

Report to: **Executive**
Date: **21 July 2016**
Title: **ANNUAL REPORT**
Portfolio Area: **Leader of the Council**
Wards Affected: **All Wards**
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Steve Jordan** Role: **Executive Director (Strategy and Commissioning) and Head of Paid Service**

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RECOMMENDATION

That the Executive consider the Annual Report (as outlined at Appendix A) and make any further recommendations on its content to the full Council.

1. Executive summary

- 1.1. This report presented by the Leader of the Council with the Executive Director (Strategy and Commissioning), reviews the Council's progress over the last financial year and appears as Appendix A
- 1.2. It is good practice to review the Council's progress across a range of internal and external activities as well as providing a public record.
- 1.3. Finally the report sets the scene for the upcoming year ahead.

2. Background

- 2.1. The last financial year has been one of significant change for this Council. It is appropriate to take stock of the key issues, successes and challenges met by the Council and how they have been addressed.
- 2.2. It is also important to look at the impact on residents, communities and our organisation.

- 2.3. It is usual to provide an annual report as an externally facing document, which along with its Annual Governance Statement should help reassure the public that the Council is undertaking its statutory functions, delivering its services and meeting its financial responsibilities in an open and transparent way.
- 2.4. The report covers the financial year 2015/16 and includes the financial information available after the close down of accounts, hence being presented at this Council meeting.
- 2.5. This is a public report and is in line with our requirements to be open and accountable.
- 2.6. The report aims to help Members, the public and our staff to better understand the Council's activities and approach to delivering services to our community.

3. Outcomes/outputs

- 3.1. This is the first Annual Report since the implementation of the T18 programme and the establishment of the new Senior Leadership Team of the Council. It shows significant progress of the transformation programme and also acknowledges the challenges that have been faced over the past months.
- 3.2. Financial targets are on track, savings have been realised and the Council's internal controls are fit for purpose.
- 3.3. The report acknowledges that there has been a significant reduction in the establishment (permanent staff), along with changes to systems to drive efficiencies and service improvements.
- 3.4. It should however be noted that we are still in the implementation phase, with more yet to do. This will be reported in next year's annual report where we expect to see improved customer experience, better use of technology, more streamlined services.
- 3.5. The next phase will see more focus on channel shift to provide customers with a variety of choices on how to access services and do business with the Council.

4. Options available and consideration of risk

- 4.1. Constitutionally, the Leader of Council is required to provide an annual report, but it is also good practice to do so.
- 4.2. An alternative to the report could be a verbal report from the Leader at full Council but it is considered better to have a formal document accessible to the public and published online.

5. Proposed Way Forward

- 5.1. It is proposed that the contents of the report are noted.
- 5.2. Members' views on presentation and content of the report would be helpful to inform future Annual Reports

6. Implications

| Implications | Relevant to proposals Y/N | Details and proposed measures to address |
|--|---------------------------|--|
| Legal/Governance | | There are no legal implications as a result of this report, however it is considered good practise to produce an Annual Report so as to highlight to Members and the public how the Council conducts its business and what the key issues are facing it. |
| Financial | | There are no financial implications as a result of this report. |
| Risk | | As this report is for noting only there are no significant risks involved. |
| Comprehensive Impact Assessment Implications | | |
| Equality and Diversity | | None – no policy or service change is proposed in this report |
| Safeguarding | | None – no policy or service change is proposed in this report |
| Community Safety, Crime and Disorder | | None – no policy or service change is proposed in this report |
| Health, Safety and Wellbeing | | None – no policy or service change is proposed in this report |
| Other implications | | However the publication of the Annual Report may help understanding of the Councils position and the way it operates amongst partners and the public. |

Supporting Information

Appendices:

A: The Annual Report

Background Papers:

The Council Constitution