

Report to Cabinet

Report reference: C-006-2016/17

Date of meeting: 9 June 2016



**Epping Forest
District Council**

Portfolio: Leader (Councillor C. Whitbread)

Subject: Corporate Plan Key Action Plan 2015/16 - Outturn

Responsible Officer: B. Copson (01992 564042)

Democratic Services Officer: G. Woodhall (01992 564470)

Recommendations/Decisions Required:

That the Cabinet review the outturn position for 2015-16, in relation to the achievement of the Council's key objectives for 2015/16 – 2019/20.

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 from previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents 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. 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 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 year-end progress for 2015/16 against the key objectives.

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 judgements made about its progress, 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 prioritise 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 outturn 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 as appropriate for year-end position:

Achieved (Green) - specific deliverables or actions were completed or achieved in accordance with in-year targets; and

Behind Schedule (Red) - specific deliverables or actions were not completed or achieved in accordance with in-year targets.

5. At the end of the year:
 - 36 (65%) of the individual deliverables or actions supporting the key objectives had been achieved;
 - 19 (35%) of the deliverables or actions were not completed by year-end albeit significant progress has been made. Details of the progress made are set out in the comments against the individual deliverables or actions in the attached schedule.
6. The Cabinet is requested to review year-end progress against the Key Action Plan 2015/16 to deliver the Key Objectives for 2015/2020. This report will also be considered by the Overview and Scrutiny Committee at its meeting on 7 June 2016. The views of the Scrutiny Committee will be reported to Cabinet on 9 June 2016.

Resource Implications:

Resource requirements to achieve specific actions during 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 will have

been identified by the responsible service director/chief officer.

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 will have been identified by the responsible service director/chief officer.

Consultation Undertaken:

Current progress in respect of each of the key objectives has been reviewed by Management Board (4 May 2016) and will be considered by the Overview and Scrutiny Committee on 7 June 2016.

Background Papers:

Progress against actions during 2015/16 as set out in this report, has been submitted by each responsible service director direct to the 'Ten' performance management system. Year-end progress submissions for 2015/16 and relevant supporting documentation is held by responsible service directors.

Impact Assessments:

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 will have been identified by the responsible service director.

Due Regard Record

SUBJECT: Corporate Plan Key Action Plan 2015/16 – Outturn

REPORT TO: Cabinet (9 June 2016)

Date/Officer	Summary of equality analysis
9 May 2016 B Copson	An overriding aim of the Key Objectives is to improve outcomes and circumstances for all sections of the community. The annual Key Action Plan provides an opportunity to focus attention on how areas for improvement will be addressed, opportunities exploited and better outcomes delivered over the coming year. There are no equality implications arising from the specific recommendations of this report. Relevant implications arising from individual actions will be identified and considered by the responsible service director.