

# Inter-Authority Shared Services: Performance Summary Report – Quarter 2

**Report to:** Joint Officer Board / Shared Services Joint Committee

**Date of report:**

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**Section 1:** Quarterly Overview

**Section 2:** Performance focus: KPIs missing target (Red/Amber outturn)

**Section 3:** Budget focus: Forecasted budget overspends/underspends

# Section 1:

## Quarterly overview

## Performance Summary – Quarter 2

- Enter high level summary for both performance and finance:
  - E.g. how many KPIs met/exceeded target, how many fell below target
  - Budgets – how many forecasted over/underspends etc
- The detail of these can then be included within section 2 and section 3 respectively, which in essence become the 'reporting by exception'.

## **Section 2: Performance Focus**

KPIs missing target (Red/Amber outturn)

## Service name

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Delivery arrangement	Host / Lead	Receiving Authority:	WNC / NNC
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ID	KPI	Latest Q2 - 21/22	Target	Previous Q1 - 21/22	DoT
KPI1	KPI description	63.6%	90%	88.8%	↓
KPI2	KPI description	91.6%	95%	65.4%	↑

*Enter summary commentary as required for any KPIs that have an outcome of red or amber for the period under review.*

## **Section 3: Budget Focus**

Forecasted budget overspends/underspends

# Budget Summary

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- Include information relevant once Finance have provided steer e.g. over/underspends etc?