

Corporate Policy and Resources Committee



8 July 2024

Title	Corporate Plan Action Tracker
Purpose of the report	To note
Report Author	Lee O’Neil, Deputy Chief Executive Jennifer Medcraft, Head of Communications and Customer Experience
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community Addressing Housing Need Resilience Environment Services
Recommendations	Committee is asked to: Note the development of a Corporate Plan Action Tracker which will outline progress with the key actions specified in the Council’s Corporate Plan 2024-28.
Reason for Recommendation	Not applicable

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> In February 2024, the Council agreed a new Corporate Plan (‘the Plan’) for 2024-28, together with an associated Action Plan to be delivered under the five CARES priorities. 	<ul style="list-style-type: none"> By providing a corporate system for recording progress with actions under the Plan, Councillors will be able to monitor progress at any time. Formal updates on progress will then be reported to Committee and published as outlined in this report.

This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> An Action Tracker has been developed to enable progress with the relevant actions under the Corporate Plan to be recorded and monitored. 	<ul style="list-style-type: none"> The new Action Tracker will be available from 15 July 2024, when Councillors will receive a briefing on how to use this at the all-Councillor Briefing.

- 1.1 This report seeks to advise Councillors of the development of an Action Tracker to enable them to be able to monitor progress with key actions outlined in the Corporate Plan 2024-28.
- 1.2 The report provides information on how Councillors will be able to access relevant information and how progress will be formally reported through the Corporate Policy and Resources Committee.

2. Key issues

- 2.1 The Council agreed a new 5-year Corporate Plan for 2024-28 ('the Plan') at the 24 February 2024 Full Council meeting, together with an Action Plan outlining a wide range of short-, medium- and long-term key actions to be taken under the five CARES priorities and their associated themes.



- 2.2 Each of those key actions have been allocated to a Lead Officer who is responsible for progressing the relevant activities and updating on progress.
- 2.3 A SharePoint Action Tracker has been developed to enable the Lead Officers to outline a range of information, including the proposed start dates for these actions, target dates for completion and a record of progress.
- 2.4 A read-only version of this tracker will be made available to all Councillors from 15 July 2024, when a link to the Action Tracker will be sent and a briefing provided on its use at the all-Councillor Briefing that day.
- 2.5 A separate list of the key actions relevant to each of the Council's Committees will also be forwarded to their Chairs/Vice Chairs to enable them to focus in on areas directly related to their remit.
- 2.6 Further adjustments to the layout of the tracker may be made in the future to develop it further, depending on feedback from users.

2.7 In addition to the regular updates to the Action Tracker, progress with actions under the Plan will be reported to the Corporate Policy and Resources Committee through:

- (a) Quarterly high-level updates highlighting any key issues/areas of progress.
- (b) A 6-month update report each year.
- (c) An annual report at the end of the year, at which time the Plan will also be reviewed to ensure that it remains focused on key issues.

3. Options analysis and proposal

3.1 The Committee is asked to note the establishment of an Action Tracker to be launched on 15 July 2024 to enable Councillors and officers to outline and monitor progress with the key actions outlined in the Council's Corporate Plan 2024-28.

4. Financial management comments

4.1 There are no direct financial implications relating to the setting up of the Corporate Plan Action Tracker, which has been developed by the Council's ICT Team.

4.2 Actions under the Plan will have associated costs which have, or will have to be, budgeted for through the Council's service planning and budget setting processes.

5. Risk management comments

5.1 The use of the Action Tracker will assist in monitoring risks to the Council, including any challenges in delivering the agreed actions under the Plan.

6. Procurement comments

6.1 There are no procurement implications associated with the development of the Action Tracker.

7. Legal comments

7.1 There are none.

8. Other considerations

8.1 There are none.

9. Equality and Diversity

9.1 The tracker includes actions relevant to the Council's approach to equality and diversity under the Plan.

10. Sustainability/Climate Change Implications

10.1 The tracker includes actions relevant to the Council's approach to sustainability and climate change under the Plan.

11. Timetable for implementation

11.1 The new Corporate Plan Action Tracker will be available for Councillors to view from 15 July 2024, when a briefing on how to navigate through the tracker will be provided at the all-Councillor Briefing that day.

11.2 Progress with the key actions will then be reported as outlined in section 2.7 above.

12. Contact

- 12.1 Lee O'Neil, Deputy Chief Executive (l.o'neil@spelthorne.gov.uk)
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Background papers:

Link to Corporate Plan - https://www.spelthorne.gov.uk/media/26654/Corporate-Plan-2024-2028/pdf/Corporate_Plan.pdf?m=1714729884587

<https://democracy.spelthorne.gov.uk/documents/s60907/Corporate%20Plan%202024-28%20Action%20Plan%201.pdf>