RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO PERSONNEL COMMITTEE

Agenda Item No. 9

meeting date: 16TH SEPTEMBER 2020
title: 2019/2020 YEAR-END PERFORMANCE INFORMATION
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

1.1 This is the year-end report of 2019/2020 that details performance against our local performance indicators.

1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.

1.3 Relevance to the Council's ambitions and priorities:

- Community Objectives –
- Corporate Priorities –
- Other Considerations -

Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.

2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.

2.3 The report attached at Appendix 1 comprises the following information:

- The outturn figures for all local performance indicators relevant to this committee for 2019/20. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2019/2020 data and 2018/2019 data. A significant variance is greater than 15% (or 10% for cost PIs).

- Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.

- Targets for service performance for the year 2019/2020 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.

- Targets have also been provided for 2020/2021.

2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.

2.5 Analysis shows that of the 10 indicators that can be compared to target:

- 40% (4) of PIs met target (green)
- 30% (3) of PIs close to target (amber)
- 30% (3) of PIs missed target (red)

2.6   Analysis shows that of the 12 indicators where it's appropriate to compare performance trend over the years:

- 25% (3) of PIs improved
- 41.67% (5) of PIs stayed the same
- 33.33% (4) of PIs worsened

2.7   Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.

3   GENERAL COMMENTS ON PERFORMANCE AND TARGETS

3.1   In respect of PIs for HR, Michelle Smith, Head of HR, has provided the following information regarding performance and targets:

- **PI HR14 (BV11a) – Top 5% Earners: Women –** The Head of Legal retired in February 2020 and wasn't replaced until May 2020.
- **PI HR12 (BV2a) - Equality Standard for Local Government –** Limited capacity to take more proactive approach on equalities given other HR and council-wide priorities**.**
- **PI HR16 (BV11c) - Top 5% of Earners: with a disability -** based on self-declaration so difficult to predict. Calculated from actual data gathered in annual disability return.
- **PI HR17 (BV12) - Working Days Lost Due to Sickness Absence -** Impact of long term sickness in 2019/2020
- **PI HR20 (BV16a) - Percentage of Employees with a Disability -** figure down slightly on target. Figure based on annual self-declaration so difficult to predict also will be slight fluctuations based on the headcount figure with staff turnover.
- **PI HR23 - Staff turnover -** an increase in leavers this year and greater number of staff who have retired which is indicative of ageing/long serving workforce.

4   RISK ASSESSMENT

4.1   The approval of this report may have the following implications

- Resources - None
- Technical, Environmental and Legal – None
- Political - None
- Reputation – It is important that correct information is available to facilitate decision-making.
- Equality & Diversity - None

5   CONCLUSION

5.1   Consider the 2019/2020 performance information provided relating to this committee.

Michelle Haworth   **Jane Pearson**
PRINCIPAL POLICY AND   DIRECTOR OF RESOURCES
PERFORMANCE OFFICER

BACKGROUND PAPERS: REF: MH/Personnel committee/

For further information please ask for Michelle Haworth, extension 4421

PI Status		Long Term Trends	
🛑	Alert	⬆	Improving
⚠	Warning	▬	No Change
✅	OK	⬇	Getting Worse
❓	Unknown		
📈	Data Only		

Personnel Performance Information 2019/2020

PI Code	Short Name	2018/19		2019/20		2020/21	2021/22	2022/23	Current Performance	Trend year on year	Target setting rationale	Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI HR1	Number of staff at: craft grade	0		0					📈	▬	Target not required	
PI HR3	Number of staff at: Local Agreement grade	1		0					📈	⬇	Target not required	
PI HR4	Number of staff at: Scale 1-3	105		107					📈	⬆	Target not required	
PI HR5	Number of staff at: Scale 4-6	78		77					📈	⬇	Target not required	
PI HR6	Number of staff at: Scale SO 1-2	18		16					📈	⬇	Target not required	
PI HR7	Number of staff at: Scale PO 1-5	17		15					📈	⬇	Target not required	
PI HR8	Number of staff at: Scale PO 6-10	7		8					📈	⬆	Target not required	
PI HR9	Number of staff at: Scale PO 11-15	0		0					📈	▬	Target not required	
PI HR10a	Number of staff at: Scale PO 16-22	7		7					📈	▬	Target not required	

PI Code	Short Name	2018/19		2019/20		2020/21	2021/22	2022/23	Current Performance	Trend year on year	Target setting rationale	Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI HR10b	Number of staff at: Scale PO 23-26	3		2					[chart icon]	[down arrow]	Target not required	
PI HR11	Number of staff at: Scale CEX/Director	4		4					[chart icon]	[no change]	Target not required	
PI HR12 (BV2a)	Equality Standard for Local Government	1	2	1	2	2	2	2	[yellow triangle]	[no change]	To maintain performance once level 2 achieved.	To treat everyone equally and ensure that access to services is available to all, including our most vulnerable citizens
PI HR14 (BV11a)	Top 5% of Earners: Women	35.70%	33.50%	30.70%	35.70%	35.70%	35.70%	35.70%	[yellow triangle]	[down arrow]	No changes anticipated	
PI HR15 (BV11b)	Top 5% of Earners: Ethnic Minorities	.00%	.00%	.00%	.00%	.00%	.00%	.00%	[green tick]	[no change]	No change anticipated.	
PI HR16 (BV11c)	Top 5% of Earners: with a disability	.00%	8.33%	.00%	7.14%	.00%	.00%	.00%	[red octagon]	[no change]	Actual figure has been zero for some time. No change anticipated therefore target reduced.	
PI HR17 (BV12)	Working Days Lost Due to Sickness Absence	8.14	7.00	11.53	8.00	10.00	9.00	8.00	[red octagon]	[down arrow]	Target set on basis of recent history, ageing workforce and impact of long term absence	
PI HR18 (BV14)	Percentage of Early Retirements	.00%	.50%	.00%	.50%	.50%	.50%	.50%	[green tick]	[no change]	Likely to be less early retirements with removal of Default Retirement Age	
PI HR19 (BV15)	Percentage of Ill-health Retirements	.85%	.45%	.40%	.45%	.45%	.45%	.45%	[green tick]	[up arrow]	Based on recent trends and an ageing workforce.	
PI HR20 (BV16a)	Percentage of Employees with a Disability	8.12%	9.00%	8.55%	9.05%	10.00%	10.00%	10.00%	[yellow triangle]	[up arrow]	Target revised and based on anticipated increase in figure with ageing workforce	
PI HR21 (BV16b)	Percentage of Economically Active People who have a Disability	10.13%		10.13%					[chart icon]	[no change]	Target not required	

PI Code	Short Name	2018/19		2019/20		2020/21	2021/22	2022/23	Current Performance	Trend year on year	Target setting rationale	Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI HR22 (BV17a)	Ethnic Minority representation in the workforce - employees	2.03%	3.50%	3.00%	2.50%	3.00%	3.50%	4.00%	✅	⬆	To improve performance, based on current recruitment trends/patterns (1 additional person each year = 0.5%)	
PI HR23	Staff turnover	15.82%	12%	23.44%	12%	15%	15%	15%	🛑	⬇	15% - to reflect ageing workforce	
PI HR24	Number of training days provided	300		248					📈	⬇	Target not required.	