

Corporate Aims and Targets 2012/2013
March 2013 REVIEW

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 12	A light touch review was given due to the anticipated development of a Neighbourhood Plan Published Complete KEEP
2	Achieve an unqualified audit opinion on the Annual Governance Statement	DA	AB	Sept 12	Unqualified audit opinion received and reported to Council on 27 June Complete KEEP
3	Pursue the development of a Neighbourhood Plan, improving community engagement and encouraging the residents of Great Aycliffe to become involved in the process	CW	AD/CNEO	May 14	Decision Notice received 25 th February 13. An update report to be prepared for Full Council, waiting further information from DCC. On-going KEEP
4	Quarterly performance reports are presented to Policy & Resources Committee	CW	AB	Quarterly	On target On-going KEEP
5	Deliver the Internal Audit Plan Schedule of Work and report to Council	BW	DA	March 13	Complete KEEP
6	Hold quarterly team meetings or staff supervision sessions to discuss training needs and generate new ideas	CW	AB	March 13	Sports Complex and Pre-School Staff meet on a regular basis to discuss matters. Works staff has more informal meetings on a fairly regular basis. The office staff have an open door policy and the fact that informal meetings occur regularly

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					<p>lessons the need for formal supervision sessions</p> <p style="text-align: right;">DELETE</p> <p>was part of Investors in People Award requirement</p>
7	Provide a Member and Town Clerk training programme to comply with guidance for Quality Status	AB	AD	March 13	<p>Training on hold until new members are elected in May 13</p> <p>Quality Parish status requirements are under review and changes will not be known until mid 2013 – The Town Council were due to be re-accredited in January 13</p> <p>Not Complete</p> <p style="text-align: right;">KEEP</p>
8	Undertake a review of all records and filing systems annually to comply with Freedom of Information Act	CR	CW	On-going	<p>On-going</p> <p style="text-align: right;">KEEP</p>
9	Improve advertising of Council facilities and services by targeting a service area in each publication	CW	MR/CR	On-going	<p>On-going</p> <p style="text-align: right;">KEEP</p>
10	Provide apprenticeship/learning opportunities to give young people work experience	AB	CW	On-going	<p>Unfortunately due to the recent Council Tax Benefit changes the Town Council has to make significant cuts. 2 apprenticeship posts will not be filled until further notice</p> <p style="text-align: right;">DELETE</p> <p>revisit in the future</p>
11	Undertake a town wide questionnaire consultation, as part of the Neighbourhood Planning process	CW	AD	Dec 12	<p>See no. 3</p> <p>No Progress</p> <p style="text-align: right;">KEEP</p>
AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER					
12	Produce annual statement of accounts by 30.6.12	DA	MN	June 12	<p>SOA completed and approved by Council on 27 June</p> <p>Complete</p> <p style="text-align: right;">KEEP</p>

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13	Achieve an unqualified audit opinion of the accounts by 30.9.12	DA	MN	Sept 12	Unqualified audit opinion received on SOA from Audit Commission in June and reported to Council on 27 June Complete KEEP
14	Ensure the Medium Term Financial Plan is approved by 30 th June each year	DA	MN	Jun 12	MTFP approved on 11 July. Slightly late due to incorporation of issues relating to the localisation of council tax benefits. Complete KEEP
15	Complete any Government returns electronically by the relevant deadline	DA	MN	As required	Complete Electronic reporting is now routine DELETE
16	Aim to deliver 3% efficiency savings.	DA	AB	Mar 13	On target to exceed this target. Significant savings on new insurance and brewery contracts. DELETE The Town Council were never covered by the same guidance as principal authorities it was just considered good practice, with the current economic climate this is an irrelevant figure as there are so many unknowns
17	Implement any works highlighted in the Asset Management Plan, prioritised by the Equality Act.	AB	DA	Annually	On-going AMALGAMATE IN TO 21
18	Quarterly budget control reports are presented to Policy and Resources Committee	DA	MN	Mar 13	On-going. KEEP
19	Undertake a review of all Council risks every March and report to Council	CW	DA	Mar 13	Risks are reviewed quarterly. On-going KEEP

