

Corporate Governance – Quarter 2 2012-13

1.1 SERVICE DASHBOARD

Revenue budget actual variance £000 ^[1]	Capital actual variance £000	Corporate Plan Performance	Managing the Business	People Performance management	Key projects
155	0	1	4	-3.5	n/a

1.2 TOP ACHIEVEMENTS AND ACTIONS


Top 3 Achievements	Top three challenges	Actions required
Financial Investigation – first Confiscation Order awarded to LBB for £109K. This resulted from a Trading Standards case where CAFT were able to apply the Proceeds of Crime Act to remove funds from criminals so that it can be used for the benefit of the community.	To undertake completion of work to review the Council's Constitution.	To submit clear and concise sections of the Council's Constitution to Members of the Constitution, Ethics and Probity Committee for determination.
The successful transfer of the Legal Service to the Joint Legal Service and establishment thereof, through the Inter Authority Agreement with the London Borough of Harrow.	For the Electoral Registration Team to continue to achieved of a high percentage of canvassing results.	To maintain strong procedural arrangements in order to ensure that a high rate of returns are received.
100% completion of Freedom of Information (FOI) requests within twenty working days for September, 2012 and 94% completion overall for quarter 2.	Maintaining a well-managed transitional period following the transfer of the Corporate Governance Directorate to the Assurance Directorate within the new Corporate Structure.	To continue to demonstrate fluid working arrangements and ensure that high levels of cohesion are maintained.

1.3 SUMMARY OF THE SERVICES PERFORMANCE

The Corporate Governance directorate is pleased to report positive outturn figures and direction of travel for its Corporate Plan Indicator. Following the successful implementation of the new casework management system (iCasework) which was implemented in quarter 1 coupled with a solid performing team the combination has resulted in efficient working arrangements. Therefore the result in performance is high

2. DELIVERING THE CORPORATE PLAN

2.1 How the service is performing against its Corporate Plan indicators

CPI NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
MTB9	Percentage of FOI requests responded to within 20 working days	Jul 12 - Sept 12	76.7%	90.0%	367/390	94.1%	4.6%	 22.6%	No benchmarking figures available.

*The relevant previous outturn used will either be the previous quarter, or the same quarter of the previous year. The same quarter of the previous year will be used for annual indicators, cumulative indicators (where the numbers add up during the year and are reported as 'year to date') and if the indicator is affected by seasonal fluctuations.

The SIRT team have been working continually with services across the Council and have reached a consistent approach across all directorates in order to respond to FOI requests within 20 working days. Key officers across the Council have received the required training and a strong focus has been embedded across the Council with regards to highlighting the importance of responding to FOI requested in a appropriate manner whilst recognise the impact non-compliance may have to the reporting of performance measures and the timely effects this may have to the requester.

3. RESOURCES AND VALUE FOR MONEY

3.1 Revenue

Description	Variations				Comments	% Variation of revised budget
	Original Budget	Budget V1	Q2 Forecast 2012/13	Variation		
	£000	£000	£000	£000		
Legal Services	1,750	1,778	2,068	290	Overpend due to Transition costs £32k plus pressures from counsel fees £57k and income £58k and contribution to JLS overheads of £143k	16.3%
Governance Services	654	662	661	(1)		-0.2%
Members	1,591	1,588	1,469	(119)	Due to under spend on training, members allowances and vacancies	-7.5%
Corporate Anti Fraud Team	722	722	726	4		0.6%
Elections	421	421	461	40	Overspend due to canvassing costs associated with	9.5%
Civil Protection	175	175	174	(1)		-0.6%
Standard & Info Rights Team	230	222	214	(8)	Under spend on salary offsetting overspend on Icasework software system	-3.6%
Corporate Governance Directors	316	232	190	(42)	Salary under spend	-18.1%
Leaders Office	10	10	2	(8)		-80.0%
Insurance	(10)	(10)	(10)	-		0.0%
Total	5,859	5,800	5,955	155		2.7%

3.2 Capital

	2012/13 Latest Approved Budget	Additions/ Deletions recommended to Dec CRC	Slippage / Accelerated Spend recommended to Dec CRC	2012/13 Budget (including Dec CRC)	Forecast to year end	Variance from Approved Budget	% slippage of 2011/12 Approved Budget
	£000	£000	£000	£000	£000	£000	%
Corporate Governance Projects	29	-	-	29	29	-	0%
Corporate Governance	29	-	-	29	29	-	0%

4. MANAGING THE BUSINESS

4.1 How the service is managing its business

	Indicator description	Period Covered	Previous relevant outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance
Finance indicators	Percentage of savings achieved	July 12 – Sept 12	100%	100%	160/160	100%	0%	↔↔ 0%
	Percentage of the capital programme slipped	July 12 – Sept 12	0%	20%	0/29	0%	100%	↔↔ N/A
HR indicators	Reducing sickness absences to 6 days per employee (rolling 12 months)	Oct 11-Sept 12	5.7	6	499/131	5.6	▲ 6%	1.9%
	Qualitative assessment of Workforce stability	July 12 – Sept 12	Green	n/a	n/a	Green	↔↔	n/a
	Completion of individual Objective setting	Apr 12 – Mar 13	n/a	100%	24/37	64.9%	35.1%	n/a
Complaints	Percentage of complaints responded to within policy guidelines (Statutory)	July 12- Sept 12	n/a	80%	None received	n/a	↔↔ n/a	n/a
FOI	Percentage of FOI requests responded to within 20 working days	July 12- Sept 12	95.2%	90%	51/52	98.1%	▲ 9%	3.1%

As highlighted within the above table, performance has been recorded with a majority of targets achieved whilst direction of travel is generally positive. Work has been identified in order to address the completion of individual objectives which it is hoped to be reflected throughout the performance year. It should also be noted that the reduction of sickness days has seen an improved target variance which is improved on since quarter 1.

