

Corporate Aims and Targets 2013/2014
SEPTEMBER 2013

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	Complete and published
2	Achieve an unqualified audit opinion on the Annual Governance Statement	DA	AB	Sept 13	An unqualified audit opinion was once again received Complete
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 Service Review Group has not met and no further progress has been made
4	Quarterly performance reports are presented to Policy & Resources Committee	CW	AB	Quarterly	On-going
5	Deliver the Internal Audit Plan Schedule of Work and report to Council	BW	DA	March 14	On target. Internal Auditor attended the June PMG to get a better understanding of the informal side of the meetings.
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 attending SLCC conference 5/6/13 On-going
7	Undertake a review of all records and filing systems annually to comply with Freedom of Information Act	CR	CW	On-going	On-going
8	Improve advertising of Council facilities and services by targeting a service area in each publication	CW	MR/CR	On-going	Annual Report to be published in June and further work to promote facilities will continue throughout the year
9	Undertake a town wide questionnaire consultation, as part of the Neighbourhood Planning process	CW	AD	Oct 13	Initial thoughts and ideas being discussed and may form part of the meeting with the Service

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					Review Working Group meeting. In addition this will be discussed with DCC Planning Officers
10	Complete the new Health & Safety Manual, ensuring requirements for feedback from Managers is incorporated	AB	AD	June 13	Manual is nearing completion and has been circulated. H&S consultant has attended on 3 occasions and given advice. New arrangements to be made following termination of service by Aviva
11	Quarterly reporting to Performance Management Group regarding Health & Safety requirements, accidents and other information	CW	AB	On-going	On-going , H&S now set item on PMG agenda
12	Develop and deliver a training plan for new Members	AB	CW	March 14	Training plan developed dates to be agreed. Also working with County Durham training partnership and others to ensure all areas are covered. Further training to be arranged.
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
14	Achieve an unqualified audit opinion of the accounts by 30.9.13	DA	MN	Sept 13	Complete
15	Ensure the Medium Term Financial Plan is approved by 30 th June each year	DA	MN	Jun 13	Reported in July Complete
16	Quarterly budget control reports are presented to Policy and Resources Committee	DA	MN	Mar 14	On-going, monthly spending reported to P&R and full reports presented quarterly
17	Undertake a review of all Council risks every March and report to Council	CW	DA	Mar 14	Complete
18	Budgets/Precepts approved by 31 st January 2014	DA	MN	Jan 14	2014/15 budget setting underway. Managers Budget meeting set for October.

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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. Awaiting final announcements in December to incorporate into 2014/15 budget.
20	Commence a programme of financial reviews of all service areas	AB	DA	On-going	Golf to be first area reviewed. First meeting held.
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	Officer meeting held and Member Asset Management Group to be arranged. Asset Register updated as part of year end process. Schedules of expected life and replacement costs also updated.
AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES					
22	Deliver 40 public countryside events	SC	Town Pride	On-going	27 public events organised to September 2013
23	Deliver the Council's programme of special events	JT MR	various	Jan 14	Senior Citizens Trips completed and went well. 1364 people applied & 1219 actually went on the trips. The Family Fun day on 30 th July was very successful with over 1000 people attending and a range of partners providing activities. Fun in the Parks is going well and have all been well attended due to the good weather. The SAG meeting has been held and a report regarding the Firework Night is going to committee.
24	Expand the activities offered at the OakLeaf Sports Complex	JT	Complex Staff	Mar 14	A tea dance was organised on 4 th July with only 2 people attending. Activities at other places are also having very disappointing attendance (eg. PCC). Trialling adult squash coaching course.

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25	Complete the programme of asset management planned work at the OakLeaf Sports Complex	JT	AB/DT	Mar 14	Work on-going. Carpet replacement being ratified 18 September. Reception desk quotes sought. Sports hall tender documents to be returned by 4 October.
26	Provide at least 10 bar/catering promotions to develop the social side of the OakLeaf Complex business	JT	Complex Staff	Mar 14	Sol promotion. 2 meals for £7, kids eat for £1, mother's day, father's day.
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
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	A very successful event was held with a wide range of activities on offer. The 5-a-side football competition was fantastic and they have asked if this can become a regular feature of the first Fun in the Park event. The scooter competition was problematic and it would not be recommended to hold this again.
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	
30	Aim to maximise child numbers at both pre-schools	JAS	Pre-school Staff	On-going	Waiting lists in place
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	18 sessions organised with school and community groups, including various scout, brownie and guide groups from the town.
32	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment	SC	Town Pride	July 13	Another great week of presentations and litter-picking events with approx. 400kg of rubbish

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	Week		Team		being taken away.
33	Undertake maintenance and management of specific DCC environmental areas as per the management agreement	AB	DT/SC	On-going	On-going. The DCC license has been renewed.
34	Undertake a limited snow clearing and gritting service on behalf of Durham County Council as per the management agreement	DT	AB	On-going	
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	The elections are due to be held in September. 8 Youth Councillors have indicated they wish to stay on. The Family Fun Day was our project and Sports Maker Training was undertaken.
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 including Livin, PCC, Youth Centre, Rotary, DCC Sports Co-ordinators and the Schools
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.
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	At the last meeting of the Customer Panel it was agreed that the meetings would only be called if a specific item needed to be discussed at the work on the Neighbourhood Plan would likely duplicate the work of the Customer Panel. However notice of any consultations or public meetings will be circulated to all customer panel members

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39	Hold a budget setting consultation meeting with the Customer Panel	DA	CW	Nov 13	Meeting to be held on 6 November.
40	Hold a Parish Meeting	AB	CR	Annually In May	Parish meeting held in May Complete
41	Hold an Allotment AGM	DT		Annually In Nov	
42	Hold 6 allotment representative meetings	DT		On-going	Meetings are held prior to each Environment Committee
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.
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
45	Undertake benchmarking and research where appropriate for new policies and procedures	CW	AB	On-going	On-going
46	Keep up to date with any changes in legislation and report to council as and when required	CW	AB	On-going	On-going - much work at the moment is around Neighbourhood Planning.