REPORT TO: THE SCRUTINY COMMITTEE - 16 FEBRUARY 2011

REPORT ON: CORPORATE PERFORMANCE SELF-ASSESSMENT 2010/2011 -REPORT FOR SIX MONTHS TO 30 SEPTEMBER 2010

REPORT BY: DIRECTOR OF FINANCE

REPORT NO: 36-2011

1 PURPOSE OF REPORT

1.1 The purpose of this report is to advise Elected Members of the performance of Dundee City Council for the six months to 30 September 2010, as defined by the Key Quarterly Performance Indicators.

2 **RECOMMENDATION**

- 2.1 Elected Members note that performance levels for the first six months to 30 September 2010 have generally been maintained or improved.
- 2.2 All Chief Officers should review the contents of Appendix 1 as it relates to their service and consider if there are any indicators for which performance can be improved over the remainder of the 2010/2011 financial year.

3 **FINANCIAL IMPLICATIONS**

3.1 All initiatives to improve performance must be kept within existing budgets.

4 BACKGROUND

- 4.1 The Council has now been monitoring performance on a quarterly basis for over three years during which time it has became clear that the very process of monitoring performance more frequently than the traditional annually has helped improve performance and in some cases significantly.
- 4.2 The first annual performance self-assessment which took place in 2009/2010 has now been reviewed. These annual indicators are now being recorded within the quarterly reports where possible which should assist performance improvement.
- 4.3 The indicators have also been re-aligned with the new Council Plan and the same categories used to group the indicators to assess overall performance improvement in relation to the Council's key priorities.

5 **PERFORMANCE OVERVIEW**

- 5.1 The key performance indicators to be measured on a quarterly basis are listed in Appendix 1. Performance for each of these has been colour coded with green reflecting a performance improvement of >5% and amber denoting performance of +/-5%. Red denotes performance deterioration of >5% which is supported by comprehensive Position Statements for more detailed consideration.
- 5.2 In Appendix 1, 85% of the performance indicators either showed performance being maintained or improved. Only 8 indicators suggested a significant deterioration in performance. Seventeen of the indicators demonstrated significant improvement on the same period for the previous year.

RMK/LAB 07/02/2011 36-2011

6 A WORKING CITY

6.1 The Council is currently collecting 11 indicators on a quarterly basis in this category for which 100% have either maintained or improved performance compared to the previous period. This is an excellent performance.

7 QUALITY OF LIFE AND SOCIAL INCLUSION

7.1 The Council is currently collecting 10 indicators on a quarterly basis in this category for which 70% have either maintained or improved performance compared to the previous period. Business advice requests, non low demand letting times and municipal waste landfill were the areas where performance declined.

8 HEALTHY, SAFE COMMUNITIES

8.1 The Council is currently collecting 8 indicators on a quarterly basis in this category for which 100% have either maintained or improved performance compared to the previous period. This is an excellent performance.

9 **GETTING IT RIGHT FOR EVERY CHILD**

- 9.1 The Council is currently collecting 4 indicators on a quarterly basis in this category for which 75% have either maintained or improved performance compared to the previous year. Supervision orders were the only area in decline.
- 9.2 It should be noted that it is intended to add two or three more indicators into this analysis in future with the agreement of the Service department.

10 CORPORATE CHANGE AND IMPROVEMENT

10.1 The Council is currently collecting 21 indicators on a quarterly basis in this category for which 81% have either maintained or improved performance. Benefits indicators and Council House Sales were the only areas where performance declined.

11 **POLICY IMPLICATIONS**

11.1 This request has been screened for any policy implications in respect of Sustainability, Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

12 CONSULTATION

12.1 The Chief Executive, Depute Chief Executive and Assistant Chief Executive have been consulted on the content of this report.

13 BACKGROUND PAPERS

13.1 Audit Scotland Performance Guidelines 2010/11.

MARJORY M STEWART DIRECTOR OF FINANCE

31 JANUARY 2011

Statutory Performance Indicators

Position Statement

Department	EHTS - Tradir	n Standards						
Performance Indicator								
				thin 14 days of receipt				
	Previous +1	Previous	Current					
Trend	95.8	100	94.8					
Deterioration rate	5.2%							
Latest Scottish Ranking	N/A							
Statistical Overview	2008/09, and year, it is antic	99.1% in 2009/ pipated that the	10. With three annual figure f	5.6% for this indicator in months to go in the current or 2010/11will be within 5% ifferent from 2008/09				
Indicator Status	Specified							
Commentary	with requests reduction in th requests whic Nevertheless	for trading stan e number of sta h have required the 2009/10 inte	dards advice fr aff available for referral to tech erim result of 1	ciency of the council in dealing rom business. There has been a r this work, and a number of hnical experts outside the council. 00% was exceptional, and the will recover to finish within 5% of				
Recovery Assessment Other Comment		that performan annual basis.	ce measured b	by this indicator will be within 5% o				

