

Report to: Performance Review Group
Agenda item: 2
Date: 22nd June 2010
Subject: Quarterly Reporting and Feedback
Arrangements for the Performance Review Group
Sponsor: Chair
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For: Discussion and approval

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1. Purpose of paper

- 1.1 To propose reporting arrangements for the Performance Review group to include;
- The information required by the group to support discussion and analysis at each of its meetings
 - The information to be reported back by the Performance Review Group to meetings of the full Authority

2. Reports required at each meeting

- 2.1 As this is the first year of operation for the BTPA Performance Review Group, the process for defining the scope and style of supporting information from both BTP and the Authority's Executive is likely to be an iterative one. However, after speaking with HMIC and NPIA performance monitoring leads, reviewing the materials used by other public bodies (both policing and non-policing) and speaking to lead officers at two Police Authorities¹ as a starting point the following is offered as an initial way forward.

¹ Cheshire and Gwent Police Authorities both assessed as performing well by the first phase of HMIC inspections of Police Authorities.

- 2.2 Performance reporting will be done primarily via performance dashboard reports, with a focus on noting general progress and exploring in more detail any 'exceptions' or risks emerging. [A selection of examples of possible reporting styles - both BTP and externally sourced- will be circulated at the meeting for member comments and observations.
- 2.3 The group will consider performance data from a range of sources, with the emphasis being on those areas of work which are of greatest risk to the Force and/or Authority. As suggested by both HMIC and NPIA, risks may be defined in terms of levels of investment, risk to reputation or legal compliance.
- 2.4 The list of issues for consideration by the group will be reviewed and refreshed at least on an annual basis; item 1 on this agenda includes the suggested coverage for 2010/11.
- 2.5 Reports to the group should include;
 - Management information requested directly from BTP and scrutinised independently by the Executive
 - Data collected independently by the Force and Authority (external surveys, external police comparison data such as Home Office statistics and iQuanta - the CIPFA/POA project would support this work for BTP)
 - Feedback from BTP/A meetings with stakeholders/ Members' other activities
- 2.6 For each item on the agenda the group should expect to receive;
 - Performance information (dashboard or similar summary report) provided by BTP including any BTP commentary on any issues of note
 - Additional issues of interest in the BTP performance information as identified independently by the Authority Executive
 - Any supplementary information supplied by the Force/Authority Executive

3. Reporting back to the full Authority

- 3.1 Reports from the Force and Authority should be drafted with the intention that they will be sent, as presented, to subsequent meetings of the full Authority. The full Authority will therefore receive;
- The background information considered by the Performance Review Group.
 - A short report (prepared by the Authority Executive) summarising the main points of discussion at the Performance Group meeting and any options considered for further work.
 - An updated log of actions capturing progress with any work commissioned by the Performance Review Group.
 - Any further updated information.
- 3.2 Unless protectively marked, these reports and commentaries will be published on the BTPA website/shared with stakeholders at a later date. This approach is intended both to avoid duplication of effort and to create a consistent and transparent audit trail of the work done by the Group.
- 3.3 At all other meetings of the Authority, a short update paper will be produced by the Executive (prepared in partnership with BTP) to highlight any significant movements in performance and any new risks emerging since the last reporting period. This paper will be intended to complement and supplement, rather than duplicate, the Chief Constable and Chief Executive's own reports.

4. Recommendations

- 4.1 The Performance Group is asked to discuss and approve the proposed reporting requirements; noting that these need to remain flexible as the Group carries out its first review meetings.