

APPENDIX 1

The Authority's Prioritisation/Ranking Process

Our definition of prioritisation:

A priority is something that needs extra drive, focus, energy and attention. This does not mean something is 'valued' more.

What are we prioritising/ranking?

- a) Corporate Prioritisation – prioritisation of the Authority's Corporate Objectives. Undertaken by Management Team and Members, approved by Members at Authority, and reviewed annually.

Why are we prioritising?

- Allocation of new resources or protection of existing resources
- Redirection of existing resources
- Clear guidance for focus of staff and members
- Clear communication to customers and stakeholders
- We cannot do everything
- National Park Authority Performance Assessment report said we need to improve the way we prioritise

Prioritisation/Ranking Tool

The tool guides us in considering two elements in prioritising/ranking our work: impact and performance. It must be remembered that this is only a tool to help us make judgements - it is not a science.

a) **Impact**

A judgement is made as to whether the impact is high, medium or low against the following definitions:

High	<ul style="list-style-type: none">• Regional/national agenda influence is strong• NPA lead/contribution has high impact in achieving NPMP outcome(s)• Uniqueness of function to the role of the NPA• Contributes to high-ranked priorities of customer/service user
Medium	<ul style="list-style-type: none">• Regional/national influence is moderate• NPA contribution supports achievement of NPMP outcome(s)• There are other providers of the function on a par with the role of the NPA• Meets lower-ranked priorities of customer/service user needs
Low	<ul style="list-style-type: none">• No particular regional/national agenda influence• NPA contribution is low impact in achieving NPMP outcome(s)• Other provider(s) of the function have very strong roles• Not identified by customers as being a particular issue

- b) **Performance:** consideration of whether performance is high, medium, low assessed using performance indicator data.

Assessments of impact and performance are then plotted onto a matrix giving a ranking 1-3 with 1 being the highest and 3 the lowest as follows:

Impact	High	1	1	2
	Med	1	2	3
	Low	2	3	3
		Low	Med	High

Performance

Financial dimension

Each action has a cost attached. Understanding the cost of an action supports decision making. High cost actions in a low priority area may suggest a review is required. A high priority area with low cost may suggest that more investment is required whereas a high priority area with high cost may suggest a review of the way the action is delivered. Value for money (assessing effectiveness, economy and efficiency) reviews need to be conducted in parallel with the ranking process.

Using the ranking results:

How we use the results of the ranking exercise may differ from time to time depending on the financial scenarios and external environment. This year it is proposed as part of the principles being considered in another report to the Authority that:

Level 1 = we will protect and possibly increase resources in these areas

Level 2 = we will scrutinise these areas further to see whether resources can be saved/efficiencies made

Level 3 = we will search these areas first for savings

Management Team:

Management Team made an initial assessment of the corporate objectives against impact and performance and provided detailed justifications to Members as part of material circulated for the workshop.

Member workshop:

At the workshop on 6 November Members were asked to give a steer on priority levels by considering:

- Is the corporate objective in the right place on the grid based on your knowledge/understanding of impact and performance?
- If you do not consider it is in the right place, why not, giving your reasons in terms of your knowledge/understanding of the impact and performance

The Management Team assessment resulted in 5 corporate objectives at level 1, 10 at level 2 and 9 at level 3. This felt about right and Members were asked to aim to achieve the same distribution.