

## Performance Improvement Community Forum



Date	24 October 2005
Venue	Lowther Pavilion, Lytham
Committee members	Keith Hyde (Chairman) John Dolan (Vice-Chairman) Derek Lancaster, Albert Pounder, Thomas Threlfall, Fabian Wilson and Hilda Wilson
Other Councillors	None
Officers	Lorraine Charlesworth, Andrew Lee, Oliver Shimell, Savile Sykes and Peter Welsh
Others	None

### 1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.

### 2. Confirmation of minutes

RESOLVED: To approve the minutes of the Performance Improvement Community Forum meeting held on 19<sup>th</sup> September 2005 as a correct record for signature by the chairman.

### 3. Substitute members

No substitute members were reported.

### 4. Internal audit interim report

Savile Sykes (Head of Internal Audit) presented the interim audit report that provided the Forum with the opportunity to review the audit service provided to the Council during the first half of the audit year.

In the period from 1st April to 30th September 2005 seven final reports had been completed and action plans agreed, including one special investigation report. Those systems reviewed by Internal Audit in the first half of 2005/06 had shown an improvement in the average score over last year.

Ten follow-up reviews had also been completed, with the overall implementation rate up from 56% during 2004/05 to 65%.

Members were concerned with a number of issues, including; the low Assurance Rating of the Tendering & Contracts system, the failure by managers to implement actions they had previously agreed and the non-implementation of high priority recommendations.

Members enquired about the identified High Risks in the Tendering & Contracts system, whether action plans had been agreed to rectify the problem and who was responsible for implementing the action plans.

Following discussion the Forum RESOLVED:

1. That concerns raised over the non-implementation of audit recommendations be noted.
  2. That any managers responsible for any high priority recommendations identified as not actioned be invited to attend the meeting of the Forum when the annual audit report is considered in order to explain the under-performance.
  3. To thank Mr Sykes for the report and that the Audit department be commended for their work.
5. Update on corporate plan priority actions and implementation of the CPA improvement plan

Oliver Shimell (Overview and Scrutiny Officer) provided the Forum with an update on the progress made on corporate plan priority actions and implementation of the CPA improvement plan.

Members discussed a number of issues arising out of Corporate Plan and CPA Improvement Plan including; the housing strategy, sea defences and dunes management Action Plan and the member briefing arrangements.

Following a full debate the Forum RESOLVED:

1. That when considering community forum work plans the Scrutiny Management Board be requested to try and group reports of a similar theme together.
  2. That further information on the review of the cultural strategy be provided for members of the Forum.
  3. That a glossary of terms be provided on all future reports of this nature.
  4. That clarification on 'member briefing arrangements' be provided and a means of keeping an audit trail of briefing meetings be examined.
6. Performance appraisal scheme for the Chief Executive and Executive Directors

Lorraine Charlesworth (Human Resources Manager) presented a detailed report on the proposed performance appraisal scheme for the Chief Executive and Executive Directors, copies of which were circulated with the agenda.

Members asked a number of questions regarding; the membership of the appraising body, why the proposed scheme wasn't a '360° appraisal' and what criteria would be used to assess the performance of the Executive Team.

Following a detailed discussion the Forum RESOLVED:

1. To approve the development and implementation of a performance appraisal scheme for the Chief Executive and Executive Directors.
2. That a '360° all round' appraisal system be developed and introduced at the beginning of the next assessment cycle in May 2006.
3. That a representative from an outside body / partnership organisation be appointed to serve on the appraisal panel from May 2006.
4. To thank Mrs Charlesworth for her report.