

MINUTE of MEETING of the PERFORMANCE COMMITTEE of WEST Lothian COUNCIL held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, Livingston, on 24 November 2014.

Present – Councillors Stuart Borrowman (Chair), Tony Boyle, Greg McCarra, Carl John, John McGinty

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The committee confirmed the Minute of its meeting held on Friday 3 October 2014 as a correct record. The Minute was thereafter signed by the Chair.

3. ROAD AND TRANSPORTATION PERFORMANCE REPORT

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing an overview of activities and performance of the Roads and Transportation Service. Appendix 1 to the report contained a detailed performance report.

The report recommended that the committee note the report and consider any performance measures they wished to explore.

The report advised that Road and Transportation Services provided an integrated service to construct, manage and maintain the road, footpath and transportation network in the safest possible way. The service managed over 1004km of public roadway, 1281km of public footway 46,018 street lights, 4338 traffic lights over 2000 grit bins, 11,063 illuminated and non-illuminated signs and bollards, 526 bridges and other structures.

The Head of Operational Services explained that the service measured a suite of performance indicators in line with the council's performance management framework, using the Covalent system. Indicators represented the range of services delivered and included the measure of customer and staff perception.

Appendix 2 to the report showed a selection of indicators in full detail, including current and past performance.

Road statutory performance indicators were reported annual as part of the Local Government Benchmarking Framework.

Figures showed that there was a continued drop in the percentage of roads requiring maintenance treatment. Road conditions were improving or were being maintained and were significantly better than the national

average for all, but C class roads. Ranking had improved across all the road classes and overall sat third among the Scottish Local Authorities, which was an improvement from fourth in 2011/13.

Following a number of questions in particular with regard to revenue the committee was advised that this was obtained from fees for various permits and licences.

#### Decision

To note the terms of the report.

#### 4. HR SERVICES PERFORMANCE

The committee considered a report and presentation (copies of which had been circulated) by the Head of Corporate Services providing an overview of HR Services performance. Appendix 1 to the report contained details of HR Performance.

The report recommended that the committee:-

1. Note the performance report for HR Services;
2. Identify any performance measures that they wished to explore further; and
3. Provide recommendations on performance improvement.

The report advised that HR Services was part of Corporate Services grouping. The service provided advice and guidance on all aspects of employee relations and organisations change in support of the council's corporate and service's business objections.

The Head of Corporate Services explained that HR Services developed a revised People Strategy. In support of the People Strategy Outcomes, the service was responsible for taking forward a number of actions to develop policies and processes to assist aspects of workforce management, organisations change, employee development and performance management.

The service had a range of performance indicators which were used to measure the performance. In addition the service was responsible for two specified performance indicators; the average number of days per employee lost through sickness absence and the number and percentage of the highest paid 5% earners who were women (excluding teachers).

The report concluded that the council participated in the Local Government Benchmarking Network which was established to compare performance across a range of SPIs and had agreed to take on the role as group lead to review the average number of days per employee lost through sickness absence.

There then followed a number of questions particularly in relation to

electronic payslips. The committee was advised that it was the intention of HR to move to electronic payslips.

#### Decision

To note the terms of the report.