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| **Date** | **Directorate/Manager** | **Any external assurance reviews of your service during 2021/22? Outcomes?** | **Were KPIs in place for your service during 2021/22 and were they monitored?** | **Did your Directorate maintain a risk register during 2021/22 that was reviewed and updated quarterly?** | **Did you undertake Appraisals of your staff during 2021/22?** |
| **PEOPLE** | | | | | |
| 07/11/22 | Patrick O’Dwyer, Director of Education | No | * KPIs for SEND (Special Educational Needs) in place and monitored and discussed with DFE * Monitor standards and outcomes of inspections at schools and this is also shared with the DFE and internally with line managers and Portfolio Holder * Use DFE matrix for measuring performance throughout the year (evidenced) * Annual report on exclusions – just published for 2021/22 * SEND report 2021/22 due to be published before Christmas | Peoples Directorate Risk Register in place and updated regularly throughout 2021/22. | Yes and regular 1:1s with staff and Corporate Director. |
| 10/11/22 | Shaun Riley, Interim Director of Adult Social Services | No | Yes  Better Care indicators covering people coming out of hospital and not returning with90 days + How many placements place out of hospital into Nursing Homes or residential Homes  Reported to Health & Wellbeing Board and NHS England  Monitored throughout the year and reported annually | Yes People’s Risk Register | Some not all but every social worker and care manager had regular supervision meetings plus file audits undertaken |
| 09/11/22 | Peter Tolley, Director of Children Services | Annual Engagement Meeting with OFSTED – positive | KPIs for outcomes for children (Corporate Parenting Panel)  Reports to DoE and London Councils | Yes | Yes |
| 08/11/22 | Johanna Morgan, DD Commercial & Regeneration | No | No  People Commissioning Plan in place 21/22 in development to monitor for 22/23 | Peoples Directorate Risk Register in place and updated quarterly | No only one but 1:1s undertaken regularly |
|  | **PEOPLE SUMMARY** | 25% of services received external assurance | Local PIs in place and monitored for 75% of services | Peoples Directorate Risk Register in place and reviewed and updated every quarter | 50% services undertook appraisals |

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| **Date** | **Directorate/Manager** | **Any external assurance reviews of your service during 2021/22? Outcomes?** | **Were KPIs in place for your service during 2021/22 and were they monitored?** | **Did your Directorate maintain a risk register during 2021/22 that was reviewed and updated quarterly?** | **Did you undertake Appraisals of your staff during 2021/22?** |
| **RESOURCES** | | | | | |
| 08/11/22 | Sharon Daniels, Head of Strategic & Technical Finance (Deputy s151) | No | No KPIs as such however:   * Cabinet timetable for budget setting and monthly monitoring complied with. * Budget monitoring (Capital and revenue) to Cabinet quarterly. * Treasury Management annual report and out-turn report and mid-year report go to GARMS throughout the year. * Pension Committee 3/4 times a year. | Yes[[1]](#footnote-1) | No but regular 1:1s undertaken |
| 09/11/22 | Jessica Farmer, Head of Legal Practice | External review every year by LEXCEL – Compliant (JF to send) | * Quality Questionaries sent to clients (Hounslow & Barnet) and monitored * Plus KPIs for Hounslow and Barnet (JF to send) | Yes | Yes – generic targets set and these were reviewed. |
| 11/11/22 | Alex Dewsnap, Director of Strategy and Partnership | No | Yes for Community Hub, performance monitored during 2021/22. | Yes | Yes 2021/22 appraised in 2022/23 with informal appraisals undertaken covering 2020/21 during 2021/22 |
| 09/11/22 | Ben Goward, Director of ICT | PSN compliance (for use of Government services e.g. DWP) achieved 02/07/21 for 16/08/21- 16/08/22  Compliant Data Security & Protection Toolkit published 17/06/21 for 2021/22 required for connecting to HSCN for accessing NHS services  Successfully renewed compliance of the Payment Card Industry Data Security Standard (PCI DSS) via a compliant self-assessment process on 16/09/21 for 2021/22 | Yes in place and monitored.  A standard monthly service report on the corporate Intranet (Yammer) site – see example, March 2021.  Key support and uptime metrics are included in the corporate performance reporting to Cllrs from April 2022. | Resources risk register maintained and updated quarterly and IT Specific risk register also in place and monitored quarterly during 2021/22. | Objectives were set and performance tracked for IT staff at 121s, however this was not formally or consistently recorded. |
| 08/11/22 | Kathryn Cook, Head of OD  Akhil Wilson, Head of Resourcing  Natalie Powers, Senior HR Business Partner | No | Not for OD  Range of KPIs in place for the recruitment of both temporary and permanent staff reported | Yes | Yes in OD, not in HR (Pulse survey results on 1:1s) |
|  | **RESOURCES SUMMARY** | 40% of services received external assurance | Local PIs in place and monitored for 90% of services | Yes a Resources Directorate risk register was maintained throughout 2021/22 that was reviewed and updated quarterly. | 50% services undertook appraisals |

