

Report to Cabinet

Report reference: C-003-2018/19

Date of meeting: 14 June 2018



**Epping Forest
District Council**

Portfolio: Leader.

Subject: Corporate Plan Key Action Plan– Outturn 2017/18

Responsible Officer: Monika Chwiedz (01992 562076)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

(1) That the Cabinet review the outturn position for 2017-18, 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 and the annual identification of key objectives provides an opportunity for the Council to focus attention on how areas for improvement will be addressed, opportunities exploited and better outcomes delivered during the year. The key objectives are intended to provide a clear statement of the Council's overall intentions for each year, and are supported by a range of actions and deliverables designed to achieve specific outcomes.

A range of key objectives for 2017/18 was adopted by the Council, at its meeting on 27 September 2016. 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 2017/18 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. The Corporate Plan helps to prioritise resources to provide quality services and value for money.

It focuses on a number of key areas, which are known as Corporate Aims and are supported by a set of Key Objectives, which are delivered via an annual Key Action Plan.

2. The Key Action Plan 2017/18 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2017/18. 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 key objectives for 2017/18 were adopted by the Council at its meeting on 27 September 2016. The achievement of the objectives is supported by a range of individual deliverables and actions, with target dates spread throughout the year. Some of the deliverables can only be achieved incrementally or are dependent upon the completion of other actions, and are intended to be fluid to reflect changes in priorities and other influencing factors.

4. 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.

5. 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 (50) individual actions of the 2017/18 Key Action Plan, is attached as Appendix A 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 have been completed or achieved in accordance with in-year targets.
- **Pending** - specific actions were not completed or achieved in accordance with in-year targets.
- **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. Target is expected to be achieved in the next 6 months.
- **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.

6. At the end of the year:

• Achieved:	28 (56%)
• Under Control:	15 (30%)
• Behind Schedule:	6 (12%)
• Pending:	<u>1 (2%)</u>
	Total 50 (100%)

7. The Cabinet is requested to review year-end progress against the Key Action Plan 2017/18 to deliver the Key Objectives for 2015/2020. This report will also be considered by the Overview and Scrutiny Committee at its meeting on 4 June 2018.

Resource Implications:

Resource requirements to achieve specific actions during 2017/18 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 (16 May 2018) and will be considered by the Overview and Scrutiny Committee on 4 June 2018.

Background Papers:

Progress against actions during 2017/18 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 2017/18 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 will have been identified by the responsible Service Director.