

**Committee Name and Date of Committee Meeting**

Cabinet – 10 July 2023

**Report Title**

Annual Report on Council Plan and Year Ahead Delivery Plan Progress for 2022-2023.

**Is this a Key Decision and has it been included on the Forward Plan?**

No, but it has been included on the Forward Plan

**Strategic Director Approving Submission of the Report**

Jo Brown, Assistant Chief Executive

**Report Author(s)**

Simon Dennis, Corporate Improvement and Risk Manager

[Simon.dennis@rotherham.gov.uk](mailto:Simon.dennis@rotherham.gov.uk)

Tanya Lound, Corporate Improvement and Risk Officer

[tanya.lound@rotherham.gov.uk](mailto:tanya.lound@rotherham.gov.uk)

**Ward(s) Affected**

Borough-Wide

**Report Summary**

In January 2022, the Council adopted a Council Plan for 2022-25 as well as a Year Ahead Delivery Plan for the period up to 31 March 2023.

The Council Plan was informed by public consultation and sets out the Council's vision for the Borough and priorities for serving residents and communities.

To enable the Council to work towards the Council Plan outcomes and achieve its commitments, a Year Ahead Delivery Plan was also developed, setting out the key activities to be delivered over the next year (January 2022 – March 2023).

Given that this Year Ahead Plan commenced in January 2022, there are five quarterly progress reports monitoring of the 2022-23 Plan, rather than the usual four. Formal progress reports have been presented in public at Cabinet meetings every three months, with the first report presented on 20 June 2022, the second on 19 September 2022, the third on 19 December 2022 and the fourth on 24 April 2023. Attached at Appendix 1 is the fifth and final quarterly report for 2022-23, focussing on the progress made on the activities in the Year Ahead Delivery Plan and Council Plan performance measure data for Quarter 4 of the 2022-23 financial year.

## **Recommendations**

That Cabinet note:

1. The overall position in relation to the Year Ahead Delivery Plan activities.
2. The Quarter 4 2022-23 data for the Council Plan performance measures.
3. The performance reporting timetable for the remainder of the 2022-2023 year.

## **List of Appendices Included**

Appendix 1 – Council Plan 2022-25 and Year Ahead Delivery Plan fifth quarterly progress report

Appendix 2 – Equality Analysis

Appendix 3 – Carbon Impact Assessment.

## **Background Papers**

Council Plan 2022-25 and Year Ahead Delivery Plan approved by Council in January 2022.

Council Plan 2022-25 and Year Ahead Delivery Plan first quarterly progress report considered in June 2022.

Council Plan 2022-25 and Year Ahead Delivery Plan second quarterly progress report considered in September 2022.

Council Plan 2022-25 and Year Ahead Delivery Plan third quarterly progress report considered in December 2022.

Council Plan 2022-25 and Year Ahead Delivery Plan fourth quarterly progress report considered in April 2023.

## **Consideration by any other Council Committee, Scrutiny or Advisory Panel**

None

## **Council Approval Required**

No

## **Exempt from the Press and Public**

No

## **Annual Report on Council Plan and Year Ahead Delivery Plan Progress for 2022-2023.**

### **1. Background**

- 1.1 The Council Plan 2022-25 is a key document which sets out the Council's vision for the Borough and priorities for serving residents and communities and is informed by public consultation. The Plan provides the medium-term basis for targeting resources, informing the budget-setting process and planning cycles, and ensuring that residents can hold the Council to account for delivery.
- 1.2 To enable the Council to work towards the Council Plan outcomes and achieve the commitments, the Plan includes a suite of performance measures and targets as well as a Year Ahead Delivery Plan which sets out the key activities to be delivered over the next year (January 2022 – March 2023 for this first period).
- 1.3 Both the Council Plan 2022-25 and the Year Ahead Delivery Plan for 2022-23 were adopted by Council in January 2022. The Year Ahead Delivery Plan is being updated annually and the new Plan for 2023-24 was approved by Cabinet on 24<sup>th</sup> April 2023.
- 1.4 The process for monitoring performance is set out in the Council's Performance Management Framework which explains how robust performance monitoring should be carried out.
- 1.5 To ensure that the delivery of actions and their impact is assessed, formal quarterly performance reports have been presented in public at Cabinet meetings throughout the year. Scrutiny have also considered the reports in line with the Council's normal processes.
- 1.6 Service plans have been produced for every Council service and these will be reviewed annually to ensure a 'golden thread' runs from the Council Plan through to each service as well as the Personal Development Review (PDR) process at individual officer level.

