





## How to Read the Performance and Resources Report

The Performance and Resources Report is separated into three sections:

- a. **Summary Report** – This is an overall summary of the County Council’s performance for the latest quarter, including:
  - Performance highlights of the County Council’s priorities,
  - Overview of the revenue and capital financial outlook across the organisation,
  - Key corporate risks with a severity graded above the set tolerance level,
  - The latest workforce overview.
- b. **Sections by Portfolio (Sections 1-10)** – There is a separate section for each Portfolio:
  - Section 1 – Adults Services
  - Section 2 – Children’s and Young People
  - Section 3 – Learning and Skills
  - Section 4 – Community Support, Fire and Rescue
  - Section 5 – Environment and Climate Change
  - Section 6 – Finance and Property
  - Section 7 – Highways and Transport
  - Section 8 – Leader
  - Section 9 – Public Health and Wellbeing
  - Section 10 – Support Services and Economic Development

Each Portfolio covers the following aspects in detail which enables the Section to be viewed as a stand-alone report:

- Updates of the performance KPIs agreed in Our Council Plan and the action taking place, including Climate Change  performance measures.
- The KPI measures compare the last three periods - this may be quarterly, annually or other time periods (depending on how regularly data is released); however, each measure will explain the reporting period.
- The arrows on the KPI measures represent the direction of travel compared to the previous quarter:
  - A green upward arrow  shows that performance is improving,
  - A red downward arrow  shows performance is worsening, and,
  - An amber horizontal arrow  shows no change to performance.
- Overview of the revenue financial position, risks and issues and savings update.
- Overview of the capital financial position and latest capital performance.
- Details of the corporate risks which have a direct impact on the specific portfolio.

c. **Supporting Appendices** – Other documents within the report include:

- Appendix 1 – Revenue Budget Monitor and Reserves
- Appendix 2 – Service Transformation
- Appendix 3 – Capital Monitor
- Appendix 4 – Corporate Risk Register Summary
- Appendix 5 – Workforce

## Scrutiny Committee Documents

The relevant elements of the Performance and Resources Report will be made available to Scrutiny Committees prior to being considered by Public Cabinet.

A detailed matrix of the Performance and Resources Report’s Sections and Appendices by Scrutiny Committee responsibility is shown below.

The areas in ‘dark green’ indicate the Scrutiny Committees areas of responsibility and the areas in ‘light green’ denote areas of the report which should be included in the Committee papers for context and consideration where appropriate.

### PRR Matrix – Documents for Scrutiny Committees

|                |   | CYPSSC | HASC | CHESC | FRSSC | PFSC |
|----------------|---|--------|------|-------|-------|------|
| Summary Report |   |        |      |       |       | ✓    |
| Section 1      | Adults Services Portfolio                           |        | ✓    |       |       | ✓    |
| Section 2      | Children and Young People Portfolio                 | ✓      |      |       |       | ✓    |
| Section 3      | Learning and Skills Portfolio                       | ✓      |      |       |       | ✓    |
| Section 4      | Community Support, Fire and Rescue Portfolio        |        |      | ✓     | ✓     | ✓    |
| Section 5      | Environment and Climate Change Portfolio            |        |      | ✓     |       | ✓    |
| Section 6      | Finance and Property Portfolio                      |        |      |       |       | ✓    |
| Section 7      | Highways and Transport Portfolio                    |        |      | ✓     |       | ✓    |
| Section 8      | Leader Portfolio                                    |        |      |       |       | ✓    |
| Section 9      | Public Health and Wellbeing Portfolio               |        | ✓    |       |       | ✓    |
| Section 10     | Support Services and Economic Development Portfolio |        |      |       |       | ✓    |
| Appendix 1     | Revenue Budget Monitor and Reserves                 |        |      |       |       | ✓    |
| Appendix 2     | Service Transformation                              |        |      |       |       | ✓    |
| Appendix 3     | Capital Monitor                                     |        |      |       |       | ✓    |
| Appendix 4     | Corporate Risk Register Summary                     | ✓      | ✓    | ✓     | ✓     | ✓    |
| Appendix 5     | Workforce   |        |      |       |       | ✓    |

**KEY:**

|                                    |
|------------------------------------|
| Specific Committee Responsibility  |
| To Be Included In Committee Papers |