Update paper on Step 2 – Performance Management Framework

P Funnell – 11/09/19

Introduction

Step 2 is being led by the Brecon Beacons National Park Authority where the main contact for the step is Julian Atkins, CEO. Unfortunately Julian has had to extend his apologies for the meeting. Attending are Paul Funnell, the Authority's Systems and Performance Manager, assisted by Sophie Godfrey, Evidence and Performance Officer.

Background

The objective for step 2 is to e**stablish a simple and effective performance management framework to monitor progress in delivering the well-being steps and achieving the vision.**

In order to deliver this the minimum deliverable is an agreed reporting format to a common template, allowing compilation and read-across of information. It would be desirable to establish a shared web-based system that organises the information and makes it widely accessible, including via web services, in order to allow it to be used in lots of different ways by a wide variety of people and organisations.

Those involved so far include:

- Julian Atkins   CEO, BBNPA
- Paul Funnell   Systems & Performance Manager, BBNPA
- Nicky Kelly   Head of Performance, PTHB
- Amy Richmond   Engagement, Planning & Performance Manager, MWWFARS
- Yvonne Owen-Newns   Transformation Office Manager, PCC
- Emma Palmer   Head of Strategy, Performance & Transformation Programmes, PCC

Progress report

There have been two meetings of the step to share information, agree actions and outline the general approach to the task.
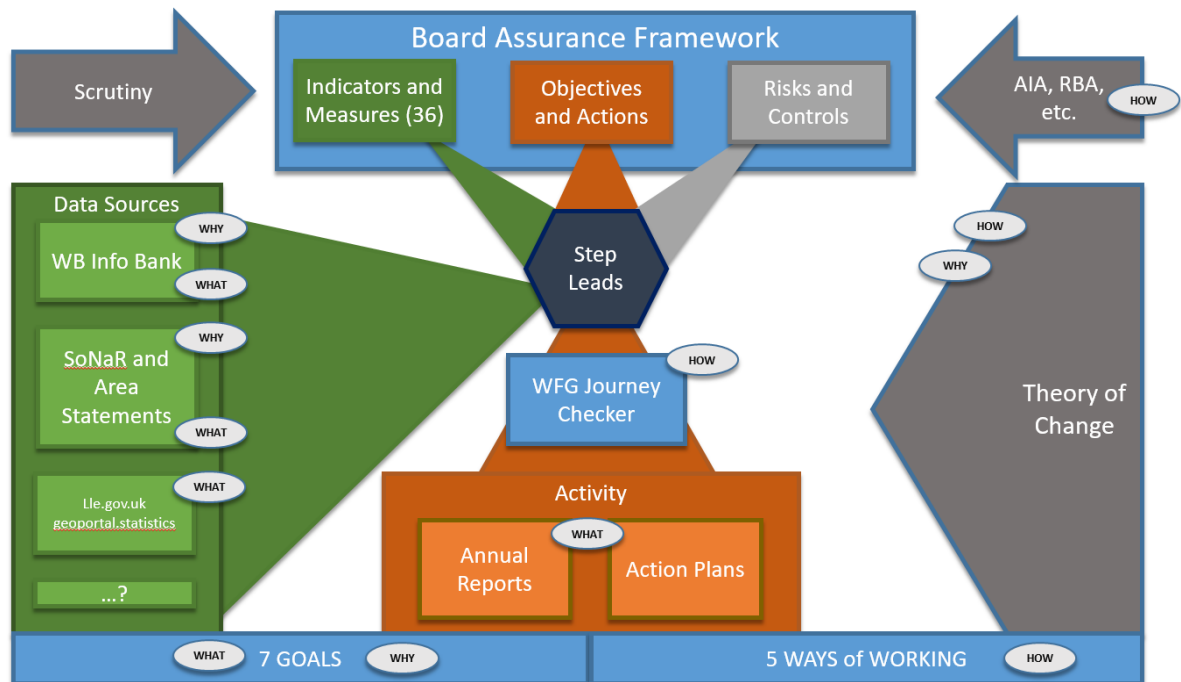
The **agreed actions** for this step to deliver are:

- Develop a Board Assurance Framework covering audit and performance internally
- Produce a Delivery Reporting tool for external audiences
- Provide Performance Management Reports to the PSB
- Agree a mechanism with the Regional Partnership Board to align performance reporting (esp. in relation to Steps 11 & 12)
- Secure resources to co-ordinate Performance Reporting across the 12 Steps
- Determine the preferred Reporting tools

The group has also agreed some **operating principles**:

- A presumption that final performance framework will not involve reporting or using personal data
- Both data and narrative are considered to be important in measuring overall performance and delivery against the Wellbeing Plan
- The aim is to keep the framework simple, with each step providing no more than 2-3 actions/indicators. A reporting mechanism such as Google docs could be used initially to report performance.

A schematic of the information hierarchy and flows has been produced:

Next steps and discussion points for the meeting

- Establish availability of administrative co-ordination resources and where the responsibility sits.
- Identify and resolve any technical barriers which are likely to cause difficulties with data sharing and presentation.
  - Seek commitment from all partners to overcome any technical barriers if a workable performance management framework is to be achieved.
- Make enquiries regarding performance reporting mechanisms linked to the RPB, especially in relation to Steps 11 & 12 and how work outside the RPB can be captured.
- Clarify proposed reporting timescales and lead-in times to identify any complications.
- Resolve any issues with performance reporting frequencies (is 6 months acceptable?) and risk reporting.