PS1

Statutory Performance Indicators

Department	Housing									
Performance Indicator	Average time to let Council Houses (Non Low Demand)									
Trand	Previous +1PreviousCurrent2009/20102009/102010/11compared to6 months6 monthsprevious yearto 30/09/09to 30/09/10									
Trend	81 74.5 98.7									
Deterioration rate	32.50%									
Latest Scottish Ranking	N/A									
Statistical Overview	The criteria for assessing Non Low and Low demand properties was reviewed in July 2010 The new criteria is based on historical data on turnover, no offers and refusal and current data on demand for property type, size and area. The new criteria has been agreed and implemented and backdated to April 2010. This may be a significant factor in the change in trend									
Indicator Status	Specified									
Commentary										
	 A report was taken to the Housing Best Value Review Group outlining the Lean Service Review of the void process in February 2010. Many of the experiments have been implemented through the new relet system. As a result of the lean review and ongoing improvements identified by the Void Management Group, a number of improvements have been made: Weekly contractor meetings take place and Improved communication with DCS has reduced the need for using "awaiting material" codes. Suited locks are fitted to properties for easier access to keys for contractors. A new re-let squad was introduced 16 August 2010. A new letting standard in consultation with RTO's and other key stakeholders has been implemented in August 2010. A Decoration standard has been implemented to improve the quality of relets. We expect to see significant change in performance once the new relet system is bedded in. Changes in definitions of low demand and non low demand stock will improve the accuracy of stock numbers in each category that we report as SPIs. 									
Recovery Assessment										
Other Comment										

Statutory Performance Indicators

Department	Waste Management								
Performance Indicator	Tonnage of municipal waste landfilled								
	Previous +1	Previous +1 Previous Current							
Trend	5848	8619	10703						
Deterioration rate	24.20%								
Latest Scottish Ranking	n/a								
Statistical Overview	to end Septen		there is a dec	een landfilled since June crease in active waste being on					
Indicator Status	Non-spec.								
Commentary	and until June in the producti Due to the dow has a large to conditions the The Departme and an applica	Bottom Ash is a by product from the DERL Waste to Energy plant and until June this year was recycled by a construction company in the production of asphalt for road working. Due to the downturn in the construction industry, the company now has a large tonnage of stockpiled ash and due to SEPA licence conditions they cannot now accept further tonnages. The Department is currently investigating other uses for this material and an application is with SEPA for their consideration. In the meantime the excess ash is being landfilled as an inert material.							
Recovery Assessment	Not likely to re	cover this finan	cial year						
Other Comment									

Statutory Performance Indicators

Department	Social Work	Social Work							
Performance Indicator	% of children given a supervision order seen by supervising officer within 15 days								
	Previous +1	Previous	Current						
Trend	100.0	95.5	84.9						
Deterioration rate	11.1%		<u>.</u>	1					
Latest Scottish Ranking	22								
Statistical Overview		Monthly figures have varied between 83% and 100% since March 2008. This is actually a minor improvement over last quarter (84.3).							
Indicator status	Non-spec.								
Commentary	30th Septemb supervising of There are usu supervising of nurseries and	In total, 73/86 children were seen on time between 1st April and 30th September 2010. Cases where children are not seen by their supervising officer on time are followed up with the relevant case holder. There are usually valid reasons why the children are not seen by their supervising officer and they are usally seen at schools or nurseries and by other relevant professionals. The majority of these children are teenagers.							
Recovery Assessment				each 100% due to the nature to return to 90%.					
Other Comment									

Statutory Performance Indicators

Department	Finance Revenues								
Performance Indicator	Average number of days taken to process new claims.								
	Previous +1 Previous Current								
Trend	28.0	34.0	37.8						
Deterioration rate	11.0%			<u></u>					
_atest Scottish Ranking	N/A								
Statistical Overview	Performance h	nas fluctuated o	ver the last few	v years.					
Indicator Status	Non-spec.								
Commentary	In June and July, there were IT issues which had a significant impact on the output of processing of all Revenues work, not just benefits. These issues resulted in poor output figures for the months of July and August. This in turn significantly affected the cumulative figure to September.								
Recovery Assessment	The IT issues were resolved and since August, the monthly figures have improved which will have a positive affect on the next reported figures.								
Other Comment	The monthly figures from September are, Sept - 35.9, Oct - 36.0, Nov - 26.8 and Dec - 26.4.								
	Managers continue to monitor resources in an endeavour to improve performance.								

