

Southend-on-Sea Borough Council

Report of Chief Executive & Town Clerk

to

Cabinet

On

23 June 2015

Report prepared by: Tim MacGregor
Team Manager - Policy & Information Management

Corporate Plan & Annual Report – 2015

Relevant Scrutiny Committee(s): People; Place; Policy & Resources Scrutiny Committee. Executive Councillor: Councillor Woodley

A Part 1 Public Agenda Item

1. Purpose of Report

1.1 To approve the Council's draft Corporate Plan and Annual Report, 2015.

2. Recommendation

2.1 That the Council's draft Corporate Plan and Annual Report, 2015, is approved.

3. Background

3.1 The Corporate Plan and Annual Report sets out the Council's vision, aims, priorities as well as the key actions and performance measures for the forthcoming year in one document. It also provides an opportunity for the Council to highlight its key achievements over the past year.

3.2 It is particularly useful in communicating the achievements, priorities, actions and performance measures to residents, staff, partners and other stakeholders.

3.3 Appendix 1 provides the draft text for the 2015 Corporate Plan and Annual Report, which will be subject to further work on design and production and with any changes authorised by the Chief Executive, in consultation where necessary, with the Leader of the Council. The content and purpose of each section is outlined below:

| Section | Purpose |
|--|--|
| Section 1 – Introduction | Provides context to the rest of the plan and a summary of some key achievements and key aims for the forthcoming year. |
| Section 2 - Council Governance, | Outlines the Council's governance arrangements |
| Section 3 - Structure charts, | Sets out the Council's political and officer structures |
| Section 4 - Council Budget | Sets out the high level Council revenue and capital budget for 2015/16, agreed by Cabinet 12 February and full Council on 26 February 2015 and considered by Scrutiny Committees, 26-29 January. |
| Section 5 – Key achievements, | Sets out the key achievements of the Council over the last year. |
| Section 6 - Corporate Priorities, 2015/16, | Sets out the Council's 15 Corporate Priorities for 2014/15, agreed as part of the council budget by Cabinet, 13 February and full Council, 26 February. |
| Section 7 | The Council's Values |
| Section 8 | The Joint Administration Agreement for 2015-16. |
| Section 9 | 2015/16 – Council's Equality Objectives |
| Section 10 – Corporate Priority performance measures | Sets out the key performance measures identified to help deliver the Corporate Priorities. Agreed by Cabinet, 17 March. |
| Section 11 – Public facing performance measures, | Sets out those performance measures that have particular relevance to residents. |
| Section 12 - Corporate Priority actions | Sets out the key actions identified to help deliver the Corporate Priorities. Agreed by Cabinet, 17 March. |

3.4 Progress against the plan will be reported regularly to Cabinet, Scrutiny Committees and the Corporate Management Team to assess whether the Council is delivering against its priorities and actions.

4. Other Options

4.1 There is no requirement to have an Annual Report or Corporate Plan but it enables the Council to set out its vision, aims and priorities in one document – making it easier to communicate these to staff, residents, partners and others.

5. Reasons for Recommendation

5.1 To ensure the Corporate Plan and Annual Report reflects the needs of the organisation and the borough's communities.

6. Corporate Implications

6.1 Contribution to Council's Vision and Corporate Priorities:

The Corporate Plan and Annual Report sets out the Council's vision, Corporate Priorities and related performance targets and actions which can then be monitored to assess whether the Corporate Priorities are being delivered.

- 6.2 Financial Implications** - None specific.
- 6.3 Legal Implications** - None
- 6.4 People Implications** - None.
- 6.5 Property Implications** - None.
- 6.6 Consultation** – None specific
- 6.7 Equalities and Diversity Implications** - Assessments of the impact of decisions relating to the budget on different sections of the community and staff was undertaken as part of the budget making process and helped to shape the content of the Corporate Plan and Annual Report.
- 6.8 Risk Assessment** - Corporate Risks are identified and monitored alongside the actions and indicators in the Corporate Plan.
- 6.9 Value for Money** - The Council benchmarks its performance and spend against comparators to ensure that it is providing value for money.
- 6.10 Community Safety Implications** - The Council has corporate priorities to 'Create a safe environment across the town for residents, workers and visitors' and to 'Work with Essex Police and other partners to tackle crime' and has identified appropriate performance measures and actions.
- 6.11 Environmental Impact** - The Council has corporate priorities to 'encourage and enforce high standards of environmental stewardship' and 'promote the use of green technology and initiatives to benefit the local economy and environment'
- 7. Background Papers** - None.
- 8. Appendices**
 - 8.1 Appendix 1: Draft Corporate Plan and Annual Report - 2015.**