

For: Council

Date: 17th February 2015

Agenda Item 15(b)

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ANNUAL ACTION PLAN 2015/16

1. Purpose of Report

- 1.1 The purpose of this report is to request Council endorsement to the corporate Annual Action Plan 15/16

2. Recommendation

- 2.1 Members are requested to approve the proposed Annual Action Plan 2015/16 (attached at **Appendix B**).

3. Background

- 3.1 We have a **Strategic Plan**, called 'A Plan for Lichfield District 2012 - 2016' which was approved by Full Council in February 2012 and by the Lichfield District Board in March 2012. This sets out three strategic themes and thirteen aims / ambitions for the District Council and its partners to pursue. These are attached at **Appendix A**.
- 3.2 The Plan for Lichfield District sets out our strategic direction and provides the context for Annual Action Plans (which are approved by Council each year in February).
- 3.3 In 2014, we moved away from producing a lengthy and detailed Annual Action Plan and instead we identified and focused on a smaller number of key activities / projects in order to achieve progress against the aspirations in the Strategic Plan. Consequently for 2014/15, a corporate top 10 issues was produced which built upon top 10s for each of the Directorates (which were endorsed by the January 2014 round of Overview and Scrutiny Committees). A similar approach has been taken this year and all of the Overview and Scrutiny Committees have considered Directorate Top Tens during the January 2015 round of meetings.
- 3.4 This will be the final Action Plan developed within the context of the Plan for Lichfield District 2012-2016. Officers are at the initial stages of developing a project plan to underpin the production of the next Strategic Plan 2016-2020. An evidence base is being developed and this will be shared with Members after the May elections. A new Strategic Plan will be prepared by the end of 2015 and considered by Cabinet and Full Council in spring 2016.

Our Operating Environment: Challenges we face

- 3.5 In developing the corporate Top 10 for 2015/16, each Directorate has identified their own critical issues for the coming year having regard to the strategic priorities (as set out in the Plan for Lichfield District), service plans, national legislation and policy changes, the Fit for the Future programme (phase 2), financial pressures and performance targets. We have also considered the issues arising from the Community Consultation exercise (though these will be specifically referenced in service plans and the Fit for the Future reviews as appropriate) and the Peer Review. We have reviewed our operating environment and the issues that are likely to impact upon us over the next twelve months (and beyond) and have represented this in the form of a PEST (Political, Economic, Social and Technological)

analysis below. We recognise that the general and local elections have the potential to materially change some of these environmental influences; these will be considered more fully in the development of the new Strategic Vision and Plan for the Council for 2016-2020 as detailed at paragraph 3.4

PEST Analysis

PEST analysis for Lichfield District Council 15/16	
<p>Political</p> <p>Funding from government Individual Electoral Registration National and local elections in 2015 Boundary Commission Review Changes to other partner organisations including pressures on financial resources Advent of Combined Authorities Expectations of Public Sector reform</p>	<p>Social</p> <p>Impact of Locality Commissioning and devolution of responsibilities (and funding) from national and county to local level Availability of capital for Disabled Facilities Grants and impact of Better Care Fund Customer expectations of access to council services through electronic channels Customer satisfaction levels Customer complaints – increasing due to increased expectations and dissatisfaction with national and local policy Health agenda; reducing health inequalities Universal credit and welfare reform (including risk of increased homelessness and increasing council tax debt)</p>
<p>Economic</p> <p>National Planning Policy Framework Local Plan status Implementation of planning consents and Growth Deal schemes Local Enterprise Partnerships Business rate growth / reduction General economy and impact on our trading position Friarsgate development Local Employment levels</p>	<p>Technological</p> <p>Capital - IT replacement & modernisation Increased ability for electronic transactions More streamlined ways of working</p>

3.6 The Annual Action Plan (AAP) for 2015/16 (corporate Top 10) is attached at **Appendix B**.

3.7 Of course, the District Council will continue to plan, commission and deliver a whole range of statutory and discretionary services, many of which will not be specifically referred to in the AAP. Consequently, each Cabinet Member has also developed their own top 10 issues pertinent to their respective portfolio area (some of which are also included in the corporate top 10 actions).

Performance Management

- 3.8 The AAP will be performance managed in the usual way using the council's covalent system; update reports will be made to Leadership Team on a quarterly basis and reports made to Cabinet in November and May.
- 3.9 A progress report on the Directorate Top 10 issues for each of the five Cabinet Members will be provided to the Overview and Scrutiny Committees at the January and June cycle of meetings as part of the corporate performance management framework. These reports will also include activity and performance indicators which will enable Members to track performance across the range of statutory and discretionary services which the Council provides.

4. Consultation

- 4.1 There was extensive consultation with partners and local people of the Plan for Lichfield District. This Annual Action Plan seeks to implement the aspirations previously agreed in the strategic plan.

5. Financial Implications

- 5.1 There are no specific financial implications arising from this report. The costs of delivering the AAP are incorporated within the Medium Term Financial Strategy which is considered elsewhere on this agenda.

