

ANNUAL WORK PROGRAMME AND KEY PERFORMANCE INDICATORS

Summary: To provide the Board with (1) the progress report for the Annual Work Programme 2023/24 and (2) the Key Performance Indicators, with Q3 results.

Recommendation: That the Board notes the report.

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
 - On hold
 - Off track
 - In progress/ on track
 - Completed
- The progress report for the 2023/24 Work Programme is shown in *Appendix A*.

2. KEY PERFORMANCE INDICATORS – Q2

Detailed tracker shown in *Appendix B*.

- Key points to mention:
 - **KPI1 (People)** – Executive Committee and Board Member attendance are both Green for Q2 and Q3.
 - **KPI2 (Process)** – Orbits IT (our Managed Service Provider) have performed to a very high standard since being awarded the contract earlier this financial year.
 - **KPI3 (FIPL)** – currently red due to a number of projects having completed but yet to make their claim, which is overdue. They are being chased and it is expected to be tracking as predicted by year-end.
 - **KPI4 (Stat Consultee)** – this KPI has been on track throughout the year.
 - **KPI5 (Climate Action)** – the autumn workshops, as expected, have ensured this KPI has got back on track, with 261 people engaged during the year.
 - **KPI6 (Young People)** – after a slower than expected start the last quarter was green, and it is anticipated that, by year-end, the KPI will be amber.
 - **KPI7 (Finance)** – currently showing red as Development Fund is forecasted at £71k. Please note that this is based on Reforecast 2 which was based on Q2 financials. We now expect the Development Fund to increase in value as a result of the Biodiversity Project Year 1 uplift, however the exact impact of the uplift on the Fund is yet to be determined.

Supporting documents

- Appendix A - Annual Work Programme 2023/24 (progress report)
- Appendix B - Key Performance Indicators 2023/24 (Q3)

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