

ANNUAL WORK PROGRAMME AND KEY PERFORMANCE INDICATORS

Summary: To provide the Board with the Q2 progress report for (1) the Annual Work Programme 2024/25 and (2) the Key Performance Indicators 2024/25.

Recommendation: That the Board notes the report.

Report by: Andy Parsons – Chief Executive

1. ANNUAL WORK PROGRAMME

- 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
 - On hold
 - Off track
 - In progress/ on track
 - Completed
- The progress to the end of Q2 for the 2024/25 Work Programme is shown in *Appendix A*.

2. KEY PERFORMANCE INDICATORS

Detailed tracker shown in *Appendix B*.

- Key points to mention:
 - KPI1 (People) – a new KPI focussed on Health and Safety has replaced the KPI related to Board attendance. Whilst accidents are reported, the definition of incidents and near-misses are not fully understood and inconsistently reported.
 - KPI5 (Climate Action) – this KPI has been revised. It is now focussed on measuring progress against the climate action areas identified by 3Keel.
 - All other KPIs remain the same as 2023/24, with slight adjustments to some of the targets/parameters.

Supporting documents

- Appendix A - Annual Work Programme 2024/25 (Q2)
- Appendix B - Key Performance Indicators 2024/25 (Q2)

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