

## ***Report to Cabinet***

**Report reference: C-031-2015/16**

**Date of meeting: 8 October 2015**



**Epping Forest  
District Council**

---

**Portfolio: Leader**

**Subject: Corporate Plan Key Action Plan 2016/17**

**Responsible Officer: Barbara Copson (01992 564042)**

**Democratic Services: Gary Woodhall (01992 564470)**

---

### **Recommendations/Decisions Required:**

**(1) That a report be made to the Council recommending that the Corporate Plan Key Action Plan proposed for 2016/17 be adopted.**

### **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.

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. 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.

4. A draft Key Action Plan for 2016/17 has been developed, populated with actions or deliverables which build on work identified in the 2015/16 action plan, to take forward the Key Objectives during their second year. The draft action plan was subsequently considered by the Finance and Performance Management Cabinet Committee and the Overview and Scrutiny Committee in July 2015, and comments and suggestions made have been incorporated. The Action Plan was further considered by Management Board on 9 September 2015 and is attached at Appendix 1.

5. The Cabinet is requested to consider the proposed Corporate Plan Key Action Plan for 2016/17 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 2016/17 actions 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 2016/17 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 the Key Action Plan 2016/17 will be identified by the responsible service director.

#### **Consultation Undertaken:**

The Corporate Plan Key Action Plan 2016/17 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 2016/17 was considered by the

Finance and Performance Management Committee (20 July 2015) and Overview and Scrutiny Committee (21 October 2015).

**Background Papers:**

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

**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 2016/17 will be identified by the responsible service director.

# Due Regard Record

**SUBJECT:** Corporate Plan Key Action Plan 2016/17

**REPORT TO:** Cabinet (8 October 2015)

<b>Date/Officer</b>	<b>Summary of equality analysis</b>
10 September 2015 B Copson	<p>The Council remains 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. 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 2016/17 Key Action Plan to achieve the key objectives, will be identified by the responsible service director.</p>