

## **Report to Cabinet**

**Report reference: C-028-2016/17**

**Date of meeting: 6 October 2016**



**Epping Forest  
District Council**

---

**Portfolio: Leader of Council**

**Subject: Corporate Plan Key Action Plan 2016/17 – Quarter 1 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 Action Plan for 2016-17 at the end of Quarter 1.**

### **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.

The Key Action Plan for 2016/17 was agreed by Cabinet in October 2015. 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 progress against the Key Action Plan for 2016/17 at the end of the first quarter (30 June 2016).

### **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 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 2016/17 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2016/17. 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.

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 forty-nine (49) individual actions of the 2016/17 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:

(a) **Achieved (Green)** - specific deliverables or actions have been completed or achieved in accordance with in-year targets;

(b) **On-Target (Green)** - specific deliverables or actions will be completed or achieved in accordance with in-year targets;

(c) **Under Control (Amber)** - specific deliverables or actions have not been completed or achieved in accordance with in-year targets, but completion/achievement will be secured by a revised target date (specified) or by year-end;

(d) **Behind Schedule (Red)** - specific deliverables or actions have not been completed or achieved in accordance with in-year targets and completion/achievement may not be secured by year-end; and

(e) **Pending (Grey)** - specific deliverables or actions cannot currently be fully completed or achieved, as they rely on the prior completion of other actions or are dependent on external factors outside the Council's control.

5. There are 50 actions in total for which progress updates for the first quarter (Q1) are as follows:

- 32 (64%) of these actions have been 'Achieved' or are 'On Target'
- 7 (14%) of these actions are 'Under Control'
- 2 (4%) are 'Behind Schedule'
- 9 (18%) are 'Pending'

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 review the Q1 progress against the Key Action Plan for 2016/17 to deliver the Key Objectives for 2015/2020. This report will also be considered by the Overview and Scrutiny Committee at its meeting on 25 October. The views of the Scrutiny Committee regarding Q1 progress will be reported to Cabinet on 1 December 2016.

**Resource Implications:**

None for this report.

**Legal and Governance Implications:**

None for this report. Performance monitoring contributes to the delivery of value for money.

**Safer, Cleaner, Greener Implications:**

None for this report.

**Consultation Undertaken:**

The performance information set out in this report has been submitted by each responsible Service Director.

**Background Papers:**

Relevant documentation is held by responsible Service Directors.

**Risk Management:**

None for this report.

# Due Regard Record

**SUBJECT:** Corporate Plan Key Action Plan 2016/17 – Q1

**REPORT TO:** Cabinet (6 October 2016)

<b>Date/Officer</b>	<b>Summary of equality analysis</b>
6 September 2016  B Copson	<p>The Council is subject to legislation which requires the Council 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.</p> <p>In addition specific actions benefit specific groups of people:</p> <ul style="list-style-type: none"><li>• the delivery of affordable rented homes benefit a number of groups of people – including families, the elderly and vulnerable</li><li>• young people can struggle to access work experience and therefore will benefit from the apprenticeship scheme</li><li>• older people will benefit from the work to take forward an independent living scheme at Hillhouse, Waltham Abbey</li><li>• a replacement swimming pool in Waltham Abbey will benefit local residents who find travelling to facilities further afield difficult or who need modern facilities in order to access the pool</li><li>• increased opening hours at the Limes Centre will benefit the elderly, disabled, or anyone who finds it difficult to travel further afield to access Council services or who require more flexible opening arrangements</li><li>• the rationalisation of reception points at the Civic Offices will provide more coherent and accessible reception services for all customers an in particular those with mobility or mental health problems</li><li>• the study into the effects of an ageing population will help to ensure the needs of the district’s older people are understood and provided for</li><li>• the review of housing support at the Council’s sheltered housing schemes will inform the future provision, benefitting older people, and</li><li>• modernising our sheltered housing stock will better meet the needs of our elderly residents.</li></ul> <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>