Statutory Performance Indicators

-	— — —									
Department	Finance Revenues									
Performance Indicator	% of cases for	% of cases for which the calculation of benefit due was correct.								
	Previous +1	Previous	Current							
Trend	99.6	98.6	80.5							
Deterioration rate	19.0%			Į						
Latest Scottish Ranking	N/A									
Statistical Overview	This indicator	has remained r	elatively consta	ant over the last few years.						
Indicator Status	Non-spec.									
Commentary	Previously, the figure quoted was statistical information required by the Department for Work & Pensions. A 40 case sample was used to determine the result. However the DWP no longer require local authorities to report on this indicator. As a guide to performance, Revenues continue to measure accuracy. To give a true indication of accuracy, Revenues check 4% of all cases, not just a 40 case sample. This equates to 250 cases on average. By doing this, the comparison between the figures for previous years and current are not comparing like for like.									
Recovery Assessment	A continuous improvement programme operates in the benefits processing section and accuracy issues are taken up with the appropriate staff to improve performance.									
Other Comment	The monthly figures from September are, Sept - 82.5, Oct - 82.2, Nov - 84.3 and Dec - 90.1.									
	Managers continue to monitor resources in an endeavour to improve performance.									

Statutory Performance Indicators

Department Finance Revenues								
Department	Finance nevenues							
Performance Indicator	% of benefit claims determined within 14 days.							
	Previous +1	Previous	Current					
Trend	94.0	89.0	79.6					
Deterioration rate	10.0%			ł				
Latest Scottish Ranking	N/A							
Statistical Overview	Performance h	nas fluctuated c	ver the last few	v years.				
Indicator Status	Non-spec.							
Commentary	In June and July, there were IT issues which had a significant impact on the output of processing of all Revenues work, not just benefits. These issues resulted in poor output figures for the months of July and August. This in turn significantly affected the cumulative figure to September.							
Recovery Assessment	The IT issues were resolved and since August, the monthly figures have improved which will have a positive affect on the next reported figures.							
Other Comment	The monthly figures from September are, Sept - 82.3, Oct - 84.2, Nov - 87.1 and Dec - 93.5.							
	Managers continue to monitor resources in an endeavour to improve performance.							

Statutory Performance Indicators

Department	Housing								
Performance Indicator	% of House Sales completed within 26 weeks								
Trend	Previous +1 2009/2010 compared to previous year 98.2	Previous 2009/10 6 months to 30/09/09 100	Current 2010/11 6 months to 30/09/10 94.4						
Deterioration rate	5.60%								
Latest Scottish Ranking	5								
Statistical Overview	Performance has 2009/10, as detail 2005/664% col 2006/0777% co 2007/0881% co 2008/0996% co 2009/10100% co	ed below: mplete within targe mplete within targ mplete within targ mplete within targ	et et et	Ilminating in 100% complete within the 182 day target in					
indicator Status	Non-spec.								
Commentary	preferred timefran A cumulative end more realistic targ also perhaps wort Council's control. apply a more 'sym finances which in The efforts to date and we will corpor Detailed below is in the 182 day timefr Sale 1 (August 20 Sale 2 (September When the above so between April 201 into perspective, an Housing Dept City Development Legal Dept	Up to 30th Septemeber 2010 D.C.C. has sold 36 properties under The Right To Buy. Only 2 sales fell out with 1 preferred timeframe of 182 days one in August 2010 and another in September 2010. A cumulative end of year goal of around 80% (in terms of the 182 day processing timescale) is felt to be a muc more realistic target given the number of variables for each department involved in the R.T.B. (Right to Buy). It also perhaps worth noting that some of the 'variables' that impact on the processing timescales are outwith this Council's control. In addition to this we may (on occassion due to the current financial market constraints) wisd apply a more 'sympathic' approach towards our customer base and allow them additional time to organise their finances which in turn allows them to proceed with the sale . The efforts to date by all the Departments involved in this Corporate process have surpassed the 80% target set and we will corporately continue to strive towards 'excellence' in terms of this performance indicator. Detailed below is the percentage of overall sale time for each department for the 2 sales that fell outwith the 182 day timeframe: Sale 1 (August 2010) Housing 5.41% City Development 30.26% Legal 64.33% Sale 2 (September 2010) Housing 3.99% City Development 19.89% Legal 76.12% When the above stats are compared to each Departments overall cumulative's processing timescales between April 2010 and September 2010 it should help to place the 2 sales that fell outwith the 182 days into perspective, as shown below: Housing DeptCumulative between 30.47% and 33.76% (@ 30/9/10 is 5.43%) City Development DeptCumulative between 61.58% and 65.89% (@ 30/9/10 is 63.33%) As at the end of December 2010 93% of all Right to Buy sales have been processed within 182 days							
Recovery Assessment				er acheivable (on a cumulative basis) within financial year y sales figures acheive this target.					
Other Comment	Given the number of variables involved for each department in the sale of council housing under The Right to Bu the efforts this year by all departments involved in this corporate process is considered more than reasonable in terms of acheivement.								