THE PLAN FOR LICHFIELD DISTRICT 2012/16

Theme	Aims / ambitions ¹
We'll support people	Help people to be and feel secure in their homes, neighbourhoods and town and city centres by tackling crime and anti social behaviour
	Support and encourage individuals and groups to take responsibility for shaping and improving communities through voluntary effort and social action, and support a thriving and diverse community and voluntary sector
	Help and support vulnerable adults, families and children to live independent and fulfilled lives in their own homes and communities, and prevent homelessness where we can
	Improve the health and well being of the whole population of the district making sure we make the biggest improvement for people with the lowest life expectancy
We'll shape place	We'll enhance and protect the district's built environment assets, its historic environment, open spaces and local distinctiveness
	Ensure a cleaner and greener environment with high levels of environmental cleanliness and stewardship
	Work with others to provide access and choice to a range of market, specialist and affordable homes that meet the needs of our existing and future residents
	Require a range of sustainable transport choices for our communities with good local, regional and national transport links
	Reduce carbon emissions and promote energy efficiency and renewable energy within the home and workplace
We'll boost business	Grow our local economy with improved retail offer in both Lichfield and Burntwood and encourage a spread of sectors with more high quality manufacturing and service sector jobs
	Position the District as a good place to do business and maintain its position as one of the highest employment areas in the West Midlands by encouraging entrepreneurship, innovation, inward investment, wealth creation and skills development
	Build a more prosperous District through heritage, tourism and culture and by encouraging the development of creative, visitor and leisure industries
	Create a vibrant rural economy and encourage rural enterprise

¹ These aims and ambitions have been endorsed by our partner organisations which form the Lichfield District Board; delivering them is a shared responsibility

Annual Action Plan 2015/16

	Issue/task for inclusion on the AAP, 2015/16	Link to the Plan for Lichfield District	Activities and milestones	Lead Cabinet Member	Governance
1	Balance the budget in the Medium Term Financial Strategy (Revenue and Capital) 2015-18	Our core principles – tight control and management of the Council’s finances	<ul style="list-style-type: none"> • Council to operate within +/- £250k of the approved budget • Quarterly production of Money Matters Report accounting for financial performance of Council for revenue and capital • Deliver approved Fit for Future savings and increased income • Maximise external funding 	Councillor Spruce	Strategic O&S
2	Implement Fit for the Future Phase 2	Our core principles – maximise Council’s performance, innovation and efficiency so we use our resources well and deliver good quality and better value services	<p>Complete Service Reviews in the following areas by 31st March 2016:</p> <ul style="list-style-type: none"> • Development services • Housing • Assets • Revenues and Benefits • Parks, Grounds Maintenance and Countryside • Economic Development <p>Undertake Service Reviews in:</p> <ul style="list-style-type: none"> • Environmental Health • Leisure Services 	Cabinet Members	All O&S Committees
3	Consider and where appropriate implement the findings of the Peer Review	Our core principles – maximise Council’s performance, innovation and efficiency so we use our resources well and deliver good quality and better value services	<ul style="list-style-type: none"> • Strategic Plan 2016-20 approved by Council in February 2016 • Develop organisational values by July (having regard to outcome of the Employee Survey) and introduced in autumn • Review purpose, structure and approach to Overview and Scrutiny by October; implement changes by May 2016 • Produce Economic Development Strategy by October 2015; review service delivery by March 2016 	Councillor Wilcox Councillor Pritchard	Strategic Overview and Scrutiny Committee Economic Growth and Development O&S
4	Deliver elections and facilitate a smooth transfer to the new Council	Our core principles – strengthen our community leadership role	<ul style="list-style-type: none"> • Administer the Parliamentary, District and Parish elections on 7th May • Provide a comprehensive induction pack and training programme for Members in May 2016 	Councillor Spruce	Strategic O&S

	Issue/task for inclusion on the AAP, 2015/16	Link to the Plan for Lichfield District	Activities and milestones	Lead Cabinet Member	Governance
5	Develop and embed Locality Commissioning	Our core principles – strengthen our community leadership role especially through effective relationships with partner organisations	<ul style="list-style-type: none"> • Work with partners to expand the role and influence of locality commissioning arrangements including the new Prevention Fund • Performance manage new contracts (to be let in April 2015) • Account to Members for LDC investment in community and voluntary sector 	Councillor Greatorex	Community, Housing and Health O&S
6	Complete ICT upgrade project	Our core principles - maximise the council's performance, innovation and efficiency, so we use our resources well	<ul style="list-style-type: none"> • Complete phase 1 and initiate phase 2 of the upgrade project • 100% of devices converted to the new IT platform. • Achieve compliance with Government Security requirements (Public Sector Network) (PSN) achieved and maintained. 	Councillor Eadie	Strategic O&S
7	Adopt and deliver the Local Plan	We'll shape place	<ul style="list-style-type: none"> • Adopt the Local Plan and commence work on the associated Site Allocations Plan • Adopt the Community Infrastructure Levy Scheme Charging Schedule and Regulation 123 List 	Councillor Pritchard	Economic Growth and Development O&S
8	Develop Lichfield City and Burntwood town centres	We'll boost business - growing our local economy with improved retail offer	<ul style="list-style-type: none"> • Support the creation of a Business Improvement District for Lichfield City and ballot in summer 2015 • Provide support to the Burntwood business community • Complete car parking Strategy Review 	Councillor Pritchard	Economic Growth and Development O&S
9	Implement the Friarsgate scheme	We'll boost business – improved retail offer in Lichfield	<ul style="list-style-type: none"> • Complete an amended Development Agreement • Determine planning application for revised scheme 	Councillor Pritchard	Economic Growth and Development O&S
10	Review and update safeguarding policy and procedures	We'll support people – we'll help and support vulnerable adults, families and children to live independent and fulfilled lives	<ul style="list-style-type: none"> • Update policy and procedures to ensure they are robust and that issues of child sexual exploitation are taken into account • Implement recommendations from internal audit report • Review governance arrangements on safeguarding • Offer training to all elected Members • Provide training to all staff who come into contact with children and vulnerable adults 	Councillor Greatorex	Community, Housing and Health O&S