

## TOWN COUNCIL TARGETS OUTTURN REPORT FOR 2017 TO 2018

<b>AIM 1 - TO PROVIDE GOOD QUALITY GOVERNANCE AND MANAGEMENT OF THE COUNCIL</b>				
<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>	<b>Comments</b>
1	Publish a Town Council Service Delivery Plan by 31 <sup>st</sup> May each year	Annually	CW	Complete
2	Publish an Annual Report	Annually	Man'mt Team	Complete. Distributed in News letter
3	Provide a Member and Town Clerk training programme	March 18	AB	<b>Not Complete</b> In progress
4	Undertake an annual review of the Council Constitution, Financial Regulations and ensure compliance with current legislation	Annually	Man'mt Team Review SC	<b>Not Complete</b> Part 1 completed. Policies reviewed on rolling programme basis
5	Undertake a review of all records and filing systems annually to comply with Data Protection and Freedom of Information Act	On-going	All	Awaiting more information/training regarding new Data Protection (GDPR) guidelines. A gap analysis has been undertaken by an outside body, various awareness sessions have been attended and an action plan will be developed
6	Improve advertising of Council facilities and services by targeting a service area in each publication	On-going	All	On-going
7	Improve use of all media, including social media, to advertise the Council's services and facilities	On-going	All Managers	Events being advertised regularly. Increase in followers. Pre-School page for parents is doing really well.
8	Undertake research where appropriate for new policies and procedures	On-going	CW	On-going All HR policies are currently being reviewed
9	Keep up to date with any changes in legislation and report to council as and when required	On-going	Man'mt Team	On-going
10	Continue to monitor energy consumption and reduce usage where possible	On-going	DA	On-going
11	To continue the annual performance and development appraisal scheme for all staff with a view to completing all appraisals by September each year	Sept 17	All Staff	Complete

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

<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>	<b>Comments</b>
12	Produce annual statement of accounts by June each year	June 17	DA	Complete
13	Achieve an unqualified external audit opinion	Sept 17	DA	Complete
14	Achieve an unqualified audit opinion of the Annual Return by 30.9.17	Sept 17	DA	Complete <b>DELETE</b> - no longer applicable
15	Ensure the Medium Term Financial Plan is approved by 30 <sup>th</sup> June each year	June 18	DA	Complete
16	Deliver the Internal Audit Plan Schedule of Work and report to Council	March 18	KB	Complete
17	Manage the financial impact of the localisation of support for council tax (LCTSS) and any future cuts to LCTSS funding	On-going	AB DA	On-going
18	Ensure compliance with the Transparency Code/Openness of Local Government Regulations.	On-going	AB / CW DA	On-going
19	Delivery the work set out in the Asset Management Plan via the capital programme and, a six monthly review is undertaken with Officers and Member Asset Management Group	On-going	AB DA	Complete
20	Quarterly budget control reports are presented to Policy and Resources Committee	On-going	DA	Complete
21	Budgets/Precepts approved by 31 <sup>st</sup> January 2018	Jan 18	DA	Complete
22	Undertake a review of all Council risks every March and report to Council	Mar 18	CW	Complete
23	Continue the programme of financial reviews of all service areas	On-going	DA	On-going Sports Complex underway
24	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.

<b>AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES</b>				
<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>	<b>Comments</b>
25	Deliver the Council's programme of special events Fun in the Parks Aycliffe Festival Senior Citizens Trips Firework Display Santa Letters Santa Tours Christmas lights	Aug 17 July 17 July 17 Nov 17 Dec 17 Dec 17 Dec 17	JT MR MR JT MR JT SC	All Complete
26	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 17	JT	Complete
27	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 17	MR	Complete.
28	Construct new play area at Cobbler's Hall, subject to lease being completed	Aug 17	SC	<b>Not Complete</b> Complications with the lease
29	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 Junior fencing organised for school holidays

<b>AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE</b>				
<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>	<b>Comments</b>
30	Ensure the continuous improvement of the service and obtain at least a 'good' and aiming for 'excellent' Ofsted Inspection	As and when	JG	Complete - but on-going Ofsted inspection undertaken in June 2017 – 'good' across all areas and only 2 areas for attention.

<b>AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES</b>				
<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>	
31	Works & Environment Manager to arrange to work with local schools and community groups to develop volunteer opportunities	On-going	SC	Complete 20 school and 10 public events held
32	Undertake the works arising from the survey of trees on Town Council land in accordance with the Tree Policy and prioritise any work needed	On-going	SC	Complete But on-going
33	To continue to monitor the health and condition of the trees on Town Council land	On-going	SC LW	On-going
34	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	On-going To be amended when the Town Council decide on a way forward.
35	Undertake landscaping improvement works as required	On-going	SC /Town Pride Team	On-going
36	Works and Environment Manager to organise and help deliver public countryside events	On-going	SC	Complete 21 events held
37	Complete at least 5 targeted Himalayan Balsam removing working parties along The Burn	Annually	SC	Complete
38	Improve and increase the planting, including additional plant species, in the wildflower meadows	March 18	SC	On-going Seed purchased ready for warmer weather anticipated to be complete at the end of March 18
39	Undertake maintenance and management of specific Durham County Council environmental areas as per the management agreement	On-going	SC	Ongoing As required under SLA
40	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	Complete As required under SLA
41	North Agnew Plantation – to undertake footpath improvements if/when woodland transferred to GATC		SC	<b>DELETE</b> – no longer going ahead

**AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE**

No	Target	Target Date	Officer	Comments
42	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	On-going Elections held Projects on-going
43	To continue partnership working with DCC and build on the existing initiatives	On-going	SC	On-going Partnership work and improved communication with police, PCSOs, DCC Enforcement teams, livin and other external agencies and friends groups.
44	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Week	July 17	SC CW	Complete
45	The Works and Environment Manager, the Town Pride Team and Park Patrol Officers to work with DCC Officers	Ongoing	SC	Ongoing
46	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 <b>Anti-Littering campaign</b> , in addition to the work already scheduled by DCC	Ongoing	SC Town Pride Team	Complete
47	Work in partnership with residents and friends groups to improve our parks, play areas and environment areas.	Ongoing	SC/ Town Pride Team	Ongoing project with various interest groups including scouts and friends groups.

**AIM 7 – ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY**

No	Target	Target Date	Officer	Comments
48	Hold an aims and target meeting each March to discuss progress on existing targets and new targets with the Customer Panel Group	March 18	CW AD	Complete
49	Hold a budget setting consultation meeting with the Customer Panel	Nov 17	DA	Complete

50	To promote the Great Aycliffe Neighbourhood Plan and vote in the referendum.	June 17	CW AD	Complete
51	Hold a Parish Meeting	Annually In May	AB	Complete
52	Hold an Allotment AGM	Annually In Nov	SC	Complete
53	Hold 4 allotment representative meetings	On-going	SC	Complete
54	Hold or take part in at least 2 events to inform residents about Town Council services	Annually	CW AD	Complete

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

No	Target	Target Date	Officer	Comments
55	Produce timely responses to all major consultations carried out	On-going	AB CW	On-going