

# Surrey Heath Borough Council

## Executive

21 November 2023

---

### Short-term plan 2023 update & Mid-Year progress report 2023/24

<b>Portfolio Holder:</b>	Councillor Shaun Macdonald
<b>Strategic Director/Head of Service</b> Performance & Communications	Sally Kipping – Head of HR,
<b>Report Author:</b>	Sarah Bainbridge, Organisational
Development Manager, Ben Hemming, Management Trainee	
<b>Key Decision:</b>	No
<b>Date Portfolio Holder signed off the report</b>	7 November 2023
<b>Wards Affected:</b>	All

---

#### Summary and purpose

This Report summarises the progress of the Council in the first half of 2023/24 against the corporate objectives and priorities set out in the Annual Plan. This report also covers the objectives and priorities set out in the Short-term Plan agreed by the new Council following the elections in May and June 2023 covering the period between July and December 2023. This report is also being considered by the Performance and Finance Scrutiny Committee, and their comments will be reported at the meeting.

#### Recommendation

The Executive is advised to NOTE the Short-Term Plan update at Annex A, the Mid Year Progress Report at Annex B and the comments and observations from the Performance and Finance Scrutiny Committee which will be reported at the meeting as Annex C.

#### Background and Supporting Information

##### Short-term Plan (July 23-December 23)

- 1.1 At the beginning of the new Council term, it was agreed that in addition to the existing plans approved in the previous year, the Executive agreed a 'Short-term Plan' covering the period between July 2023 and December 2023. This

plan ensured that the new Council term began strongly with a clear focus on the priorities for the new Administration.

- 1.2 The table below shows the number of targets currently achieved or in progress for the Short-term Plan:

#### Short-term Plan Statistics

Status as of Oct 2023	No. of Targets
Already Completed	37
Green (on track)	4
Amber (some risk / rescheduled)	11
Red (on hold / at significant risk)	0

- 1.3 Three targets of the seven identified as Amber are primarily marked as such due to the risk relating to resource constraints within the Accountancy team.
- 1.4 Volunteer Promotion has been marked as Amber as it has been rescheduled, to take place throughout the winter and into the new year with a revised deadline.
- 1.5 Completed and On Track target statuses accounted for 78% of the objectives in the Short-Term Plan.

#### Mid-Year Progress Report 23/24

- 1.6 The Annual Plan 2023/24 was agreed by the Executive on 14 February 2023, and set out the key targets, projects and performance indicators for the year. The Annual Plan delivers on the commitments in the Council's Five-Year Strategy 2022/27 using the themes of **Environment, Health & Quality of Life, Economy and Effective and Responsive Council**.
- 1.7 The attached report at Annex B summarises the Council's performance and achievements against key objectives during the first six months of 2023/24.
- 1.8 Progress against targets is regularly monitored by Senior Officers.
- 1.9 The table below shows the proportion of targets that were achieved or have been missed/rescheduled:

#### Mid-Year Progress Statistics

Status as of Oct 2023	No. of Targets
Already Completed	23
Green (on track)	37
Amber (some risk / rescheduled)	14
Red (on hold / at significant risk)	1

1.10 The table below shows the 2023/24 Quarter 2 status of 24 Success Measures where data has been collected:

<b>Green</b>	<b>Amber</b>	<b>Red</b>
<b>80.7%</b>	<b>15.3%</b>	<b>3.8%</b>

1.11 For objectives marked as 'Amber', the report provides an indication of the next steps and/or whether it is likely to be completed within the current year.

1.12 ENV01b is marked as 'red' due to delays related to discussions on land transfer.

1.13 Completed and On Track targets accounted for 80% of all objectives.

1.14 This report is also being considered by the Performance and Finance Scrutiny Committee at their meeting on Wednesday, 15 November 2023 and their comments and observations will be reported at the meeting as Annex C.

## **2. Reasons for Recommendation**

2.1 To ensure robust and transparent scrutiny of the Council's progress against both the Short-term Plan 2023 and the Annual Plan 2023/24 in delivering services for residents.

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

3.1 The Short-term Plan has set out key priorities for this Council in delivering key objectives for the Borough and its residents.

3.2 The Council's Annual Plans set out each year key milestones and targets for delivery, linked to the Five-Year Strategy.

## **4. Resource Implications**

4.1 There are no specific resource implications arising from this report.

4.2 When agreed, it was noted that the Short-term Plan was to be delivered within existing Council budgets as agreed in February 2023. Any requests for additional budget would be made in accordance with the Council's Financial Regulations (Constitution Part 4, Section H).

4.3 The Annual Plan 2023/24 was agreed alongside the annual budget for 2023/24.

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

5.1 Costs will be met from existing budgets, or if needed budget bids will be made in accordance with the Council's Financial Regulations by the individual service managing the strand of work in the plan.

## **6. Legal and Governance Issues**

6.1 No matters arising.

## **7. Monitoring Officer Comments:**

7.1 No matters arising.

## **8. Other Considerations and Impacts**

### **Environment and Climate Change**

8.1 The attached reports include progress against targets that relate to the Climate change, including the Council's carbon reduction target, the climate action plan and the Environment.

### **Equalities and Human Rights**

8.2 Equalities are taken into account on each project. The attached report includes progress on targets that are specifically aimed at reducing inequality and promoting inclusion across the Borough.

### **Risk Management**

8.3 Risks are considered on a project-by-project basis.

### **Community Engagement**

8.4 The Short-term Plan was created to tackle the most pressing needs of residents in Borough as identified by the new Administration as a supplement to the Annual Plan. Increasing and strengthening community engagement are key areas of focus within the plan.

8.5 The Annual Plan reflected the Council's the Five-Year Strategy 2022 - 2027, which was subject to a considerable public consultation exercise in 2021.

### **Annexes**

Annex A – Short-term Plan 2023 Progress Update

Annex B – Mid-year Annual Plan Performance Report 2023/24

Annex C – Comments from the Performance and Finance Scrutiny Committee on 15 November 2023 (*to follow*)

### **Background Papers**

Surrey Heath Borough Council Annual Plan 2023/24

Surrey Heath Borough Council Short-term Plan July – December 2023