

REPORT TO BUCHAN AREA COMMITTEE – 7th December 2021

AREA PERFORMANCE CALENDAR

1 Reason for Report/Summary

- 1.1 An update for committee on the planned area performance reporting schedule and information on the scope of performance reporting that committee can expect to see in the coming year.

2 Recommendations

- 2.1 Acknowledge the reporting schedule and scope of performance reporting;**
- 2.2 Instruct the Area Manager (Buchan) to present a mid-year update (April 2021- September 2021) on progress made in relation to projects/actions within the Buchan Area Plan 2020-2022 on 11 January 2022; and**
- 2.3 Agree to receive mid-year performance reports (April 2021- September 2021) relevant to the Buchan area between January and March 2022.**

3 Purpose and Decision-Making Route

- 3.1 At the meeting of Aberdeenshire Council on 7 October 2020, when approving the Council Plan 2020-2022, to support the delivery of the Plan it was agreed that Directorate Plans and Area Plans would be produced. At its meeting on 24 June 2021, Aberdeenshire Council approved the Corporate Performance Framework, in which the Directorate and Area Plans are referenced.
- 3.2 The Buchan Area Plan 2020-22 was approved by Buchan Area Committee at its meeting on 11 May and the associated Action Plan was updated on 22 June 2021.
- 3.3 On 5 October 2021, Committee approved the Area Performance Framework and associated performance indicators, proposed by Services, which will further enable the scrutiny of progress of both the Area Plan and “business as usual” activity. This report confirms the initial reporting schedule for area performance reports, updates on Area Plan Action Plans and notes the reports that will be provided by Services that support performance reporting and the scrutiny and monitoring role of the committee.

4 Discussion

- 4.1 Services have identified several Performance indicators (PIs) which will indicate progress with delivery and impact of projects and actions within the Buchan Area Plan and “business as usual” activity. Committee agreed the indicators on 5th October 2021. Committee agreed to receive separate performance reports for each Directorate and to receive the first report in January 2022. The indicative reporting timetable for the performance reports for the period April 2021- September 2021 is:

Directorate/Report	Indicative Area Committee Date
Area Plan Update report	11 January 2022
Education & Children’s Services Area Performance Report	15 March 2022
Environment & Infrastructure Services Area Performance Report	1 February 2022
Business Services Area Performance Report	11 January 2022

- 4.2 The Committee’s engagement and sessions with the Directorate Leadership Teams are an essential component of performance management and reporting. All the Directors will be attending sessions with the Committee following the consideration of performance reports at Committee. The dates for these sessions will be agreed in due course.
- 4.3 Committee will understand that the scrutiny of performance is not limited only to the performance indicators agreed on 5 October 2021. The Committee’s role in relation to performance management, scrutiny, monitoring, and improvement is broad. Committee receives a variety of reports throughout the year that detail how Services are performing in terms of service delivery. A calendar of reports that are considered by Committee on a regular basis is attached as Appendix 1. It is not necessarily an exhaustive list but an indication of the variety of reports available to aid and enhance performance reporting. Annually Committee will also consider an annual scrutiny update which will confirm the performance reports considered in the previous financial year.
- 4.4 A mid-year update (April 2021- September 2021) on progress made in relation to projects/actions within the Buchan Area Plan 2020-2022 was expected to be presented to Buchan Area Committee on 30 November 2021. It is now proposed to present this update to Committee on 11 January 2022. An extension is requested to ensure the progress report is comprehensive and all projects and actions are updated

5 Priorities, Implications and Risk

- 5.1 This report supports the delivery of the three Pillars, the six Strategic Priorities and the key principles; right people, right place, right time; responsible finances; climate and sustainability; Community Planning Partnership Local Outcome Improvement Plans; human rights and public protection; tackling poverty and inequalities; digital infrastructure and economy.
- 5.2 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed.

Subject	Yes	No	N/A
Financial	X		
Staffing	X		
Equalities			X
Fairer Scotland Duty			X
Town Centre First			X
Sustainability			X
Children and Young People's Rights and Wellbeing			X

- 5.3 The financial and staffing implications of the Area Performance Framework will be managed within approved service budgets.
- 5.4 An integrated impact assessment has been carried out at the screening stage (IIA-000260) and no further detailed assessments are required. This report is a high-level planning document and does not have any differential impact on any of the protected characteristics. Any service changes made as a result of this plan will be subject to separate reporting and integrated impact assessments carried out as appropriate.
- 5.5 No risks have been identified as relevant to this matter on a Corporate or Directorate Level. The registers can be viewed on the council's website - [Corporate Risk Register 2021 \(aberdeenshire.gov.uk\)](https://www.aberdeenshire.gov.uk/corporate-risk-register-2021) and [Business Services Directorate Risk Register \(aberdeenshire.gov.uk\)](https://www.aberdeenshire.gov.uk/business-services-directorate-risk-register)

6 Scheme of Governance

- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 6.2 The Committee is able to consider and approve this item in terms of Section B.1.1 of the List of Committee Powers in Part 2A of the Scheme of Governance it may determine any matter that is specific to their Area not otherwise properly delegated to any other Committee.

RITCHIE JOHNSON
DIRECTOR OF BUSINESS SERVICES

Report prepared by: - Amanda Roe, Buchan Area Manager
Date 15 November 2021

List of Appendices:

Appendix 1 - Performance Calendar

Performance Reports Calendar

Indicative Month	Topic	Lead Directorate
April	Update on Peterhead Vision & Action Plan	Environment & Infrastructure Services
May	Annual Analysis of Attainment and Achievement in Accredited Awards Of Young People In Buchan Secondary Schools	Education & Children's Services
May	Annual Scrutiny and Improvement Report	Business Services
June	Buchan Area Plan 2020-22 – Annual Update on Projects/ Actions	Business Services
	Buchan Area Plan 2020-2022 Annual Performance Update	Business Services
	Historic Asset Management Project Annual Update	Environment & Infrastructure Services
	Scottish Fire and Rescue Service Performance Report – Quarter 4	Partner
August	HSCP Performance & Outcomes Framework	Partner
September	Scottish Fire and Rescue Service Performance Report – Quarter 1	Partner
October	Update on Peterhead Vision & Action Plan	Environment & Infrastructure Services
	Corporate Parenting Annual Report	Education & Children's Services
November	Buchan Community Plan 2020-2022 Progress Update	Business Services
	Buchan Area Plan 2020-22 – Mid-Year Progress	Business Services

Indicative Month	Topic	Lead Directorate
	on Projects/ Actions (April – September)	
	Buchan Area Plan 2020-2022 Mid-year Performance Update (April – September)	Business Services
December	Scottish Fire and Rescue Service Performance Report – Quarter 2	Partner
January	Buchan Community Plan 2020-2022 Progress Update	Business Services
February	Tackling Poverty & Inequalities – Progress Report	Business Services
	Scottish Fire and Rescue Service Performance Report – Quarter 3	Partner

In addition, Committee will consider Procurement Plan Updates, Work Programme Updates, and Property Sale and Purchase reports when requested. Performance reports from Police Scotland are also considered when available.