/22 (subject to any changes to KPIs agreed by Cabinet) <p>Or to agree to monitor alternative KPIs for 2022/23.</p> | |

| Appendices | |
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| Appendix A | Scrutiny-selected KPIs End of Year Report 2021/22 |
| Appendix B | List of service-area KPIs 2022/23 |
| Appendix C | List of proposed corporate KPIs 2022/23 [draft] (<i>subject to Cabinet approval</i>) |

Introduction and background

1. At its meeting of 08 June 2022 the Scrutiny Committee agreed to establish the Finance and Performance Panel for the 2022-23 municipal year. The remit agreed was 'finance and budgetary issues and decisions, annual review of the Council's budget, quarterly monitoring of finance and performance (including performance of the Council's companies)'.
2. Each quarter an Integrated Performance Report goes to Cabinet setting out finance, risk and performance of the Council. Where the timings of these reports and the meetings of the Finance and Performance Panel coincide, the reports are usually considered by the Panel.
3. In addition to consideration of the Integrated Performance Report, the Scrutiny function has historically selected a number of specific KPIs to monitor in order to fulfil its performance monitoring remit.
4. The Finance and Performance Panel selected 28 KPIs to monitor in the 2021/22 municipal year. These have been included in an end of year performance report at Appendix A which the Panel is recommended to note and comment on accordingly.

Managing Performance Monitoring at the Finance and Performance Panel

5. In order to improve the level of performance monitoring while also ensuring effective use of resource, the Panel has previously agreed to include Scrutiny Performance Monitoring as a standing item on the Finance and Performance Panel agenda – however not presented by an officer. Instead, the Finance and Performance Panel has considered the report and where issues have been identified or more information is requested, the Panel has agreed to submit questions for a written response at the next meeting or invited the relevant officer to the next meeting to answer questions. It is recommended that this approach be agreed by the Finance and Performance Panel for the 2022/23 municipal year.

Selecting KPIs

6. The full list of service-level KPIs within the Council for 2022/23 is set out in Appendix B. The draft list of proposed corporate KPIs for 2022/23 (subject to Cabinet approval) are set out in Appendix C.
7. Performance reports to the Finance and Performance Panel typically set out the target for the period that has passed, with performance against that target which is RAG-rated. A short commentary on the performance to date is also included.
8. It is recommended that the Finance and Performance Panel agrees to continue monitoring the KPIs selected in 2021/22 (subject to any changes to KPIs agreed by Cabinet); or agrees to monitor alternative KPIs for 2022/23.
9. Should the Panel wish to select alternative KPIs, the precise number and allocation of KPIs to monitor is a matter to be determined by the Panel, however it is recommended that the number be limited to provide focus on key areas of performance as the Panel sees fit. It is recommended that the Panel selects 15-25 KPIs to monitor and that those selected maintain broad oversight of Council operations as a whole.
10. The Scrutiny Committee often makes reference to the TOPIC criteria (timely, Oxford priority, public interest, influence, cost) when determining its priorities. Not all of these criteria are relevant when selecting KPIs, but questions of timeliness,

public interest and cost may be useful for the Panel to consider when selecting KPIs to monitor.

Legal issues

11. The Scrutiny Committee has agreed that the remit of the Finance and Performance Panel includes performance monitoring. Whilst consideration of the Council's Integrated Performance Report would fulfil its remit, this is an opportunity for the Finance and Performance Panel to exercise its independence in specifically identifying the areas it feels are necessary to consider outside of Cabinet reports alone.

Financial issues

12. There are no financial issues to consider in relation to this report.

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Background Papers: None

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