

Corporate Aims and Targets 2013/2014
MARCH 2014

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 13	Published Complete KEEP
2	Achieve an unqualified audit opinion on the Annual Governance Statement	DA	AB	Sept 13	An unqualified audit opinion was once again received 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	Dec 14	The Community Engagement Neighbourhood Officer post has been advertised. The closing date is Friday 14 th March. On-going KEEP
4	Quarterly performance reports are presented to Policy & Resources Committee	CW	AB	Quarterly	Complete DELETE
5	Deliver the Internal Audit Plan Schedule of Work and report to Council	BW	DA	March 14	On target. Final outturn on plan being reported to Audit Sub Committee on 9 April. Complete KEEP
6	Provide a Member and Town Clerk training programme to comply with guidance for Quality Status	AB	AD	March 14	Induction complete and training commenced. TC attended conferences. TC's CPD record completed On-going KEEP
7	Undertake a review of all records and filing systems annually to comply with Freedom of Information Act	CR	CW	On-going	On-going KEEP
8	Improve advertising of Council facilities and services by targeting a service area in each publication	CW	MR/CR	On-going	Golf to be targeted with information on new Golf Manager. On-going KEEP
9	Undertake a town wide questionnaire consultation, as part of the Neighbourhood Planning process	CW	AD	On-going	Initial thoughts and ideas being discussed. In addition this will be discussed with DCC

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					Planning Officers On-going KEEP
10	Complete the new Health & Safety Manual, ensuring requirements for feedback from Managers is incorporated	AB	AD	June 13	Manual completed and circulated. New arrangements to be made following termination of service by Aviva. Complete KEEP
11	Quarterly reporting to Performance Management Group regarding Health & Safety requirements, accidents and other information	CW	AB	On-going	H&S now set item on PMG agenda. Complete DELETE
12	Develop and deliver a training plan for new Members	AB	CW	March 14	Provide on-going training as identified and required. On-going KEEP
AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER					
13	Produce annual statement of accounts by 30.6.13	DA	MN	June 13	Complete KEEP
14	Achieve an unqualified audit opinion of the accounts by 30.9.13	DA	MN	Sept 13	Complete KEEP
15	Ensure the Medium Term Financial Plan is approved by 30 th June each year	DA	MN	Jun 13	Complete KEEP
16	Quarterly budget control reports are presented to Policy and Resources Committee	DA	MN	Mar 14	Complete KEEP
17	Undertake a review of all Council risks every March and report to Council	CW	DA	Mar 14	Complete KEEP
18	Budgets/Precepts approved by 31 st January 2014	DA	MN	Jan 14	Complete KEEP
19	Manage the future financial impact of the localisation of support for council tax (LCTSS) and any future cuts to LCTSS	DA	AB	On-going	Latest information built into Medium Term Financial Plan and 2014/15 budget. Complete KEEP

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20	Commence a programme of financial reviews of all service areas	AB	DA	On-going	Golf review complete. On-going KEEP
21	Undertake an annual update of the Asset Register including the schedule of expected life and replacement costs for plant and machinery. Ensuring that any works are prioritised by the Equality Act and replacement plant and machinery is built into the capital works programme as necessary	DA	DA/MJR	Mar 14	Complete KEEP
AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES					
22	Deliver 40 public countryside events	SC	Town Pride	On-going	39 public events organised to March 2014 – few events cancelled due to poor weather. On-going KEEP
23	Deliver the Council's programme of special events	JT MR	various	Jan 14	Senior Citizens Trips, Family Fun Day, Fun in the Parks all completed and went well. Santa Tours completed, No issues Complete KEEP
24	Expand the activities offered at the OakLeaf Sports Complex	JT	Complex Staff	Mar 14	NIA and pilates classes, 50+ circuit training, junior archery 6 week courses, adult squash drop in sessions On-going KEEP
25	Complete the programme of asset management planned work at the OakLeaf Sports Complex	JT	AB/DT	Mar 14	Carpet replacement undertaken. Reception desk quotes sought. Sports hall working being scheduled On-going KEEP
26	Provide at least 10 bar/catering promotions to develop the social side of the OakLeaf Complex business	JT	Complex Staff	Mar 14	Drinks promotion. 2 meals for £7, kids eat for £1, mother's day, father's day, Christmas fayre, Christmas, New Year's Eve quiz. Free bacon bun for golf members. On-going KEEP

