

Bromley Youth Employment Project – Performance Management and Governance Arrangements

Project performance management

Accountable Officers	Mechanism for Performance Management
BEBP Individual staff	Individual Work Plan with monthly targets Progress reviewed by BEBP Programme Leader fortnightly Performance will contribute to staff members overall performance appraisal
BEBP Programme Leaders <i>Sarah Sutherland (Work Experience & Apprenticeships)</i> <i>Jane Belding (Mentoring & Volunteering)</i>	Provide progress report on Project Activity, Outcomes and Outputs to BEBP Operational Project Lead monthly
BEBP Operational Project Lead <i>Lesley Holland</i>	Provide progress report to Head of Bromley Youth Support Programme (Project owner) on monthly basis
Head of Bromley Youth Support Programme (Project Owner) <i>Paul King supported by Stella Marshall</i>	To provide progress report to EC & HS DMT on a monthly basis
BEBP Operational Project Lead and Head of Bromley Youth Support Programme	Report to Project Board on two monthly basis
BEBP Operational Project Lead and Head of Bromley Youth Support Programme	Report to BEBP Steering Group (acting in a reference and challenge role) on a termly basis
Project Board	To report back to Executive & Resources PDS Committee for Members scrutiny on a three monthly basis

Governance Arrangements

- A Bromley Youth Employment Project Board will be established.
- The Project Board will be chaired by LBB Assistant Director Education, assisted by Head of Bromley Youth Support Programme (as Project Owner).
- The Board will be made up of representatives from the sectors consulted as part of the Phase 2 stakeholder consultation process. These include:
 - Business
 - Employment and Skills
 - Education
 - Commissioning
 - Human Resources
- The Project Board will meet on a two monthly basis and will monitor progress against the targeted outcomes identified in the Profile of Project Activity, Outcomes and Outputs
- The Bromley Education Business Partnership (BEBP) Steering Group will act as a Stakeholder Reference and Challenge Group.
- The Project Board will report back to the Executive and Resources PDS Committee for Member scrutiny on three monthly basis
- The Project will also be reviewed by EC&HS DMT on a monthly basis.