4.2 Managing the business: People Performance management

Performance Indicator	Period covered	Target	Amber criteria	Q2 Actual (No.)	Q2 Actual % of total	Q2 (numerator/ denominator)	Target Variance	Q2 DoT	Council Average	Benchmarking
Attendance										
Average number of sickness absence days per employee (Rolling year)	Oct 11 - Sept 12	6	6 - 6.5	5.6	N/A	398/70.57	6.7%	<div>▲1.9%</div>	7.7	10.1 days (CIPFA, All Members & other Unitary Authorities 2011)
Average number of absence days per employee this quarter (target is seasonally adjusted)	July 12 - Sept 12	1.44	1.45 - 1.57	1.5	N/A	89.12/61.32	-0.7%	<div>▼31.8%</div>	1.9	2.25 days (CIPFA, All Members & other Unitary Authorities 2011)
% managers submitting a monthly absence return	July 12 - Sept 12	100%	>90%	10	83.3%	10/12	16.7%	<div>▼16.7%</div>	91.7%	N/A : measure applicable to LBB only
Performance Review										
% performance reviews completed and agreed for eligible staff only	Apr 11 - Mar 12	100%	>90%	47	68.1%	47/69	31.9%	<div>▲6.8%</div>	84.6%	86% (CIPFA, All Members & other Unitary Authorities 2011)
% objectives set for eligible staff only	Apr 12 - Mar 13	100%	>90%	24	64.9%	24/37	35.1%	<div>▼-1.3</div>	91.1%	N/A : measure applicable to LBB only
Cost										
Variance of total paybill to budget	July 12 - Sept 12	£1,386,673	+/-5%	£1,207,009	-13.0%	1207009/1386673	13.0%	<div>▲192.2%</div>	-11.6%	N/A : measure applicable to LBB only
Management Indicator	Period covered			Q2 Actual (No.)	Q2 Actual % of total	Q2 (numerator/ denominator)	DoT Q2 %		Council average	Benchmarking
Diversity Data										
Percentage of top 5% earners that are female	As at 30 Sept 2012			1	50.0%	1/2	▼37.5%		49.0%	Women in leadership posts 49.9% (CIPFA, All Members & other Unitary Authorities 2011)

Number of BME employees as % of total employees	As at 30 Sept 2012	9	22.5%	9/40	▼ 37.8%	31.9%	Black and Minority Ethnic local population 33.1% (State of the Borough June 2011)
Number of declared disabled staff as % of total employees	As at 30 Sept 2012	2	4.8%	2/42	▲ 83.2%	2.8%	2.33% (CIPFA, All Members & other Unitary Authorities 2011)

Employee Relations

High Risk - Employee Relations cases as % of total cases	As at 30 Sept 2012	2	66.7%	2/3	▲ 55.4%	9.1%	N/A : measure applicable to LBB only
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As at 30 Sept 2012	ESTABLISHED POSITIONS AS FTE		EMPLOYEES COVERING ESTABLISHED POSITIONS AS FTE			MSP RESOURCE AS HEADCOUNT	NON MSP RESOURCE AS Headcount			AVAILABLE CASUAL RESOURCE AS FTE
Corporate Governance	53.36	42.06	35.47	7.00	42.47	2	2	0	2	1.00

4.3 Key projects

Corporate Governance are currently conducting a review of the Councils Constitution which will be reported to the Constitution, Ethics and Probity Committee.

4.4. Risk Overview

The following is the 5 X 5 matrix 'heat map' highlighting the number of risks at a Directorate Level and where they are currently rated:

	SCORE	IMPACT				
		1	2	3	4	5
		Negligible	Minor	Moderate	Major	Catastrophic
PROBABILITY	5 Almost Certain	0	0	0	0	0
	4 Likely	0	0	0	0	0
	3 Possible	0	3	3	1	0
	2 Unlikely	0	0	2	0	0
	1 Rare	0	1	5	0	0

Risk Commentary for Corporate Governance:

The Council recognises the value in delivering a comprehensive approach to Business Continuity which safeguards the Councils critical services.

Corporate Governance understands the importance of this and has therefore appointed a deputy Business Continuity officer.

It should be noted that sections are unlikely to change their risk profile in the short term however further improvements have been identified which may affect the risk monitoring.

The following risk register lists those risks rated as 12 and above:

Risk	Current Assessment Impact Probability Rating			Control Actions	Risk Status	Target Date (Priority)	Target Assessment Impact Probability Rating		
CG0016 - Business Continuity Critical services will not be delivered during a business continuity incident. Corporate BC not resourced to level to satisfy minimum strategy requirements.	Major 4	Possible 3	Medium High 12	As part of interim management review, staffing resources being considered. Temp Corporate BC Lead cover in Executive Office	Treat	01/12/2012 (High)	Moderate 3	Rare 1	Low 3