

Report to the Cabinet

Report reference: C-070-2015/16

Date of meeting: 3 March 2016



**Epping Forest
District Council**

Portfolio: Leader

Subject: Corporate Plan Key Action Plan 2015/16 – Quarter 3 Progress

Responsible Officer: Barbara Copson (01992 564042)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions required:

(1) That the Cabinet reviews the position in relation to the achievement of the Council's key objectives for 2015/16 at the end of Quarter 3.

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 therefore are subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement. Since the Action Plan 2015/16 was agreed by Cabinet in March 2015, five (5) additional actions have been identified as appropriate to progress the Key Objectives during 2015/16, and these were therefore added to the action plan from quarter 2.

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:

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance. This report presents progress against the Key Action Plan for 2015/16 at the end of the third quarter (31 December 2015).

Other Options for Action:

No other options are appropriate in this respect. Failure to monitor and review performance against the key objectives and to consider corrective action where necessary, could have negative implications for the Council's reputation, and might mean that opportunities for improvement were lost. The Council has previously agreed arrangements for the review of progress against the key objectives.

Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets 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 Key Action Plan 2015/16 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2015/16. 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.

3. The 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 identify opportunities to secure further progress or improvement. Since Cabinet agreed the action plan in March 2015, five (5) additional actions have been identified as appropriate to progress the Key Objectives during 2015/16, and these were therefore added to the action plan from quarter 2.

4. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. A schedule detailing Quarter 3 progress against the fifty-five (55) individual actions of the 2015/16 Key Action Plan, is attached as Appendix 1 to this report. In reporting progress, the following 'status' indicators have been applied to the individual actions:

- (a) **Achieved** - specific actions have been completed or in-year targets achieved;
- (b) **On-Target** - it is anticipated that specific actions will be completed or in-year targets achieved;
- (c) **Under Control** - specific actions have not been completed or achieved in accordance with in-year targets, although completion/achievement is likely to be secured by revised target date or year-end;
- (d) **Behind Schedule** - specific actions have not been completed or achieved in accordance with quarterly or other in-year targets, and completion/achievement may not be secured by year-end; and
- (e) **Pending** - specific actions were not completed or achieved in accordance with in-year targets.

5. At the end of Quarter 3:

- 49 (89%) of the individual actions have been achieved or are on target to be achieved by the target date or a revised target date by the end of the year;
- 5 (9%) of the individual actions are behind schedule and may not be completed by the end of the year; and
- 1 (2%) of the individual actions are currently on hold as a result of external circumstances.

6. The Cabinet is requested to review progress against the Key Action Plan for 2015/16 at the end of Quarter 3. This report was also considered by the Overview and Scrutiny Committee at its meeting on 23 February 2016.

Resource Implications:

Resource requirements for actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director and reflected in the budget for the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

Consultation Undertaken:

Progress against actions to achieve specific key objectives for 2015/16 as set out in this report, has been submitted by each responsible service director/chief officer direct to the 'Ten' performance management system. Current progress in respect of each of the key objectives for 2015/16 has been reviewed by Management Board (27 January 2016) and the Overview and Scrutiny Committee (23 February 2016).

Background Papers:

Quarter 3 progress submissions for the key objectives for 2015/16 and relevant supporting documentation is held by responsible service directors.

Risk Management:

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific key objectives for 2015/16 will have been identified by the responsible service director.

Due Regard Record

SUBJECT: Corporate Plan Key Objectives 2015/16 – Quarter 3

REPORT TO: Cabinet (3 March 2016)

Date/Officer	Summary of equality analysis
<p>3 February 2016</p> <p>B Copson</p>	<p>The Council remains subject to a duty imposed by the Local Government Act 1999, to secure continuous improvement in the way in which its functions and services are exercised. An overriding aim of the key objectives is to improve outcomes and circumstances for all sections of the community.</p> <p>The annual identification of actions to take forward the key objectives provides an opportunity to focus attention on how areas for improvement will be addressed, opportunities exploited and better outcomes delivered over the coming year.</p> <p>There are no equality implications arising from the specific recommendations of this report. Relevant implications arising from individual actions in the 2015/16 Key Action Plan to achieve the key objectives, will be identified by the responsible service director.</p>