

Corporate Aims and Targets 2011/2012

COMMITTEE REPORT APRIL 2012

No	Objective	Lead	Support	Target Date	Comments
AIM 1 - TO PROVIDE GOOD QUALITY GOVERNANCE AND MANAGEMENT OF THE COUNCIL					
1	Publish a Parish Performance Plan by 30 th June	CW	AB	June 11	Completed and published on time KEEP
2	Achieve an unqualified audit opinion on the Annual Governance Statement	DA	AB	Sept 11	Complete Unqualified opinion achieved. Annual Governance Report presented to Council on 20 th July. KEEP
3	Quarterly performance reports are presented to Policy & Resources Committee	CW	AB	Quarterly	Reports are presented to Policy & Resources committee. In addition the Customer Panel reviews progress at least twice a year. KEEP
4	Deliver the Internal Audit Plan Schedule of Work and report to Council	BW	DA	March 12	Internal Audit Plan is on schedule. Position to 30 th June reported to Audit Sub Committee. KEEP
5	Hold quarterly team meetings or staff supervision sessions to discuss training needs and generate new ideas	CW	AB	Dec 11	New forms agreed. To date only a few supervision sessions have been undertaken KEEP
6	Prepare an annual training list, developed from the team meetings and any supervision sessions	AD	AB	Jan 12	Training will be on-going DELETE – training list in place
7	Provide a Member and Town Clerk training programme to comply with guidance for Quality Status	AB	AD	Mar 11	On-going KEEP

No	Objective	Lead	Support	Target Date	Comments
8	Undertake a review of all records and filing systems annually to comply with Freedom of Information Act	CR	CW	Dec 10	On-going KEEP
9	Improve advertising of Council facilities and services by targeting a service area in each publication	CW	MR/CR	Mar 12	On-going KEEP
10	Provide apprenticeship/learning opportunities to give young people work experience	AB	CW	On-going	Town Clerk is looking at a range of options to provide further opportunities KEEP
11	Undertake a town wide questionnaire consultation exercise	CW	AD		Now linked to the Neighbourhood Planning exercise which will commence after April 2012 KEEP
AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER					
12	Produce annual statement of accounts by 30.6.11	DA	MN	June 11	Statement of Accounts approved by Council on 29 th June KEEP
13	Achieve an unqualified audit opinion of the accounts by 30.9.11	DA	MN	Sept 11	Unqualified audit opinion received on the accounts. To be reported to Council on 20 th July KEEP
14	Ensure the Medium Term Financial Plan is approved by 30 th June each year	DA	MN	Jun 11	Presented to Committee and approved 29 th June KEEP
15	Complete any Government returns electronically by the relevant deadline	DA	MN	As required	On target. All returns completed on time to date KEEP
16	Aim to deliver 3% efficiency savings.	DA	AB	Mar 12	Complete. Projected savings for 2011/12 are £150,000 or 9% KEEP

No	Objective	Lead	Support	Target Date	Comments
17	Implement any works highlighted in the Asset Management Plan, prioritised by the Equality Act.	AB	DA	Annually	A five year Capital Programme Budget plan has been approved as part of the Medium Term Financial Plan, based on Asset Management Plan priorities KEEP
18	Quarterly budget control reports are presented to Policy and Resources Committee	DA	MN	Mar 12	Complete – quarterly reports presented to P&R KEEP
19	Undertake a review of all Council risks every March and report to Council	CW	DA	Mar 12	Complete and to be reported to Council in April KEEP
20	Budgets/Precepts approved by 31 st January 2012	DA	MN	Jan 12	Complete KEEP
21	Map all Council owned land, buildings and other assets onto the Geographical Information System	AB	MJR Managers	Mar 12	Complete DELETE
22	Undertake an annual update of the Asset Register	DA	DA/MJR	Mar 12	Complete KEEP
23	Undertake an annual review of the schedule of expected life and replacement costs for plant and machinery and build into the capital works programme as necessary	DA	AB	Mar 12	Complete KEEP
24	Undertake a review of the waste disposal options and costs available to the Town Council	AB	DT	Mar 12	Complete DELETE
25	Undertake and complete a programme of roof surveys of Council owned buildings	AB	DT	Dec 11	Complete DELETE
AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES					
26	Deliver 40 public countryside events	SC	Town Pride	On-going	Complete 50 events were undertaken. KEEP

No	Objective	Lead	Support	Target Date	Comments
27	Plant a woodland area along The Burn to celebrate the Queen's Diamond Jubilee	DT	SC		Royal Oak to be planted from Queen's Estate DELETE when complete
28	Deliver the Council's programme of special events	JAS MR	various	Jan 12	Complete KEEP
29	Pursue the opening of additional allotments at St. Oswald's Park/allotments	DT	AB	Dec 12	Complete DELETE
30	Expand the activities offered at the Oak Leaf Sports Complex	JAS	Complex Staff	Mar 12	On-going KEEP
31	Maximise on the potential closure of neighbouring facilities and increase the number of people accessing the indoor bowling facility	JAS	Complex Staff	Mar 12	On-going DELETE
32	Complete the programme of asset management planned work at the Oakleaf Sports Complex	JAS	AB/DT	Mar 12	Work is planned, programmed and progressing KEEP
AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE					
33	Achieve successful Ofsted Inspection Results (if undertaken)	JAS	Pre-School Staff	As and when	St Oswald's currently have a 'good' rating and Woodham Burn received a 'good' rating at the recent inspection KEEP
34	Aim to maximise child numbers at both pre-schools	JAS	Pre-school Staff	On-going	Both pre-schools are full however we continue to market the facilities KEEP
AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES					
35	Environment Officer to work with local schools and community groups to develop volunteer opportunities	SC	AB	On-going	Various links with all schools in town. Woodland planting scheme will help to engage all again KEEP

