

**Surrey Heath Borough Council**  
**Performance & Finance Scrutiny Committee**  
**25 January 2023**

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**Draft Annual Plan 2023/24**

**Head of Service:** Sally Kipping, Head of HR, Performance & Communications  
**Report Author:** Sarah Bainbridge, Organisational Development Manager  
**Key Decision:** Yes  
**Wards Affected:** All

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**Summary and purpose**

This report contains the draft Annual Plan 2023/24, which sets out the key projects and performance indicator targets for the next financial year. The Performance & Finance Scrutiny Committee is asked to consider the plan and submit any comments for the Executive to review at its meeting on 14 February 2023.

**Recommendation**

The Executive is advised to CONSIDER the attached Annual Plan for 2023/24, and submit any comments for the Executive to review at its meeting on 14 February 2023.

**1. Background and Supporting Information**

- 1.1 The Council agreed a new Five Year Strategy 2022 – 2027 in October 2021. This followed one of its largest ever public engagement exercises to agree the priorities going forward for the Council and the Borough. The Strategy sets out ambitious goals and targets under the headings of *Environment, Health & Quality of Life, Economy and Effective & Responsive Council*.
- 1.2 The Council agrees an Annual Plan each year which sets out the main goals, projects and targets for the coming financial year. The Annual Plan is the main delivery vehicle for ensuring that the ambitions in the Five Year Strategy are delivered for residents.
- 1.3 Progress against these plans are reported to the Executive and Performance & Finance Scrutiny Committee at mid-year and year-end.
- 1.4 The draft Annual Plan has been prepared alongside the draft revenue and capital budgets for 2023/24 which are also being considered at this meeting before final consideration at Full Council on 22 February 2023.
- 1.5 The proposed Annual Plan 2022/23 is attached at Annexe 1, which Committee is asked to consider and submit comments to the Executive. The proposed Annual Plan will be sent to the Executive for approval on 14 February 2023, subject to the approval of the Annual Budget at Full Council on 22 February 2023.

1.6 The plan includes key projects and milestones for 2022/23. This will not generally include 'business as usual' activities. Details of key performance indicators for services are also included and proposed targets for 2022/23. These measure many of the Council's key 'business as usual' functions.

## **2. Contribution to the Council's Five Year Strategy**

2.1 The Annual Plan is the main delivery vehicle for ensuring that the ambitions in the Five Year Strategy 2022 – 27 are delivered for residents and the Borough.

## **3. Resource Implications**

3.1 All projects and targets within the Annual Plan need to have the necessary resources (revenue funding, capital funding, staffing, external/grant funding) in place to deliver them. The draft Annual Plan is being prepared alongside the draft budget for 2023/24. Where particular projects and targets are contingent on securing external funding, this is set out in the attached plan.

## **4. Section 151 Officer Comments:**

4.1 The Medium Term Financial Strategy is aligned with the Annual Plan and a budget allocation of £125,000 is provided to support the plan and the service growth.

## **5. Legal and Governance Issues**

5.1 There are no specific legal or governance issues.

## **6. Monitoring Officer Comments:**

6.1 No additional comments from the Monitoring Officer.

## **7. Other Considerations and Impacts**

### **Environment and Climate Change**

7.1 The Five Year Strategy very clearly sets out the Council's ambition with regards to the Environment, climate change and associated work of the Climate Change Action Plan. The draft Annual Plan contains a number of actions to deliver these ambitions.

### **Equalities and Human Rights**

7.2 An equalities impact assessment was undertaken of the Five Year Strategy and identified a number of ways the Five Year Strategy ambitions can deliver positive impacts for different equality groups.

### **Risk Management**

7.3 The draft Annual Plan itself has no risk attached to it but individual projects will be appropriately risk assessed and will be managed and reported through the Council's performance monitoring process at Performance & Finance Scrutiny Committee and the Executive.

## **Community Engagement**

- 7.4 The Council agreed a new Five Year Strategy 2022 – 2027 in October 2021, following one of its largest ever public engagement exercises to agree the priorities going forward for the Council and the Borough.
- 7.5 In addition, several of the individual projects listed in the draft Annual Plan involve or are based on significant public consultation and input, such as The Local Plan, considering the need for a Public Space Protection Order (PSPO) and the design and delivery of new playgrounds.

## **Annexes**

Annex 1 – Draft Annual Plan 2023 – 2024

## **Background Papers**

Surrey Heath Borough Council Five Year Strategy 2022 - 2027