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| **Date** | **Directorate/Manager** | **Any external assurance reviews of your service during 2021/22? Outcomes?** | **Were KPIs in place for your service during 2021/22 and were they monitored?** | **Did your Directorate maintain a risk register during 2021/22 that was reviewed and updated quarterly?** | **Did you undertake Appraisals of your staff during 2021/22?** |
| **PLACE** | | | | | |
| 11/11/22 | Mark Billington, Head of Economic Development | Self-assessment on Learn-Harrow  Evaluation of Learner feedback, visitors feedback | Yes – including number of learners, achievement rates against national baseline, residents into employment, businesses supported and business growth (increased turnover/employee).  Regularly monitored and reported to GLA (Education & Regeneration Programme- square meters of Public Realm improved and Business start-up) DWP & West London Alliance (People in work  Targets in place for number of visitors to Leisure Centre, Libraries, Art Centre and Museum and targets for physical issue of books and downloads.  Reported to Portfolio Holder throughout the year. | Yes in place but not reviewed every quarter | Yes using the shortened version of the appraisal form |
| 07/11/22 | David Hughes, Planning Policy Manager | No for Planning or Building Control. | Yes in place and monitored either quarterly or yearly | Yes in place not involved therefore unaware of how frequently updated | Some but not all - not 100% coverage. |
| 09/11/22 | Tony Galloway, Interim Director Environmental Services | No | KPIs in some areas in place and monitored – CE messaging that KPIs not to be monitored during pandemic and no corporate monitoring took place. Monitoring restarted 2022/23 | Not involved in the Directorate Risk Register | No |
| 08/11/22 | Andrew Campion, Head of Asset Management, Housing + Nesan Thevanesan, Interim Head of Housing Resident Services | * Estates Services Review – June 2021. Action Plan produced and being monitored covering 30 recommendations * Monthly Housemark Pulse survey (15 strands) | Yes   * Housing Services Customer Feedback Report 2021/22 (annual report) * Resident Engagement Strategy 2021/24 used as a measure * Smarter Housing Plan 021/22 | Yes | No - weekly 1:1s |
| 07/11/22 | Matthew Adams, Assistant Director Climate Change and Natural Reserves | No | * Service level agreements in place with schools for supply of energy that includes service standards. * Deliver projects using Grant funding under the Public Sector Decarbonisation Scheme – performance measures included in this and monitoring (delivery of carbon savings) * Delivery of Action Plan for the Reducing Consumption Emission client programme (Harrow Lead Borough) * Delivery of the Lower Carbon Procurement Charter Policy and Tool Kit | Place Risk Register in place plus input quarterly to Corporate Risk Register – risk re Climate change | Yes for direct report, but did not personally have one (as on secondment) |
|  | **PLACE SUMMARY** | 20% of services received external assurance | Local PIs in place and monitored for 80% of services | Place Directorate Risk Register in place but not reviewed and updated every quarter | 50% services undertook appraisals |

1. Resources Directorate Risk register is maintained by the Risk Manager [↑](#footnote-ref-1)