



South Downs
National Park Authority

Agenda Item 11
Report PR05/19

Report to	Policy & Resources Committee
Date	28 February 2019
By	Performance and Projects Manager
Title of Report	Quarter 3 Performance Report 2018/19
NOTE	

Recommendation: The Committee is recommended to:

- 1. Receive the Quarter 3 performance report; and**
- 2. Consider if it wishes to make any recommendations to Officers arising from the report.**

1. Introduction

- 1.1 The purpose of this report is to update the Committee on performance during Quarter 3 of 2018/19.
- 1.2 The SDNPA as a publicly accountable body, is responsible for monitoring its performance. The Policy and Resources Committee has terms of reference which include *“To monitor and review the performance, including financial performance, of the Authority in the context of its business delivery, and the management and maintenance of the Authority’s assets in accordance with the Authority’s agreed budget, Corporate Plan and other approved plans, and make recommendations for changes as appropriate”*.
- 1.3 Members are recommended to note the update, noting particularly the position of the strategic fund and to consider if there are any recommendations to staff as a result of the performance information provided.
- 1.4 Members are reminded that projects are now reported separately from performance against the Corporate Plan.

2. Performance reporting

- 2.1 An overview of performance for each of the 4 objectives in the Corporate Plan is at **Appendix I**. An overall RAG status has been used for overall performance against delivery of key priorities and core work. The criteria for the RAG are at **Appendix 2**. They are assessed and applied independently, by a member of the performance and projects team.
- 2.2 Most delivery against corporate plan priorities, projects and core work is on track. There are two exceptions for key priorities, both of which are amber. They are; firstly, website improvement to deliver business support for the visitor economy; redevelopment work on the website has been delayed due to turnover of staff. And secondly, agree an integrated work programme for ecosystem services, natural capital and green infrastructure delivery, this was the subject of a separate report to this Committee at its November meeting and a GI Programme of work is due to be confirmed in January 2019.

- 2.3 There are two exceptions for core work both of which are amber. They are; on the ground projects; the reporting of on the ground work has not been as accurate as it could be and a process is in place to improve this. The second are strategy reviews for cultural heritage and health and well-being, which have not yet been completed; this is largely due to lack of staff resources to complete the work. Steps are being taken to address this.
- 2.4 There are 2 exceptions for projects, both of which are amber. The first is, develop Centurion Way from West Dean to the South Downs Way as a 'shovel ready' project. This is a large and complex piece of work aimed at preparing for a much larger project to implement a major new leisure route.
- 2.5 The second exception is the implementation of the Lewes North Street Quarter Community Heritage project. This project relates to a Section 106 agreement, which was agreed when approval was given for the development. As at the end of Q3, the trigger point for this element of the Section 106 agreement has not been met.

3. Next steps

- 3.1 End of year and Q4 data will be reported to this Committee in July 2019 as part of the annual review along with progress against the SDNPA improvement plan.

4. Other Implications

Implication	Yes*/No
Will further decisions be required by another committee/full authority?	No
Does the proposal raise any Resource implications?	No
How does the proposal represent Value for Money?	Implications of this report in itself do not raise an issue of value for money. However the projects that the organisation has funded are assessed for value for money when they are approved. Where appropriate, this is part of the project approval reports received by the Policy Resources Committee. Projects are evaluated individually for value for money when they finish, they are reported regularly to this Committee.
Are there any Social Value implications arising from the proposal?	No
Have you taken regard of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010?	As this is a monitoring report the Equalities Act has been considered and although the report doesn't have any direct equalities implications each of the projects considered within the report will have taken due regard of the Equalities Duty'
Are there any Human Rights implications arising from the proposal?	No
Are there any Crime & Disorder implications arising from the proposal?	None
Are there any Health &	None

Safety implications arising from the proposal?	
Are there any Data Protection implications?	Data protection requirements are incorporated into the design of projects as they are being developed.
Are there any Sustainability implications based on the 5 principles set out in the SDNPA Sustainability Strategy?	No – not directly from the reporting of performance. Separate pieces of work are assessed as appropriate.

5. Risks Associated with the Proposed Decision

5.1 Robust corporate planning and monitoring of performance are part of the mitigations for our corporate risk about awareness and favourability with decision makers.

Risk	Likelihood	Impact	Mitigation
Unforeseen changes to the level of funding provided by relevant Government departments for future years	Likely	Minor	A robust monitoring and project approval system and regular reporting to relevant Committees on projects and the budget available along with a corporate plan which sets clear priorities to support delivery of Partnership Management Plan outcomes.

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Appendices 1. Q3 Performance overview

2. Criteria for RAG status in the Q3 reporting

SDNPA Consultees Chief Executive; Director of Countryside and Policy Management; Director of Planning; Chief Finance Officer; Monitoring Officer; Legal Services, Governance and Support Services Manager; Countryside and Policy Managers, Planning and Technical Manager

External Consultees None

Background Documents [Q2 performance report](#)

[Appendix 1](#)

[Appendix 2](#)

See separate pack for Appendix I - Q3 Performance Overview

RAG Status Guidelines for Corporate Performance Activity

Key aims, objectives, performance	Red	Amber	Green
Time	Actual delays against critical milestones which <u>will</u> affect delivery	Actual/potential delays against critical milestones <u>that won't</u> affect delivery	On course to complete on time/by year end
Quality	Problems with quality, or change in scope that lead to additional work causing delay or overspend	Problems with quality or scope but do not causing delay or additional spend	At expected quality and no change in scope
	Dissatisfaction or resistance from stakeholders that mean acceptance of the deliverables may be delayed	Possible non-compliance on delivery by stakeholders affecting sign off	Stakeholders in agreement and sign off procedure of outcomes is agreed
	Key outcomes may not be achieved	Potential variance of outcomes	Outcomes remain unchanged; likely to be achieved

RAG Status Guidelines for Budget

Budget	Red	Amber	Green
Spending	A significant overspend is forecast against the projected budget (over by more than 10%)	Varying forecast against the projected budget (under or over by more than 5%)	Forecast expenditure is on budget
	A significant underspend is forecast against the projected budget (under by more than 10%)		