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EXECUTIVE DECISION RECORD

A1 Service Area	Corporate & Commercial
A2 Title	Review of Corporate Plan Targets in Light of Quarter One Outturn
A3 Decision Taken By	Leader
A4 Chief Officer	Please print name: Andy O'Brien Please sign name: Approval by email 080920
A5 Leader	Please print name: Cllr D Goodfellow Please sign name: Approval by email 080920
A6 Date of Decision	9 th September 2020

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/a

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	<i>(Please tick as appropriate)</i> ✓	
Scrutiny (Audit & Value for Money Council Services) Committee		✓
Scrutiny (Community Regeneration, Environment and Health and Well Being) Committee		✓

<p>B1 What is the Decision?</p>	<p>To approve additions and refinements to the Corporate Plan Performance Indicator List 2020/21 in light of the Quarter 1 outturn</p>
<p>B2 What are the reasons for the Decision?</p>	<p>It was highlighted early in the financial year that a number of the Corporate Plan targets for 2020/21 would need to be reconsidered due to the impact of the coronavirus pandemic on both the delivery of services and restrictions on daily life, rendering many targets defunct.</p> <p>In addition, there were a number of targets in the 2020/21 Corporate Plan to be agreed post 2019/20 outturn, but given the exceptional circumstances, at the Cabinet meeting on 15th June 2020 (minute 82/20) it was agreed that target setting for these would be postponed until after the Quarter 1 outturn.</p> <p>Accordingly a review of the 2020/21 Corporate Plan targets has been completed in light of the Quarter 1 outturn, taking into consideration the impact of coronavirus. The review has identified 25 targets in need of amendment, comprising:</p> <ul style="list-style-type: none"> • 10 Targets to be agreed post Q1 outturn • 4 Targets to be amended • 8 Targets to be deferred • 2 Targets to be deleted • 1 New Target <p>Details of the amendments are set out in Table 1.</p>
<p>B3 What are the contributions to Corporate Priorities?</p>	<p>This contributes to all three of the Corporate Priorities as it relates to measures and targets identified to monitor progress towards achieving the three Corporate Priorities contained in the Corporate Plan.</p>
<p>B4 What are the Human Rights considerations?</p>	<p>There are no Human Rights issues arising from this decision.</p>

Financial Implications

B5 What are the financial implications?	There are no financial issues arising from this decision.
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Revenue	2020/21	2021/22	2022/23

Capital	2020/21	2021/22	2022/23

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: Sal Khan Please sign name: Approval by email 140820
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A
B6.2 Has it got the appropriate approvals under those provisions?	N/A
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A
B7.2 Has it got the appropriate approvals under those provisions?	N/A

Equalities Implications

B8 What are the Equalities implications: None Identified
B8.1 Positive (Opportunities/Benefits): N/A
B8.2 Negative (Threats): N/A
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 The equality impact assessment identified the following actions to be carried out: N/A

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): Early identification of positive and negative trends allows for corrective action to be put in place to ensure the Council delivers its corporate priorities.
B9.2 Negative (Threats): Failure to rectify under performance could result in a decline in service standards, and priorities not being delivered.
B9.3 The risks do not need to be entered in the Risk Register.

Legal Considerations

B10 What are the Legal Considerations:	
B10.1 There are no significant legal issues arising from this decision.	
This section has been approved by the following member of the Legal Team:	Please print name: Angela Wakefield Please sign name: Approval by email 140820

Sustainability Implications

B11 What are the Sustainability implications: None identified
B11.1 The proposal [would/would not] result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes). N/A
B11.2 Positive (Opportunities/Benefits): N/A
B11.3 Negative (Threats): N/A

Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
B12.2 [The significant hazards and risks have been identified in the Safety Media Risk Assessment numbered []. Any financial implications to mitigate against these hazards and risks are considered above.] N/A
B12.3 [Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below] N/A
B12.3.1 Positive (Benefits) N/A
B12.3.2 Negative (Threats) N/A

Key Decision

B13 Is this a Key Decision?	No
<p>Note: A Key Executive Decision is one where:</p> <ol style="list-style-type: none"> 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000 2. CAPITAL – Any capital project with a value in excess of £150,000 3. A decision which significantly affects communities living or working in an area comprising two or more wards. 	
B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	N/A
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	N/A

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk

Table 1: Details of 2020/21 Corporate Plan targets to be amended in light of Quarter 1 outturn