### **2. Key Issues**

- 2.1 Informed by a programme of public and stakeholder engagement, the Council Plan sets out medium-term priorities and actions, building on and taking forward commitments made by Councillors to the Rotherham community. The Plan is framed around five themes:
  - Every neighbourhood thriving
  - People are safe, healthy, and live well
  - Every child able to fulfil their potential
  - Expanding economic opportunity
  - A cleaner, greener local environment.

- 2.2 These five themes are underpinned by a cross-cutting strand - 'One Council' - which sets out how the Council will operate to achieve the vision.
- 2.3 The Council Plan sets out the outcomes that the Council will work towards over the period from 2022 to 2025. There are 26 outcomes and 47 commitments in total.
- 2.4 To ensure delivery against these, the Year Ahead Delivery Plan includes 92 priority actions/milestones to mostly be delivered by March 2023.
- 2.5 The Council Plan is being monitored through both the delivery of the milestones and activities within the Year Ahead Delivery Plan and the 66 performance measures outlined in the Council Plan. The performance measures include a mixture of output measures and longer-term outcome measures.
- 2.6 The fifth progress report (Appendix 1) focuses on the progress made across all the Year Ahead Delivery Plan activities up to the end of April 2023 to deliver the five headline priorities for Rotherham as set out in the Council Plan for 2022-25. The Report has been designed to ensure that progress on the Year Ahead Delivery Plan activities is as up to date as possible up to the time of publication, so key milestone completion dates that fall between the end of April 2023 and the Cabinet meeting in July 2023 are updated where possible.
- 2.7 The targets for Council Plan performance measures relate to the financial year 2022-23 and are reported here for Quarter 4 (January 2023 to March 2023). Appendix 1 includes full details of performance against these measures.
- 2.8 The quarterly progress report (Appendix 1) includes a high-level overview overall and is then presented by Council Plan theme, with each thematic section including achievements and challenges, Year Ahead Delivery Plan trackers and performance scorecards. The Report also includes wider information, key facts and intelligence, specific case studies and a timeline of key achievements/activities to demonstrate activity during the quarter.
- 2.9 The Year Ahead Delivery Plan milestone trackers (included in Appendix 1) outline progress against the 92 actions within the Year Ahead Plan. Each action has been rated as follows:

| Status               | Definition   |
|----------------------|--|
| Not yet due to start | Action not yet scheduled to start.   |
| On track             | Action started and on track to be delivered by the original deadline.                                |
| Known delays         | Action has some risk/delay to delivery or is behind the original schedule by less than three months. |
| Will not be met      | Action will not be/has not been met within three months of the original target date.                 |
| Complete             | The action is fully complete and/or operational.   |

2.10 As of 31 May 2023, the activities within the Year Ahead Delivery Plan are rated as follows:

- 80% (74) complete
- 7% (6) are on track to be delivered by original target date (mostly after 31 March 2023)
- 3% (3) are delayed by less than 3 months
- 10% (9) will not be met within 3 months of original target date.

2.11 The performance scorecards included in Appendix 1 provide an analysis of the Council's performance against each of the 66 performance measures and each are given equal priority.






2.12 Each of the measures are rated as follows:

| Status | Definition  |
|--------|---|
| ✓      | Performance is on or above target.  |
| ●      | Currently performance is not at expected levels. Confidence that the target will still be achieved by year-end. |
| ✗      | Performance is not currently on target. High risk that year-end target will not be achieved.                    |
| △      | Target cannot be assessed this quarter (ie annual measure or awaiting publication of data)                      |
| ①      | Information measure targets not applicable (ie volume/demand measures where 'good' is neither high or low)      |





| Direction of travel | Definition                                      |
|---------------------|---|
| ↑                   | Performance or numbers have improved.           |
| →                   | Performance maintained or numbers are the same. |
| ↓                   | Performance or numbers have declined.           |
| ◆                   | Quarterly direction of travel not applicable.   |

2.13 For quarter 4, the status of the performance measures is set out below, along with the direction of travel for each:

### Progress against targets

|   |  | Number of measures | % of measures |
|---|--|--------------------|---------------|
|  | Performance is on or above target  | 29                 | 44%           |
|  | Currently performance is not at expected levels. Confidence that the target will be achieved by year-end.      | 0                  | 0%            |
|  | Performance is not currently on target. High risk that year-end target will not be achieved.                   | 29                 | 44%           |
| <b>Unable to be assessed this quarter</b>   |  |                    |               |
|  | Target cannot be assessed this quarter. (ie Annual measure or awaiting publication of data).                   | 1                  | 1%            |
|  | Information measure targets not applicable. (ie Volume / Demand measures where 'good' is neither high or low). | 7                  | 11%           |

