

Report to: **Council**  
Date: **11 April 2017**  
Title: **ANNUAL REPORT**  
Portfolio Area: **Leader of the Council**  
Wards Affected: **All Wards**  
Relevant Scrutiny Committee: **Overview and Scrutiny Panel  
External**

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

Date next steps can be taken:  
(e.g. referral on of recommendation or  
implementation of substantive decision)

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## **RECOMMENDATION**

- 1. Note the progress and achievements made by the Council**
- 2. Adopt and publish the West Devon Annual Report (as presented at Appendix A) for the financial year 16/17**

### **1. Executive summary**

- 1.1 This report is presented by the Leader of the Council and reviews the Council's progress over the last financial year. The Annual Report is presented at 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 This is a public report and is in line with our requirements to be open and accountable.
- 2.5 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.
- 2.6 The Annual Report has been endorsed by both External Overview and Scrutiny Committee and Hub.

### **3. Outcomes/outputs**

- 3.1 This report shows significant progress made throughout 16/17 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 significant changes to systems to drive efficiencies and service improvements.
- 3.4 2017/18 will see more focus on digital technology to provide customers with a variety of choices on how to access services and do business with the Council. As well as a review of waste provision and other key frontline services.

### **4. Options available and consideration of risk**

- 4.1 Constitutionally, the Leader of Council is required to provide an annual report and it is good practice to do so.
- 4.2 An alternative to the report could be a verbal report from the Leader at 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 the presentation and content of the report would be helpful to inform future Annual Reports.

## 6. Implications

| Implications                                 | Relevant to proposals<br>Y/N | Details and proposed measures to address                                                                                                                                                                                                                                      |
|----------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Legal/Governance                             | Y                            | 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                                    | N                            | There are no financial implications as a result of this report. Actions for 17/18 are funded and budgeted for.                                                                                                                                                                |
| Risk                                         | Y                            | A failure to review and publish Council achievements and future actions could lead to:<br>Lack of coherent policy and delivery<br>Reputational harm<br>Ineffective use of resources<br>Poor quality service<br>These risks are mitigated by:<br>Review of this Annual Report. |
| 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 Council’s position and the way it operates amongst partners and the public.                                                                                                                        |

### **Supporting Information**

#### **Appendices:**

A: The Annual Report