

PUBLIC

# Annual Performance Assurance Report (template)

20xx/xx [Quarter x]



[Date]

# ANNUAL PERFORMANCE ASSURANCE REPORT (TEMPLATE)

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## MESSAGE FROM THE PAB CHAIR

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Comment on the period from the Chair's perspective.

## OVERVIEW

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The Performance Assurance Board (PAB) is required, by Balancing and Settlement Code (BSC) Section Z 8.1<sup>1</sup>, to prepare an Annual Performance Assurance Report (APAR), which includes:

- Results from risk evaluation and risk assurance procedures focussing on the outcome of deployment of Performance Assurance Techniques (PAT);
- The actual costs associated in delivering the Performance Assurance Framework (PAF) compared with the estimated costs set out in the Risk Operating Plan (ROP); and
- Recommendations for modifying the PATs.



## Where to find out more

- Visit <https://www.elexon.co.uk/reference/performance-assurance/>
- Contact [paa@elexon.co.uk](mailto:paa@elexon.co.uk)

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<sup>1</sup> <https://www.elexon.co.uk/bsc-and-codes/balancing-settlement-code/bsc-sections/>

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## Risk Landscape

Commentary on the landscape / approach; summaries supported by tables / diagrams. E.g.

- Number of risks and their categories at the start of the period; recap of significant changes in the previous period – indicating the general trend over time
- Any new risks this year/quarter; any risks removed from the register or had material amendments made
- Which risks we focused on through the ROP
- Movements (improvements / declines) we have seen by the end of the period and proposed actions where we might need to take additional action. Explanation where Target Impacts not met
- Change Proposals or Modifications raised as risk mitigation
- Comments on issues and near misses

Detail captured in appendices as appropriate

## Top risks

Reporting/analysis/commentary focussing on outcome of deployment of techniques, was deployment completed on time and successful in meeting the objectives.

Comment on actual costs of the techniques vs forecast.

## Other key messages

Provide analysis/commentary/focus on, for example:

- worsening risks or a new risk
- a particular issue or near miss
- comment about technique deployment, e.g. successful, indicative of an emerging issue, indication that we might have to review our deployment approach
- comment about party escalations (numbers, roles, effectiveness of escalation)
- views from PAB / parties about Settlement Risk management in the year

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## COST OF DELIVERING THE PERFORMANCE ASSURANCE TECHNIQUES

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The Code obliges ELEXON to compare the actual costs of implementing the PATs with the estimated costs set out in the ROP for the same period. Include the previous year's actual and forecast costs for information.

	Operational	Contractual	Total
<b>ROP 2018/19 Forecast</b>	£	£	£
<b>2018/19 Actual</b>	£	£	£
<b>ROP 2019/20 Forecast</b>	£	£	£
<b>2019/20 Actual</b>	£	£	£

### Total Costs

Comment on the total costs if appropriate.

### Operational Costs

The contracted costs cover operational activities including [list of the inclusions].

Comment on the operational costs including reasons for difference between the forecasted spend in the ROP and actual spend; table / diagrams with supporting text as necessary.

### Contracted Costs

The contracted costs cover outsourced provision of [list of the inclusions].

Comment on the contracted costs including reasons for difference between the forecasted spend in the ROP and actual spend; table / diagrams with supporting text as necessary.

## RECOMMENDATIONS ON FUTURE PAT DEPLOYMENT

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Summary of recommendations to modify techniques or their deployment for the next period.

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## KEY PERFORMANCE INDICATORS

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Comment on PAF Key Performance Indicators that give a view as to how efficiently and effectively the PAF is being operated, and other data that gives useful information about the scale and scope of the PAF. For instance:

- number of PAB meetings
- PAB meeting attendance and quoracy
- types of PAB papers and proportion approved
- techniques deployed, and comment on length of time to deploy against the plan
- numbers of decisions or Risk Management Determinations
- age of issues – how long are they staying open for
- number of Error & Failure Resolution plans completed and closed
- number of escalations to the PAB (and to the Panel) in the year
- risk reviews completed to schedule / outside of schedule
- new PAPs Qualified in the year
- number of Modifications / Change Proposals that impacted the risks
- volume and type of stakeholder engagement events / instances
- number of comments received for reviews of the risk register and operating plan (annual review and within period revisions)
- customer survey feedback
- total of Supplier Charges charged to Suppliers

## FURTHER INFORMATION

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[as necessary]

## APPENDICES – ADDITIONAL INFORMATION - PERFORMANCE ASSURANCE TECHNIQUES AND SETTLEMENT RISKS

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[detail supporting the commentary in the main document]