

**TO: THE EXECUTIVE**  
**17 December 2019**

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**COUNCIL PLAN OVERVIEW REPORT**  
**Chief Executive**

**1 PURPOSE OF REPORT**

- 1.1 To inform the Executive of the performance of the council over the second quarter of the 2019/20 financial year (July - September 2019).

**2 RECOMMENDATION**

- 2.1 **To note the performance of the council over the period from July - September 2019 highlighted in the Overview Report in Annex A.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 To brief the Executive on the council's performance, highlighting key areas, so that appropriate action can be taken if needed.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None applicable.

**5 SUPPORTING INFORMATION**

Performance Management

- 5.1 The council's performance management framework provides for the preparation of Quarterly Service Reports (QSRs) by each department. These QSRs provide an update of progress and performance against departmental Service Plans.

Quarterly Service Reports

- 5.2 Executive Portfolio Holders will have received the second quarter QSRs for their areas of responsibility. QSRs are also distributed electronically to all Members, and will be considered by the Overview & Scrutiny Commission and Scrutiny Panels. This process enables all Members to be involved in performance management.

Council Plan Overview Report

- 5.3 The QSRs have been combined into the Council Plan Overview Report (CPOR), which brings together the progress and performance of the council as a whole. The CPOR enables the Corporate Management Team and the Executive to review performance, highlight any exceptions and note any remedial actions that may be necessary, either from under-performing or over-performing services, across the range of council activities.
- 5.4 The CPOR for the second quarter (July - September 2019) is shown at Annex A.

**6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

- 6.1 There are no specific legal issues arising from this report.

Borough Treasurer

6.2 There are no direct financial implications arising from this report.

Equalities Impact Assessment

6.3 Not applicable.

Strategic Risk Management Issues

6.4 Any specific issues are included in the QSRs and in the CPOR in Annex A.

Other Officers

6.5 Not applicable.

## **7 CONSULTATION**

Principal Groups Consulted

7.1 Not applicable.

Method of Consultation

7.2 Not applicable.

Representations Received

7.3 None.

Background Papers

QSR – People – Quarter 2 2019/20

QSR – Delivery – Quarter 2 2019/20

QSR – Central Directorates – Quarter 2 2019/20

Contact for further information

Timothy Wheadon, Chief Executive - 01344 345601

[Timothy.Wheadon@bracknell-forest.gov.uk](mailto:Timothy.Wheadon@bracknell-forest.gov.uk)

John Ainsworth, Business Intelligence Statistician – 01344 352174

[John.Ainsworth@bracknell-forest.gov.uk](mailto:John.Ainsworth@bracknell-forest.gov.uk)