

Corporate Aims and Targets 2011/2012

OCTOBER 2011 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 11	Completed and published on time
2	Achieve an unqualified audit opinion on the Annual Governance Statement	DA	AB	Sept 11	Unqualified opinion achieved. Annual Governance Report presented to Council on 20 th July.
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 review progress at least twice a year
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.
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
6	Prepare an annual training list, developed from the team meetings and any supervision sessions	AD	AB	Jan 12	Work is on-going
7	Provide a Member and Town Clerk training programme to comply with guidance for Quality Status	AB	AD	Mar 11	On-going
8	Undertake a review of all records and filing systems annually to comply with Freedom of Information Act	CR	CW	Dec 10	All electronic filing must be reviewed due to server reaching capacity. While staff are reviewing what is to be transferred to disks they are requested to comply with

No	Objective	Lead	Support	Target Date	Comments
					FOI and Data Protection at all times
9	Improve advertising of Council facilities and services by targeting a service area in each publication	CW	MR/CR	Mar 12	On-going. Parks, play areas and summer activities were targeted in the summer brochure and autumn activities, play areas and the Oakleaf Sports Complex have been featured in the September newsletter.
10	Provide apprenticeship/learning opportunities to give young people work experience				The GIS and Fun in the Parks placements are finished. The Pre-School apprentice is still in place. Town Clerk is looking at a range of other options to provide further opportunities.
11	Undertake a town wide questionnaire consultation exercise				Not due until early 2012
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.
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.
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
15	Complete any Government returns electronically by the relevant deadline	DA	MN	As required	On target. All returns completed on time to date.
16	Aim to deliver 3% efficiency savings.	DA	AB	Mar 12	On target. Projected savings for 2011/12 are £150,000 or 9%

No	Objective	Lead	Support	Target Date	Comments
17	Implement any works highlighted in the Asset Management Plan, prioritised by DDA compliance.	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.
18	Quarterly budget control reports are presented to Policy and Resources Committee	DA	MN	Mar 12	1 st quarter figures could not be reported due to the summer recess but have been circulated to all Members. 2 nd and 3 rd quarter figures due to be reported in October and January.
19	Undertake a review of all Council risks every March and report to Council	CW	DA	Mar 12	Review complete and reported to Audit Sub Committee and P&R On-going
20	Budgets/Precepts approved by 31 st January 2012	DA	MN	Jan 12	Budget framework approved 14 Sept, which will ensure 2012/13 Budgets are approved by 31 st January 2012.
21	Map all Council owned land, buildings and other assets onto the Geographical Information System	AB	MJR Managers	Mar 12	Complete. Work undertaken by MSc student over summer holidays.
22	Undertake an annual update of the Asset Register	DA	DA/MJR	Mar 12	Complete. Undertaken as part of the production of the 2010/11 Accounts. Will be undertaken again following the 2011/12 year end.
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. Undertaken as part of the annual update of the Medium Term Financial Plan. Also updated to take account of the recent roof surveys.

No	Objective	Lead	Support	Target Date	Comments
24	Undertake a review of the waste disposal options and costs available to the Town Council	AB	DT	Mar 12	Complete. Green waste composted. J Wade group used for disposal. Scrap metal recycled.
25	Undertake and complete a programme of roof surveys of Council owned buildings	AB	DT	Dec 11	The findings have been reported to Policy & Resources Committee and the appropriate work has been scheduled.
AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES					
26	Deliver 40 public countryside events	SC	Town Pride	March 12	29 events up to 1 st October. More planned over half term.
27	Plant a woodland area along The Burn to celebrate the Queen's Diamond Jubilee	DT	SC		Plans accepted. Contractors began work 30/9. Planting to commence November.
28	Deliver the Council's programme of special events	JAS MR	various	Jan 12	Pensioners Trips – complete Great Aycliffe Show - complete Fun in the Parks – Complete 3M, 10K race - complete Fireworks night – progressing
29	Pursue the opening of additional allotments at St. Oswald's Park/allotments	DT	AB	Dec 12	Fencing installed, road under construction
30	Expand the activities offered at the Oak Leaf Sports Complex	JAS	Complex Staff	Mar 12	On-going
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	Contact has already been made with various key people regarding the potential closure of Ferryhill Leisure Centre
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

