

WP5.1 BUSINESS INTELLIGENCE REPORTING PROTOCOL

1. Data and Information

The Parties of the partnership agree to supply the information required to support the Performance Framework at the required frequency and detail in accordance with the Agreement. The information will be provided directly to the SYPTE Strategic Intelligence Data and Performance Team.

2. Targets

Targets will be reviewed and set annually at the beginning of each financial year, and signed off by the Operations Group. The targets, identified within the Performance Framework Indicators, will be subject to Performance Reporting and Rectification as laid out in section 3 below and the Agreement.

3. Performance

The role of PTE's Strategic Intelligence, Data and Performance team is to collect and supply data and analysis for agreed indicators against targets, and to provide data in support of activities undertaken by Work Package leaders, under the guidance of the Operations Group, in developing and delivering action plans to drive improvements to meet targets.

4. Public Reporting

The Partnership will publish a performance reporting update that is publicly available on a regular basis. The format, content and frequency of the reporting will be agreed and signed-off by the Operations Group.

5. Review

The Performance Framework will be reviewed on an annual basis at the beginning of each financial year. An interim review of any key performance indicator can be called for by any Party at any time, subject to agreement of the other Parties to proceed with a review conditional upon resources being available to undertake such a review. The review process will be overseen by the Leader of Work Package 5 and the result of the review will be reported to the Operations Group meeting for agreement.