

**TOWN COUNCIL TARGETS FOR
MARCH 2019 FINAL OUTTURN REPORT**

AIM 1 - TO PROVIDE GOOD QUALITY GOVERNANCE AND MANAGEMENT OF THE COUNCIL					
No	Target	Target Date	Officer	Comments	Future Status
1	Publish a Town Council Service Delivery Plan by 31 st May each year	May 18	CW	Complete	Retain
2	Publish an Annual Report	June 18	Man'mt Team	Complete	Retain
3	Provide an annual member training programme from member requests and the town clerk from his annual appraisal and CPD requirements	March 18	AB	On-going	Retain
4	Develop a recommended training programme for Members which shows highly recommended and recommended courses with a reminder being sent quarterly and records of attendance and none attendance being kept	Annually	AB	Complete and attendance will be reported at the AGM On-going	Retain
5	Undertake an annual review of the Council Constitution, Financial Regulations and ensure compliance with current legislation	May 18	Man'mt Team Review SC	Complete and agreed at AGM	Retain
6	Ensure compliance with GDPR	On-going	All	On-going * have been and will be focussing on the electronic aspects	Retain
7	Improve advertising of Council facilities and services by targeting a service area in each publication making sure each area is targeted at least once	On-going	All	On-going	Retain
8	Ensure that social media is used to advertise the Council's services and facilities	On-going	All Managers	On-going Social media being utilised more	Retain

9	Undertake research where appropriate for new policies and procedures	On-going	CW	On-going Sickness Absence Management and Disciplinary (inc Capability) Policies did not go to January Personnel Sub-Committee, more pressing issues needed to be addressed.	Retain
10	Keep up to date with any changes in legislation and report to council as and when required	On-going	Man'mt Team	On-going	Retain
11	Continue to monitor energy consumption, implement energy saving initiatives and reduce usage where possible	On-going	ALL Managers	On-going SLA in place with DCC regarding the energy contracts Lighting in the office is being replaced with energy saving bulbs when the old ones burn out	Retain
12	Ensure all staff have an annual appraisal	Sept 18	ALL Managers	Complete	Retain
13	To undertake quarterly review of staff sickness and report to performance management group	On-going	All Managers	On-going	Retain

AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER

No	Target	Target Date	Officer	Comments	
14	Produce Annual Return by 30 th June each year	June 18	DA	Complete	Retain

15	Achieve an unqualified audit opinion of the Annual Return by 30 September 18	Sept 18	DA	Complete	Retain
16	Ensure the Medium Term Financial Plan is approved by 30 th June each year	June 18	DA	Complete	Retain
17	Deliver the Internal Audit Plan Schedule of Work and report quarterly to Audit Sub Committee then to Council	March 19	KB	Not Complete Due to personal situation of officer	Retain
18	Manage the financial impact of the localisation of support for council tax (LCTSS) and any future cuts to LCTSS funding	On-going	AB DA	Complete On-going Latest cut built into draft 2019/20 Revenue Budget.	Retain
19	Quarterly budget control reports are presented to Policy and Resources Committee	On-going	DA	Complete On-going – regular reports are provided to Policy & Resources	Retain
20	Budgets/Precepts approved by 31 st January 2019	Jan 19	DA	Complete	Retain
21	Ensure all relevant information is published in compliance with the Transparency Code/Openness of Local Government Regulations.	On-going	AB / CW DA	On-going 5 Park Exclusions applied and relevant information published. Allotment determinations published.	Retain
22	Deliver the work set out in the Asset Management Plan via the capital programme and ensure that a six monthly review is undertaken with Officers and Member Asset Management Group	On-going	AB DA	On-going	Retain
23	Undertake an annual update of the Asset Register including the schedule of expected life and replacement costs for buildings, plant and machinery.	On-going	AB DA	Complete	Retain
24	To consider the Council's Business Risks every March and minute that the full review has taken place by Council	Mar 19	CW	Complete All risks considered and reported to Full Council on 13 March 2019	Retain

25	Ensure that at least one Service Review is completed each year Reviews for 2018/19 and will include Oak Leaf Golf Complex Oak Leaf Sports Complex	On-going	AB DA	Oakleaf Sports Complex review complete. Golf Complex review pending	Retain and reword
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AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES

No	Target	Target Date	Officer	Comments	
26	Deliver the Council's programme of special events Fun in the Parks Senior Citizens Trips Firework Display Santa Letters Santa Tours Christmas lights	Aug 18 July 18 Nov 18 Dec 18 Dec 18 Dec 18	JT MR JT MR JT SC	Complete Complete Complete Complete Complete Complete	Retain
27	Undertake a review of the Santa Tours to ensure volunteers and members of the public are safe and as much, as possible, of the Town has a visit from Santa	Sept 18	JT	Complete	Retain Routes will need reviewing again this year
28	Help co-ordinate and deliver the Aycliffe Festival, providing assistance, financial support if required, training and publicity and undertake a review as soon as possible following the event.	July 18	MR	Complete 14 events ranging from an afternoon tea and a golf tournament to indoor and outdoor live music events	Reword to state external events rather than Aycliffe Festival
29	Construct new play area at Cobbler's Hall, subject to lease being completed	May 18	SC	Complete	Delete
30	Undertake a review of activity usage and explore the possibility of any new activities that could be implemented at the Oak Leaf Sports Complex	On-going	JT	On-going	Retain

