

Agenda Item 6
Overview & Scrutiny Committee
18 March 2025

Title: 2024/25 Quarter 3 Performance Report
Lead Officer: Graham Leach
Portfolio Holder: Councillor Davison
Wards of the District directly affected:

Approvals required	Date	Name
Portfolio Holder	10/03/2025	Ian Davison
Finance		
Legal Services		
Chief Executive	10/03/2025	Chris Elliott
Director of Climate Change	10/03/2025	Dave Barber
Head of Service(s)	10/03/2025	Graham Leach
Section 151 Officer	10/03/2025	Andrew Rollins
Monitoring Officer	10/03/2025	Graham Leach
Leadership Co-ordination Group		
Final decision by this Committee or rec to another Cttee / Council?	Yes	
Contrary to Policy / Budget framework?	No	
Does this report contain exempt info/Confidential? If so, which paragraph(s)?	No	
Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?	No	
Accessibility Checked?	Yes	

1. Summary Why Overview & Scrutiny Committee asked for the report

1.1 The report sets out the 2024/2025 Quarter 3 Performance Report for Warwick District Council against the measures/targets included within the adopted Service area plans. It also sets out the timetable for reporting on performance for the remainder of the Financial Year.

2. What is being delivered

- 2.1 The Performance report is a key tool in helping the Council demonstrate the services it is providing are performing. At present the performance report focuses on the measures within the Service Plans and if they are achieving the expected level of performance. The commentary provided by officers against those measures which are below the expected level enables an understanding of the reasons for this and if there is a need for further investigation.
- 2.2 The Quarter 1 report was reported to Committee in November 2024 and Quarter 2 report was brought to Committee in January 2025. Quarter 3 report is set out at Appendix A to the report. Quarter 3 ran from 1 October 2024 ending on 31 December 2024.
- 2.3 The current performance report provides an overview of the measures within the approved service area plans for 2024/25 with a focus on those that were either in red or amber status. The status is defined within the specific measure on expected performance. The report also provides details of measures where the "Measure/Target trending down for at least two consecutive quarters".
- 2.4 Not all measures are reported on within the report, but all can be found, along with full service area plans on the WDC Business Intelligence Portal the link to which has been circulated separately to all Councillors.
- 2.5 Table 1, below sets out the reporting timeline for the performance report for the remainder of the 2024/25 Service Area Plans. Officers are reviewing the timetable for Quarter 4, as part of the plan for quarterly reporting for 2025/26 to see if this can be reported on earlier, ideally to Scrutiny Committee in June 2025.

Table 1

Stage	Q3 report	Q4 report
Deadline for Service Areas to provide the data	3 February 2025	5 May 2025
Date for the draft SAP to SLT	10 February 2025	12 May 2025
Date SLT to provide commentary	17 February 2025	19 May 2025
Date to be considered at SLT	20 February 2025	29 May 2025
Date to be considered at Cabinet Catch Up	24 February 2025	2 June 2025
Date SAP will be shared with all Councillors	26 February 2025	4 June 2025
Date to be considered by O&S Cttee	18 March 2025	8 July 2025

2.6 Also available, via the Business Intelligence Portal, are the corporate projects list, the significant risk register (which is reported to both Cabinet and Audit &

Standards Committee) and procurement activity setting out current and upcoming procurement activity. The link to which have been circulated separately to all Councillors.

- 2.7 The Service Area Plans for 2025/26 were approved by Cabinet in February, as was the performance management framework, and will shortly be available via the Business Intelligence Portal.

3. The key risks to the service and how they are being managed

- 3.1 The primary risks around performance monitoring reports are ensuring that the data provided in the service area plans report is accurate and provides commentary on the rationale for the level of performance. This helps the Council to identify at an early stage where performance is below the expected standard and investigate/challenge as appropriate.

4. Further Development and Review

- 4.1 In addition to the development of a Performance Management Framework a framework for monitoring progress against Corporate Strategy Priority 3 has been developed and endorsed by the Project Board. This is now being tested with a view to reporting later this year alongside wider progress on the corporate Strategy.
- 4.2 The Committee should be aware that the Council has been offered the opportunity to work with CiPFA to test their new data assurance questionnaire. This work is being led by the Internal Audit & Risk Manager, Policy Performance and Complaints Manager and Head of Governance & Monitoring Officer. This will focus on an area of the Council to review data quality and identify potential improvements. An update on this will be shared in the Quarter 4 Performance report.

5 Key points to highlight

- 5.1 The table below provides an overall summary of performance in Quarter 1 quarter 2 and quarter 3

	Q1	Q2	Q3
Measure in red	17	15	17
Measures in amber	8	9	8

- 5.2 The Table below provides a summary breakdown of those measures currently in red and amber and where they were in Quarter 1 and Quarter 2

	Number in Red in Q2	Number in Amber in Q2	Number in Red Q1	Number in Amber in Q1
Q3 Measures in Red	11	1	9	0
Q3 measures in Amber	3	5	0	5

Background papers: Nil

Supporting documents: Service Area Plans for 2024/25