

Report to	<b>Governance Committee</b>
Date	<b>23 September 2015</b>
By	<b>Performance and Project Manager</b>
Title of Report	<b>Quarter 1 Performance Report</b>
Purpose of Report	<b>To report performance for Quarter 1 of 2015/16</b>

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**Recommendation: The Committee is recommended to:**

- 1) Receive the Quarter 1 Performance Report**
  - 2) Consider if it wishes to make any recommendations to the Policy and Programme Committee arising from the report.**
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**1. Introduction**

- 1.1 The South Downs National Park Authority (SDNPA), as a publicly accountable body, is responsible for monitoring its performance. The Governance Committee has terms of reference which include "... to ensure the robustness of risk management and performance management arrangements; and to agree the internal audit plan and annual report and receive progress and other relevant internal audit reports.
- 1.2 The purpose of this report is to update the Governance Committee on performance during Quarter 1. This report should be read in conjunction with the Budget Monitoring Report elsewhere on this agenda.

**2. Background**

- 2.1 This report is for performance against delivery of actions in the Corporate Plan. It also provides an overview of progress on our major projects.
- 2.2 The tables at **Appendix 1** show progress on deliverables. Progress on projects is shown at **Appendix 2**. The RAG (Red, Amber and Green) status shows if a deliverable or project is on track or not. The RAG status is entered manually by staff and is based on an assessment including key deliverables and achievement of targets as well as whether the budget is on or off track. The arrows within the coloured sections show the direction of travel from the previous Quarter. Items with a RAG status that is red or amber for the first time are set out in the exception report at paragraph 3. The table below shows what the arrows in the table mean.

↓	Downward arrow indicates that performance is lower or worse than the previous reporting period
—	A dash indicates no change from the previous reporting period
↑	Upward arrow indicates that performance is higher or better than the previous reporting period

- 2.3 For information the Corporate Plan objectives are set out at **Appendix 3**.

**3. Exception report**

- 3.1 The exception report covers the measures and actions in the corporate plan. The report also

provides information about progress on our major projects.

- 3.2 9 measures are red. However, of these only three which are true exceptions. This is 2.7 which is the numbers of businesses promoting the National Park. There is an apparent reduction from the previous quarter, however, this is due to the target for this year increasing, from 185 businesses to 190. The number of businesses has remained constant at 167.
- 3.3 The second red measure is the percentage of applications checked for validation within 5 working days. The target is 90% but the performance for the first quarter is 46%. All authorities, including the SDNPA in house team were below target and there were some quite significant variations between host authorities. Annual relationship meetings have already been booked for October and November 2015, at which all elements of performance will be reviewed with each host authority, including the reasons for the drop in performance. The aim will be to improve performance, as soon as possible.
- 3.4 In relation to the percentage of major applications dealt with within 13 weeks, Members will recall from the last meeting that there was some concern over performance on major applications in 2014/15. Performance has improved in Quarter 1 as a result of tighter scrutiny on these applications and extensions of time being agreed with applicants. In the quarter, there were 14 major applications of which 11 (78%) were dealt with the prescribed 13 week or agreed extension of time period. This performance should be considered against our target of 50% within time or an agreed extension of time.
- 3.5 The final red measure is 4.3, develop an external funding strategy. A revised approach to the delivery of an income generation strategy has been agreed. Updates on the progress of this project will be provided to Members at regular intervals, and it is expected that a session will be included in the Member Away day on the 22 October.
- 3.6 2 measures are amber and worse than the previous quarter. The first is 1.8 the number of conservation area plans formally adopted. Major planning applications and appeals work have been prioritised over work on Conservation Area Appraisal and Management Plans. However three are now out to consultation and a number of others are in preparation, responding to community needs such as Neighbourhood Plans. The details are in **Appendix 1**. The second is 4.7 minor applications dealt with within 8 weeks. There is mixed performance from host authorities which will be dealt with at the next round of relationship meetings in October and November.
- 3.7 **Appendix 2** sets out detailed information for current projects over £5,000 and for the Local Plan evidence projects. 1 project is red. The project that is red is the Chalk Streams Mapping study overview, the project is delayed but under budget. The draft outputs have now been received. SDNPA officers are discussing with colleagues from the Environment Agency, who co-funded the work how it should be taken forward.
- 3.8 2 projects are amber and worse than the previous quarter. The first is the Local Plan Sustainability Appraisal – Overview. The South Downs National Park Authority (SDNPA) endorsed the direction of the emerging Sustainability Appraisal (SA) for the Local Plan on 16 July 2015 and a summary was provided to the SDNPA. The Director of Planning was given delegated authority by the SDNPA to approve the SA for consultation, in consultation with the Chair of the SDNPA. This was done in August and the SA has been included in the public consultation on the Preferred Options Local Plan which starts on 02 September.
- 3.9 The second project is the sediment mitigations for the River Rother, the project is behind but on budget. The reason for the delay is the change to the research student carrying it out, it is not anticipated that this will adversely affect the project which will be delivered in 2017-18 as anticipated.
- 3.10 Members are asked to note Q1 performance, and whether they wish to make any recommendations to staff to implement as a result of this report.

#### **4. Resources**

- 4.1 There are no direct resource implications from reporting on performance. The Committee should note that financial monitoring is part of the budget monitoring process. Any financial implications arising from any additional recommendations made at Committee would require funding to be

identified.

## **5. Risk management**

- 5.1 There are no specific risks associated with reporting performance information, indeed not to report performance could pose a reputational risk to the organisation.

## **6. Human Rights, Equalities, Health and Safety**

- 6.1 There are no implications arising from this report.

## **7. Sustainability**

- 7.1 Reporting performance information will contribute to the fourth sustainability principle set out in the SDNPA Sustainability Strategy; promoting good governance by providing information to which members of the public have access, contributing to transparency and openness. It also contributes to principle five using evidence to support proposals. Evidence about performance can potentially be used to justify developing alternative policy options or different approaches. There may also be some minimal impact in terms of reduction in use of paper as Officers get used to using the Aspireview system to record information.

## **8. External Consultees**

- 8.1 None.

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Appendices	<ol style="list-style-type: none"><li>1. Performance Report</li><li>2. Project progress update</li><li>3. Corporate Plan Objectives</li></ol>
SDNPA Consultees	Director of Corporate Services; Director of Planning, Director of Strategy and Partnerships; Director of Operations; Chief Finance Officer; Deputy Monitoring Officer; Legal Services; Audit Manager; SDNPA Heads of Team.
Background Documents	<a href="#">Q4 Performance report /2015/07/GOV_2015July14-Agenda-Item-10.pdf</a> <a href="#">/2015/07/GOV_2015July14-Agenda-Item-10-performance-Presentation.pdf</a>