Statutory Return/Self-Assessment 2010/2011

Corporate Performance - Council Priorities

Priority	2008/2009 Ranking	2008/2009	2009/2010 compared to previous year	2009/10 6 months to 30/09/09	2010/11 6 months to 30/09/10	Estimated Position 2010/11	Comment
(1)A Working City							
Leisure and Community Services							
Number of times terminals							Performance maintained
are used per 1000 population	5	1314.7	1297	675	663		
Visits to museums							Excellent improvement
per 1,000 population	14	796	1517	911	1677		
Visits to museums							Excellent improvement
per 1,000 population in person	9	771	1016	867	1425		
Number of attendances per 1000							Performance maintained
population for all pools	14	3747	3814	2059	2078		
Number of attendances per 1000							Improvement of 4.4%
population for indoor facilities	8	6287	6203	2886	3014		
Visitors to Council							Performance maintained
libraries	N/A	1,391,733	1,383,533	703,681	708,281		
Number of activities promoting							Improvement of 2.5%
reading	N/A	N/A	3,705	1,680	1,723		
Number of library visits per 1,000 of							Performance maintained
the population	1	9791	9711	4939.0	4940.0		
Borrowers as a percentage							Performance maintained
of the resident population	28	17.3	16.9	12.9	12.7		
Visits to Community Centres per							Performance maintained
1,000 population	N/A	N/A	2321	1295	1240		
Attendances at learning provision							Improvement of 15%
	N/A	N/A	131	65	75		

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(2)Quality of Life and Social Inclusion						
Protective Services						
Average time between noise complaint and attendance -hrs	10	10.0	9.8	10.8	8.4	Improvement of 22%
Average time between complaint and attendance - Part V ASBA 2004 - mins	1	18	18	20	17.6	Improvement of 12%
% of consumer complaints processed within 14 days	10	83.6	79.8	84.3	80.4	Performance I maintained
% of business advice requests dealt with within 14 days	19	97.5	96.5	100.0	94.8	Deterioration of 5.2%
Housing						
Average time to let Council Houses Non Low Demand	24	72	81	74.5	98.7	Performance decline
Average time to let Council Houses Low Demand	16	90	119	194.4	106.6	Excellent improvement
Waste Management						
Number of complaints per 1,000 households	9	15.0	13.9	15.8	13.3	Improvement rate currently 15% but may fall rise due to inclement weather
Tonnage of municipal waste collected	N/A	94724	95975	48296	51020	Improvement running at 5.6%
Tonnage of municipal waste landfilled	N/A	19597	15346	8619	10703	Will remain high due to bottom ash
% of municipal waste recycled by the authority	17	36.1	40.1	38.1	38.8	Improvement rate currently 2% but figure may decrease dut to seasonal trends and bottom ash

