

## CABINET ITEM COVERING SHEET PROFORMA

**AGENDA ITEM:**

**REPORT TO CABINET**

**27<sup>th</sup> SEPTEMBER 2007**

**REPORT OF CORPORATE  
MANAGEMENT TEAM**

### **CABINET DECISION**

#### **CORPORATE ASSESSMENT 2007 – SELF ASSESSMENT**

**Cabinet Member for Corporate and Social Inclusion – Councillor Terry Laing**

1. Summary

The Council will be subject to a “corporate assessment” in December 2007 as part of the Comprehensive Performance Assessment. The assessment starts with the submission of a self assessment against published Key Lines of Enquiry. This report provides Cabinet with a brief outline of the corporate assessment process and a draft self assessment.

2. Recommendations

1. Cabinet are requested to agree the draft self assessment and scores for each theme
2. Cabinet are requested to delegate authority to make any further changes to the self assessment to the Leader of the Council and Chief Executive, prior to its submission to the Audit Commission in October

3. Reasons for the Recommendations/Decision(s)

The self assessment requires Cabinet approval prior to its submission to the Audit Commission.

4. Members Interests

Members (including co-opted Members with voting rights) should consider whether they have a personal interest in the item as defined in the Council’s code of conduct (**paragraph 8**) and, if so, declare the existence and nature of that interest in accordance with paragraph 9 of the code.

Where a Member regards him/herself as having a personal interest in the item, he/she must then consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest (**paragraphs 10 and 11 of the code of conduct**).

A Member with a prejudicial interest in any matter must withdraw from the room where the meeting considering the business is being held -

in a case where the Member is attending a meeting (including a meeting of a select committee) but only for the purpose of making representations, answering questions or giving evidence, provided the public are also allowed to attend the meeting for the same purpose whether under statutory right or otherwise, immediately after making representations, answering questions or giving evidence as the case may be; in any other case, whenever it becomes apparent that the business is being considered at the meeting; and must not exercise executive functions in relation to the matter and not seek improperly to influence the decision about the matter (**paragraph 12 of the Code**).

**Further to the above, it should be noted that any Member attending a meeting of Cabinet, Select Committee etc; whether or not they are a Member of the Cabinet or Select Committee concerned, must declare any personal interest which they have in the business being considered at the meeting (unless the interest arises solely from the Member's membership of, or position of control or management on any other body to which the Member was appointed or nominated by the Council, or on any other body exercising functions of a public nature, when the interest only needs to be declared if and when the Member speaks on the matter), and if their interest is prejudicial, they must also leave the meeting room, subject to and in accordance with the provisions referred to above.**

**AGENDA ITEM:**

**REPORT TO CABINET**

**27<sup>th</sup> SEPTEMBER 2007**

**REPORT OF CORPORATE  
MANAGEMENT TEAM**

**CABINET DECISION**

**CORPORATE ASSESSMENT 2007 – SELF ASSESSMENT**

**Cabinet Member for Corporate and Social Inclusion – Councillor Terry Laing**

**SUMMARY**

The Council will be subject to a “corporate assessment” in December 2007 as part of the Comprehensive Performance Assessment. The assessment starts with the submission of a self assessment against published Key Lines of Enquiry. This report provides Cabinet with a brief outline of the corporate assessment process and a draft self assessment.

**RECOMMENDATIONS**

1. Cabinet are requested to agree the draft self assessment and scores for each theme
2. Cabinet are requested to delegate authority to make any further changes to the self assessment to the Leader of the Council and Chief Executive, prior to its submission to the Audit Commission in October

**DETAIL**

**The Audit Commission’s requirements**

1. As part of the preparation for the Corporate Assessment, the Audit Commission requires us to complete a self assessment document which we must submit to the inspection team week commencing 15<sup>th</sup> October 2007. The Commission says that “the self assessment will form the principal reference point for the corporate assessment. The information and evidence that it provides will be used to help inform judgements made by the assessment team and decisions regarding the scope and focus of the assessment team’s on-site fieldwork”. The self assessment must include what we consider our scores are for each theme, be analytical and evidence based. We must demonstrate:
  - That we are self aware of our current position in terms of local context and capacity to deliver improved outcomes for local people

- A clear understanding of the challenges and opportunities the council faces and a realistic evaluation of our strengths and weaknesses

2. The Self Assessment is based on a set of Key Lines of Enquiry (KLOEs) which provide a framework to assess the council against five key themes, under three headline questions:

- What is the Council, together with its partners trying to achieve?

