

## 2022/23 Quarterly Performance Monitoring

Quarter	Quarter dates	Excelsis PMF Update deadline	Performance Monitoring meeting No later than	Committee	Committee Meeting dates
2021/22 4 <sup>th</sup> Qtr	1 January – 31 March 2022	2021/22 Outturn <b>22 April 2022</b>	01/06/2022	Community Services	23/06/2022
			25/05/2022	Environment	16/06/2022
			30/05/2022	Housing	21/06/2022
			18/05/2022	Strategy & Resources	09/06/2022
2022/23 1 <sup>st</sup> Qtr	1 April – 30 June 2022	<b>14 July 2022</b>	25/08/2022	Community Services	15/09/2022
			18/08/2022	Environment	08/09/2022
			23/08/2022	Housing	13/09/2022
			09/09/2022	Strategy & Resources	29/09/2022
2 <sup>nd</sup> Qtr	1 July – 30 September 2022	<b>14 October 2022</b>	11/11/2022	Community Services	01/12/2022
			18/11/2022	Environment	08/12/2022
			16/11/2022	Housing	06/12/2022
			04/11/2022	Strategy & Resources	24/11/2022
3 <sup>rd</sup> Qtr	1 October – 31 December 2022	<b>24 January 2023</b>	03/03/2023	Community Services	23/03/2023
			10/03/2023	Environment	30/03/2023
			08/03/2023	Housing	28/03/2023
			17/02/2023	Strategy & Resources	09/03/2023
2022/23 4 <sup>th</sup> Qtr	1 January – 31 March 2023	<b>21 April 2023</b>	Tbc when civic timetable for 23/24 agreed	Community Services	Tbc when civic timetable for 23/24 agreed
			Tbc when civic timetable for 23/24 agreed	Environment	Tbc when civic timetable for 23/24 agreed
			Tbc when civic timetable for 23/24 agreed	Housing	Tbc when civic timetable for 23/24 agreed
			Tbc when civic timetable for 23/24 agreed	Strategy & Resources	Tbc when civic timetable for 23/24 agreed

## 2022/23 Quarterly Performance Monitoring

COMMITTEE	DIRECTOR	SUPPORT OFFICER	COMMITTEE CHAIR & PERFORMANCE MONITORS	LEAD OFFICERS REPORTING TO COMMITTEE ON COUNCIL PLAN	COUNCIL PLAN
Community Services & Licensing	Keith Gerrard	Nikki Iles  Becky Poole (DS)	Chair: Cllr Chris Brine  Cllr Julie Job Cllr Nigel Prenter	Rachel Andrew; Amy Beckett; Adrian Blick; Hannah Emery; Keith Gerrard; Angela Gillingham; Emma Keating-Clarke; Liz Shellam; Kevin Ward.	Actions: 19 Milestones: 41 Indicators: 7  <b>Total: 67</b>
Environment	Brendan Cleere	Eka Nowakowska  Becky Poole (DS)	Chair: Cllr Chloe Turner  Cllr Chris Evans	Rachel Brain; Helen Scullard; Angela Gillingham; Maria Hickman; Simon Maher; Conrad Moore; Mark Russell; Mike Towson.	Actions: 21 Milestones: 26 Indicators: 20  <b>Total: 67</b>
Housing	Keith Gerrard	Fraya Nicholls  Katie Kirton (DS)	Chair: Cllr Mattie Ross  Cllr Lindsey Green Cllr Katrina Davis	Rachel Brain; Alison Fisk; Maria Hickman; Pippa Stroud; Helen Scullard.	Actions: 8 Milestones: 6 Indicators: 16  <b>Total: 30</b>
Strategy & Resources	Andrew Cummings	Eka Nowakowska  Jenna Malpass (DS)	Chair: Cllr Catherine Braun  Cllr Nicholas Housden Cllr Gordon Craig	Amy Beckett; Adrian Blick; Rachel Brain; Brendan Cleere; Andrew Cummings; Lucy Clothier; Hannah Emery; Alison Fisk; Leonie Lockwood; Simon Maher; Lucy Powell; Mark Russell; Chris Mitford-Slade; Liz Shellam; Helen Scullard; Sarah Turner.	Actions: 30 Milestones: 68 Indicators: 11  <b>Total: 109</b>

## 2022/23 Quarterly Performance Monitoring

### Procedure:

1. **Lead officers** provide their quarterly update on Excelsis by the deadline date. Guidance notes are available on the staff Hub.
2. **Heads of Service/Managers** ensure that Service Plans are updated.
3. **Support officers** liaise with Executive Assistant to schedule quarterly performance monitoring meetings and run the Performance report for their Committee from Excelsis.
  - a. In Excelsis sort by Action / Milestone / Indicator and produce Summary for PM report template.
  - b. Liaise with Director to add any additional information to PM report template.
  - c. Send report to Performance Monitors.
4. **Directors** meet with **Performance Monitors** to answer any questions arising from the report.
  - a. Following discussion **Performance Monitors** agree and sign off final version of report.
  - b. Where no information has been provided, officers may be asked to attend Committee to give an update in person.
5. Final report submitted to **DS/SLT** as part of Committee papers.
6. **Performance Monitors** present report to Committee, noting where performance is on target/overdue/not started and any areas for improvement. Committee discuss and agree which areas to focus on for next meeting and schedule as part of the Work Programme.