

AIMS & TARGETS MAY 2014 – APRIL 2015

MARCH 15 UPDATE

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 14	Complete There will be no Parish Plan published this year as a full update will be undertaken as part of the Neighbourhood Plan Process.
2	Achieve an unqualified audit opinion on the Annual Governance Statement	DA	AB	Sept 14	Audit has been completed and yet another unqualified opinion was received.
3	Pursue the development of a Neighbourhood Plan, improving community engagement and encouraging the residents of Great Aycliffe to become involved in the process	CNEO	CW	June 16	Examiners report for DCC Local Plan does not directly impact Great Aycliffe NP, however a meeting is being arranged with DCC planners to clarify a number of points. Analysis of consultation completed. Recruitment for thematic groups and general feedback session held. Environment Thematic Group set up and first meeting held. Soft Retail Assessment being pursued, no interest to date, further work being undertaken
4	Deliver the Internal Audit Plan Schedule of Work and report to Council	BW	DA	March 15	Work largely complete, on target.
5	Provide a Member and Town Clerk training programme to comply with guidance for Quality Status	AB	AD	March 15	Will not apply for Quality Status under the new programme. Target to delete.
6	Undertake a review of all records and filing systems annually to comply with Freedom of Information Act	CR	CW	On-going	On-going.

7	Improve advertising of Council facilities and services by targeting a service area in each publication	CW	MR/CR	On-going	The Facebook campaign is going well and additional information provided as part of the NP process is helping spread the word. Regular 'tweets' as part of the Business Hour session on a Thursday being undertaken to target a different audience.
8	Undertake a town wide questionnaire consultation, as part of the Neighbourhood Planning process	CW	AD	Dec 14	Analysis complete.
9	Complete the new Health & Safety Manual, ensuring requirements for feedback from Managers is incorporated	AB	AD	Dec 14	Complete.
10	Develop and deliver a training plan for new Members	AB	CW	March 15	Complete for new members.
AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER					
11	Produce annual statement of accounts by 30.6.14	DA	MN	June 14	Complete
12	Achieve an unqualified audit opinion of the accounts by 30.9.14	DA	MN	Sept 14	Complete
13	Ensure the Medium Term Financial Plan is approved by 30 th June each year	DA	MN	Jun 14	Complete
14	Quarterly budget control reports are presented to Policy and Resources Committee	DA	MN	Mar 15	Complete
15	Undertake a review of all Council risks every March and report to Council	CW	DA	Mar 15	Report going to April P&R
16	Budgets/Precepts approved by 31 st January 2015	DA	MN	Jan 15	Complete
17	Manage the future financial impact of the localisation of support for council tax (LCTSS) and any future cuts to LCTSS	DA	AB	On-going	Likely future cuts to Council Tax support grant have been factored into MTFP. Balanced revenue budget forecast to end of 2018/19.

18	Commence a programme of financial reviews of all service areas	AB	DA	On-going	Golf Complex review complete. Formal agreement to transfer Woodham Burn pre-school to Woodham Burn School
19	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 15	Complete
AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES					
20	Deliver 40 public countryside events	SC	Town Pride	On-going	Comprehensive summer programme delivered, winter programme now underway.
21	Deliver the Council's programme of special events	JT MR	various	Jan 15	Complete
22	Expand the activities offered at the Oak Leaf Sports Complex	JT	Complex Staff	Mar 15	Second Oaklife Club on Tuesday due to popularity, family badminton offer. Junior squash coaching, parent/child offer on squash.
23	Complete the programme of asset management planned work at the Oak Leaf Sports Complex	JT	AB/DT	Mar 15	Complete.
24	Provide at least 10 bar/catering promotions to develop the social side of the Oak Leaf Complex business	JT	Complex Staff	Mar 15	Curry nights were very successful in January Tuesday night, quiz nights are well attended February- burger and a bottle promotion. Saturday – pizza night.
25	Investigate ways to extend the cycle paths on the Great Aycliffe Way and around Great Aycliffe	CW	AB	Dec 15	Information from Neighbourhood Plan shared with DCC Highways Team, LocalMotion and other interested parties. Officers working with LocalMotion team to improve and join up cycle ways in Aycliffe- work progressing in March.
26	Assist Aycliffe Youth Council to assist and hold additional activities at one Fun in the Park event	CW	SC	Aug 14	Complete

AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE						
27	Achieve successful Ofsted Inspection Results (if undertaken)	JAS	Pre-School Staff	As and when	Complete. St Oswald's achieved a good Ofsted inspection report.	
28	Aim to maximise child numbers at both pre-schools	JAS	Pre-school Staff	On-going	A request has been received from Woodham Burn School to take over the running of the Pre-School, negotiations are on-going. However it appears that the Woodham Burn Pre-School will be transferred to the school in September 2015.	
AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES						
29	Environment Officer to work with local schools and community groups to develop volunteer opportunities	SC	AB	On-going	Regular volunteering sessions now take place each week and further opportunities to work with community groups is being investigated	
30	Work with the Youth Council, schools, community and voluntary groups to hold a Town Pride Environment Week	SC	Town Pride Team	July 14	All schools took part in yet another successful Town Pride Environment Week. Investigating changing the time to coincide with the Aycliffe Festival period next year. Complete	
31	Undertake maintenance and management of specific DCC environmental areas as per the management agreement	AB	DT/SC	On-going	On-going	
32	Undertake a limited snow clearing and gritting service on behalf of Durham County Council as per the management agreement	DT	AB	On-going	Reacted to recent snow fall, salting and gritting agreed routes when required with some snow clearing taking place on 2 occasions, 71 salt bins inspected and topped up as required.	
AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE						
33	Support and encourage Aycliffe Youth Council (AYC)	CW	SC	On-	First meeting took place in October and	

	by: Organising the election process Holding at least 8 meetings a year Helping to organise at least 1 project a year			going	elections for posts took place in November. A number of people have either not taken up the post or have already dropped out. Recruitment and retention has proved difficult this year. There are currently 14 youth councillors
34	Working with other groups to develop community activities to encourage pride in Great Aycliffe	SC	Town Pride Team	On-going	Working with community groups such as Friends of West Park and Friends of Byerley park and other volunteer groups on a regular basis. Membership of the Active Aycliffe group is proving helpful to build partnerships and opportunities for joint working.
35	Work with partners and assist with initiatives to reduce litter	SC	Town Pride Team	On-going	Targeted dog fouling campaign at Aycliffe Village to be arranged. DCC officers have been active in the west ward.
AIM 7 - ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY					
36	Hold at least 5 Customer Panel meetings with the residents of Great Aycliffe	CW	AD	On-going	Some of the work on the NP would replicate the work of the customer panel therefore it may not be necessary to hold as many meetings.
37	Hold a budget setting consultation meeting with the Customer Panel	DA	CW	Nov 14	Complete
38	Hold a Parish Meeting	AB	CR	Annually In May	Complete.
39	Hold an Allotment AGM	DT		Annually In Nov	Complete
40	Hold 6 allotment representative meetings	DT		On-going	6 meetings held this year - complete
41	Hold or take part in at least 2 events to inform residents about Town Council services	CW	AD	Annually	Complete On-going

AIM 8 - TO RESEARCH INFORMATION AND MAKE THE CASE FOR GREAT AYCLIFFE

42	Produce timely responses to all major consultations carried out	AB	CW	On-going	On-going
43	Undertake benchmarking and research where appropriate for new policies and procedures	CW	AB	On-going	NP best practice is on-going
44	Keep up to date with any changes in legislation and report to council as and when required	CW	AB	On-going	On-going and reported when needed