

<b>REPORT TO</b>	<b>DATE OF MEETING</b>
Cabinet	20 <sup>th</sup> February

Report template revised June 2008



<b>SUBJECT</b>	<b>PORTFOLIO</b>	<b>AUTHOR</b>	<b>ITEM</b>
Improvement Plan	Leader	Joanne Platt	5

### 1. SUMMARY AND LINK TO CORPORATE PRIORITIES

Cabinet is asked to approve the Council’s Improvement Plan (**Appendix 1**), following previous approval of the action plan arising from the Scrutiny Review of Licensing and the development of the Council’s Annual Governance Statement (AGS).

The Improvement Plan directly underpins the Council’s Corporate Priority set out in the Corporate Plan to be an efficient, effective and exceptional council.

### 2. RECOMMENDATIONS

It is recommended that Cabinet:

- Approves the Improvement Plan attached at **Appendix 1**
- Notes the progress made to date in relation to the improvement activities
- Notes that quarterly progress reports will be provided to Cabinet, Scrutiny Committee and Governance Committee, and to the Employment Panel as appropriate

### 3. BACKGROUND AND REPORT DETAILS

At its meeting on 6<sup>th</sup> December 2016, Cabinet approved the action plan arising from the Scrutiny Review of Licensing and the development of the Council’s Annual Governance Statement (AGS), and endorsed the development of a more detailed improvement plan incorporating key milestones and targets for monitoring both by the Employment Panel (who are responsible for overseeing the performance of the Interim Chief Executive) and by Scrutiny Committee, Governance Committee and Cabinet as appropriate.

Detailed actions have now been developed and incorporated into an overarching Improvement Plan for the Council attached at **Appendix 1**.

The Improvement Plan identifies specific milestones to be achieved in relation to each of the actions, and identifies the relevant lead member and member of the Council’s Senior Management Team who will lead in relation to the actions. An update on progress to date is shown by the ‘RAG’ rating included in the plan. It should be noted that timescales for some actions are dependent on the outcome of others, and can’t therefore be agreed at this time. This will be reviewed as dependent actions are completed.

The Improvement Plan is being monitored monthly by the new Programme Board (consisting of the Council’s Senior Management Team) with updates to be reported to Cabinet, Scrutiny Committee and Governance Committee every quarter and to the Employment Panel as appropriate.

Updates on progress will also be posted on Councillor Connect (the new Members' Intranet) when this has gone live in March.

The Programme Board is in the process of developing a risk register for the Improvement Plan, which will be reviewed at each of its monthly meetings.

## **WIDER IMPLICATIONS**

In the preparation of this report, consideration has been given to the impact of its proposals in all the areas listed below, and the table shows any implications in respect of each of these.

<b>FINANCIAL</b>	The Budget for 2017/18, within the Medium Term Financial Strategy (MTFS) to 2019/20, will be aligned to the Corporate Plan to translate the Corporate Plan and Priorities of the Council into a cash plan to deliver the actions identified. Meeting the targets in the Improvement Plan is one of the key actions included in the Corporate Plan. By way of such, a £200,000 estimated contingency budget has been included for 2017/18 onwards, as contained within the budget report elsewhere on this agenda.
<b>LEGAL</b>	<p>The proposals will enable progress to be made with the Council's Annual Governance Statement. It is imperative that we make substantial progress against the action plan.</p> <p>We must do everything practicable to ensure that our corporate governance arrangements are as robust as possible</p>
<b>RISK</b>	The Council's Programme Board is developing a risk register for the Improvement Plan which it will monitor monthly to ensure that risks are identified and managed effectively.
<b>IMPACT ON EQUALITY</b>	There are no adverse impacts on equality issues
<b>HUMAN RESOURCES</b>	There may be some re-prioritisation of activities and / or a re-allocation of resources in some services to ensure that milestones in the Improvement Plan are achieved. Some projects are being delivered by cross-directorate teams of managers and staff to make more effective use of the skills in the organisation and to engender ownership of improvement activities

<b>OTHER (see below)</b>	
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<i>Asset Management</i>	<i>Corporate Plans and Policies</i>	<i>Crime and Disorder</i>	<i>Efficiency Savings/Value for Money</i>
<i>Equality, Diversity and Community Cohesion</i>	<i>Freedom of Information/ Data Protection</i>	<i>Health and Safety</i>	<i>Health Inequalities</i>
<i>Human Rights Act 1998</i>	<i>Implementing Electronic Government</i>	<i>Staffing, Training and Development</i>	<i>Sustainability</i>

**BACKGROUND DOCUMENTS AND APPENDICES**

Scrutiny Review of Licensing

Annual Governance Statement

Report to Cabinet 6<sup>th</sup> December 2016

**Appendix 1: Improvement Plan**