### Direction of travel

|   |   | Number of measures | % of measures |
|---|---|--------------------|---------------|
|  | Performance or numbers have improved.           | 28                 | 42%           |
|  | Performance maintained or numbers are the same. | 3                  | 5%            |
|  | Performance or numbers have declined.           | 28                 | 42%           |
| <b>Unable to be assessed and reported this quarter</b>                              |   |                    |               |
|  | Direction of travel not applicable              | 7                  | 11%           |

2.14 Performance and progress will continue to be reviewed within directorates and reported publicly to ensure that the Council's direction of travel remains positive. As agreed at Cabinet on 24 April 2023, there will only be two monitoring reports for 2023-24. These will be presented to Cabinet meetings as follows:

- 22 January 2024 – First interim progress report for 2023-24 to Cabinet (covering Q2 Key Performance Measures and six months performance)
- TBC June 2024 – Second and final progress report for 2023-24 to Cabinet (covering Q4 and year-end performance)

### **3. Options considered and recommended proposal**

- 3.1 The Council Plan 2022-25 was developed in consultation with Cabinet Members and officers across all directorates, as well as being informed by public consultation. This Report forms part of the Council's commitment to public reporting on its progress.
- 3.2 It is recommended that Cabinet note the overall position in relation to the Year Ahead Delivery Plan activities. It is also recommended that Cabinet note the performance to 31 March 2023 for the Council Plan performance measures and note the performance reporting timetable for 2023-2024 contained at paragraph 2.14.

### **4. Consultation on proposal**

- 4.1 A programme of public consultation and engagement to support the development of the Council Plan took place throughout August and September 2021. This included online and postal surveys, focus groups, a series of short interactions and engagement at the Rotherham Show. There were 350 online and postal surveys returned and over 1,000 other interactions in total across all methods of engagement.
- 4.2 In addition to the public consultation, engagement took place with key stakeholders, including work with Cabinet members and officers across all directorates, a session with OSMB and a session that was open to all elected members.
- 4.3 The consultation is part of an ongoing dialogue between the Council and members of the public. Feedback continues to be sought on the Year Ahead Delivery Plan activities, Rotherham Partnership Plan and the refresh of the Equalities Strategy.

### **5. Timetable and Accountability for Implementing this Decision**

- 5.1 It is proposed in paragraph 2.14 above that two progress reports on the 2023-24 Year Ahead Delivery Plan are presented to Cabinet in January and July 2024.

### **6. Financial and Procurement Advice and Implications**

- 6.1 The Council Plan and the Year Ahead Delivery Plan are designed to help steer the use of Council finances, balanced against the wider funding backdrop for the Council and the broader context of national local government finance and policy. There are no direct financial implications as a result of this Report and the delivery of the Council Plan will be managed within the Council's available budgets.
- 6.2 The Council operates in a constantly changing environment. It will be important to ensure that ambitions and performance targets remain realistic in the context of central government policy, forthcoming legislation, and the financial position of the Authority.

- 6.3 Whilst there are no direct procurement implications in this report the Council Plan and Year Ahead Delivery Plan includes some activities which require the need to procure goods, services or works to achieve their outcomes. All projects will need be procured in line with the Public Contracts Regulations 2015 (as amended) and the Council's own Financial and Procurement Procedure Rules, giving clear consideration and application of social value, the Real Living Wage and other ethical factors.
- 6.4 Appendix 1 includes information regarding the Council's financial position, and this has been aligned to the financial reporting timelines.

## **7. Legal Advice and Implications**

- 7.1 Whilst there is no specific statutory requirement for the Council to have a Performance Management Framework and Council Plan, being clear about the Council's ambitions gives staff, partners, residents, and central Government a clear understanding of what it seeks to achieve and how it will prioritise its spending decisions.
- 7.2 An effective and embedded Council Plan is also a key part of the Council's ongoing improvement journey.

## **8. Human Resources Advice and Implications**

- 8.1 There are no direct Human Resources (HR) implications as a result of this Report, though the contribution HR makes to an engaged, diverse and skilled workforce who feel empowered to adopt new ways of working to meet the needs of all customers is set out within the 'One Council' theme. Delivery of the Council Plan will also be underpinned by the implementation of a new Workforce Plan which was launched in June 2022.

