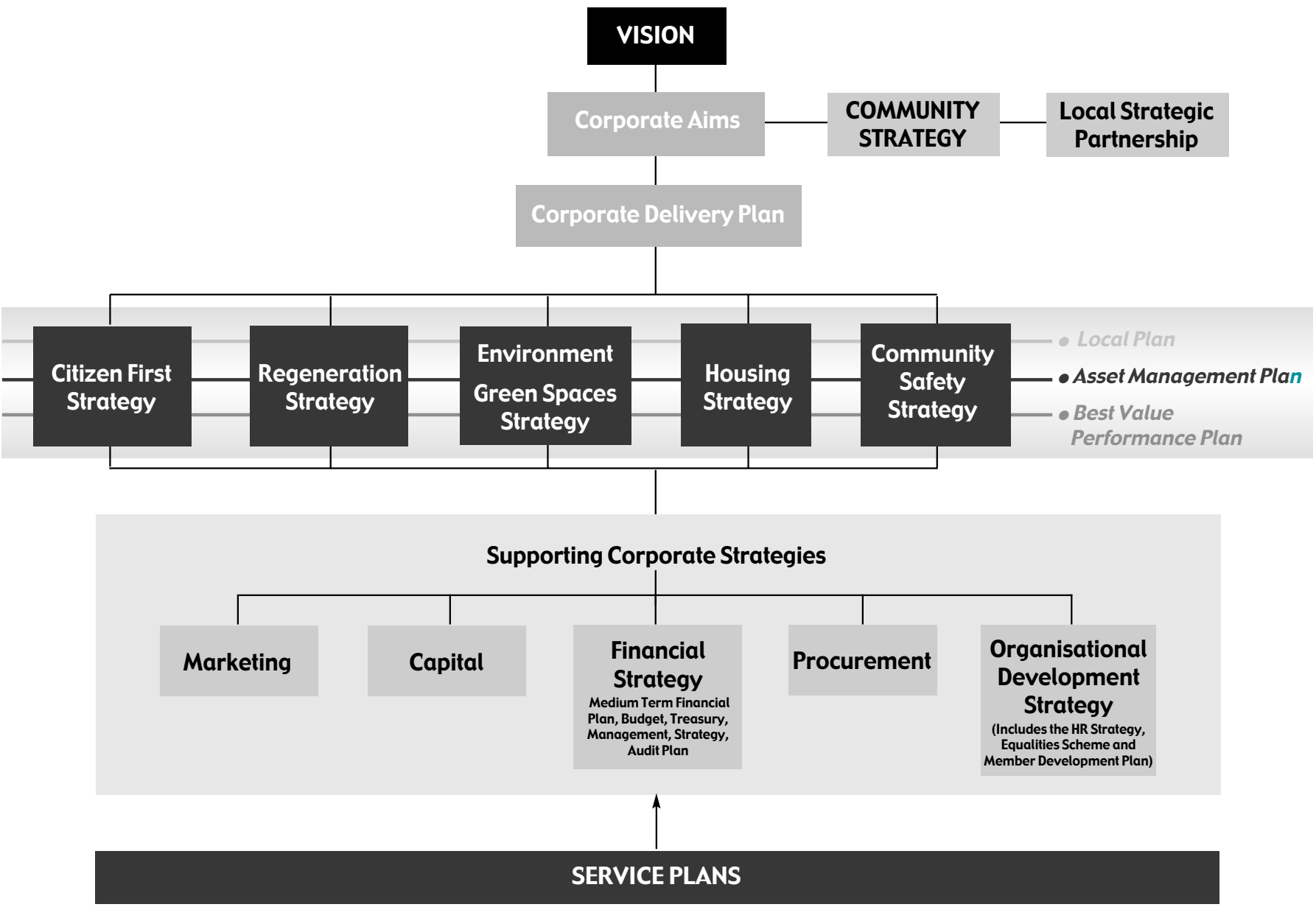


Performance Management Framework



Local Strategic Partnership and the Community Strategy

Our ambitions have been informed by and are being developed in light of the work being carried out by the Local Strategic Partnership. We have adopted both of the annual Community Strategy's produced by the LSP, most recently in March 2004, and this includes a long-term Vision and objectives for the District. We have made clear our response within our Corporate Delivery Plan.

