

## ANNUAL WORK PROGRAMME AND KEY PERFORMANCE INDICATORS

**Summary:** To provide the Board with (1) a progress report against the Annual Work Programme and (2) performance against the Key Performance Indicators.

**Recommendation:** That the Board notes the update.

**Report by:** Andy Parsons – Chief Executive

### 1. ANNUAL WORK PROGRAMME – PROGRESS 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 progress report for the 2021/22 Work Programme is shown in Appendix A.

### 2. KEY PERFORMANCE INDICATORS – (at end of Q2)

- KPI1 - Training Days – the target is for everyone to have a minimum of 20 hours of training/ development per annum. Year-to date, nine people have achieved ten hours (or more) so the KPI is currently amber.
- KPI2 - Process Improvements Identified and Implemented – the target is eight per annum (averaging two per quarter). There have been no process improvements implemented in Q2 - so the KPI is red for the quarter and amber overall.
- KPI3ai - % of Allocation against the FiPL Grant for Year 1 – The Assessment Panel awarded £252k at the meeting on 30 September, so the KPI is green.
- KPI3aii - % of Spend against the FiPL Grant for Year 1 – no forecasted spend until Q3.
- KPI3bi - % of Pro-active Consultations above Consultation Thresholds that Received a Substantive Response by the Original Deadline – 67% met the original deadline so the KPI is green.
- KPI3bii - Performance against Statutory Consultee status (% of KPI3bi that were bespoke) – 17% were bespoke so the KPI is currently red. However, this is an improvement over Q1 and the KPI is now close to moving into amber.
- KPI4 - Number of People Directly Engaged – this KPI has an annual target of 1,378 people. In Q1 the number was 950, an excellent achievement but it should be noted that 700 young people were engaged through the Glorious Cotswolds Grasslands arts competition. The KPI is now green – the first time since the start of the pandemic.

- KPI5 - New Partnerships – the target is eight per annum (averaging two per quarter). No new partnerships were established in Q2 - so the KPI is currently red.
- KPI6 Useable Reserves – this KPI is currently under review (due to the significant change with FiPL, etc.) and will be calculated after the management accounts have been finalised for Q2. To give the Board a short overview of financial performance in Q1, the following key points should be noted:
  - Income was £959k, £521k in excess of budget. However, if this is adjusted for the Farming in Protected Landscapes funding (initial payment received from Defra) and the National Grid Landscapes Enhancement Initiative funding, income would be £431k for the quarter. This is a variance of just 2% vs the budgeted figure of £438k for the quarter.
  - The current cost projections for the Farming in Protected Landscapes programme indicate that £23.4k of core costs relating to officer time will be recharged to the project this financial year.
  - All local authority contributions were received during Q1.
  - Grants paid were £62k less than budget, but much of this will be due to continued delays to project delivery due to Covid.
  - Other expenditure was 14% under budget. Given that the team had poor prior year data on which to base their budgets, due to Covid, and the continued impact on our work at the start of this financial year, this feels like a reasonable variance. Much of the underspend is likely to be due to delays rather than an actual reduction of costs for the year and so a better understanding of the financial position should be available following the Q2 results.
  - The Rural Skills programme has restarted in accordance with social distancing guidelines. £15k of the Rural Skills course fees in Q1 relates to deferred income, i.e. payments received in the last financial year and carried forward for courses not yet attended, this amount was not included in the budget for the year as it will net off against an amount likely to be carried forward in respect of 2022/23.

### **Supporting documents**

- Appendix A – Annual Work Programme – progress report
- Appendix B - Key Performance Indicators – at end Q2

OCTOBER 2021