## **9. Implications for Children and Young People and Vulnerable Adults**

- 9.1 The Council Plan has a core focus on the needs of children and young people and vulnerable adults and this is embedded throughout all themes of the plan, particularly in theme three (Every child able to fulfil their potential).

## **10. Equalities and Human Rights Advice and Implications**

- 10.1 Equalities is cross cutting throughout the Council Plan and Year Ahead Delivery Plan.
- 10.2 Of the five guiding principles, two specifically aim to meet residents' and communities' differentiated needs:
- Expanding opportunities for all
  - Working with our communities
- 10.3 'Expanding opportunities for all' encompasses the Council's essential priority to tackle inequality, striving to ensure that the health and life chances of the most disadvantaged communities are improving the fastest. To complement



this approach, 'working with our communities' ensures that to achieve the best outcomes for local people, residents are involved in the things that matter to them and services are designed based on input from those who use them.

- 10.4 There is also an outcome focussed on addressing inequalities and leaving no one behind within the 'people are safe, healthy and live well' theme. This will involve providing support to our communities at a level that is proportionate to the degree of need – taking a universal approach where appropriate whilst also providing targeted support to those who most need it.
- 10.5 In addition, the underlying 'One Council' theme encompasses two specific areas which ensure different needs are met:
- Effective customer services
  - Engaged, diverse and skilled workforce who feel empowered to adopt new ways of working to meet the needs of all customers
- 10.6 The Council's commitment to place all customers at the heart of service delivery includes a strengthened approach to equalities and being inclusive. The commitment to an engaged, diverse and skilled workforce is expected to improve the council's response to diverse customer needs, by bringing a more differentiated understanding of equality and diversity considerations and barriers.
- 10.7 A detailed Equality Analysis is attached (Appendix 2).

## **11. Implications for CO2 Emissions and Climate Change**

- 11.1 A cleaner, greener local environment is a theme within the Plan, focused around reducing harmful levels of carbon emissions to limit the impacts on communities and the environment. Actions within this theme encompass plans for the reduction of emissions in housing, through the Housing Strategy, and transport, such as through cycleway improvements, and public transports improvements, as well as improving data on waste and single-use plastic.
- 11.2 A Carbon Impact Assessment has been produced based on the Year Ahead Delivery Plan (see Appendix 3). The impact assessment will continue to be reviewed and updated each quarter.

## **12. Implications for Partners**

- 12.1 Working with partners across the public, private and voluntary and community sectors will be integral to the delivery of the Council Plan, and partners have been consulted as part of its development. All the themes will require multi-agency approaches to some degree and the Council will continue to show effective leadership, operating through a range of strategic partnership bodies.
- 12.2 Following a Rotherham Together Partnership showcase event held in June 2022 and public consultation undertaken in September and early October 2022, the Rotherham Together Plan was agreed by the Partnership, endorsed by Cabinet in December 2022, and formally launched in January 2023.

### 13. Risks and Mitigation

13.1 The Corporate Strategic Risk Register has been realigned to the new Council Plan themes and the process of updating and identifying strategic risks is in place to manage risks connected to the plan.

13.2 Quarterly progress reports will continue to note risks associated with actions at risk of not being delivered, or those that have missed the deadline, as well as performance measures which have not progressed in accordance with the target set.

13.3 Directorates are also responsible for ensuring that any significant risks are addressed via directorate and corporate risk registers.

### 14. Accountable Officers

Simon Dennis, Corporate Improvement and Risk Manager  
Assistant Chief Executive's Directorate  
[Simon.dennis@rotherham.gov.uk](mailto:Simon.dennis@rotherham.gov.uk)

Approvals obtained on behalf of Statutory Officers:

|  | <b>Named Officer</b> | <b>Date</b> |
|--|----------------------|-------------|
| Chief Executive  | Sharon Kemp          | 26/06/23    |
| Strategic Director, Finance & Customer Services<br>(S.151 Officer) | Judith Badger        | 22/06/23    |
| Assistant Director, Legal Services<br>(Monitoring Officer)         | Phil Horsfield       | 22/06/23    |

*Report Author:*

*Simon Dennis, Corporate Improvement and Risk Manager*  
[simon.dennis@rotherham.gov.uk](mailto:simon.dennis@rotherham.gov.uk)

*Tanya, Lound, Corporate Improvement and Risk Officer,*  
[tanya.lound@rotherham.gov.uk](mailto:tanya.lound@rotherham.gov.uk)

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