

ANNUAL REPORT 2016/17

Summary: This report outlines the key elements of the Annual Report 2016/17 to be published for discussion and eventual approval and presents the key contents of the report. The Annual Report will present the delivery of the Annual Action Plan 2016/17 and show achievement against targets.

Options considered: Publish a text only version of the Annual Report.
Publish a version of the report suitable for a public audience.

Conclusions: The Annual Report 2016/17 concludes that North Norfolk District Council delivered the Annual Action Plan and delivered good and in some cases improving performance against performance indicator targets.

Recommendations: **1) That Cabinet note the contents of this report.**
2) That Cabinet give authority to the Leader of the Council and the Heads of Paid Service to approve the final public version of the report.

Reasons for Recommendations: To comply with the provisions of the Council Performance Management Framework and local government best practice.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

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Cabinet Member(s) All	Ward(s) affected All
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1. Introduction

1.1 The draft Annual Report 2016/17 is attached electronically at Appendix A. This represents the culmination of the annual planning and reporting process which ensures that we manage the performance of the Council in a robust way. Publishing the Annual Report ensures that we comply with our

Performance Management Framework and presents information to the public so they may assess the Council's performance.

- 1.2 This Annual Report 2016/17 reports against the priorities as set out in "Corporate Plan 2015-2019" and the activities and targets set out in the Annual Action Plan 2016/17. The activities and targets set for 2016/17 were built into the Service Plans for 2016/17. This will be the first annual report on delivery of the 2015-2019 corporate plan.
- 1.3 As a key part of the Performance Management Framework the Annual Report provides the opportunity to;
 - Assess progress in achieving the objectives set out in the Corporate Plan,
 - Assess the overall impact of our actions over the past year, and
 - Assess the delivery of service plans.

2. Managing performance – the process for producing the annual report

- 2.1 Heads of Service and Service Managers are continually monitoring delivery of service plans and have provided an annual overview of key developments in their service.
- 2.2 The Council's performance in delivering the annual action plan and achieving targets has been monitored on a regular basis by Management Team and Cabinet and action taken to improve performance where necessary.
- 2.3 The final draft of the Annual Report and any comments from Overview and Scrutiny Committee at their meeting in July 2017 prior to the Leader and Head of Paid Service signing the document off for publication.

3. Content of the Annual Report

- 3.1 The Annual Report will consist of four elements:
 - 3.1.1 The Annual Report 2016/17
 - 3.1.2 Appendix 1 – Annual Action Plan 2016/17 report
 - 3.1.3 Appendix 2 – Performance against targets
 - 3.1.4 Appendix 3 – Workforce Profile
- 3.2 The Annual Report contains an overview for each of the 2015-2019 Corporate Plan Priorities together with a report on progress in delivering equalities objectives;
 - Jobs and the Local Economy
 - Housing and Infrastructure
 - Coast and Countryside
 - Health and Well-being
 - Delivering Service Excellence
- 3.3 It also contain a financial summary – this includes information on the Council's spend on revenue and capital for 2016/17, as will be reported to Cabinet, along with the source of funds for the year.

- 3.4 We are required by statute to publish our equalities objectives. This was done as in integrated part of the Annual Action Plan 2016/17. The Annual Report includes the progress made in delivering them. These equalities outcomes are identified throughout the Annual Report.
- 3.5 An appendix (1) containing a progress report for each activity in the Annual Action Plan 2016/17.
- 3.6 An appendix (2) showing performance against targets and/ or comparison to last year – The results for all the key performance indicators over the past year.
- 3.7 Workforce profile statistics 2016/17 appendix (3) (to be included in the final published version) – we are required by statute to publish these statistics and this is done through publishing them as an appendix to the Annual Report.

4. Publishing

- 4.1 The Annual Report is published on the Council's website.
- 4.2 We will not print hard copies except on request. Provision will be made to make versions of the report available in alternative formats on request
- 4.3 There is no longer a statutory requirement to publish an Annual Report. However, it is still considered to be best practice to do so and make the information available to the public in a timely way.

5. Conclusion

- 5.1 The Annual Report process provides an opportunity to assess the progress in delivering activities and achieving targets and provides the information necessary to conclude that North Norfolk District Council delivered the Annual Action Plan and delivered good and in some cases improving performance against performance indicator targets.

6. Implications and Risks

- 6.1 Failure to implement a robust performance management framework including an annual report that provides evidence of performance improvements, identifies areas that require corrective action, acknowledges achievements and builds on good practice could have a number of consequences. These may include:
 - Inaccurate or less effective decision-making
 - Inappropriate resource allocations
 - Reduced reputation arising from poor quality data or inaccuracy
 - Adverse comments from internal and external auditors

7. Financial Implications and Risks

- 7.1 There are no direct financial implications associated with this report. However, there are performance measures and targets, and activities included in the annual report, that are specifically related to finance. In addition, corrective action may have financial implications that would need to be made clear at the time any action is agreed. In addition, robust

performance management reduces the risk of failure and poor decision-making.

8. Sustainability

- 8.1 There are considerable actions being taken as a part of the delivery of services both to promote sustainable activity and to ensure that the Council delivers services in a sustainable way. In addition, the Annual Report itself will only be distributed in electronic form to reduce the need for printing.

9. Equality and Diversity

- 9.1 The workforce profile statistics published as an appendix to the Annual Report is a key tool demonstrating that the Council fulfills its equalities responsibilities as an employer or identify areas where action is needed.
- 9.2 The Annual Report has integrated within it the reporting of the delivery of equalities outcomes across the Council.

10. Section 17 Crime and Disorder considerations

- 10.1 There are no direct Section 17 Crime and Disorder implications from this report.