31	Investigate partnership working with outside bodies including the Sedgfield Sports Partnership	Sept 18	JT	On-going	Retain and reword
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AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE

No	Target	Target Date	Officer	Comments	
32	Ensure the continuous improvement of the service and obtain at least a 'good' and aiming for 'excellent' Ofsted Inspection	As and when	JG	Good achieved in June 17 Ofsted inspection, next inspection approx. 3 years	Retain
33	Ensure all recommendations from the Ofsted Inspection are implemented	June 18	JG	Complete	Delete

AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES

No	Target	Target Date	Officer	Comments	
34	Works & Environment Manager to arrange to work with local schools and community groups to develop volunteer opportunities	On-going	SC	On-going Various activities including litter picks, pond dipping, bug box making. 12 activities so far.	Retain
35	To continue to monitor the health and condition of the trees on Town Council land in line with the tree management policy and undertake a visual tree inspection of a specific area every 6 months to assess the health and condition of the trees.	On-going	SC LW	On-going	Retain

36	Investigate options to obtain hydrology information on the lakes at West Park and investigate ways and means to implement any recommendations	On-going	SC AB	Not complete Request for information submitted to Northumbrian Water in regard to flow rates from the inlet feeds and outfalls for the lakes.	Retain
37	Works and Environment Manager to organise and help deliver 15 public countryside events	On-going	SC	Complete	Retain
38	Complete at least 5 targeted Himalayan Balsam removing working parties along The Burn	Annually	SC	Complete	Retain
39	Identify 2 new areas to be developed as wildflower meadow	March 19	SC	Maintain current meadows and, where appropriate, expand, develop or create new.	Retain and reword
40	Undertake maintenance and management of specific Durham County Council environmental areas as per the management agreement	On-going	SC	On-going	Retain
41	Undertake a limited snow clearing and gritting service for Durham County Council (DCC) as per the winter maintenance agreement for the benefit of residents	On-going	SC	On-going New spreader purchased for use on GATC land. Further discussion required with DCC.	Retain
42	Undertake improvements to the Aycliffe Angels memorial area	SC	Sept 18	Complete	Retain
43	Replace the junior play area at Aycliffe Village	SC	Nov 18	Complete	Delete
44	Complete the improvements to St. Oswald's allotment fencing	LW	July 18	Complete	Delete
45	Undertake improvements to the Town Park Skate Park	SC	Dec 18	Complete	Delete

46	Undertake footpath repairs including sections of Woodham Burn	SC	Feb 19	Not Complete Quotations to be submitted to March Policy and Resources.	Retain
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AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE				
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No	Target	Target Date	Officer	Comments	
47	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	On-going	CW SC	Complete. On-going Working on projects to help raise funds for additional defibrillators for the town	Retain
48	To continue partnership working with DCC and build on the existing initiatives	On-going	SC	On-going	Retain
49	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Week	July 17	SC CW	Complete	Retain
50	The Works and Environment Manager and Park Patrol Officers to work with DCC Officers and Police in regard to anti-social behaviour issues.	March 19	SC	On-going TLP meetings and informal communications with other outside bodies	Retain
51	The Works & Environment Manager and Town Pride Team to work with DCC Officers and Tidy Britain to ensure that the Great Aycliffe Parish has a targeted Anti-Littering campaign.	March 18	SC Town Pride Team	Complete	Retain
52	Work in partnership with residents and friends groups to improve our parks, play areas and environment areas.	March 18	SC/ Town Pride Team	On-going	Retain

AIM 7 – ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY					
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No	Target	Target Date	Officer	Comments	
53	Hold an aims and target meeting each March to discuss progress on existing targets and new targets with the Customer Panel Group	March 19	CW AD	Complete	Retain
54	Hold a budget setting consultation meeting with the Customer Panel	Nov 18	DA	Complete Only 1 person in attendance	Retain
55	Review the Great Aycliffe Neighbourhood Plan in 2022	2022	CW AD	Ongoing	Retain
56	Hold a Parish Meeting	Annually In May	AB	Complete	Retain
57	Hold an Allotment AGM	Annually In Nov	LW	Complete	Retain
58	Hold 4 allotment representative meetings	On-going	LW	Complete	Retain
59	Hold or take part in at least 2 events to inform residents about Town Council services	Annually	CW AD	Not Complete Only 1 event attended, difficult to find out about other events in sufficient time to 'tag' along	Retain

AIM 8 - TO RESEARCH INFORMATION AND MAKE THE CASE FOR GREAT AYCLIFFE					
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No	Target	Target Date	Officer	Comments	
60	Produce timely responses to all major consultations carried out	On-going	AB CW	On-going	Retain