

Report to **South Downs Policy & Resources Committee**
Date **23 November 2023**
By **Performance & Projects Manager and Project Management Lead**
Title of Report **Corporate Performance reporting schedule**
Decision

Recommendation: The Committee is recommended to:

I. Approve the revised Corporate Performance Reporting Schedule as set out in Appendix I.

I. Introduction

- I.1 For this year and next, we will be working towards delivery of our years 4 and 5 Corporate Plan Action Plan. The Corporate Plan Action Plan has been designed in a new way, focussed around specific KPI's and monitoring methodology to deliver against the Partnership Management Plan.
- I.2 Due to this change in the way we are monitoring and reporting our work, meaningful progress against data targets is more likely to become clear after a longer time period, hence, the proposed reporting schedule of 6 monthly intervals. Even then, some KPIs will have data collected on an annual basis.
- I.3 We will still collect data and progress updates on a quarterly basis to ensure we can fulfil our reporting obligations to DEFRA.
- I.4 Despite reporting to Committee less frequently, we would be able to provide more detail and a clearer narrative than previous corporate performance reporting. The bi-annual report will contain key KPI data, clearly highlighting progress towards HLT and Corporate Plan priorities and targets. It will also provide Committee with written updates bringing attention to areas of achievement or concern for each KPI where relevant.
- I.5 Regular and detailed project reports are proposed to be made more easily accessible to members through a new 'bulletin' style of communication each quarter, updating all staff and Members on project delivery, key highlights, lessons learned and other relevant information. The aim is to launch this in Q3 alongside a new project & KPI reporting platform that will be used to collect Corporate Plan data. However, important information about project delivery and progress would still be included in the Corporate Performance Report to highlight any key areas for concern.
- I.6 Performance of South Downs Commercial Operations Limited, including financial performance and performance against KPIs, will be reported in a separate paper to be presented to Policy & Resources Committee on a quarterly basis.
- I.7 The proposed Corporate Performance Reporting schedule is outlined in Appendix I and will commence from Q2 2023/24.

2. Policy Context

- 2.1 The proposed reporting schedule has taken into consideration the Policy & Resources Committee Terms of Reference (Appendix 4, Section 4) and incorporates all terms.

3. Other implications

Implication	Yes*/No
Will further decisions be required by another committee/full authority?	No further decisions are required as a direct result of this report.
Does the proposal raise any Resource implications?	There are no direct resource implications to this report. An annual report showing staff resources used to deliver the Corporate Plan priorities will be included in annual Performance Reporting.
How does the proposal represent Value for Money?	The annual summary showing staff resources used to deliver the Corporate Plan priorities can be reviewed alongside annual data summaries of progress and impact towards the Corporate Plan KPIs.
Which PMP Outcomes/ Corporate plan objectives does this deliver against	Performance Reporting will incorporate progress updates against all Corporate Plan priorities. Progress towards all PMP indicators will be reported annually.
Links to other projects or partner organisations	Where appropriate these will be set out in the Performance report
How does this decision contribute to the Authority's climate change objectives	Performance Reporting will include progress towards Corporate Plan Climate Action KPIs and targets.
Are there any Social Value implications arising from the proposal?	None
Have you taken regard of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010?	Yes – National Park for All Corporate Plan Priorities have a specific focus on encouraging all people including those with protected characteristics to engage with and access the National Park. Projects across all priority areas are subject to an equalities impact assessment at the appropriate stage of their development.
Are there any Human Rights implications arising from the proposal?	None
Are there any Crime & Disorder implications arising from the proposal?	None
Are there any Health & Safety implications arising from the proposal?	None
Are there any Data Protection	None

Implication	Yes*/No
implications?	

4. Risks Associated with the Proposed Decision

4.1 Robust corporate planning and monitoring of performance are part of the mitigations for our corporate risk as detailed in the table below:

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	I. Performance Reporting Schedule
SDNPA Consultees	Director of Countryside Policy and Management; Head of Governance; Performance and Projects Manager
External Consultees	None
Background Documents	South Downs National Park Authority Standing Orders for Regulation of Authority Proceedings South Downs National Park Authority Corporate Plan 2020-25, Year 4 & 5 Action Plan 2023-2025

Appendix 1: Corporate Performance Reporting Schedule

The new reporting schedule will commence Q2 2023/24.

This year, the content in Table 1 will come to November 2023 and July 2024 P&R Committees, the content in Table 2 will come to July 2024 P&R Committee only.

Table 1: Bi-annual Corporate Performance Reporting (Q2/Q4)

Content type	Description	Location
Corporate Plan KPIs	Update on 6 monthly progress including: 1) contextual narrative 2) data tables showing bi-annual progress against targets and/or movement in comparison to previous report (where relevant) Grant funding information is incorporated into the Corporate Plan Income Generation KPIs.	Report
Projects	List of projects flagged as amber or red RAG status accompanied by explanatory notes and/or action or mitigation plans More detailed information on all projects will be reported via a quarterly internal bulletin for all staff and Members.	Report
Dashboards	Graphical/Visual information showing bi-annual performance trends for data of interest	Appendix
Governance Statement	Annual Governance Statement Update included as a spreadsheet appendix	Appendix
HR Health & Safety Update	Human Resources Health & Safety Update will only be included when there is relevant H&S information for Committee to note.	Appendix

Please note, South Downs Commercial Operations Limited will submit a separate performance report to P&R Committee on a quarterly basis commencing Q2 2023-24. This will include an update on quarterly financial performance and performance against Seven Sisters Country Park KPIs.

Table 2: Annual reporting appendices to Q4 report

Annual Review	Designed and published reporting document detailing annual delivery against the Corporate Plan. This will also include summary information and a case study regarding the Sustainable Communities Fund.
PMP Indicators update	Spreadsheet showing progress against PMP Indicators 2020-2025
Learning & Improvement report	Document summarising key learnings and recommendations taken from project and research evaluations and reports
Staff Resource report	Document summarising annual staff resource hours used to deliver the Corporate Plan Priorities.
Compliments, Comments and Complaints (CCC) report	Document detailing feedback received from the public over the past year prepared by the CCC Group.
Optional extras	Additional graphical dashboards to demonstrate yearly progress against CP targets (where needed/relevant)

