**Stoke-on-Trent
Children and Young People's
Strategic Partnership**

PERFORMANCE MANAGEMENT FRAMEWORK FOR THE CHILDREN, YOUNG PEOPLE AND FAMILIES PLAN 2013-16

Revised December 2014

Performance Management arrangements for the Children, Young People and Families' Plan 2013-16:

1.   Background

1.1   The Children, Young People and Families' Plan is in place for 2013-2016 which requires a performance management framework. This document summarises the performance management arrangements.

2.   Policy Context

2.1   The new plan brings together a range of priorities and activities within one vision. It identifies how we will improve outcomes for children, young people and families in the city. It defines how the Children and Young People's Strategic Partnership contributes to the Mandate for Change and the Joint Health and Wellbeing Strategy.

3.   Key Features

3.1   The key features of the framework are:

- Priority champions
- Priority leads
- Priority groups with supporting plans and task and finish groups as appropriate.
- Outcome/ impact reports based on performance indicators and proxy measures
- High-level reporting by exception on the 5 priorities using Red/Amber/Green rating for progress against key actions.
- Focussed discussion on each priority

3.2   **Priority champions**

Priority Champions:

- champion one of the 5 priorities at Board level.
- promote their respective priorities within their own organisation, partnerships and networks.
- present high-level progress and performance updates for their priorities to the Board and take questions and challenges (with support from priority leads).
- identify high-level links and alignment between their respective priorities.
- identify high-level issues and obstacles to progress of the priorities and discuss and recommend solutions.

3.3   **Priority leads**

Priority leads:

- take a coordinating role implementation of respective priorities (supported by the Strategic Governance and Planning Team)
- maintain an overview of the range of plans, actions and groups contributing to the delivery of respective priorities (supported by the Strategic Governance and Planning Team)
- provide high-level performance and progress updates for respective priorities to priority champions for presentation at the Board (supported by the Strategic Governance and Planning and Performance teams)
- act upon proposals and recommendations from the Board for respective priorities.
- contribute to annual reports of the CYPF plan.

3.4   **Priority groups**

Priority groups:

- Take a collective lead on the delivery of the supporting plans and strategies for the 5 priorities
- Set up task and finish groups as appropriate.
- Identify issues and obstacles to progress and implement partnered solutions to overcome these issues.
- Consider and act upon recommendations from the CYPSP Board.
- Support priority champions in providing reports on progress for priority champions and the CYPSP Board.

3.5 **Summary of priority champions, leads and groups**

Priority	Priority Champion	Priority Group	Priority Lead
1: Ensuring children have the best start in life	Director of Children's Services: Staffordshire and Stoke-on-Trent Partnership NHS Trust	Early Years Strategy Group	Head of City Wide Services
2: Raising achievement and aspiration	Assistant Director: Learning Services	School Improvement Network/ SASCAL/ SAPH/ Learning Services team	Strategic Manager: Pupil Achievement (0-19)
3: Improving transition to work and independence	Chair of the Stoke-on-Trent 14-25 Strategic Partnership Board	Stoke-on-Trent 14-25 Strategic Partnership Board/ SASCAL.	Strategic Manager: Employment and Skills
4: Good things to do and good places to go	Chief Executive YMCA North Staffordshire	Priority 4 Partnership Group	Strategic Manager Co-operative Working (south and Youth portfolio)
5: Targeting support for those children, young peoples and families who need it most	Head of City Wide Services	Early Help Strategy Group (oversight) **Implementation supported through priorities 1,2,3,4**	Strategic Manager Co-operative Working (Citywide)

3.6 **Performance monitoring and reporting**

3.7 A quarterly report will be produced and have a section for each of the 5 priorities. In each section there will be monitoring of the relevant measures in graphical form with commentary on the performance trend, followed by an update on the actions completed since the previous report. The overall action progress would be 'RAG' rated - green on track and progress is as expected, amber would indicate that some actions are slightly off -track and red would indicate seriously off- track with concerns that need to be highlighted. The report then concludes with the highlighting of any risks and an overall summary.

3.8 The board reviews all 5 priorities by exception focusing its attention on the

challenges and issues that are barriers to progress and discuss and recommend solutions. Champions, and leads where required, support the reporting of the priority to the Board.

3.9 Proposed forward plan for the Children and Young People's Strategic Partnership Board (remainder of the 2013-16 plan and development of the 2016-19 plan)

Month	Board Meeting forward plan 2014-2016	Activity to develop Children, Young People and Families Plan 2016-19
September 2014	**Board Meeting** • Quarter 1 performance updates • Updates on key partnership issues/developments	
December 2014	**Board Meeting** • Quarter 2 performance updates • Updates on key partnership issues/developments • Child Poverty Annual Report • Governance and Accountability Framework	
February 2015	**Proposed Partnership Conference (end February)**	
March 2015	**Board Meeting (early March)** • Quarter 3 performance updates • Updates on key partnership issues/developments	
June 2015	**Board Meeting (mid June)** • Quarter 4 performance updates • Updates on key partnership issues/developments • CYPF Plan 2013-16 (2014-15) Annual Report (including Child Poverty)	
July 2015		• Policy review and needs analysis
August 2015		• Policy review and needs analysis
September 2015	**Board Meeting (early September)** • Quarter 1 performance updates • Updates on key partnership issues/developments	
October 2015		• **Partnership Annual Conference** (early October) – initial stakeholder engagement • Public Consultation on emerging high level priorities
November 2015		• 'Think Tanks' to develop priorities
December 2015	**Board Meeting (mid December)** • Quarter 2 performance updates • Updates on key partnership issues/developments • Governance and Accountability Framework	• 'Think Tanks' to develop priorities (conclude early December)
January 2016		• Public consultation on draft

		Children, Young People and Families Plan 2016-19
February 2016	**Board Meeting (mid February)** • Quarter 3 performance updates • Updates on key partnership issues/developments	• Finalise plan
March 2016	**Extraordinary meeting of the Board** • Approve Children, Young People and Families Plan 2016-19	
June 2016	**Board Meeting (early June)** • Quarter 4 performance updates • Updates on key partnership issues/developments • CYPF Plan 2013-16 (2015-16) final Annual Report (including Child Poverty)	• Formally launch the Children, Young People and Families Plan 2016-19 • Annual Conference

4. Consultation

4.1 The performance management arrangements are outlined in the new plan which has been through a lengthy period of consultation.