Managing our Performance

We have annual service, corporate and financial planning cycles, which sit within the context of the 4-year Corporate Delivery Plan, 4-year Medium Term Financial plan and the Local Strategic Partnership's longer term Community Strategy.

Within this overall framework we employ a number of 'day-to-day' processes to ensure we maintain a focus on our priorities, including:

- Strategic Team and Executive Board (informal meeting of Cabinet Members) meet weekly, with both coming together on a monthly basis to review the Corporate Delivery plan, budget position and Forward Plan of Key Decisions
- There is a 4-monthly agenda planning cycle for both Strategic Team and Executive Board meetings
- Individual Heads of Service attend Strategic Team meetings twice during the year (typically May/June and November/January) to discuss their service plans and performance
- Performance Indicator information is reported quarterly to Strategic Team, Executive Board and Scrutiny Committees
- Each Scrutiny Committee establishes an annual work programme that is kept under review
- Pairs of Scrutiny Committee members have been assigned service plans to monitor during the course of the year
- Members of staff have an annual appraisal, which is reviewed after 6 months. This helps link individual objectives and training needs to service and corporate priorities

- Team meetings are held at least monthly and members of staff have a 'formal' 1-2-1 meeting with their manager on at least a bi-monthly basis, and
- ThE news, Hub and Proud of Stroud sessions provide mechanisms for communicating ambitions, priorities and performance to staff.

Our performance management framework links our priorities through to the objectives and targets set for individual members of staff. In doing this we provide members and managers with the right information to measure and manage performance effectively, as illustrated in Table 1 below. We recognise that we need to continue to invest time and effort in making sure that our systems operate effectively and are embedded fully in all service areas.

Table 1: Main Performance Management Mechanisms

Timescale	Performance Management Mechanism
Long term	<ul style="list-style-type: none"> ● Local Strategic Partnership's Community Strategy ● Housing Revenue Account Business Plan
Medium Term (3-4 year)	<ul style="list-style-type: none"> ● Corporate Delivery Plan ● Medium Term Financial / Asset Management Plan ● Priority Strategies (eg - Housing Strategy)
Annual	<ul style="list-style-type: none"> ● Best Value Performance Plan ● Annual Budget Cycle ● Service Plans ● Individual Appraisals
6-monthly	<ul style="list-style-type: none"> ● Corporate Delivery Plan review ● Service Plans reviewed by Strategic Team ● Appraisal reviews
Quarterly	<ul style="list-style-type: none"> ● Best Value Performance Indicator Report ● Scrutiny monitoring of Service Plans and BVPIs ● Revenue and Capital Monitoring Reports ● Proud of Stroud Sessions
Monthly	<ul style="list-style-type: none"> ● Individual 121's and team meetings

Contracts and workforce matters

No contracts have been awarded in the past year which have involved the transfer of staff to another organisation. Any future contracts that are awarded that will involve the transfer of staff will comply with the requirements in the Code of Practice on Workforce Matters in Local Authority Service Contracts.

Comprehensive Performance Assessment

The Government's Comprehensive performance assessment (CPA) of the Council will be taking place in July 2004. As part of the preparation for CPA we have been through a self-assessment process, which has involved identifying the challenges the Council faces in meeting its strategic objectives.

The self-assessment is available on our website at www.stroud.gov.uk/cpa/index.html

As a result of this process a Headline Improvement Plan has been produced which summarises the actions that will be taken to achieve our ambitions, and this has been incorporated into our Corporate Delivery Plan.

