

<b>Committee:</b>	Cabinet	<b>Date:</b>	Tuesday, 26 November 2019
<b>Title:</b>	Corporate Plan Delivery Plan 2019/20 Quarter 2 Progress Update		
<b>Portfolio Holder:</b>	Leader of the Council, Lead for Planning and the Local Plan		
<b>Report Author:</b>	Dawn French, Chief Executive dfrench@uttlesford.gov.uk Tel: 01799 510400	<b>Key decision:</b>	N

## Summary

1. The Corporate Plan refresh 2019-2023 was agreed by Council at its meeting on 21 February 2019 and the delivery plan was agreed by Cabinet at its meeting on 28 February 2019. This report sets out progress against the Corporate Plan Delivery Plan between July and September (Q2); although it provides more recent update where progress since the end of September has been significant.

## Recommendations

2. To note progress against the Corporate Plan Delivery Plan, attached at Appendix A.

## Financial Implications

3. All financial implications arising from the delivery plan were reflected in the budget for 2019/20, as approved by Full Council on 21 February 2019.

## Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

## Impact

- 5.

Communication/Consultation	Consultation specific to projects within the delivery plan is undertaken as necessary.
Community Safety	Progress on Community safety projects is included within the report.
Equalities	Equality impact assessments are

	undertaken in relation to specific projects, as necessary.
Health and Safety	Any health and safety implications resulting from actions or projects in the delivery plan are the subject of appropriate risk assessments, where necessary.
Human Rights/Legal Implications	Any human rights or legal implications arising from individual projects within the delivery plan are assessed and addressed.
Sustainability	Any sustainability implications arising from individual projects within the delivery plan are assessed and addressed.
Ward-specific impacts	Any ward specific issues arising from individual projects within the delivery plan are identified.
Workforce/Workplace	Any workforce implications arising from individual projects within the delivery plan are assessed and addressed.

## Situation

6. The Corporate Plan 2019-2023 refresh was adopted by Full Council at its meeting on 21 February 2019. The Corporate Plan priorities remain:
  - Promote thriving, safe and healthy communities
  - Protect and enhance heritage and character
  - Support sustainable business growth
  - Maintain a financially sound and effective Council
  
7. Three additional bullet points were added to underpin the Plan's priorities as important considerations for how the Council delivers its services:
  - to manage and minimise the environmental impact of our activities
  - to maximise the use of digital and SMART technology to enhance well-being
  - to demonstrate our commitment to diversity and inclusion
  
8. The Corporate Plan Delivery Plan (CPDP), adopted by Cabinet at its meeting on 28 February 2019, sets out the more significant actions/projects (outputs), expected outcomes and performance measures by which success will be measured.
  
9. Appendix A sets out progress against each element of the CPDP at the end of Quarter Two 2019/20, which covers the period July to September but where significant progress has been made after this period, this has been included in the narrative to give the most up to date picture.

10. It was recognised when the CPDP was approved this year that the plan had been updated, but not significantly reworked, to provide continuity into the new municipal year.
11. Good progress has been made on a number of priorities, however, the following are drawn to members' attention as being of note:
- a. 'Developing a Dementia Friendly Community' pilot project took place in Dunmow to raise awareness of dementia amongst local businesses and to identify how they could improve the service they provide to people living with dementia and their carers. A key element of the pilot was to invite the businesses to agree to have at least one member of staff trained as a 'Dementia Friend'. Ten local businesses have joined the scheme.
  - b. The Community Safety Hub continues to strengthen with positive outcomes including the update of the Anti-Social Behaviour policy and procedures being updated to reflect the changes in legislation and to encourage easier reporting of incidents via the website. There has also been the launch of the Hate Incident Reporting Centre (HIRC) with an on-line reporting form created and accessible on the website
  - c. Second tranche of managers are undertaking the Institute of Leadership and Management Level 5 qualification from October. This follows on from a successful course last year, helping increase managerial expertise in the authority
  - d. The Apprenticeship Levy is being used to upskill members of staff in Planning and Building Control, with three officers undertaking degrees through the scheme
  - e. The Council Tax, Business Rates and Benefits modules of Citizens Access were successfully released to the public at the end of September following extensive testing and review. The launch has been successful with no major problems encountered. The modules give much greater online functionality for residents allowing them to notify the council of changes in circumstances, apply for discounts, view balances on line and make benefit applications. Following the successful launch, greater publicity will be issued to encourage residents to register and use the modules

## Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
The Delivery Plan cannot be delivered	2	4	Resources have been allocated to the Delivery Plan and it will be monitored

			regularly by Cabinet
The Delivery Plan actions do not further the Council's priorities as intended	1	4	Actions have been selected that are considered most appropriate to support the Council's priorities; evaluation will be ongoing to reflect on whether the outputs achieve the outcomes expected

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Appendix A: Q2 Corporate Plan Delivery Plan Actions Report 2019-20

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