

**Report to: Finance and Performance  
Management Cabinet Committee**

**Report Reference: FPM-005-2015/16**

**Date of Meeting: 20 July 2015**



**Epping Forest  
District Council**

**Portfolio: Governance and Development Management**

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

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**Recommendations/Decisions Required:**

- 1) That the Committee considers the appropriateness of the proposed actions in the Corporate Plan Key Action Plan for 2016-2017; and
- 2) That the Committee brings forward any additional actions for the Action Plan in line with the Corporate Aims and Key Objectives.

**Executive Summary:**

In April this year the Council adopted a new Corporate Plan to take the authority forward from 2015-2020. The Corporate Plan includes Aims and Objectives which are the Council's highest level strategic intentions for these five years.

The Aims and Objectives are delivered via an action plan produced annually to incrementally progress specific activities to achieve the Aims and Objectives across their lifetime. The Action Plans are set in a timely way to inform the budget setting process which commences in July and to allow for Member input at an early stage of their development.

2016/17 is the second year in the lifetime of the Aims and Objectives and a draft Key Action Plan for 2016/17 has been produced building on activities identified in the action plan for the current fiscal year.

**Report:**

1. The Corporate Plan is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the plan, and focuses on a number of key areas that it needs to focus on during that time. These key areas are known as the Corporate Aims which are supported via Key Objectives, which in turn are delivered via an annual action plan.

2. The adoption of the new Corporate Plan, and its Aims and Objectives, brought with it a new approach to the delivery of the Council's strategic intentions. 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 the Key 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 the annual action plan has therefore been

moved to earlier in the previous year, in time to inform the budget setting process in July, and to allow for greater member involvement in their development.

3. The Corporate Plan Key Action Plan is an important element in the Council's Performance Management Framework and corporate business planning processes. It informs the development of detailed annual directorate business plans and other detailed service plans setting out service provision and informing the prioritization of resources to ensure delivery of the Corporate Aims and Key Objectives.

4. The 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, and in line with identified milestones for the delivery of the Key Objectives. The draft Key Action Plan 2016/17, which also includes the 2015/16 Action Plan for reference, is attached at Appendix 1.

5. The draft Key Action Plan 2016/17 will be considered the Overview and Scrutiny Committee on 21 July and will be further considered by Cabinet in October 2015 before submission to Council for formal adoption in November 2015. As a living document the Action Plan will be reviewed at Joint Management Board / Cabinet meetings on a quarterly basis.

6. The Finance and Performance Management Cabinet Committee is requested to consider and provide comment on the draft Key Action Plan 2016/17, and bring forward any additional actions for inclusion based upon the Corporate Aims and Key Objectives 2015-2020 set out in the Action Plan at appendix 1.

#### **Resource Implications:**

Resource requirements to achieve specific Key Action Plan 2016/17 actions will be 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 which ensures that the Council sets appropriate corporate priorities, and monitors progress and reports against the achievement of these priorities. Relevant implications arising from the Key Action Plan 2016/17 will be 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 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 will be considered by the Overview and Scrutiny Committee (21 July 2015), and the Cabinet (8 October 2015), and reviewed quarterly at Joint Management Board / Cabinet.

#### **Background Papers:**

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

## **Impact Assessments:**

### **Risk Management**

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from the Key Action Plan 2016/17 will be identified by the responsible service director.

### **Due Regard Record**

This section shows which groups of people are affected by the subject of this report. It sets out how they are affected and how any unlawful discrimination they experience can be eliminated. It also includes information about how access to the service(s) subject to this report can be improved for the different groups of people; and how they can be assisted to understand each other better as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

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There are no equality implications arising from the recommendations of this report which ensures that the Council sets appropriate corporate priorities, and monitors progress and reports against the achievement of these priorities. Relevant implications arising from the Key Action Plan 2016/17 will be identified by the responsible service director.