

Report to Cabinet

Report reference: C-022-2016/17
Date of meeting: 1 September 2016



**Epping Forest
District Council**

Portfolio: Leader

Subject: Corporate Plan Key Action Plan 2017/18

Responsible Officer: Barbara Copson (01992 564042)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

- (1) That the Corporate Plan Key Action Plan for 2017/18 be recommended to the Council for approval; and**
- (2) That the Leader of Council, in consultation with the Chief Executive, be authorised to agree any further changes to the Action Plan following its approval by the Council.**

Executive Summary:

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents and are therefore subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.

Progress in relation to individual actions and deliverables is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis.

Reasons for Proposed Decision:

The annual adoption of an action plan in a timely way supports the delivery of the Council's Key Objectives and informs the budget setting process.

Other Options for Action:

The Council could decide not to adopt an annual action plan, although this might mean that the potential to make progress was not identified and taken forward, and that opportunities for improvement were lost.

Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document setting the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time, and helps to

prioritize resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.

2. The adoption in March 2015 of the Corporate Plan, Aims and Key Objectives for the five years until 2019/2020 brought with it a new approach to the delivery of the Key Objectives. Formerly the Key Objectives had a 12 month lifespan and were agreed annually alongside the budget setting process in February. The move to a five year lifespan for these objectives and an annual action plan to deliver them was not only more appropriate for the Council's highest level strategic objectives, but enabled a longer view of the Council's priorities and earlier planning of activities to deliver them. The development of annual action plans was therefore brought forward in the fiscal year to better inform the budget setting process and to allow for earlier member involvement.

3. The Key Action Plans are populated with actions or deliverables designed to secure progress against each of the Key Objectives during that year. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years. The Key Action Plans inform the development of detailed annual directorate business plans and other service plans setting out service provision and informing the prioritization of resources.

4. Annual action plans are working documents and are therefore subject to change and development to ensure that the actions remain relevant and appropriate, and to grasp opportunities to secure further progress or improvement. Consequently, it has been proposed that the Leader of Council, in consultation with the Chief Executive, be authorised to agree any further changes to the Action plan, following its agreement by the Council.

5. A draft Key Action Plan for 2017/18 has been developed, populated with actions or deliverables which build on work identified in the 2016/17 action plan, to take forward the Key Objectives during their third year. The draft action plan received input from Cabinet Members at the Joint Management Board / Cabinet Members meeting on 21 July 2016 and scrutiny at the Overview and Scrutiny Committee on 19 July 2016, and comments and suggestions made have been incorporated. The Action Plan is attached at Appendix 1.

6. The Equality Act 2010 requires that the public sector equality duty is actively applied in decision making. This means that the equality information provided to accompany this report must be actively considered by individual Cabinet members in the course of their consideration and decision making relating to this report. The equality information is provided in the Due Regard Record at the end of this report. This is essential reading for all members of Cabinet involved in the consideration of this report.

7. The Cabinet is requested to consider the proposed Corporate Plan Key Action Plan for 2017/18 and to recommend its adoption to the Council. Progress against Key Action Plans is published on the Council's website.

Resource Implications:

Resource requirements for actions to achieve Key Action Plan 2017/18 actions will have been identified by the responsible service director and reflected in the budget for the year.

Legal and Governance Implications:

None for this report. Relevant implications arising from actions to achieve specific key objectives will have been identified by the responsible service director.

Safer, Cleaner, Greener Implications:

None for this report. Relevant implications arising from actions to achieve specific key

objectives will have been identified by the responsible service director.

Consultation Undertaken:

The Corporate Plan Key Action Plan 2017/18 is a strategic planning document for the Council and which is directed internally. It is not considered that consultation with customers or external organisations is required. The actions set out in this action plan have been submitted by each responsible service director. The Key Action Plan 2017/18 was considered by Joint Management Board / Cabinet members (21 July 2016), and Overview and Scrutiny Committee (19 July 2016).

Background Papers:

- The Corporate Plan 2015-2020 sets out the Corporate Aims and Key Objectives 2015-2020
- Corporate Plan Key Action Plan 2016/17
- Corporate Plan Key Action Plan 2015/16

Risk Management:

None for this report. Relevant issues arising from actions to achieve specific key objectives for 2017/18 will be identified by the responsible service director.

Due Regard Record

SUBJECT: Corporate Plan Key Action Plan 2017/18

REPORT TO: Cabinet (1 September 2016)

Date/Officer	Summary of equality analysis
<p>3 August 2016</p> <p>B Copson</p>	<p>The Council is subject to legislation which requires the Council to secure continuous improvement in the way in which its functions and services are exercised, and to pay due regard to the public sector equality duty.</p> <p>An overriding aim of the key objectives is to improve outcomes and circumstances for all sections of the community. Many actions throughout this Plan relate to using our resources in efficient and cost effective ways and maximising the use of facilities, to ensure we are able to continue to fund statutory and discretionary services which benefit everyone in our community. In addition:</p> <ul style="list-style-type: none"> • Local employment opportunities and economic development will benefit local people and promote equality of opportunity to access work particularly for those unable to travel further afield • increased funding and shared delivery of museum services will allow for increased cultural opportunities for residents and visitors to the district benefitting those unable to travel further afield • the development of leisure facilities will provide more opportunities for local people to take part in a range of leisure activities within the district and closer to home • the rationalisation of reception points at the Civic Offices will provide more coherent and accessible reception services for all customers, • the greater use of technology to provide services more flexibly, for example, self-service facilities to enable customers to receive their bills electronically, will provide choice and easier access to services. <p>In addition specific actions benefit specific groups of people:</p> <ul style="list-style-type: none"> • the delivery of affordable rented homes benefit a number of groups of people – including families, the elderly and vulnerable • nursery workers who are often migrant workers will benefit from the work to ensure their accommodation is fit for purpose • young people can struggle to access work experience and therefore will benefit from the apprenticeship scheme • actions arising from our study into the effects of an ageing population will help to ensure the needs of the districts older people are understood and provided for, and • modernising our sheltered housing will better meet the needs of our elderly residents. <p>Detailed equality impacts are identified by Directors in the course of the development and delivery of the individual projects or identified areas of work set out in this action plan.</p>