

APPENDIX F
Agenda Item No. 9

REPORT OF AUDIT PANEL MEETING HELD ON 24TH AUGUST 2004

Head of Finance

1.0 Purpose

- 1.1 This report covers the latest Audit Panel meeting at which Performance Management was considered.

2.0 Recommendation

2.1 The Committee is recommended to note the report and in particular the main points arising from the audit panel meeting as detailed in paragraph 4.2. Subject to any comments of the Committee, these will be considered as part of the wider review of Performance Management currently underway.

3.0 Background

- 2.1 The Audit Panel met on 24th August 2004. The meeting was arranged to consider issues around performance management and also to respond to this committees request that the panel review the appropriateness of the mission critical performance indicators as currently produced.

4.0 The Views of the Audit Panel

- 3.1 There was a wide ranging consideration of the whole performance indicator production and reporting issue.
- 3.2 The main points arising can be summarised as a need to
- a) Test current indicators to ensure those produced are meaningful and avoid unnecessary work in producing indicators that cannot be of practical use.
 - b) Improve reporting to Members by avoiding overwhelming numbers of indicators, developing trend analysis and putting variances into context.
 - c) Provide Member training to improve understanding of their role in performance management especially clarification of the procedure for challenging performance as reported.
 - d) Recognise that whilst some matters may be mission critical it will not always be the same package of items and that reporting should be focused upon those where the trend is adverse rather than waiting until after the event to report poor performance.
- 4.3 Subject to any comments that the Committee wishes to add the detailed views of the Audit Panel will be incorporated into the wider review of Performance Management being undertaken by officers. Proposals arising from that review will be reported later this year.

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Background Documents: Audit Panel notes.

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