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## **Report to Performance and Finance Scrutiny Committee**

**13 September 2021**

### **End of June 2021 (Quarter 1) Quarterly Performance and Resources Report – Focus for Scrutiny**

**Report by Director of Law and Assurance**

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#### **Summary**

The Quarterly Performance and Resources Report (PRR) is the Council's reporting mechanism for corporate performance, finance, savings delivery and business performance. It has been re-designed to reflect the new priorities, outcomes and measures included in Our Council Plan. It will be available to each scrutiny committee on a quarterly basis. Each committee will consider how it wishes to monitor and scrutinise performance relevant to their area of business (see attached Annex B).

The report (Annex A) reflects the position at the end of June 2021 and is the first in the new style. It includes an update on the high-level implications of the Covid-19 pandemic on the County Council (Appendix 2). This shows that £64.8m of grant and other contributions have been received by the Council in relation to the impact of Covid, £10.8m is currently unallocated but expected to be committed during 2021/22.

Overall, the forecast year-end revenue position, at the end of June 2021, is a projected £3.775m overspend. It should be recognised that there is a continuing impact on service demand from Covid and the cost of delivering the capital programme is rising which creates some forecasting uncertainty.

Of the 53 performance measures, 47% of measures are reporting as 'green', 30% as 'amber' and 19% as 'red'. 4% (2 measures) have no rating currently attached to them.

The PRR also includes information which is specifically relevant to the portfolio responsibilities of the scrutiny committee including service transformation and workforce. The service transformation section (Appendix 3) includes up-dates on the key projects currently being managed and the workforce statistics (Appendix 6) provides quarterly information on KPIs. This information shows that the total headcount has risen from 5,433 at the end of March 2021 to 5,496 at the end of June. Agency headcount has also increased from 371 to 436 (7.3% of the employed workforce). The information also shows that whilst the number of calendar days lost due to short term sickness has decreased the days lost due to long term sickness have increased.

The current Risk Register is included to give a holistic understanding of the Council's current performance reflecting the need to manage risk proactively.

## **Focus for scrutiny**

The Committee is asked to consider the PRR (the Annex report attached). Areas for scrutiny include:

- 1) Whether the new reporting format provides members with what they need and in the way they need it to be able to scrutinise performance effectively to help drive corporate improvement;
- 2) The effectiveness of measures taken to manage the Council's financial position and expectations;
- 3) The particular performance indicators and measures identified as most critical to the focus of the Committee and whether the narrative provides assurance about the position presented and likely outcomes;
- 4) The on-going impact of the Covid-19 emergency situation on the Council's financial resilience and performance;
- 5) Any areas of concern in relation to the management of corporate risk;
- 6) Whether the report indicates any issues needing further scrutiny relevant to the Committee's portfolio area and, if so, the timing of this and what further data or information may be required; and
- 7) Identification of any specific areas for action or response by the relevant Cabinet Member.

The Chairman will summarise the output of the debate for consideration by the Committee.

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### **1. Background and context**

- 1.1 The Performance and Resources Report (PRR) replaces the Quarterly Performance Report (QPM). The PRR is designed to be used by all Scrutiny Committees as the main source of the County Council's performance information.
- 1.2 Annex B – How to Read the Performance and Resources Report, provides some key highlights on the structure, content and a detailed matrix of the sections of the report which are expected to be reviewed by the different scrutiny committees.
- 1.3 In addition, the table below describes the main content changes between the two reports:

**Table 1: Main Differences Between the QPM and the PRR:**

Area	Quarterly Performance Monitor (QPM)	Performance and Resources Report (PRR)
Performance	Reported the West Sussex Plan performance measures quarterly.	Reports the <b>Our Council Plan measures</b> quarterly.
		Provides a <b>Performance Summary</b> and <b>Highlights</b> narrative to update the reader on activities undertaken during the last quarter.
Finance	Reported a financial summary detail within each portfolio including pressures and mitigations, cost drivers and narratives.	Provides a financial summary and detail within each portfolio section including pressures and mitigations, <b>risks and issues</b> , cost drivers and narratives.
Savings	Reported a list of all the savings as an appendix.	Provides a <b>list of saving by portfolio</b> in each Portfolio section.
Capital	<i>Capital Performance Report (supplementary to the QPM).</i>	Provides a <b>RAG status</b> and update on <b>capital projects performance</b> which are not progressing as originally envisaged ( <b>by exception</b> ).
	Reported detailed changes in planned capital expenditure.	Provides a <b>graph</b> to show the <b>financial value of the Capital Programme</b> for each Portfolio and the movements within programme.
Corporate Risks	Provided a highlight report and Corporate Risk Register as an appendix.	Details the <b>corporate risks in each Portfolio</b> as well as the Corporate Risk Register as an appendix.
Workforce	Provided a summary report and detail on the WSCC workforce overall and provided specific detail for Adults, Children's and Fire and Rescue.	Provides detail on the <b>WSCC workforce overall</b> .

- 1.4 The background and context to this item for scrutiny are set out in the attached appendices (listed below). As it is a report dealing with internal or procedural matters only the Equality, Human Rights, Social Value, Sustainability, and Crime and Disorder Reduction Assessments are not required.

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**Appendices**

Annex A – Performance and Resources Report – June 2021 (Quarter 1)

Appendix 1 – Revenue Budget Monitor to end of June 2021

Appendix 2 – Covid-19 Summary

Appendix 3 – Service Transformation

Appendix 4 – 2021/22 Capital Monitor as at end June 2021

Appendix 5 – Corporate Risk Register, July 2021

Appendix 6 – Workforce – Quarter 1 2021-22

Annex B – How to read the PRR report

Annex C – KPI Amendments for Cabinet approval

**Background Papers**

None