

Southend-on-Sea Borough Council

Report of Chief Executive & Town Clerk
to

Cabinet

On

28 June 2016

Report prepared by: Tim MacGregor
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Corporate Plan & Annual Report – 2016

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

A Part 1 Public Agenda Item

1. Purpose of Report

1.1 To agree the Council's draft Corporate Plan and Annual Report, 2016.

2. Recommendations

2.1 That the Council's draft Corporate Plan and Annual Report, 2016, is agreed.

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 2016 Corporate Plan and Annual Report, which will be subject to further work on design and production, 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 themes and 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 2016/17.
Section 5 – Council Values	Outlines the values of the Council
Section 6 – Key achievements,	Sets out the key achievements of the Council over the last year.
Section 7 - Corporate Priorities, 2016/17.	Sets out the Council's 15 Corporate Priorities for 2016/17.
Section 8 – Equality Objectives	2016/17 – Council's Equality Objectives
Section 9 – Corporate Priority performance measures	Sets out the key performance measures identified to help deliver the Corporate Priorities.
Section 10 – Public facing performance measures,	Sets out those performance measures that have particular relevance to residents.
Section 11 - Corporate Priority actions	Sets out the key actions identified to help deliver the Corporate Priorities.

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 in partnership with Essex Police and other agencies 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 ‘continue to 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 - 2016.