**Integrated Specialist Sexual Abuse Services Performance Template and Guidance**

**June 2013**

1. Label the report as follows

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| **Performance Report** | Lot/Service Details  Contract Reference: |
| **Dates covered:** | *This should be full performance for year to date and not months or quarters in isolation* |
| **Person completing:** | *Include job title, name and date written* |

1. Purpose of report:

The audience for this report is your commissioners. The report needs to reflect what has been achieved with the funds being requested and how this meets the outcomes based specification and your tender to deliver the service (why we chose you). It is in your interests to give an appropriate level of context, be open and critically assess your own performance. Areas that haven’t gone to plan are to be expected, but require attention and you are expected to have an understanding of why this has occurred, why it was/wasn’t predicted and how the risk to the service is being managed and thus reduced.

The quarterly performance report should include the following basic elements:

1. Contents
   1. A general overview of progress/issues/achievements for the performance year to date against what was envisaged; paying particular attention to developments from the last quarter (trends, changes etc.)
   2. A narrative report, with graphs, charts and tables as appropriate, that highlights some of the context within which you are working, such as referral base, needs and risk levels of client population, service user information such as age, ethnicity, gender, (you could incorporate your duty to submit an equalities report within this performance report if you include the level of data required for that monitoring requirement), safeguarding (referrals made, number of service users with children/expressing any issues relating to parenting), and anything that shows the difference you are making
   3. A full explanation of all variances over 10% (both over and underperformance) from the year to date actual against year to date forecast, for outputs and outcomes. Please include details of how you are addressing these areas, being clear on what action has already been taken and what is planned.
   4. A Finance section (if you are not providing a stand-alone report) that gives commentary on areas of over and under spend (actual against projected), plans for the upcoming quarter and any formal requests to vire between budget headings, carry forward funds to the next quarter or requests/intentions to submit applications for further funding/income generation related projects. Include actual amounts and dates alongside any reference requiring agreement from commissioners, for example financial value and dates for invoices expected but not yet received.
2. Your report should be submitted with the following attachments:
3. Monitoring worksheet
4. Equality data (if not being submitted within this report) with your updated equality action plan.
5. Completion of enclosed ‘specification requirements and tender submission commitment’ table which covers all specification requirements and your tender for this contract
6. Finance report (if not covered within the body of this report)