

Supplier Annual Contract Performance Report Template

This template is designed to support Suppliers in the completion of a Contract Performance Annual Report. This can form part of Supplier's performance reporting at the end of a full academic year and shall be aligned to the aims and objectives of the contract. Suppliers shall complete all sections in grey.

Supplier Name:			Service Name:		
Contract Number:			Contract Value:	Annual Value:	£
				Total Value:	£
Contract Period:	Start Date:	Click here to enter a date.	Annual Reporting Period:	From:	Click here to enter a date.
	End Date:	Click here to enter a date.		To:	Click here to enter a date.
Supplier Annual Performance Rating for Reporting Period:	Current annual rating:		Choose an item.		
	Previous annual rating:		Choose an item.		

Brief Overview of Service:

Executive Summary of Impact:
<i>Please include a summary of information such as outcome and impact data, examples of service delivery that specifically demonstrates the difference the service makes to the lives of children, young people and their families who use the service and how it has supported the objectives of the contract to improve outcomes or reduce the need for other services:</i>
Annual Review of Performance:

Please include as a minimum:

- *Summary of the year's performance data including key trends and comparisons to previous year's performance where applicable.*
- *How the aims and objectives of the contract have been met.*
- *Evidence of impact on service user outcomes including example case studies demonstrating impact.*
- *Examples of work with other local services that demonstrate improved outcomes for service users.*
- *Benchmarking against other services locally, regionally and nationally.*
- *Evidence of added value to the contract, e.g. reduced referrals to more specialist services.*
- *Findings from quality assurance audits and/or regulatory body inspections that have resulted in positive change to services where needed.*
- *Where appropriate and applicable include how the contract is contributing to Social Value including any volunteering/apprenticeship opportunities, environmental sustainability and supporting the local economy.*

Service User Feedback and Impact on Service Improvement:

Please include as a minimum:

- *Number of formal compliments received during the year broken down into themes and source; demonstrating a year-on-year increase in formal compliments.*
- *Examples of feedback from service users and other stakeholders demonstrating impact.*
- *Examples of how children and young people and their families have been involved in quality assuring the service.*
- *Evidence of the voice of the child being listened to and acted upon, demonstrating the "You Said, We Did" approach and improvements made as a result of feedback.*
- *Annual stakeholder survey report, which demonstrates impact on the aims and objectives of the Service and service user outcomes.*

Forward View:

Please include as a minimum:

- Any planned stakeholder engagement over and above that already embedded within service delivery. Future developments for the Service to improve contract delivery. Where an Annual Development Plan or an improvement plan has been developed for the forthcoming year this can be embedded within this section instead of identifying developments separately.

Name of person completing report:	
Role:	
Contact details:	
Organisation:	
Signature:	
Date:	

Upon completion, the Contract Performance Annual Report should be submitted to the Customer's Contract Manager. Upon receipt of this report **the Contract Manager will also review any other relevant data and will comment below on the wider impact of the contract on improving outcomes for children and young people.**

Impact on Wider Outcomes for Children and Young People:

Contract Manager to include relevant data which demonstrates impact on the wider outcomes identified for the contract:

- Examples may include: educational achievement of vulnerable groups of children and young people, demonstrating closing the inequality gap, school attendance figures demonstrating improved attendance, exclusion figures demonstrating reduced exclusions.