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| **Agenda item:** | **7** |
| **Attachment:** | **B** |

**HRA BOARD COVER SHEET**

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| --- | --- |
| **Date of Meeting:** | 24/09/2014 |
| **Title of Paper:** | KPI Report Apr – Jun 2014 |
| **Purpose of Paper:** | To present progress on KPI’s to the HRA Board |
| **Reason for Submission:** | A requirement to report quarterly to the board on KPI’s contained in the Business Plan |
| **Details:** | **Format** – key characteristics* Set to print on two sides of A3
* Excel based – comprised of three worksheets; guidance, summary of performance, KPI detail
* Graduate colour scoring from Red to Green to reflect performance against target
* Comments column which offers any useful background information to any significant dips or rises in performance

**Future timetable** – **Qtr 1 report to Board on 24th Sept.** The aim will be for the next quarterly report (Jul – Sep 2014) to be presented **to EMT on 20 Oct and to the Board on the 29 Oct** and then subsequently:* Qtr 3: Oct – Dec 2015: EMT 19 Jan 2015 and Board 22 Jan 2015
* Qtr 4: Jan – Mar 2015: TBC
 |
| **Suitable for wider circulation?** | For publication on web |
| **Recommendation / Proposed Actions:** | **To Approve** |  |
| **To Note** | **x** |
| **Comments** |  |
| **Name:** | Ian Cook |
| **Job Title:**  | Director of Corporate Services |
| **Date:** | 17/9/14 |