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| <b>Committee:</b>        | Cabinet  | <b>Date:</b>                            |
| <b>Title:</b>            | Corporate Plan Delivery Plan 2021/22 Q3 Progress Update  | Thursday 10 <sup>th</sup> February 2022 |
| <b>Portfolio Holder:</b> | Cllr N Reeve, Portfolio Holder for the Economy, Investment and Corporate Strategy  |   |
| <b>Report Author:</b>    | Peter Holt, Chief Executive<br><a href="mailto:pholt@uttlesford.gov.uk">pholt@uttlesford.gov.uk</a><br>Tel: 01799 510400 | <b>Key Decision:</b><br>No              |

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## Summary

1. The Corporate Plan refresh 2021-2025 was agreed by Council at its meeting on 9<sup>th</sup> February 2021 and the 2021/22 Corporate Plan Delivery Plan was agreed by Cabinet at its meeting on Thursday 9<sup>th</sup> March 2021. This report sets out progress against the Corporate Plan Delivery Plan between October 2021 and December 2021 (Quarter 3 2021/22).

## 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 2021/22, as approved by Full Council on 23<sup>rd</sup> February 2021.

## 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.

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|----------------------------|--|
| Communication/Consultation | Consultation specific to projects within the delivery plan is undertaken when necessary. |
| Community Safety           | Various actions within the plan highlight work relating to improving community           |

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|                                 | safety.  |
| 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. As agreed by Full Council at its meeting on 9<sup>th</sup> February 2021, the 2021-25 Corporate Plan's priorities are:
  - Putting residents first
  - Active place-maker for our towns and villages
  - Progressive custodian of the rural environment
  - Champion for our district
7. For each of these priorities, varying subsequent points were also incorporated detailing the principles that inform the Corporate Plan, and how we will achieve the priorities.
8. Following the 2021-25 Corporate Plan, the 2021/22 Corporate Plan Delivery Plan (CPDP) sets out the significant actions/projects (outputs), expected outcomes and performance measures by which success will be measured during the 2021/22 year.
9. On 7<sup>th</sup> October 2021, a mid-year review of the 2021/22 Corporate Plan Delivery Plan was undertaken by the Scrutiny Committee. It was agreed that whilst this report represented a considerable improvement on previous progress updates, all updates should nevertheless ensure they are comprehensive and uniform.

10. Appendix A sets out progress against each element of the CPDP at the end of Quarter 3 2021/22, covering at least the period October 2021 to December 2021, although in many instances the progress updates also describe activity earlier in the year and also give an indication of what is planned for the remainder of the year in order to give an holistic view of each priority.
11. Despite the current challenging circumstances, progress against most of the actions has continued over the last quarter. It should be noted that some actions included in the 2021/22 Corporate Plan Delivery Plan represent business-as-usual activities, and may not have specific activities listed against them.
12. Whilst Appendix A highlights progress has been made towards priorities, the following are drawn to members' attention as being of particular note:
- The Climate Change Action Plan has been approved and detail of progress against various climate-related workstreams are included in the report.
  - LiveChat has been successfully launched and is providing a valuable additional customer contact channel for our residents. The council is also well advanced in a project to introduce bookable appointments for some council services, focusing on those where residents need specialist advice.
  - A new Housing Strategy has been approved, with key actions including regularly engagement with local registered providers on their affordable housing delivery and identifying and overcoming barriers to further development, and ensuring appropriate schemes deliver the required 40 percent affordable homes and in the correct mix of housing to meet the identified housing need within the district.
  - The Community Stakeholder forums, part of the Local Plan process, have won a prestigious Royal Town Planning Institute East of England Regional Award for Excellence in Planning

## Risk Analysis

13.

| 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 at Cabinet. The COVID 19 epidemic has slowed progress in some instances, however we will endeavour to continue to progress |

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|   |   |   | outstanding actions during the remainder of the 2021/22 municipal year.  |
| The Delivery Plan actions do not further the Council's priorities as intended | 1 | 3 | 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: Q3 Corporate Plan Delivery Plan Actions Report 2021/22.