D is its	2008/2009	0000/0000	2009/2010	2009/10	2010/11	Estimated Position	0	
Priority	Ranking	2008/2009	compared to previous year	6 months to 30/09/09	6 months to 30/09/10	2010/11	Comment	
(3)Healthy, Safe Communities								
Adult Social Work								
% social enquiry reports							Improvement of 2.6%	
submitted by due date	10	100.0	100	97	99.5			
% probationers seen by a	10	70.0		77.0	00.0		Improvement of 3.5%	
supervising officer < 1 week Average hours to complete	18	72.0	80	77.3	80.0		Eventlent improvement of 10 C0/	
a community service order	25	2.8	4.7	4.3	5.1		Excellent improvement of 18.6%	
Housing	20	2.0	4.7	4.5	5.1			
Average time between homeless							Performance maintained	
presentation and completion	N/A	38.6	34.1	31.5	30.5			
Protective Services								
% of food alerts receiving a response							Performance maximised	
within 48 hours	N/A	100	100	100	100			
% of communicable disease notifications	N/A	100	100	100	100		Performance maximised	
receiving a response < 2 working days % of pest control responses made	N/A	100	100	100	100		Performance maximised	
< 5 working days	N/A	100	100	100	100		Periormance maximised	
Personnel	N/A	100	100	100	100			
Incidents of violence towards							Continued improvement	
Council employees	N/A	666	653	340	310			
(4)Getting it right for every child								
Childrens Services								
% of childrens hearing reports							Improvement of 15%	
submitted by target date	9*	36.5	45	42.5	48.8			
% of children given a supervision		100.0					Performance decline	PS
order seen within < 15 days	22	100.0	92.8	95.5	84.9		De ferre en el el cient	
% of referrals responded to	NI/A	100.0	100	00.0	00.0		Performance maintained	
within 24 hours	N/A	100.0	100	96.2	96.0		Higher % of children econ within 01 down	
Reduce days between initial child protection investigation and registration	N/A	50.7	38.6	41.6	35.2		Higher % of children seen within 21 days	

			r		1	
(5)Corporate Change and Improvement						
Development Services						
% of householder planning applications dealt with within 2 months	15	83.2	66.7	78.7	87	Improvement rate of just over 10%
% of all planning applications	15	03.2	00.7	/0./	67	Improvement rate of 18%
dealt with within 2 months	20	62.3	54.8	61	72	
Benefits Administration						
Average number of days taken to process new claims	N1/A	27.0	37	04.0	37.8	Deterioration of 11% PS5
% of cases for which the	N/A	27.0	37	34.0	37.8	Deterioration of 19%
calculation of benefit due was correct	N/A	97.6	97.8	98.6	80.5	
% of benefit claims determined	N1/A	05		00	70.0	Decrease of 10% PS7
within 14 days Housing	N/A	95	89	89	79.6	
-						Deterioration of 5.6% PS8
% of house sales completed within 26 weeks	5	95.6	98.2	100.0	94.4	
Roads & Lighting						
% of traffic light repairs within						Performance maximised
48 hours	5	99.80	99.2	99.40	100.00	
% of street light repairs						Performance I maintained
within 7 days	16	94.6	95.6	97.1	95.2	

							Page 5
- · · ·	2008/2009		2009/2010	2009/10	2010/11	Estimated	
Priority	Ranking	2008/2009	compared to		6 months	Position	Comment
			previous year	to 30/09/09	to 30/09/10	2010/11	
(5)Corporate Change and Improvement							
Corporate Management							
Days sickness absence for local							Continued improvement
government employees	12	12.1 days	13.7 days	7.1 days	5.18 days		
Days sickness absence for teachers	27	9.4 days	9.7 days	4.2 days	2.76 days		Continued improvement
Accidents to employees of	2,	0.1 days		1.2 days	2.70 day5		Improvement rate of 8%
the Council	N/A	407	374	175	160		P
Number of corporate complaints made to the Council	N/A	594	191	124	107		Improvement rate of 14%
Average number of visits made							Improvement rate of 11%
to the Council website	N/A	4240	4323	4159	4637		
% of CT income in the year							Performance maintained
collected in the year	31	91.3	91.4	53.5	53.3		
% of NDR income due							Improvement of 4.5%
collected in the year	N/A	95.4	95.2	48.5	50.7		
% of invoices paid within							Performance maintained
30 days	2	93	94	94	92		
% of Dundee suppliers paid within	N1/A		00				Performance maintained
14 days	N/A	80	82	82	81		
Housing							
Rent arrears as a percentage							Slight increase over target of 9%
of the net rent debit	23	9.9	9.1	8.8	9.1		olight molease over target of 576
Finance	20	0.0	0.1	0.0	0.1		
Revenue projected outturn							
compared to annual budget	N/A	0.00	-0.10	-0.10	0.20		Well within tolerance levels
Capital projected outturn							
compared to annual budget.	N/A	-4.90	-4.60	-1.90	1.10		Well within tolerance levels
% of creditors paid electronically	NI/A	00.0	00.0	02.0	04.1		Continued steady improvement
	N/A	93.0	93.8	93.0	94.1		

Key

performance improved by > 5%

performance deteriorated by > 5%

performance maintained within the above tolerances

N/A no ranking as not a statutory indicator

* represents a benchmark other than Audit Scotland's