No	Objective	Lead	Support	Target Date	Comments
36	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Day	SC	Town Pride Team	July 11	Presentations and litter picks complete KEEP
37	Undertake improvements to Byerley Park Play Area	DT	Works Staff	Dec 12	Complete DELETE
38	Install a toddler play area within the Town Park	DT	AH	Sept 11	Complete DELETE
39	Work with Sedgefield Borough Homes to pursue the land transfer of the area known as Seven Hills	AB	DT	Sept 11	An agreement in principle has been reached and a formal contract is to be signed DELETE when complete
40	Work with Durham County Council and present a case for the Town Council to take over certain green spaces to help improve these areas	AB	DT/SC	Mar 12	Agreement in principle has been reached; however, a few details are being clarified before the Town Council takes over the areas KEEP and REWORD
41	Continue to provide a limited snow clearing and gritting service on behalf of Durham County Council	DT	AB	On-going	On-going – snow clearing and salting of certain footpaths undertaken during severe winter weather. This service is to be reactive to a ‘snow incident’ only KEEP
42	Undertake a range of improvements to Aycliffe Nature Park	SC	DT	On-going	Car park surfacing delivered and spread. Top up surfacing to follow once original is bedded in KEEP
AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE					
43	Support and encourage Aycliffe Youth Council (AYC) by Organising the election process	CW	SC	On-going	On-going – Elections were held in October, 7 meetings have been

No	Objective	Lead	Support	Target Date	Comments
	Holding at least 8 meetings a year Helping to organise at least 1 project a year				held since October, the youth council usually meet once a month, the project is progressing well KEEP
44	Working with other groups to develop community activities to encourage pride in Great Aycliffe	SC	Town Pride Team	On-going	Regular work with cubs/scouts, probation service, young offenders, Houghall College, working up programme for disabled groups who use sites. KEEP
45	Work with partners and assist with initiatives to reduce litter	SC	Town Pride Team	On-going	Links with Litterfree Durham, On-going contact with DCC enforcement team, Probation Service, Sedgefield Borough Homes KEEP
46	Working in partnership with Network Rail, The Bishop Line and others adopt Aycliffe Train Station	AB	CW		Background work on the target has been on-going since July 2010. Progress is slow and the future is uncertain on this target DELETE
AIM 7 - ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY					
47	Hold at least 5 Customer Panel meetings with the residents of Great Aycliffe	CW	AD	On-going	Work is on-going to recruit new members to the panel. It is hoped the new parish plan process will encourage new members to join KEEP
48	Hold a budget setting consultation meeting with the Customer Panel	DA	CW	Nov 10	Complete KEEP

No	Objective	Lead	Support	Target Date	Comments
49	Hold a Parish Meeting	AB	CR	May 12	Complete - Parish Meeting scheduled for 2 nd May 2012 KEEP
50	Hold an Allotment AGM	DT		Annually	Complete Held in November 2011. A fantastic attendance and productive meeting KEEP
51	Hold 6 allotment representative meetings	DT		On-going	Complete - Meetings are held prior to Environment Committee KEEP
52	Provide information about elections, the need to register to vote, how to become a Councillor etc on the Council's website	MR	AB	When required	Items to be reviewed and added in the next few months KEEP
53	Hold or take part in at least 2 events to inform residents about Town Council services	CW	AD	Annually	Complete Officers have attended the Community Fair, the PCP Summer Fair and the AAP Event. KEEP
54	Develop a Welcome Pack for new residents to highlight the facilities provided by Great Aycliffe Town Council	CW	AD		Complete The main point to take forward is the actual distribution of the Town Guides to ensure the new residents are getting a copy. REWORD
55	Develop a Guide to Town Council Services, setting out the responsibilities of the Town Council and what facilities they provide, along with a list of useful contacts	CR	BC	July 11	Complete Officers worked with Newton News to produce a town guide which details the Town Council responsibilities DELETE

No	Objective	Lead	Support	Target Date	Comments
56	Investigate options for setting up a Senior Citizens' Panel to help gather information regarding the needs of our older residents	CW	AD	Dec 11	Complete The Customer Panel filled this requirement. However, telling people about the customer panel could be circulated on the buses for the pensioners' trips. DELETE
AIM 8 - TO RESEARCH INFORMATION AND MAKE THE CASE FOR GREAT AYCLIFFE					
57	Produce timely responses to all major consultations carried out	AB	CW	On-going	On-going KEEP
58	Undertake benchmarking and research where appropriate for new policies and procedures	CW	AB	On-going	On-going KEEP
59	Keep up to date with any changes in legislation and report to council as and when required			On-going	On-going KEEP