

LONDON BOROUGH OF BRENT

**EXECUTIVE
16TH AUGUST 2004**

REPORT FROM THE DIRECTOR OF POLICY & REGENERATION

FP REF: PRU-04/05-2

FOR ACTION

NAME OF WARD(S): ALL

BRENT COUNCIL'S VITAL SIGNS QUARTER 4 - January to March 2004

1. SUMMARY

- 1.1 This report introduces the Vital Signs for the period January to March 2004 and a full year summary review of performance for 2003/04.
- 1.2 The Vital Signs set out the data on the Council's performance against the key priority indicators.
- 1.3 The Vital Signs are colour coded
 - Green for improvement against previous quarter
 - Red where performance has fallen against previous quarter
 - Yellow where there is incomplete data

2. RECOMMENDATIONS

Members of the Executive are recommended to:

- 2.2 Note that the digest provides a clear and concise summary of performance over the previous 5 quarters, with comments from Executive Lead Members and key officers
- 2.3 Note that an annual performance review summary has been provided reporting performance for each indicator from April 2003 to March 2004.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report.

4. STAFFING IMPLICATIONS

None, directly arising from the report.

5. LEGAL IMPLICATIONS

- 5.1 None, directly arising from the report.

6. **DETAIL**

6.1 The Vital Signs document provides quarterly information on key performance indicators across the council. In particular, it:

- provides an at a glance summary of good and bad performance highlighting areas where performance has fluctuated
- provides details of any remedial action to be taken
- allows both Councillors and officers an opportunity to comment and assess performance progress
- encourages regular performance monitoring by service managers and thereby signals that such monitoring should not just be seen as a one-off end of year exercise but an essential part of good management practice throughout the year
- provides an essential overview of key performance indicators for both the Executive and Performance & Finance Select Committee

7. **BACKGROUND INFORMATION**

Background papers used in the preparation of the schedule are in-line with:

Agreed service area priorities CMT Awaydays - July 2003
PIIG produced data on behalf of the Service Areas - March 2004

Further information can be obtained from Ann Kenny (Policy & Regeneration Unit) on 020 8937 1033

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