

**SWYDDFA CYMORTH Y CABINET  
CABINET SUPPORT OFFICE**

Fy Nghyf / My Ref: CM30987  
Eich Cyf / Your Ref: Scrutiny/Correspondence/  
Cllr Groves



Dyddiad / Date: 04 September 2015

Councillor Mary McGarry  
Chair, Community & Adult Scrutiny Committee  
Scrutiny Services  
Room 263  
County Hall  
Cardiff  
CF10 4UW

Annwyl / Dear Councillor McGarry

**Community & Adult Services Scrutiny Committee Meeting – 13 May 2015**

I write with regards to the letter from the Committee setting out areas where the Committee recommends that the Quarterly Performance Report can be improved. Please find my response to these below.

**Clarity of reporting variance between Quarter 4 and Year End**

I understand your concerns relating to clarity of reporting referring to Q4 or year end. Clarity of reporting needs to be absolutely focussed and robust. Work is in place to ensure that the differences between Q4 and year end data will be reported clearly at the end of 2015/16.

**Red Amber Green (RAG) Presentation**

With regard to the presentation of RAG status, other committees have also commented on a preference to include text in the relevant boxes. The report will still be in colour but in future reports, text will be included.

**Corporate Overview**

Thank you for your comments regarding the layout of the report; the Corporate Information spread across the Corporate overview and Directorate specific section. Much consideration was given to this when the report was first designed and it was decided to duplicate key information (number of employees, sickness absence, PPDR data, Budget and Savings) at the top of each directorates section. The information is in the 'Corporate Overview' to allow directorates to benchmark against other parts of the organisation.

## **Performance Indicators**

Thank you for your comments regarding the incorporation of the indicators as previously received. National Indicators are an integral part of our delivery and planning process and are available to all members on Cardiff Improvement System (CIS). Moving forward, we do plan to include these indicators in the report. Meetings are in place and we hope to incorporate the additional Performance Indicators from Q2 2015/16.

Thank you for your feedback and for commitment to improving Performance Management.

Yn gwyir,  
Yours sincerely,



**Councillor / Y Cynghorydd Graham Hinchey**  
**Cabinet Member for Corporate Services & Performance**  
**Aelod Cabinet dros Wasanaethau Corfforaethol a Perfformiad**

Cc Members of the Community & Adult Services Scrutiny Committee