

MANAGEMENT SCRUTINY COMMITTEE

REQUEST TO ATTEND SEMINAR – NORTH EAST REGIONAL EMPLOYERS ORGANISATION SEMINAR ON PERFORMANCE MANAGEMENT

REPORT OF THE CHIEF EXECUTIVE

22 OCTOBER 2009

1. Purpose of Report

- 1.1 For the Committee to consider nominating delegates to the North East Regional Employers Organisation Seminar on Performance Management for Members to be held on 19 November 2009.

2. Background

- 2.1 The Council's Overview and Scrutiny Handbook contains a protocol for use of the Scrutiny Committees budget by members to attend training and conferences relevant to the remit of the Committee.

3. Conference Details

- 3.1 An invitation has been received from the North East Regional Employers Organisation with regard to a Performance Management Seminar for Members to be held on **19 November 2009, 9.15 am to 4.00 pm at Durham County Cricket Club, Chester-le-Street.**

- 3.2 This one-day workshop will include:

- (a) Key principles of performance management
- (b) Links between performance management, business planning, LAAs and CAA
- (c) Defining goals using data –identifying a balanced set of performance indicators
- (d) Using performance management to deliver Members' goals
- (e) Principles of benchmarking and target setting
- (f) Details on the performance management framework
- (g) Dealing with barriers and developing a performance focused culture
- (h) Using performance information to improve services and quality; and
- (i) The role of exception reporting as a performance management tool

- 3.3 At the end of the workshop, it is envisaged that delegates will:-

- (a) Understand the essential principles of effective Performance Management

- (b) Understand the links between performance management, planning, LAAs and CAA
 - (c) Be able to identify an appropriate and balanced set of performance indicators and set stretching but achievable targets
 - (d) Be better placed to assess the robustness of their Council's performance systems; and
 - (e) Know how to use performance
- 3.4 The seminar will be facilitated by Chris Geyton from Excellence in Business – a provider of high quality management consultancy and training services. A specialist in procurement and supplier and contract management, as well as developing partnership arrangements.
- 3.5 The cost of the seminar is £120 + VAT per delegate including refreshments and seminar notes.
- 3.6 It is suggested that the Committee nominate one or two Members to attend the Conference.

4. Recommendation

- 4.1 The Committee is asked to consider the attendance of Members to the above conference to be funded from the budget of the Scrutiny Committee.

5. Background Papers

Conference invitation issued by the North East Regional Employers Organisation

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