

ANNUAL WORK PROGRAMME AND KEY PERFORMANCE INDICATORS

Summary: To provide the Board with the year-end reports for (1) the Annual Work Programme and (2) the Key Performance Indicators.

Recommendation: That the Board notes the report.

Report by: Andy Parsons – Chief Executive

1. ANNUAL WORK PROGRAMME – YEAR-END REPORT

- The annual work programme for the year ahead is presented to the Board at the same time as the operating budget.
- Team members take accountability and/ or responsibility for each task within the overall programme. Target dates for completing each task are agreed by the team.
- Progress against the tasks is then monitored using the following indicators:
 - Not started
 - Off track
 - In progress/ on track
 - Completed
- The year-end report for the 2022/23 Work Programme is shown in *Appendix A*.

2. KEY PERFORMANCE INDICATORS – YEAR-END REPORT

Detailed tracker shown in *Appendix B*.

- The year-end results for the KPIs are an accurate and fair reflection of the very positive year that the organisation has had; the three key points are:
 - KPI4 (FiPL grants) - as expected, it did get back on track during the final quarter and the final underspend was under £4k - a fantastic achievement.
 - KPI5 (statutory consultee) - with a cumulative figure of 91% it is very clear that the additional resource in the Planning team is having a positive impact.
 - KPI9 (General Fund position) – at £76k, the year-end position for the General Fund exceeded budget and reforecast (as detailed earlier in the report).
- The team are finalising the KPIs for 2023/24, to ensure they continue to drive improvements throughout the organisation.

Supporting documents

- Appendix A - Year-End Annual Work Programme
- Appendix B - Year-End Key Performance Indicators

JUNE 2023