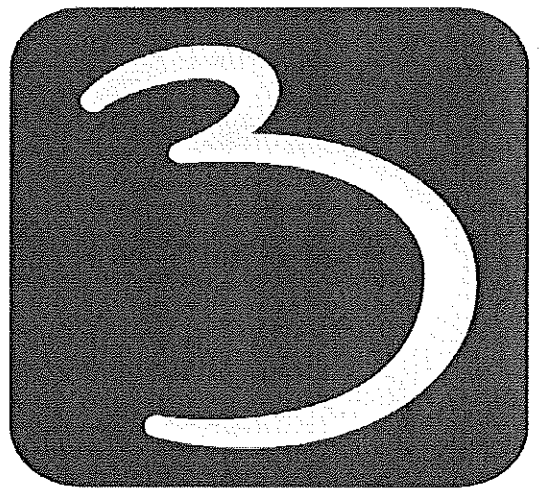


Performance Information Policy



***Boxing
South
Africa***

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ANNEXURE A:

National Treasury Guidelines

Framework for Managing Programme Performance Information

Framework for strategic planning and annual performance report

1. Introduction

Performance information indicates how well an institution is meeting its aims and objectives, and which policies and processes are working. Making the best use of available data and knowledge is crucial for improving the execution of government's mandate.

Performance information is key to effective management, including planning, budgeting, and implementation, monitoring and reporting. Performance information also facilitates effective accountability, enabling legislators, members of the public and other interested parties to track progress, identify the scope for improvement and better understand the issues involved.

The public sector delivers services essential to the well-being and development of the nation. To ensure that public service delivery is as efficient and economical as possible, all government institutions are required to formulate strategic plans, allocate resources to the implementation of those plans, and monitor and report the results.

Performance information is essential to focus the attention of the public and oversight bodies on whether public institutions are delivering value for money, by comparing their performance against their budgets and service delivery plans, and to alert managers to areas where corrective action is required.

In addition, the availability of performance information allows managers to pursue results-based management approaches, such as performance contracts, risk management, benchmarking and market testing.

This document outlines key concepts in the design and implementation of management systems to define, collect, report and use performance information in the public sector.

2. Terms and definitions

Performance information

'...is evidence about an organisations overall performance that is collected and used systemically.'

Strategic plan

'...a comprehensive plan for accomplishment in relation to stated goals and objectives. Ideally, the plan should cover multiple years; include targets for expected accomplishments; and propose specific performance measures used to evaluate progress towards those targets.'

Budget

'...a financial document used to project future income and expenses.'

Performance indicators

'... specific measurements that track progress towards achieving a set goal.'

Performance targets

'... a specific level of performance that an individual, institution or programme aims to achieve within a given period.'

3. Objective of the policy

The objective of this policy is to:

- Improve integrated structures, systems and processes required to manage performance information
- Define roles and responsibilities for managing performance information
- Promote accountability and transparency by providing Parliament, provincial legislatures and the public with timely, accessible and accurate performance information.

National Treasury has provided a set of detailed guidelines to assist in the management of performance information which should be read in conjunction with the entities policy. Refer to ANNEXURE A attached for such guidelines called FRAMEWORK FOR MANAGING PROGRAMME PERFORMANCE INFORMATION & FRAMEWORK FOR STRATEGIC PLANNING AND ANNUAL PERFORMANCE REPORT.

4. Strategic plan

4.1 The Board (accounting authority) must annually prepare the strategic plan for approval to the Minister of Sports and Recreation South Africa (SRSA) (executive authority).

4.2 Such a plan must be submitted at least six months before the start of the financial year of the designated department or another time period as agreed to between the Minister of SRSA and Boxing South Africa (BSA).

4.3 The strategic plan must be finalised and submitted to the Minister of SRSA no later than 1 April of each year.

4.4 The strategic plan must—

- i. cover a period of three years;
- ii. include objectives and outcomes as identified by the executive authority;
- iii. include multi-year projections of revenue and expenditure;
- iv. include key performance indicators and performance targets for assessing the public entity's performance in delivering the desired outcomes and objectives;
- v. include the materiality and significance framework developed by the board
- vi. be updated annually on a rolling basis; and
- vii. form the basis for the annual reports

4.5 Key performance indicators or strategic objectives must be selected which should be specified to measure performance in relation to inputs, activities, outputs, outcomes and impacts.

