

**WAVERLEY BOROUGH COUNCIL**

**SERVICES O&S COMMITTEE – 20 SEPTEMBER 2022**  
**RESOURCES O&S COMMITTEE – 27 SEPTEMBER 2022**

---

**Title:**

**CORPORATE PERFORMANCE REPORT**  
**Q1 2022-2023**  
**(April 2022 – June 2022)**

---

**Portfolio Holder:** All Portfolio Holders  
**Head of Service:** All Heads of Service  
**Key decision:** No  
**Access:** Public

---

**1. Purpose and summary**

The Corporate Performance Report, set out at Annexe 1, provides an analysis of the Council's performance for the first quarter of 2022-23. The report is being presented to each of the Overview and Scrutiny Committees for comment and any recommendations they may wish to make to the Joint Management Team or the Executive.

**2. Recommendation**

It is recommended that the Overview & Scrutiny Committee:

- considers the performance of the service areas under its remit as set out in Annexe 1 to this report and makes any recommendations to the Joint Management Team or the Executive, as appropriate.

**3. Reason for the recommendation**

The quarterly review of the Council's performance is subject to internal as well as external scrutiny in which the O&S committees play a crucial role. This approach allows for a transparent assessment on how each service performs against its set goals and targets. It also allows the O&S Committees to raise any areas of concern to senior management and the Executive, which in turn drives service improvement.

**4. Background**

4.1 The Council's Performance Management Framework provides the governance structure to enable the delivery of the Council's objectives. Performance monitoring is conducted at all levels of the organisation, from the strategic corporate level, through the operational/team level, leading to individual staff performance targets. The focus of this comprehensive report is the corporate level performance analysis. The data is collated at the end of each quarter and a broad range of measures have been included to provide a comprehensive picture, and these are:

- Key performance indicators
- Progress of Internal Audit recommendations
- Complaints monitoring
- Workforce data
- Financial forecasting

- Housing Delivery monitoring

4.2 The report is comprised of the corporate overview section with the Chief Executive's and Section 151 Officer's (Finance Director) comments, followed by service specific sections with Heads of Service feedback on the performance in their area. The report is used as a performance management tool by senior management.

4.3 Although the report contains information about all services, each of the Overview & Scrutiny Committees is only required to consider those sections of the report, specific to its service area remit, and this has been clearly outlined in section 2 'Report Sections Summary with Scrutiny Remits of O&S Committees' of Annexe 1.

## 5. **Relationship to the Corporate Strategy and Service Plans**

Waverley's Performance Management Framework and the active management of performance information helps to ensure that the Council's Corporate Priorities are delivered.

## 6. **Implications of decision**

### 6.1 **Resource (Finance, procurement, staffing, IT)**

The report presents the performance status of a wide range of measures from across the Council, including the quarterly update on the budget position and staffing situation.

### 6.2 **Risk management**

The scrutiny process of key performance indicators, goals and targets, laid out in this report, allows for an ongoing assessment of potential risks arising from underperformance and the monitoring of improvement or mitigation actions put in place to address potential issues.

### 6.3 **Legal**

There are no legal implications arising directly from this report, however some indicators are based on statutory returns, which the council must make to the Government.

### 6.4 **Equality, diversity and inclusion**

There are no direct equality, diversity or inclusion implications resulting from this report. Equality impact assessments are carried out when necessary, across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

### 6.5 **Climate emergency declaration**

The report does not have direct climate change implications. Service Plans, which are monitored in this report, take into consideration new environmental and sustainability objectives arising from the [Corporate Strategy 2020-2025](#) in light of the [Climate Emergency](#) introduced by the Council in September 2019.

## 7. **Consultation and engagement**

The report goes through an internal sign off process by the Joint Management Team. The external scrutiny stage starts with the Overview and Scrutiny Committees at the quarterly committee cycle and any recommendations made travel to the Executive for consideration and response. The corporate key indicator set presented in this report is reviewed on an annual basis in January/February. Service Plans, the delivery of which get monitored through this report, are reviewed on an annual basis between September and November each year, with the new proposals for the year ahead coming to the January O&S cycle.

**8. Other options considered**

Standing report on the O&S Committees Agenda, no further considerations required.

**9. Governance journey**

The Overview and Scrutiny Committees will pass on their comments and recommendations to senior management or the Executive, who will initiate any improvement actions where required.

**Annexes:**

Annexe 1 Q1 2022-23 Corporate Performance Report April - June 2022

---

**Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

---

**CONTACT OFFICER:**

**Name:** Jenny Sturgess  
**Title:** Policy and Performance Officer  
**Telephone:** 01483 523 465  
**E-mail:** jennifer.sturgess@waverley.gov.uk

**Agreed and signed off by:**

Legal Services: N/A – standing report  
Head of Finance: Internal SMT meeting on 16 August 2022  
Strategic Director: Internal SMT meeting on 16 August 2022  
Portfolio Holders: Internal Executive Briefing meeting on 23 August 2022