

How to Read the Performance and Resources Report

The Performance and Resources Report is presented in three parts:

- a. **Summary Report** – An overall summary of the quarter including:
- Performance highlights for delivery of the County Council's priorities,
 - Overview of the revenue and capital financial outlook,
 - Key corporate risks with a severity graded above the set tolerance level,
 - The latest workforce overview.

The summary explains where further detail and explanation can be found in the portfolio reports. It does not seek to include any of this detail.

- b. **Portfolio Reports (Sections 1-9)**: organised alphabetically by Cabinet Portfolio.
- Section 1 – Adults Services
 - Section 2 – Children's and Young People, Learning and Skills
 - Section 3 – Community Support, Fire and Rescue
 - Section 4 – Environment and Climate Change
 - Section 5 – Finance and Property
 - Section 6 – Highways and Transport
 - Section 7 – Leader
 - Section 8 – Public Health and Wellbeing
 - Section 9 – Support Services and Economic Development

Each portfolio section is prepared as a stand-alone report and includes:

1. Updates of the performance KPIs in the Council Plan and the action being taken.
2. The KPI measure, comparing the last three periods - quarterly, annually or other depending on the agreed data timeframe. Details include:
 - The last three periods and RAG status,
 - Coloured arrows show the direction of travel compared to the previous data and whether the KPI is an 'Aim High' or 'Aim Low' measure.

Where a KPI displays a cumulative total across the financial year, the direction of travel arrow is based upon whether the KPI RAG rating has improved, as this figure should always increase each quarter maintained, or regressed, rather than simply if the cumulative value is more than the previous quarter.

The KPI measure also includes a year-end forecast RAG status which shows whether the KPI is expected to meet its target for the year. Where a KPI utilises a rolling cohort or measurement group, the end of year position will be based upon the final cohort position.

3. Overview of the revenue financial position, risks and issues and savings update.
4. Overview of the capital performance and financial position.
5. Details of the corporate risks with a direct impact on the portfolio.

c. **Supporting Appendices** – for additional background and context:

- Appendix 1 – Performance by Priority - KPI Summary Table
- Appendix 2 – Revenue Budget Monitor and Reserves
- Appendix 3 – Grant Allocation Listing
- Appendix 4 – Capital Monitor
- Appendix 5 – Corporate Risk Register Summary
- Appendix 6 – Workforce

Scrutiny Committee Documents

Relevant elements of the PRR are presented to Scrutiny Committees.

A matrix of the PRR’s Sections and Appendices by Scrutiny Committee is below.

The dark green indicates the Scrutiny Committee’s area of responsibility and the light green areas included 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, Learning and Skills Portfolio	✓				✓
Section 3	Community Support, Fire and Rescue Portfolio			✓	✓	✓
Section 4	Environment and Climate Change Portfolio			✓		✓
Section 5	Finance and Property Portfolio					✓
Section 6	Highways and Transport Portfolio			✓		✓
Section 7	Leader Portfolio					✓
Section 8	Public Health and Wellbeing Portfolio		✓			✓
Section 9	Support Services and Economic Development Portfolio					✓
Appendix 1	Performance by Priority - KPI Summary Table					✓
Appendix 2	Revenue Budget Monitor and Reserves					✓
Appendix 3	Grant Allocation Listing					✓
Appendix 4	Capital Monitor					✓
Appendix 5	Corporate Risk Register Summary	✓	✓	✓	✓	✓
Appendix 6	Workforce					✓

KEY:
Specific Committee Responsibility
To Be Included In Committee Papers