4.6 A good performance indicator should be:

- i. **Reliable:** the indicator should be accurate enough for its intended use and respond to changes in the level of performance.
- ii. **Well-defined:** the indicator needs to have a clear, unambiguous definition so that data will be collected consistently, and be easy to understand and use.
- iii. **Verifiable:** it must be possible to validate the processes and systems that produce the indicator.
- iv. **Cost-effective:** the usefulness of the indicator must justify the cost of collecting the data.
- v. **Appropriate:** the indicator must avoid unintended consequences and encourage service delivery improvements, and not give managers incentives to carry out activities simply to meet a particular target.
- vi. **Relevant:** the indicator must relate logically and directly to an aspect of the institution's mandate, and the realisation of strategic goals and objectives

4.7 Performance targets must express a specific level of performance that the entity is aiming to achieve within a given time period.

4.8 A good performance target should be:

- i. **Specific:** the nature and the required level of performance can be clearly identified
- ii. **Measurable:** the required performance can be measured
- iii. **Achievable:** the target is realistic given existing capacity
- iv. **Relevant:** the required performance is linked to the achievement of a goal
- v. **Time-bound:** the time period or deadline for delivery is specified.

5. Budgeting

- 5.1 The board must submit a budget to the Minister of SRSA, at least six months before the start of the financial year or another period agreed to between the Minister of SRSA and BSA for approval.
- 5.2 The annual budget of estimated revenue and expenditure for the financial year must be prepared by the financial section and submitted to the Board.
- 5.3 BSA may not budget for a deficit and may not accumulate surpluses unless the prior written approval of the National Treasury has been obtained.
- 5.4 The board for such a public entity is responsible for ensuring that expenditure of that public entity is in accordance with the approved budget.
- 5.5 The board may make recommendations to the department with regard to the approval or amendment of the budget.

6. Quarterly reporting

- 6.1 A report must be prepared for each quarter by management of BSA and submitted to the Board for discussion and approval.
- 6.2 The board must submit the quarterly report to the Minister of SRSA within 30 days of the end of each quarter.
- 6.3 Each report must include:
 - i. Actual revenue and expenditure up to the end of the quarter;
 - ii. Projection of expected expenditure and revenue for the remainder of the current financial year.
 - iii. Report on all the strategic objectives/performance indicators documented in the strategic plan
- 6.4 All supporting documentation for 6.2(iii) must be filed accordingly in a performance information file with the relevant quarterly report.
- 6.5 The file must be checked and signed by the CEO after each quarter.
- 6.6 A checklist should be kept by the CEO to monitor the compliance with the National Treasury Framework regarding performance against predetermined objectives.

7. Annual performance reporting

7.1 An annual performance report must be prepared at financial year end which consists of a report of the entities performance against predetermined objectives.

7.2 The report must include:

- all the strategic objectives/performance indicators as per strategic plan
- the performance targets as per strategic plan
- the actual performance outcome per strategic objective/performance indicator
- and if a performance target is not met, a reason must be documented to substantiate it.
- The materiality and significance framework developed by the board.

7.3 The financial statements together with the annual performance report must be submitted for audit within 2 months of the financial year end.

7.4 The audited annual performance report must be disclosed in the annual report of the public entity.

7.5 The report must be prepared in the following format:

Goal	Key performance indicator	Target	Performance results	Reason for variance

8. Responsibilities

8.1 The board is accountable for establishing and maintaining the systems to manage performance information. Their performance agreements should reflect these responsibilities.

8.2 Line managers are accountable for establishing and maintaining the performance information processes and systems within their areas of responsibility. Their performance agreements must reflect these responsibilities.

8.3 Other officials are responsible for capturing, collating and checking performance data related to their activities.

9. Approval and implementation

9.1 This policy is effective from the date of approval by the Chairperson of the Accounting authority.

9.2 The CEO will be responsible for implementation and monitoring of the policy.

9.3 The policy will be reviewed on an annual basis and revision thereto must obtain Board approval.

10. Level of approval

Dr P Ngatane

Board Chairperson



Signature

2011-05-06

Date

ANNEXURE A