



**RUSHCLIFFE COMMUNITY PARTNERSHIP  
REWARD GRANT**

**APPLICATION GUIDANCE**

# 1 Introduction Overview of the Performance Management Framework

The Rushcliffe Community Partnership has long recognised the importance of performance management and over recent months have sought to develop a more robust framework. This Performance Management Framework is based on good practice guidance from the Audit Commission and IDeA and key components include: -

- A clearly stated vision and priorities, developed in consultation with the community.
- A single, co-ordinated budget process and project planning process, incorporating improvement planning and focused on delivery of Priorities.
- Full integration of statutory Best Value requirements in this framework – for example target setting against national performance indicators.
- Incorporation of Best Value principles and an improvement focus in day-to-day management.
- Where there is significant legislative change requiring review of the way the Partnership delivers within the local community or where consultation with the community indicates that services are not meeting needs and expectations and that there may be different ways to deliver these.
- Robust target setting against national and local performance indicators, with local indicators developed to reflect the Partnership's key priorities.
- Standard format Project Plans with key milestones and outcome indicators for all key improvement tasks.
- Quarterly monitoring of progress against delivery indicators acting as an “early warning” system.
- Formal quarterly reporting to Chief Officers of the Partnership with the opportunity to take formal remedial action where needed.
- Sharing and cascading key performance information to all stakeholders and residents using appropriate media.

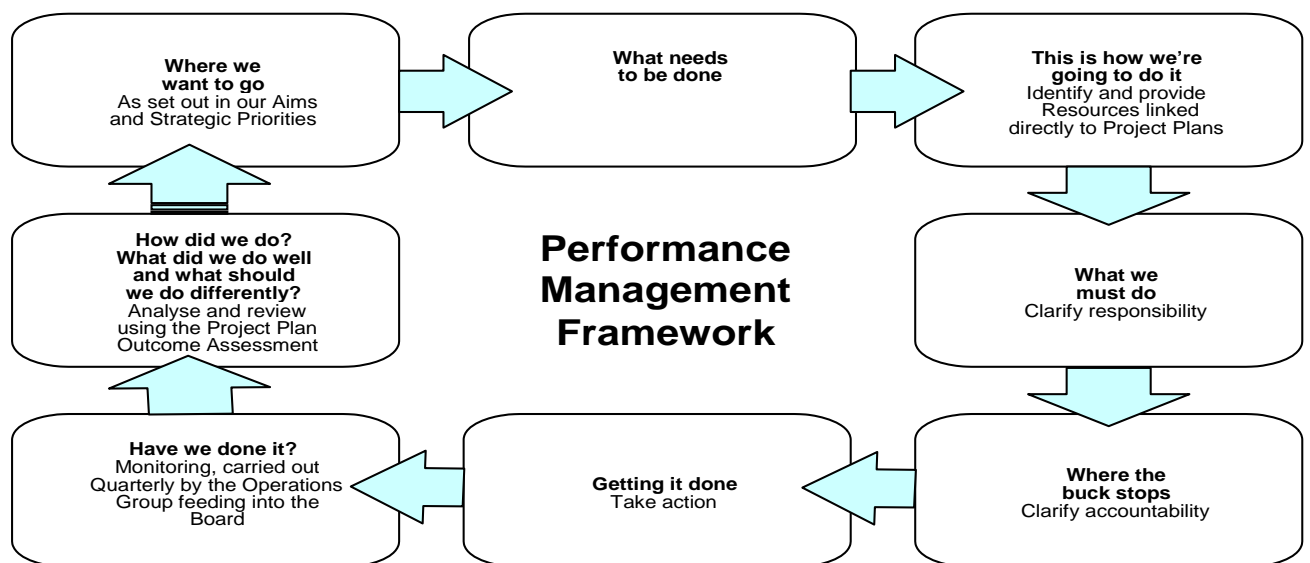
## Aims

The adoption of a Performance Management Framework is the key factor Rushcliffe Community Partnership in ensuring the effective delivery of action plans and The Sustainable Community Strategy. The aims of the framework are to ensure;

- 1 effective action planning in response to identified issues
- 2 effective resource management
- 3 effective impact assessment / evaluation of interventions within the local community

## Objectives

- to facilitate effective planning of partnership actions/interventions that will impact upon the wider community
- to ensure the delivery of interventions meet national, regional and local targets where appropriate
- facilitate effective review of achievements and keep track of progress
- identify areas of weakness and decide where to concentrate efforts
- assist in the appropriate allocation of resources to address identified issues/areas



