

PARTNERSHIP STRATEGIC PLANS 2016-20

PERFORMANCE MANAGEMENT FRAMEWORK

June 2017



STOKE-ON-TRENT STRATEGIC PARTNERSHIPS

1. Introduction

In April 2016 Stoke-on-Trent Health and Wellbeing Board (HWBB) and supporting strategic partnerships published their new strategic plans for 2016-20:

Health and Wellbeing Strategy
Children, Young People and Families' Plan
Adults' Strategic Partnership Plan

This document describes the arrangements in place to monitor the progress against the strategic actions and targets set out in the plans. It also explains how progress will be shared with the wider partnership, elected members and members of the public.

2. Delivery

To deliver these priorities partners have committed to undertake a range of activities set out in the strategy and plans. This work will be driven forward by Priority Leads with the support of a range of groups and networks.

3. Measures, targets and outcomes

In order to monitor progress against priorities, a set of measures has been identified for each priority. Baselines and targets for each of these measures are provided in each of the strategic plans. These measures will be monitored by the respective Boards on a quarterly basis and will provide an indicative assessment of performance. They will be reviewed annually as part of the annual review and reporting process.

4. Leadership and accountability

Each priority will have a nominated lead. The Priority Leads represent their respective priority and as such are the Board's main link with the progress of the strategic priority. At Board meetings Priority Leads will be responsible for providing an accurate position statement of progress made including flagging risks.

5. Monitoring

5.1 Quarterly overview report

Each Board will receive a high level monitoring report at each Board meeting for each priority, which will include commentary from the Priority Lead - this will include a strategic update of progress, risks and challenges.

5.2 Deep dive spotlight reporting on priorities

Each Board meeting will feature a focussed discussion on a maximum of 2 priorities as part of a rolling programme. This will focus on progress, key messages, successes, issues and system blockages.

In advance of the meeting Priority Leads will submit a report to the respective Board to present the key points and any questions they would like the Board to be thinking about in advance of the meeting.

6. Feedback to the whole system

Priority leads and groups are also encouraged to utilise the partnership's fortnightly e-bulletin circulated to partners across the city to share news relating to priorities.

7. Annual reporting

Each Board will produce an annual report setting out a summary of progress made in the previous 12 months. The report will include a review of priorities and commentary from Priority Leads. The report will also provide a range of additional contextual measures as appropriate.

Annual reports will be published online alongside partnership plans and will ensure that progress against the plans is transparent.

8. Governance and communication between Boards

The HWBB will receive quarterly update reports from partnership boards that have governance to the HWBB. This is to ensure that the HWBB are aware of progress made by the wider system. This also provides a framework for the underpinning Boards to escalate issues to the HWBB.

The HWBB will provide feedback to underpinning Boards as appropriate and may request further reports or updates from time to time.

9. Reporting to overview and scrutiny

Progress against partnership plans will be reported to overview and scrutiny committee on a six-monthly basis, drawing out key points reported to Boards in the previous period.

10. Resourcing

Co-ordination of the quarterly reports will be undertaken by the City Council Corporate Performance Team and colleagues from across the partnership will provide data to inform the report.

Ad-hoc reports requested to respond to Board member queries will be undertaken by priority groups on a task and finish basis.

Co-ordination of annual reports will be undertaken by the Lead Officer for the applicable Board.