No	Objective	Lead	Support	Target Date	Comments
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 has just received a 'good' rating at the recent inspection.
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
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.
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.
37	Undertake improvements to Byerley Park Play Area	DT	Works Staff	Dec 12	A lay out has been accepted, work is pending.
38	Install a toddler play area within the Town Park	DT	AH	Sept 11	Complete
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
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.
41	Continue to provide a limited snow clearing and gritting service on behalf of Durham County Council	DT	AB	On-going	On-going
42	Undertake a range of improvements to Aycliffe Nature Park	SC	DT		Car park surfacing delivered and spread. Top up surfacing to follow

No	Objective	Lead	Support	Target Date	Comments
					once original is bedded in.
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 Holding at least 8 meetings a year Helping to organise at least 1 project a year	CW	SC	On-going	Elections have been complete and a full quota (22) of young people has been put forward. 1 st meeting to take place on 10 th October 2011
44	Working with other groups to develop community activities to encourage pride in Great Aycliffe	SC	Town Pride Team		Regular work with cubs/scouts, probation service, young offenders, Houghall College, working up programme for disabled groups who use sites.
45	Work with partners and assist with initiatives to reduce litter	SC	Town Pride Team		Links with Litterfree Durham, Ongoing contact with DCC enforcement team, Probation Service, Sedgefield Borough Homes.
46	Working in partnership with Network Rail, The Bishop Line and others adopt Aycliffe Train Station				Background work on the target has been on-going since July 2010. Progress is slow and the future is uncertain on this target
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	Ongoing	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.
48	Hold a budget setting consultation meeting with the Customer Panel	DA	CW	Nov 10	The first budget discussion, including budget consultation, took place in September. Chairman's

No	Objective	Lead	Support	Target Date	Comments
					meeting is due to take place on 15 th November.
49	Hold a Parish Meeting	AB	CR	May 12	The Parish meeting was held in May 2011 and two presentations were given by local organisations.
50	Hold an Allotment AGM	DT		Annually	
51	Hold 6 allotment representative meetings	DT		Ongoing	Meetings are held prior to Environment Committee.
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	
53	Hold or take part in at least 2 events to inform residents about Town Council services	CW	AD	Annually	Officers have attended the Community Fair, the PCP Summer Fair and the AAP Event. Complete
54	Develop a Welcome Pack for new residents to highlight the facilities provided by Great Aycliffe Town Council	CW	AD		The Customer Panel and Officers discussed this at length and it was agreed that the Town Guide currently provides all of this information. The main point to take forward is the actual distribution of the Town Guides to ensure the new residents are getting a copy.
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	Officers worked with Newton News to produce a town guide which details the Town Council responsibilities Complete

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				After much discussion with the customer panel it was agreed that the make up of the panel was generally older people and that would suffice. However, it was highlighted that a letter telling people about the customer panel could be circulated on the buses for the pensioners' trips.
AIM 8 - TO RESEARCH INFORMATION AND MAKE THE CASE FOR GREAT AYCLIFFE					
57	Produce timely responses to all major consultations carried out	AB	CW	Ongoing	National Planning Policy Guidance is out for consultation.
58	Undertake benchmarking and research where appropriate for new policies and procedures	CW	AB	Ongoing	On-going The Town Council is often considered a leader in many areas and other authorities look to us for benchmarking
59	Keep up to date with any changes in legislation and report to council as and when required			Ongoing	On-going National Planning Policy Guidance reported to Full Council PCP rep reported health stats and information to Full Council