Source: Audit Commission

## Key Principles of Performance Management

The implementation of Rushcliffe Community Partnerships Management Framework has identified key principles recognised nationally as good practice around which a local framework reflecting the needs of the local partnership and community has been developed. Rushcliffe Community Partnership is committed to;

- **Inclusivity** - the involvement of the appropriate people in an appropriate way to ensure the effectiveness of the process
- **Good practice** – sharing of good practice locally and nationally shaping local delivery
- **Creativity** – the use of different approaches to maintain interest and involvement focused on identified issues and neighbourhoods
- **Process** – performance management is not just about the completion of forms, it is a part of our partnership business.

- **Planning** – deciding who needs to be involved and how
- **Help from outside** - to challenge and offer different viewpoints
- **Identify evidence of performance and any improvements achieved** – who will be looking at the evidence and what level of evidence will be appropriate?

The structure of Rushcliffe Community Partnership and the links to the South Notts Community Safety Partnership (SNCSP) seek to ensure clarity and openness between partners and the community.

## 2 Problem Identification and Intervention Development

Rushcliffe Community Partnership identifies issues using partners shared information in line with data and information sharing protocols. The provision of accurate data, produced regularly and in a timely manner is a key factor to the success of effective intervention, both pro-active and reactive and therefore determining realistic and measurable outcomes and outputs. Within the approach Rushcliffe Community Partnership seeks to identify not only the headline issues, but also the wider contributing issues. There is a need to identify clear links between partnership actions, interventions, outputs and outcomes and the wider Rushcliffe Partnership (LSP) work. The aim is to identify if what is being done is the best possible approach, if it balances risk with impact on minority and excluded groups, and above all it is being delivered well. The following table outlines the key principles to consider in the development of any community safety intervention and or project undertaken by the Partnership.

This process takes account of the following;

- **Theme** – The issue that has been identified i.e. Health / Obesity
- **Target** - either as theme or neighbourhood issue
- **Links** - to other organisations and partnerships.
- **Baseline** – our starting position, where are we coming from, data, anecdotal information etc.
- **Target for the current year/proposed project** – what we are aiming to achieve
- **Timescale** – for the project / intervention
- **Resources** – staffing, funding etc

Once this process is completed, the proposed project will be assessed utilising the scoring system detailed below.

## 3 Scoring

To review how effective a partnership intervention has been it is necessary to have a robust and accountable structure for all aspects of partnership work. For each intervention proposed it will be necessary to ensure that it fits with the Sustainable Community Strategy. Therefore each project will be given a SCORE during the appraisal process. The higher the score that is achieved,

the more valid the project is in line with wider partnership working. Therefore the following score will be given to projects:

- a score of 5 if there is strong evidence to prove the statement
- a score of 3 if you have some evidence to prove that you are well on the way to meeting this criteria
- a score of 1 if you have little or no evidence to support the statement

NB This scoring system will then form the baseline to be used for monitoring and evaluation purposes. The tables will assist in seeking to establish a score to assist in the decision making process and how the proposed project / intervention fits against the overall priorities of the Local Strategic Partnership. There are two scores used, one for plausibility and one for outcomes.

a) **Plausibility - we taking the right actions to meet our targets?**

Are the actions relevant to your baseline position?

Are the actions supported by evidence from elsewhere?

Is there logic to link the actions to the outcomes we are looking for?

Do the actions involve the right service providers?

Will the actions provide results in the short, medium and long term?

**Why plausibility is important**

It is vital that a critical look is taken at the proposed actions to check whether or not they will actually help to meet the outcomes and targets we have set. This is the opportunity to learn from what has worked so far in our experience and how others have tackled similar issues.

**Sources of support**

When carrying out the plausibility test it is necessary to involve people with in depth knowledge of each theme either from our own partners or perhaps from a neighbouring area who is considered to be an expert in their field.

b) **Outcomes - what progress will the actions make against our priorities and targets?**

Do the actions aim to meet the milestones set?

Will the project bringing about change in the short term as well as working towards long term objectives?

Does the information collected throw up new priorities?

Are the targets SMART – Specific, Measurable, Achievable, Realistic, and Time-bound?

**Why outcomes are important?**

Outcomes are what we want to achieve and are what we are measured on i.e. those set in the LSP theme group annual action plans and the overall theme of tackling the impact of the recession.