**Policy title: Performance Improvement Policy**



**Policy Control**

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| **Policy reference:** | CEO2 |
| **Title of Policy:** | Performance Improvement Policy |
| **Version:** | 2 |
| **Directorate / Departmental ownership:** | Corporate Services Department / Finance and Performance Section |
| **Officer responsible:** | Catherine Hughes |
| **Date of ratification:** | 5 November 2018 |
| **Review date:** | 14 October 2022 |
| **Equality screening and Rural Needs Impact Assessment completed by:** | Catherine Hughes |
| **Equality screening and Rural Needs Impact Assessment date:** | Oct 2022 (Revised) |
| **Location where document is held and referenced:** | Responsible Department  Corporate Policy repository |

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| **1.** | **Title of policy** |
|  | Performance Improvement Policy |
| **2.** | **Statement** |
|  | This policy sets out the Council’s commitment to embedding a performance culture across the organisation, in order to ensure that performance improvement is integrated into the exercise of functions and underpins the delivery of services, supporting continuous improvement and ensuring legislative compliance with The Local Government Act (NI) 2014.  The Local Government Act (NI) 2014 sets out a General Duty of Improvement, whereby all District Councils are required to put in place arrangements to secure continuous improvement in the exercise of their functions and to set performance improvement objectives for each financial year.  ‘Improvement’ within the context of the Act means more than just quantifiable gains in service output or efficiency, or in the internal effectiveness of an organisation. Improvement means activity that enhances the sustainable quality of life and environment for all. |
| **3.** | **Aim** |
|  | The aims of this policy are to:   * Ensure that the Council discharges its performance improvement duties under Part 12 of the Local Government Act (NI) 2014. * Mainstream the Council’s Business Planning and Performance Management Framework, which drives and provides assurance that corporate priorities and performance improvement objectives are being delivered, and are contributing to the achievement of community planning outcomes. * Ensure that Elected Members and officers have due regard for performance improvement in carrying out their duties. |
| **4.** | **Scope** |
|  | Elected Members, Senior Management and employees have a collective role to play in managing performance and securing continuous improvement in the exercise of functions and delivery of services.  The Business Planning and Performance Management Framework puts in place arrangements to ensure that:   * Elected Members and Officers share a common vision, recognising how their work contributes to the achievement of community planning outcomes, corporate priorities and performance improvement objectives. * Performance is monitored, analysed, reviewed and reported on a regular basis. * Good performance is recognised and poor performance is addressed. * Robust and reliable evidence is used to inform the provision of services and strengthen the decision-making process.   Implementing the Business Planning and Performance Management Framework will support the Council in mainstreaming the Performance Improvement Policy and embedding a culture of performance improvement across the organisation, thereby complying with the General Duty of Improvement. |
| **5.** | **Related policies and legislation** |
|  | * Part 12 of the Local Government Act (NI) 2014 * Community Plan for Newry, Mourne and Down * Newry, Mourne and Down District Council Corporate Plan 2021-23 * Performance Improvement Plan 2022-23 (includes the Business Planning and Performance Management Framework) * Other key plans and strategies |
| **6.** | **Definitions** |
|  | The Council recognises ‘improvement’ to mean activity that enhances the sustainable quality of life and environment for ratepayers and communities. |
| **7.** | **Department and Officer responsible** |
|  | |  |  | | --- | --- | | Directorate / Department | **Corporate Services Department** | | Officer(s) responsible for developing the policy | **Catherine Hughes** | |
| **8.** | **Policy approval process**   |  |  | | --- | --- | | **Meeting** | **Date** | | SMT | 2 October 2018 | | Strategy, Policy and Resources  Committee | 18 October 2018 | | Monthly Council Meeting | 5 November 2018 | |
| **9.** | **Review Date**  The next scheduled review will be 14 October 2026. |
|  | The policy will be reviewed in line with the Council’s agreed policy review cycle i.e. every 4 years (as per Council’s Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments. |
| **10.** | **Procedures and arrangements for monitoring the implementation and impact of the policy** |
|  | Reviewing performance and reporting progress facilitates transparency, accountability and improvement. The Council has put in place governance arrangements to support the development, implementation, review and reporting of the Community Plan, Corporate Plan, Performance Improvement Plan, as well as other key plans and strategies.  Implementing the Business Planning and Performance Management Framework will support the Council in mainstreaming the Performance Improvement Policy and embedding a culture of performance improvement across the organisation, thereby complying with the General Duty of Improvement.  The Business Planning and Performance Management Framework puts in place arrangements to ensure that:   * Elected Members and Officers share a common vision, recognising how their work contributes to the achievement of community planning outcomes, corporate priorities and performance improvement objectives. * Performance is monitored, analysed, reviewed and reported on a regular basis. * Good performance is recognised and poor performance is addressed. * Robust and reliable evidence is used to inform the provision of services and strengthen the decision-making process.   With overall responsibility for performance management, the Strategy, Policy and Resources Committee will monitor the implementation of the Business Planning and Performance Management Framework and Performance Improvement Policy. The Audit Committee will provide assurance that the Council’s performance management arrangements are robust and effective.    Through the annual Improvement Audit and Assessment, the Northern Ireland Audit Office (NIAO) will determine whether the Council has discharged its performance improvement and reporting duties, and complied with the Guidance issued by the Department for Communities (DfC). |
| **11.** | **Equality Screening** |
|  | The policy has been equality screened and it is recommended it not be subject to an equality impact assessment (with no mitigating measures required). |
| **12.** | **Rural Needs Impact Assessment** |

The policy has been subject to a Rural Needs Impact Assessment.