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27	Investigate ways to extend the cycle paths on the Great Aycliffe Way and around Great Aycliffe	CW	AB	Mar 14	Highlighted as an area of possible interest for the Neighbourhood Plan and discussions have taken place with DCC officers KEEP
28	Assist Aycliffe Youth Council to hold a Free Family Fun Day in the Town Park on 30 th July 2013 to coincide with the first Fun in the Park event	CW	SC	July 13	Complete KEEP
AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE					
29	Achieve successful Ofsted Inspection Results (if undertaken)	JAS	Pre-School Staff	As and when	Inspection due at St.Oswald's On-going KEEP
30	Aim to maximise child numbers at both pre-schools	JAS	Pre-school Staff	On-going	Waiting lists in place On-going KEEP
AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES					
31	Environment Officer to work with local schools and community groups to develop volunteer opportunities	SC	AB	On-going	24 sessions organised with school and community groups, including various scout, brownie and guide groups from the town. On-going KEEP
32	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Week	SC	Town Pride Team	July 13	Complete KEEP
33	Undertake maintenance and management of specific DCC environmental areas as per the management agreement	AB	DT/SC	On-going	DCC license in process of renewal. On-going KEEP
34	Undertake a limited snow clearing and gritting service on behalf of Durham County Council as per the management agreement	DT	AB	On-going	No work required so far this winter. On-going KEEP

AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE					
35	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	Discussing possible projects to take forward. Investigating the possibility of assisting with some of the proposed work at West Park depending on Council guidance. On-going KEEP
36	Working with other groups to develop community activities to encourage pride in Great Aycliffe	SC	Town Pride Team	On-going	Working with Active Aycliffe which includes a range of partners - Livin, PCC, Youth Centre, Rotary, DCC Sports Co-ordinators and Schools On-going KEEP
37	Work with partners and assist with initiatives to reduce litter	SC	Town Pride Team	On-going	Livin assisted with the litter picks this year. Perhaps a more co-ordinated approach with DCC should be investigated for next year. On-going KEEP
AIM 7 - ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY					
38	Hold at least 5 Customer Panel meetings with the residents of Great Aycliffe	CW	AD	On-going	5 meetings held including the 2 budget consultation meetings. No further meetings arranged. Do not want to duplicate work of Neighbourhood Plan Complete DELETE
39	Hold a budget setting consultation meeting with the Customer Panel	DA	CW	Nov 13	Complete re-word to take account of the neighbourhood plan KEEP
40	Hold a Parish Meeting	AB	CR	Annually In May	Complete KEEP
41	Hold an Allotment AGM	DT		Annually In Nov	Complete KEEP
42	Hold 6 allotment representative meetings	DT		On-going	Meetings are held prior to each Environment Committee Complete KEEP

43	Hold or take part in at least 2 events to inform residents about Town Council services	CW	AD	Annually	The work on the Neighbourhood Plan will ensure this target is met and exceeded. On-going	KEEP
AIM 8 - TO RESEARCH INFORMATION AND MAKE THE CASE FOR GREAT AYCLIFFE						
44	Produce timely responses to all major consultations carried out	AB	CW	On-going	On-going	KEEP
45	Undertake benchmarking and research where appropriate for new policies and procedures	CW	AB	On-going	On-going	KEEP
46	Keep up to date with any changes in legislation and report to council as and when required	CW	AB	On-going	Much work at the moment is around Neighbourhood Planning. On-going	KEEP