

PERFORMANCE INDICATOR REPORTING REQUIREMENTS FOR HUMAN RESOURCES

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1. **Purpose**

1.1 To inform the Committee about the new requirements for reporting performance indicator information brought about by Best Value legislation. The relationship between statutory requirements and other levels of reporting is also presented.

2. **Summary**

2.1 The introduction of Best Value legislation and the need for the Council to publish a Best Value Performance Plan places a requirement on all Divisions within the Council to report performance information. For the Human Resources Division the relevant statutory and local indicators are listed and the implications explained.

3. **Recommendations**

3.1 That the report be noted.

4. **Background**

4.1 The Local Government Act 1999 requires all local authorities to publish a Best Value Performance Plan by 31 March 2000. Government guidance notes that this plan should be:

“...the principal means by which an authority is held to account for the efficiency and effectiveness of its services, and for its plans for the future”.

4.2 Performance information is an integral part of the Plan which must include:

- (a) A summary of the authority's objectives in respect of its functions
- (b) A summary of current performance
- (c) A comparison with performance in previous financial years
- (d) The performance targets set for future years

4.3 Performance Indicators fall into two basic categories:

- (a) Statutory - set by Department for Environment, Transport and the Regions and the Audit Commission
- (b) Local - derived by the authority

Most of these indicators are service specific but a certain number will be authority wide.

5. **Issues and Choices**

5.1 The Human Resources (HR) Division will have a responsibility for reporting both its own service specific indicators and some corporate indicators. At the time of writing, the list of both statutory and local indicators relevant to HR for reporting year 2000/01 is as set out in the **Annex** to this report.

5.2 Those statutory indicators appearing under the heading 'Corporate Health' are not direct measures of HR Division performance but require information which Human Resources would be expected to hold.

5.3 On the other hand, the local indicators **annexed** are measures of different aspects of HR Division performance.

5.4 The exercise to compile an accurate and comprehensive list of reporting responsibilities against all of the Performance Indicators the authority intends to declare should be completed by the end of February 2000. There will be a named officer against each and every indicator so that co-ordinators and auditors will know whom to approach for information at key stages.

5.5 All the statutory indicators and most of the local indicators are included in the Council's Best Value Performance Plan and as such will be subject to external audit soon after publication by 31 March 2000. Since nearly all the indicators

annexed are new, insofar as they have not been audited by the District Auditor before, the first year's audit will concentrate on confirming that systems are in place to satisfactorily report the necessary information.

- 5.6 The above comments all relate to the Council's obligations under the new Best Value legislation. However, other levels of reporting will dovetail within this overall statutory requirement. Regular reporting of a range indicators at a high level, as currently made to Leader of Council on a monthly basis, would be expected to continue, while at service level, Heads of Service and Managers will want to monitor more detailed and specific performance information.

6. **Implications**

6.1 Environmental

None.

6.2 Equalities

A number of Corporate Health indicators are designed to be equalities measures.

6.3 Financial

It is not envisaged that HR will incur any significant additional cost in its preparations for performance indicator reporting.

6.4 Legal

The Council must report against all Best Value and Audit Commission indicators.

6.5 Staff and Accommodation

Some performance indicators relate to monitoring of the workforce.

7. **Conclusions**

- 7.1 The report identifies the reporting requirements of the Council's Best Value Performance Plan as they apply to the HR Division.

Background Papers: Local Government Act 1999, Part One
Best Value and Audit Commission Performance Indicators for 2000/2001, Volume One, DETR, December 1999