

Performance, Risk and Opportunity Management Framework



Purpose (1)

- Ensure corporate objectives are prioritised and that resources are allocated effectively
- Improve services and outcomes for local people
- Motivate staff by ensuring that individuals are aware of their own targets and goals and how these contribute to achieving the council's vision
- Ensure that significant risks to the achievement of objectives are identified and managed

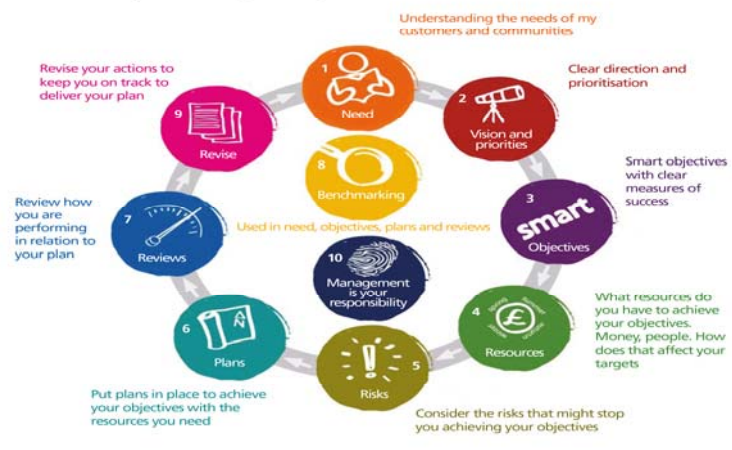


Purpose (2)

- Provide early warning of, and rectification of, poor performance
- Ensure the council and its partners achieve what we have set out to do
- Provide a strong evidence base for improved decision making and the efficient use of resources



Business planning template



Hierarchy of plans

- Corporate Plan**
 - Sets out the council's priorities for the period 2016-2020
- Delivery Plan**
 - Sets out in more detail what the council is going to do in the coming year to achieve the targets in the Corporate Plan
- Directorate / Service Plans**
 - Sets out what each directorate and service is going to do over the coming year to achieve the relevant targets in the Corporate Plan and Delivery Plan and all other directorate / service targets
- Team plans**
 - Sets out what particular teams are going to do over the coming year to achieve the targets in the service plans
- Personal Performance Development Plans (PPdPs)**
 - Establishes what individual members of staff are going to do to achieve relevant targets in service or team plans



Performance cycle:



Monthly performance review process



Roles and responsibilities



10 non negotiables

- 1 Need
- 2 Vision
- 3 smart Objectives
- 4 Resources
- 5 Risks
- 6 Planning
- 7 Reviews
- 8 Benchmarking
- 9 Revise
- 10 Management is your responsibility

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Financial management

- 1 Your accountant is there to help you manage your budget, provide financial advice and find solutions. Get to know them and talk to them before starting any major projects or spend.
- 2 Finance only exists to help deliver services and safeguard the resources of the council. Part of this reflects the statutory nature of the finance role, so sometimes you will be challenged on your spend and approach.
- 3 Own your budget. Understand your budget. Have a robust performance systems and processes, with targets and benchmarking.
- 4 Don't commit unless you have the funding. Spend within your budget.
- 5 Be aware of and manage your risks.
- 6 Comply with financial regulations/ procurement rules
- 7 Remember confidentially of financial information, especially staffing.
- 8 Know your cost drivers, so you understand what you have to influence to manage your budget.

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