

## 8. **PERFORMANCE REVIEW 2017/18 (A197/HW)**

### **Purpose of the report**

1. Members are asked to approve the overall structure, content and focus of the 2018/19 Performance and Business Plan, prior to bringing together all sections of the Plan for publication by the statutory deadline of 30 June 2018.

### **Key issues include:**

The 2018/19 Performance and Business Plan is:

- A report of the Authority's performance over the past 12 months against our 2017/18 plan and success measures
- The priority focus for the third year of our 2016-2019 Corporate Strategy and how we will monitor and measure our achievements over the next 12 months.

### **Recommendation**

2.
  1. **To approve the performance review element of the 2018/19 Performance and Business Plan as described in the table at paragraph 9 and accompanying Appendices.**
  2. **To approve the Corporate Risk Register and Year 3 targets for 2018/19.**
  3. **To delegate completion of details to the Chief Executive, to allow publication by the statutory deadline of 30 June.**

### **How does this contribute to our policies and legal obligations?**

3. The Defra Grant Memorandum, April 2008 states that: "every National Park Authority is required to publish a business plan" and "the Secretary of State requires each National Park Authority to submit to him/her as soon as possible after the end of the financial year, an annual report on the exercise and performance of its functions ....". It has been the practice of this Authority to bring these two elements together in our combined annual Performance and Business Plan.
4. The Plan is a key contribution to 'developing our organisation so we have a planned and sustained approach to performance at all levels', (Cornerstone 3: Our organisation).

### **Background**

5. The Defra Grant Memorandum also clearly states that the National Park Management Plan "is the overarching strategic document for the Park to which all other park plans and strategies should relate in setting the vision, objectives and frame for all policy and activity pursued by the Authority".
6. In December 2015, the Authority approved the 2016-2019 Corporate Strategy. This sets the Authority's contribution to the National Park Management Plan and provides the direction for the 2018/19 Performance and Business Plan.
7. 2017/18 was year two of our Corporate Strategy.
8. The Performance and Business Plan 2018/19 represents a look back at our performance over the past 12 months and a look ahead to the focus for the next 12 months – the third

and final year of our Corporate Strategy.

9. The table below explains:

- What will be included in the Plan when it is complete
- The current status of work on each element of the Plan
- What has been considered and approved already by the Audit, Resources and Performance Committee (ARP) as part of its performance brief (any updates arising from that discussion with members of ARP on 18 May will be given verbally at the Authority meeting).

<b>Elements of 2017-18 Plan</b>	<b>Current status of work</b>	<b>Comment if any</b>
Foreword by Chair and Chief Executive	Completed and attached at Appendix 1	
Introduction – our strategic approach	Completed and attached at Appendix 2	Updated extract from last year's Plan, based on Corporate Strategy
Look Back: 2017-18 Performance Review	Attached at Appendix 3	Appendix 3 has been considered by ARP on 18 May. A verbal update will be given on any feedback from that committee discussion.
Look Forward: a) Our 2018/19 Priority Actions to achieve year three of our 2016-2019 Corporate Strategy b) Our 2016-2019 Corporate Indicators and 2018/19 targets c) 2018/19 Corporate Risk Register	a) Agreed by Members at ARP Committee, 2 March 2018 b) Draft attached at Appendix 4 c) Attached at Appendix 5	Appendices 4 and 5 have been considered by ARP on 18 May. A verbal update will be given on any feedback from that committee discussion.
Annexes: a) Financial Overview and Financial Statement b) Committee Structure c) Staff Posts as at 1 April 2018 d) Organisational Structure e) Performance Management Framework	<ul style="list-style-type: none"> <li>• Mainly existing information that will be inserted in the final Plan.</li> <li>• The Chief Finance Officer will produce a) using information from the 2017/18 outturn and final accounts preparation.</li> </ul>	

10. There is a period of 1 week following the Authority meeting to allow for Members to provide any further comments on detail to the Senior Strategy Officer - Research (Holly Waterman at [holly.waterman@peakdistrict.gov.uk](mailto:holly.waterman@peakdistrict.gov.uk)).

11. The statutory deadline for publication of the document is 30 June and it will be available on the Authority's website by that date. Paper copies will be made available. A wide range of key stakeholders will be informed of publication.

### **Proposals**

12. Members are asked to:

- a) Approve the overall structure and content of the 2018/19 Performance and

Business Plan as described in the table at paragraph 9, as a reflection of the work completed during 2017/18 and a focus for the work to be undertaken and measured over the next 12 months.

- b) Delegate completion of details to the Chief Executive, to allow publication by the statutory deadline of 30 June.
- c) Note that there will be further editing and presentation changes to the final document, in consultation with the Marketing and Fundraising service, to ensure the Plan is user friendly.

**Are there any corporate implications members should be concerned about?**

- 13. **Financial:** Preparation and reporting of this Plan is within existing budget.
- 14. **Risk Management:** Production of this Plan, and the supporting corporate and service planning, is project planned annually to mitigate the risk to the Authority of not having an approved plan in place to comply with our statutory duty and to drive performance improvement forward.
- 15. **Sustainability:** No issues have been identified.
- 16. **Background papers** (not previously published) – None

**Appendices:**

Appendix 1: Foreword

Appendix 2: Introduction – Our Strategic Approach

Appendix 3: 2017/18 Performance Review

Appendix 4: Corporate Indicators and 2018/19 Targets

Appendix 5: 2018/19 Corporate Risk Register

**Report Author, Job Title and Publication Date**

Holly Waterman, Senior Strategy Officer – Research, 17 May 2018