

PROPOSED CHANGES FOR REPORTING OF PERFORMANCE INFORMATION (Financial and KPIs) AT FOREST HEATH

Current	Change	Impact	Timing
<ul style="list-style-type: none"> • FHDC PAC was not constituted as a scrutiny committee (unlike PASC at SEBC). There are 2 Portfolio Holders on the FHDC PAC 	<ul style="list-style-type: none"> • Make PAC a scrutiny committee to become a PASC making formal recs. to Cabinet and / or Council, Can be done in May 2013 • Replace the 2 Portfolio Holders with non-executive members 	<ul style="list-style-type: none"> • Raises status of PAC with powers aligned with the Overview & Scrutiny Committee • Must happen to be compliant. Opportunity for 2 'backbenchers' 	<ul style="list-style-type: none"> • Change to be made in May 2013 as part of the report to Council
<ul style="list-style-type: none"> • FHDC KPIs currently go to PAC after it has been to Cabinet • FHDC financial information currently does not go to PAC after it has been to Cabinet 	<ul style="list-style-type: none"> • Take performance and financial information to PAC before Cabinet (in line with SEBC timing / flow) 	<ul style="list-style-type: none"> • Provides opportunity for PASC to recommend any action to the authority (Cabinet and /or Council) 	<ul style="list-style-type: none"> • W.e.f. 1st Quarter 2013/14
<ul style="list-style-type: none"> • Only FHDC KPIs currently go to Cabinet as considered important while Cabinet became established. 	<ul style="list-style-type: none"> • Report KPIs and financial information together to the respective Cabinet meetings 	<ul style="list-style-type: none"> • Reporting information is consistent with reports to JLT and PAC/PASC 	
<ul style="list-style-type: none"> • In 2012/13 there were 8 PAC meetings in the calendar. 4 for performance and 4 for project reporting. Projects are no longer reported to PAC and are now considered at the Joint programme Board. 	<ul style="list-style-type: none"> • 5 PASC meetings a year where KPI and Financial information is reported alongside audit reports at quarterly intervals. An additional meeting will be scheduled to receive the Annual Statement of Accounts 	<ul style="list-style-type: none"> • Fewer meetings with more focussed reporting on performance and audit issues 	

Summary Performance Information reporting flow –FHDC and SEBC

Performance Information type	Recipient	Current		Recommended	
		Go to	same time	Go to	same time
• KPIs (FH & SE)	JLT	✓	✓	✓	✓
• Financial (FH & SE)		✓		✓	
• KPIs	FH PAC	✓	x	✓	✓
	SE PASC	✓		✓	
• Financial	FHDC PAC	x		✓	
	SEBC PASC	✓		✓	
• KPIs	FH Cabinet	x	x	✓	Only if required
	SE Cabinet	x		✓	
• Financial	FH Cabinet	✓		✓	
	SE Cabinet	✓		✓	
• KPIs	FH Council (if required)	x	x	Where referred	
	SE Council (if required)	x			
• Financial	FH Council (if required)	Where referred			
	SE Council (if required)	Where referred			

Provisional Reporting timetable for 2013/14

KPIs and Financial Information - 2013-14	Qtr 1 Apr-Jun		Qtr 2 Jul – Sep*		Quarter 3 Oct - Dec		Quarter 4 Jan - Mar		Notes
JLT	9 July		29 Oct		21 Jan		29 Apr		<ul style="list-style-type: none"> • Only on the same agenda once financial information is available. Currently 20 days after the period (e.g. qtr) end • Quarter 1 taken early in order to Reach PAC/PASC before August recess
PAC / PASC	FHDC	1 Aug	FHDC	28 Nov	FHDC	29 Jan	FHDC	22 May	<ul style="list-style-type: none"> • No meetings held in August recess • Held <u>before</u> information goes to Cabinet • Meetings at each council in the same week • PAC / PASC can refer performance issues to Cabinet or Council
	SEBC	31 July	SEBC	27 Nov	SEBC	30 Jan	SEBC	21 May	
Cabinet	Next available		Next available		Next available		Next available		<ul style="list-style-type: none"> • KPI issues arising where referred • Financial issues arising where referred
Council	Next available		Next available		Next available		Next available		

* An additional PASC meeting will be scheduled (e.g. in September) to receive the Annual Statement of Accounts

PERFORMANCE REPORTING FLOW AT FOREST HEATH SHOWING CURRENT AND PROPOSED NEW ARRANGEMENTS

