

OPEN UNIVERSITY STUDENTS ASSOCIATION

Central Executive Committee (CEC)

18 July 2020

STRATEGY PERFORMANCE REPORTING PROTOTYPE/TEMPLATE

The CEC is asked to:-

- i) **receive** the Strategy Performance Report prototype/template.
- ii) **discuss and feedback** on the proposed report format and content.

1. Overview

1.1 As part of the strategy development process it was agreed that strategy performance reporting would commence from the start of the 2020-21 academic year.

1.2 Performance reporting will include:

- Performance against strategic Key Performance Indicators (KPIs)
- Progress on strategic projects
- Progress against business plans for each business area

1.3 Prototype/template reporting formats have been developed and are attached as:
Appendix 1 – Prototype Quarterly Performance Report - Cover Paper
Appendix 2 – Prototype Quarterly Performance Report - Template

Additional detail on the compilation processes for the reporting are provided in sections 2, 3, 4 and 5.

1.4 The CEC are invited to review and discuss the prototype/template reporting and provide feedback, comments and suggestions. Agreed revisions will be incorporated ahead of the first live reporting cycle.

1.5 The first live reports will be supplied for the CEC meeting in October 2020.

2. SECTION A of the Prototype/Template Report

2.1 This contains updates against the strategic KPIs and metrics.

2.2 Each of the 20 metrics will have an owner within the Association staff team, with responsibility for collating the performance data on an ongoing basis.

- 2.3 The Strategy & Research Team will maintain a central data repository for storing performance data and reports.
- 2.4 On a quarterly basis the Strategy & Research team will produce SECTION A of the report and provide this to the Reporting Coordinators (President and Strategic Projects and Change Coordinator).
- 2.5 Please note that the figures provided in the SECTION A prototype/template do not reflect any current live performance data and are included for illustrative purposes only.

3. SECTION B of the Prototype/Template Report

- 3.1 This contains updates on the progress of the strategic projects.
- 3.2 The co-leads of each project team for any active projects will supply a monthly project update to the Strategy Projects Delivery Group, which has oversight of scopes, resourcing and budgets and is responsible for project assurance and performance management.
- 3.3 On a quarterly basis the Delivery Group will produce SECTION B of the report and provide this to the Reporting Coordinators (President and Strategic Projects and Change Coordinator).

4. SECTION C of the Prototype/Template Report

- 4.1 This contains updates on the progress against the business plans for each business area.
- 4.2 Business plans are produced annually for each academic year and progress will be reviewed on a quarterly basis by the Staff Management Team.
- 4.3 On a quarterly basis the Staff Management Team will produce SECTION C of the report and provide this to the Reporting Coordinators (President and Strategic Projects and Change Coordinator).

5. Production of Report for CEC

- 5.1 The Reporting Coordinators (President and Strategic Projects and Change Coordinator) will review the source reports and manage the process of creating the supporting narrative for the CEC cover paper. This will include scrutiny of the data and the identification of any areas where the CEC may need to make decisions or approve recommendations relating to courses of action to be taken to address poor performance.

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