Theme 1 – Ambition for the community

Theme 2 – Prioritisation

- What is the capacity of the council, including its work with partners, to deliver what it is trying to achieve?

Theme 3 – Capacity

Theme 4 – Performance Management

- What has been achieved?

Theme 5 – Achievement; broken down into five sub themes:

- Sustainable communities and transport
- Safer and stronger Communities
- Healthier communities
- Older people
- Children and young people (we are not required to include this area in the self assessment as the Joint Area Review of Children's Services is happening at the same time and will provide evidence for this theme of the corporate assessment)

3. In addition to the Key Lines of Enquiry themes, the self assessment includes a context and summary section, which details the following:

- Locality information and operating context (economic and business opportunities and challenges relevant to the shared priorities; information about major initiatives, projects or pilots that the council or its partners are doing; information about the key features of the community – demography, deprivation, diversity etc – and how this impacts on the council)
- Contextual information about the council (decision making structures; key partnerships, arrangements or frameworks for joint working or delivery; arrangements for undertaking research, consultation and engagement; financial resources)

### **Developing the self assessment**

4. Work on drafting the self assessment against the Key Lines of Enquiry has been undertaken over the past few months. This has included consultation, engagement and feedback from many sources including members, officers and partners. To support the self assessment the Audit Commission also requires key documentation and supporting evidence to be submitted. The self assessment is supported by

evidence which has been subject to a rigorous quality assurance process to ensure all evidence supports both the key lines of enquiry and the self assessment. A copy of the self assessment is at Appendix 1.

## Scoring our performance

5. There is a requirement for the self assessment to be scored. Each theme can be scored with a maximum of 4 points. These 5 scores will then be combined using a set of rules to produce an overall Corporate Assessment Score. The rules are as follows;
  - 2 or more themes with a score of 4 and none less than a score of 3 will score 4
  - 3 or more with a score of 3 or more and none with less than a score of 2 will score 3
  - 3 or more with a score of 2 or more will score 2
  - Any other combination will score 1
  
6. Detailed below are our proposed scores for each theme:
  - Ambition for the community - 4
  - Prioritisation - 4
  - Capacity - 3
  - Performance management - 4
  - Achievement -4
  
7. If achieved then this would provide us with a Corporate Assessment score of 4. The Corporate Assessment score would then be combined with other service block scores to provide the authority with an overall CPA rating.

## Next Steps

8. The Self Assessment and supporting evidence must be submitted to the Audit Commission by the 15<sup>th</sup> October 2007. Following on from this, there is an analysis week which will include a tour of the borough and a round table meeting where the inspection focus will be discussed in further detail. Details of these dates and those leading up to the publication of the final report are provided below:
  - Self Assessment Submission 15/10/07
  - Analysis week w/c 12/11/07
  - On site inspection 2 weeks commencing 3/12/07
  - Draft report to Council 30/01/08
  - Comments back to team leader 13/02/08
  - Pre publication report to council 14/03/08
  - Latest date to request a review 11/04/08
  - Publication 22/04/08

## **FINANCIAL AND LEGAL IMPLICATIONS**

9. There are no financial or legal implications arising directly from this report

## **RISK ASSESSMENT**

10. Comprehensive Performance Assessment is categorised as low to medium risk. Existing management systems and daily routine activities are sufficient to control and reduce risk.

## **COMMUNITY STRATEGY IMPLICATIONS**

11. The corporate assessment measures the progress of the council and its partners in delivering the objectives of the Community Strategy:

- Environment
- Community Safety and Well-Being
- Health
- Economic Regeneration
- Education and Lifelong Learning
- Arts and Culture

## **CONSULTATION INCLUDING WARD/COUNCILLORS**

12. Extensive consultation and feedback with members, partners CMT, EMT and staff at a senior level within the authority has been undertaken in the collation of this document.

### **Contact Officer:**

**Name:** Helen Dean  
**Post Title:** Assistant Chief Executive - Acting  
**Telephone No:** 01642 527003  
**Email Address:** Helen.dean@stockton.gov.uk

### **Contact Officer:**

**Name:** Kate Fulton  
**Post Title:** Performance Improvement Manager  
**Telephone No:** 01642 526087  
**Email Address:** kate.fulton@stockton.gov.uk

### Background Papers

### **Audit Commission CPA Framework 2007**