

# City Priority Plan Performance Report - Guidance

This top section will be pre-filled based on the Vision for Leeds, City Priority Plans and the agreed delivery Partnership

**Meeting:** Insert name of the relevant Partnership Board

**Population:** Set out population relevant to the outcome

## APPENDIX 2

**Outcome:** Include the relevant outcome from the Vision for Leeds

**Priority:** Include the relevant priority from the City Priority Plan

### Why and where is this a priority:

In this section you need to set out briefly why this a priority for the city and if appropriate where in the city this is particularly relevant or any key groups for whom this is a particular issue. This is designed to help those using the performance reports to understand the high level context for this priority. For example it may be to address poor or declining performance perhaps in comparison to others or it may be to address a specific local need.

**Overall Progress:  
Red/Amber/Green**

### Story behind the baseline:

This section needs to bring together an overall analysis of progress which supports the designated RAG rating. It must include an analysis of the current performance and the trend/trajectory for the headline indicator. It **may** also include the following as appropriate:

- Relative performance using the most appropriate comparator city/authority.
- Analysis by priority groups/ equality strands
- Information and analysis on any related indicators or contributing performance measures
- Any other evidence underpinning the overall trend/trajectory
- Comments on any data quality issues
- Comments on time lag or delays built into the data

### Headline Indicator:

The report card must include a graph of the headline indicator which clearly shows the latest position compared to the baseline. Where appropriate this should also include

- key comparison data (eg national figures)
- results for any priority areas or equality groups.

Where the headline indicator is not available do include another related indicator if this is appropriate/helpful in judging progress against the priority

Overall progress is denoted by a red/amber/green (or RAG rating) – please select the appropriate colour for this box using the “borders and shading” option (under Format menu). Also write in the colour in words so that these can also be printed in black and white. The RAG rating needs to take account of all relevant information (including the headline indicator, progress against the action plan and any performance measures) and bring this together into an overall assessment of progress. The RAG rating should be accompanied by a direction of travel arrow. This should be used to illustrate if performance is improving, deteriorating or static. These must be an honest assessment which has been agreed and signed off by the partnership.

#### Definitions:

**Green** = Progress is as planned/expected over the last 3 months. The curve is being turned on the headline indicator. All, or most, of the relevant actions/activities are on track and most targets are being met for the aligned performance measures.

**Amber** = Positive progress is being made but not as much as planned/expected. The curve has not yet been turned on the headline indicator. Only some of the relevant actions/activities are on track. Only some of targets are being met for the aligned performance measures.

**Red** = progress is not being made as planned/expected. The curve has not yet been turned on the headline indicator and is getting worse. Few of the relevant actions/activities are on track. Few of the targets are being met for the aligned performance measures.

### General Points:

- These report cards have a wide range of audiences including the public, partners, Members and officers so **must** be concise and clear
- Report cards **must not** exceed 1 page or two sides
- They **must** be written in Plain English with no jargon and any abbreviations must be set out in full when they are first used.
- They **must** be an open and honest assessment of performance including good and bad points

**What do communities and/or other stakeholders think:**

This section needs to include any key points from relevant consultation/engagement work. Depending upon the priority this can cover a wide range of things including views on how much this is a priority for the public, including different communities/equality groups; perception of the level of progress being made; whether we are meeting the needs and expectations of the public/communities /service users; evidence of impact; involvement in development and improvement of services etc.. Overall, it is important that what we are doing reflects what is important to people

**What we did:**

This section needs to include any key actions, activities or achievements delivered in the last 3 months (or since the last update where the reporting frequency is different). This should include the most important high level achievements. Where possible these should be presented in a way that clearly sets out what difference has been made, what impact has been achieved, or how has this made life better for the people of Leeds either as a whole or for a specific community or equality group. This must include the relevant high level contributions from partner organisations. This should be drawn from the

**New Actions:**

This section needs to list any key actions or activities which are planned for the next 3 months (or until the next update where the reporting frequency is different). This should include the most important high level actions. Where possible these should be presented in a way that clearly sets out what difference is likely to be made or what impact we are trying to achieve. This must include the relevant high level contributions from partner organisations. This should be drawn from the agreed partnership action plan but may come from a discussion about performance at the partnership. It should include actions to address different outcomes for different communities or equality groups

**What worked locally /Case study of impact:**

Include here one or two examples to demonstrate impact. Are there any relevant local projects, any case studies, any pilots. These are included in order to highlight/share best practice as well as to celebrate successes. They can bring to life and demonstrate the impact of our work on individuals/communities/equality groups/service users or families

**Data Development:**

Include here any significant work underway or planned to address existing data quality issues, improve the frequency of data reporting or develop new and improved data sources. This should include information to fully understand the demographic makeup of customers/service users

**Risks and Challenges:**

In this section you need to set out any significant risks from the existing risk registers and/or any current challenges or issues with an impact on delivery. Again this should be the most important/high level updates only