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20	Budgets/Precepts approved by 31 st January 2013	DA	MN	Jan 13	Reported in January 13 Complete KEEP
21	Undertake an annual update of the Asset Register	DA	DA/MJR	Mar 13	Asset register updated in April/May as part of the accounts year end process Complete KEEP
22	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 13	Complete Ensure this is covered in 21 DELETE
AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES					
23	Deliver 40 public countryside events	SC	Town Pride	On-going	37 events to date- several events cancelled due to bad weather On-going KEEP
24	Deliver the Council's programme of special events	JAS MR	various	Jan 13	Complete KEEP
25	Expand the activities offered at the Oak Leaf Sports Complex	JAS	Complex Staff	Mar 13	activity programme to be expanded by developing school holiday programme, working with clubs and increasing activities for all On-going REVIEW
26	Complete the programme of asset management planned work at the Oakleaf Sports Complex	JAS	AB/DT	Mar 13	Information and details being gathered for the ramp and reception On-going KEEP
27	Install outdoor fitness equipment at West Park in partnership with the AAP	DT	AH	Aug 12	Complete DELETE

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AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE					
28	Achieve successful Ofsted Inspection Results (if undertaken)	JAS	Pre-School Staff	As and when	St Oswald's inspection is due. KEEP
29	Aim to maximise child numbers at both pre-schools	JAS	Pre-school Staff	On-going	On-going KEEP
AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES					
30	Environment Officer to work with local schools and community groups to develop volunteer opportunities	SC	AB	On-going	Various environmentally based theme sessions with most schools within town. Worked with all schools on Town Pride Environment Week On-going KEEP
31	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Day	SC	Town Pride Team	July 12	10 litter picks were undertaken and 9 presentations given, with 8 members of the public helping out. Complete KEEP
32	Take over certain, agreed, green spaces from Durham County Council and improve these areas bringing them in line with Town Council standards	AB	DT/SC	Mar 13	Complete REWORD Undertake maintenance and management of specific DCC environmental areas as per the management agreement
33	Continue to provide a limited snow clearing and gritting service on behalf of Durham County Council	DT	AB	On-going	A number of problems were encountered with DCC staff duplicating works which had been assigned to the Town Council and also deliveries of salt stocks were not at times sufficient to meet agreement targets. A meeting to clarify matters with DCC officers is to be arranged to address these issues. On-going

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					KEEP & REWORD Similar to 32 above
34	Undertake a range of improvements to Aycliffe Nature Park	SC	DT	On-going	Scheduled work complete on-going maintenance in future Complete DELETE
35	Install a new BMX track and area at Woodham Park	DT	AH	Aug 12	Complete DELETE
AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE					
36	Support and encourage Aycliffe Youth Council (AYC) by Organising the election process Holding at least 8 meetings a year Helping to organise at least 1 project a year	CW	SC	On-going	8 existing Members continued for a 2 nd year and 8 new members were elected in October. The first meeting was held 18 th October. Members appointed to official posts On-going KEEP
37	Working with other groups to develop community activities to encourage pride in Great Aycliffe	SC	Town Pride Team	On-going	Working with scouts, guides, DISC, Healthy Hearts initiative, Houghall College etc On-going KEEP
38	Work with partners and assist with initiatives to reduce litter	SC	Town Pride Team	On-going	Links with DCC, Probation service and Litterfree Durham among others On-going KEEP
AIM 7 - ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY					
39	Hold at least 5 Customer Panel meetings with the residents of Great Aycliffe	CW	AD	On-going	7 meetings have already been held since April Complete KEEP
40	Hold a budget setting consultation meeting with the	DA	CW	Nov 12	Complete

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	Customer Panel				KEEP
41	Hold a Parish Meeting	AB	CR	May 12	Complete KEEP
42	Hold an Allotment AGM	DT		Annually In Nov	Complete KEEP
43	Hold 6 allotment representative meetings	DT		On-going	Held prior to every Environment Committee Meeting. KEEP
44	Provide information about elections, the need to register to vote, how to become a Councillor etc on the Council's website	MR	AB	May 12 – May 13	Information now on the website including How To Become a Councillor and Register to Vote information Complete DELETE
45	Hold or take part in at least 2 events to inform residents about Town Council services	CW	AD	Annually	Boards were put on display at the Great Aycliffe Show. Information is being prepared on the parks and play areas for the Environment Officer and Youth Council to circulate during Environment Week On-going KEEP
AIM 8 - TO RESEARCH INFORMATION AND MAKE THE CASE FOR GREAT AYCLIFFE					
46	Produce timely responses to all major consultations carried out	AB	CW	On-going	On-going KEEP
47	Undertake benchmarking and research where appropriate for new policies and procedures	CW	AB	On-going	On-going KEEP
48	Keep up to date with any changes in legislation and report to council as and when required	CW	AB	On-going	On-going KEEP