

**SERVICE ANNUAL PERFORMANCE REVIEW 2020/21 – EDUCATION SERVICE**

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**1.0 EXECUTIVE SUMMARY**

1.1 Performance and Improvement Framework (PIF) sets out the presentation process for regular performance reporting.

This paper presents the Community Services Committee (CS) with the Service Annual Performance Review and Scorecard 2020/21 for the Education Service.

1.2 It is recommended that the CS Committee reviews and approves the Service Annual Performance Review (Service APR) and Scorecard 2020/21 as presented prior to publishing on the Council Website.

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**2.0 INTRODUCTION**

2.1 Performance and Improvement Framework (PIF) sets out the presentation process for regular performance reporting.

This paper presents the Community Services Committee (CS) with the Service Annual Performance Review 2020/21 and Scorecard for the Education Service.

**3.0 RECOMMENDATIONS**

3.1 It is recommended that the CS Committee reviews and approves the Service Annual Performance Review (Service APR) and Scorecard 2020/21 as presented prior to publishing on the Council Website.

**4.0 DETAIL**

4.1 A consequence of Covid placed an unrepresented and unknown demand on staff and resources. To help mitigate this demand the normal arrangements for performance management and reporting were suspended with interim arrangements put in place.

4.2 One of these interim arrangements has been the temporary relaxation of the requirement for Managers to complete a Performance Review and Development (PRD) plan for all eligible staff. Managers were given an extension up to 31 May 2021 for completion. This extension is reflected in the PRD completion rate as presented in the Scorecard.

4.3 As we are now working within the Covid recovery phase alternative options for each PIF activity were presented to the SMT to consider on 29 March 2021.

4.4 It was agreed at the above meeting that the following actions should be taken:

- 4.6 Following approval of the Service APR a selection of outstanding and informative examples will be collated for inclusion in the Council Annual Report 2020/21 in due course.
- 4.7 Attached to the Education Service APR is the Annual Scorecard. Where Covid has impacted on the expected performance of a Success Measure this has been noted on the Scorecard.
- 4.8 The Service Annual Performance Review and Scorecard 2020/21 are presented in Appendix 1.
- 4.9 Simplifying and focusing the Service Annual Performance Review 2020/21 in this manner is a proactive approach to help minimise back office functions / non-essential activities whilst maintaining a level of service that supports scrutiny, performance monitoring and our statutory duties.

## **5.0 IMPLICATIONS**

- 5.1 Policy None
- 5.2 Financial None
- 5.3 Legal The Council has a duty to deliver best value under the Local Government in Scotland Act 2003
- 5.4 HR None
- 5.5 Fairer Scotland Duty:
  - 5.5.1 Equalities - protected characteristics None