Ref. 2020/21	Measures	Initial Target 2020/21	Quarter 1 2020/21	New target 2020/21	Rationale for new target
CR04	Increasing Staffing Availability Through Reduced Sickness	Short Term Sickness Days Average: <i>To Be Agreed Post Q1 Outturn</i>	0.21 days	2.98 days	COVID-19 may still impact this target, regardless of early unanticipated successes in Q1.
CR05	Improve On The Average Time To Pay Creditors	Average Time To Pay Creditors: <i>To Be Agreed Post Q1 Outturn</i>	9 days	10 days	COVID-19 may still impact this target, regardless of early unanticipated successes in Q1.
CR09	Market Hall Development Initiatives	Implement the outcome of the Market Hall future options review (March 2021)	N/A	DEFERRED	Propose to defer review of this performance indicator to later within this financial year, as this target is linked to the developing Stronger Towns work. Indicator to be revisited in October 2020.
CR10	Market Development Initiatives	Hold at least 10 commercial events in the Market Hall/Market Place	The impact of COVID-19 has prevented the hosting of any events in Q1. Ongoing restrictions may prohibit the use of the market hall or dissuade potential hirers.	7 commercial events	Whilst there has been an impact on opportunities to hold commercial events in and around the Market Hall during Quarter 1, opportunities do exist to hold events in the Market Place moving forward.
CR15	Supporting Neighbourhood Plans	Rolleston Neighbourhood Plan Made <i>Date TBC</i>	Rolleston Neighbourhood Plan referendum delayed due to COVID-19.	DEFERRED	Target to be deferred to the next Corporate Plan year, as all elections have been postponed for 2020/21.
EHW15	Open Spaces Initiatives	Achieve 2 in bloom gold awards and support Uttoxeter in the 2020 National In bloom awards (September 2020)	In Bloom postponed for 2020 and is to recommence in 2021.	DEFERRED	Target to be deferred to the next Corporate Plan year, as these awards have been postponed by the organiser until 2021/22.
EHW16	Open Spaces Initiatives	Achieve 1 Green Flag award (September 2020)	Green Flag judging has been postponed for the foreseeable future.	DEFERRED	Target to be deferred to the next Corporate Plan year, as these awards have been postponed by the organiser until 2021/22.
EHW17	Open Spaces Initiatives	Increase the marks awarded to the 9 parks in the "It's Your Neighbourhood" Parks category by an average of 10% (September 2020)	IYN is not taking place in 2020 and will re-start in 2021.	DEFERRED	Target to be deferred to the next Corporate Plan year, as these awards have been postponed by the organiser until 2021/22.
EHW21	Development of the Selective Licensing Scheme	Selective Licensing Designation Approved <i>Date TBC</i>	The consideration of an additional Selective Licensing designation has been placed on hold during the Covid-19 pandemic in accordance with Government Guidance	DEFERRED	Target to be deferred to the next Corporate Plan year, as there is currently no indication that the necessary Government guidance will be received this year.

Ref. 2020/21	Measures	Initial Target 2020/21	Quarter 1 2020/21	New target 2020/21	Rationale for new target
EHW25	Climate Change & Air Quality Policy	Consider the declaration of a Climate Emergency and implement and monitor a Climate Change action plan-including an annual update <i>Date TBC</i>	The report for a Climate Change Emergency Declaration and supporting action plan has been completed and is being taken to the groups in July for approval in August.	August 2020	Propose that the target deadline is confirmed as August 2020.
EHW26	Multi-agency Initiatives to Combat Modern Slavery	Undertake a Minimum of 2 Initiatives Focussed on Tackling Modern Slavery (March 2021)		Carry out Covid-19 compliance checks across the Borough and report progress on a quarterly basis	Target to be refined in light of the COVID-19 pandemic to: The EH team will carry out Covid-19 compliance checks across the Borough and report progress on a quarterly basis.
VFM01	Continue to Improve Financial Resilience	Compliance with HMRC VAT Digitalisation Requirements (October 2020)	HMRC have deferred this requirement until April 2021 due to Covid-19.	31 st March 2021	HMRC have deferred this requirement until April 2021 due to COVID-19, therefore target date is proposed for amendment to 31st March 2021 to reflect this.
VFM09	Savings targets for 2020/21	Achieve Savings Targets as Stated in the Medium Term Financial Strategy	Current forecast indicates that pressures arising from Covid-19 exceed the additional funding support from Government.	DELETED	Target is proposed for deletion from the Corporate Plan as current forecast indicates that pressures arising from Covid-19 exceed the additional funding support from Government.
VFM10	Having an approved Statement of Accounts	Submit Statement of Accounts to Audit Committee by the earlier Statutory Deadline (July 2020)	Statutory deadlines have been amended due to Covid-19. This has been moved from 31st July to 30th November and the Council is currently working towards sign-off in September.	30 th November 2020	Target to be amended to 30 th November to reflect new statutory deadline.
VFM13	Continuing to digitise SMARTER services	Digital Strategy Refreshed and approved (September 2020)	Development of the Strategy is underway.	October 2020	Target deadline is proposed for amendment to October 2020 due to the impact on resource demand arising from the necessary COVID-19 response
VFM17	LGA Peer Review	Work with the LGA to deliver a peer review to another council/s to build up to hosting one in East Staffordshire (October 2020)	The LGA has put the Peer Review programme on hold.	DELETED	Target is proposed for deletion from the Corporate Plan as it has been indicated to the Council that the Peer Review programme is not proceeding.
VFM19a	Continue to Maximise Income Through Effective Collection Processes: Reduce Former Years Arrears for Council Tax;	Former Years Arrears for Council Tax; <i>To Be Agreed Post Q1 Outturn</i>	£2,220,350.39	£2,500,000 (net of credits, amounts on arrangement and identified write offs)	Target is proposed to be confirmed as: £2,500,000 (net of credits, amounts on arrangement and identified write offs)
VFM19b	Former Years Arrears for Council Tax; NNDR; Sundry Debts	Former Years Arrears for NNDR; <i>To Be Agreed Post Q1 Outturn</i>	£2,155,042.42	£2,000,000 (net of credits, amounts on arrangement and identified write offs)	Target is proposed to be confirmed as: £2,000,000 (net of credits, amounts on arrangement and identified write offs)

Ref. 2020/21	Measures	Initial Target 2020/21	Quarter 1 2020/21	New target 2020/21	Rationale for new target
VFM19c		Current years arrears for sundry debts (older than 90 days); <i>To Be Agreed Post Q1 Outturn</i>	£0	£80,000 (net of credits, amounts on arrangement and identified write offs)	Target is proposed to be confirmed as: £80,000 (net of credits, amounts on arrangement and identified write offs)
VFM21	Continue to Improve the Ways We Provide Benefits to Those Most in Need:	Time Taken to Process Benefit New Claims and Change Events (Previously NI 181) <i>To Be Agreed Post Q1 Outturn</i>	5.12 days Claims processing has improved during June now that claims made as a result of the pandemic have reduced to normal levels. Number of claims anticipated to increase over the coming months as the government's furlough scheme is pared back.	5 days	Target is proposed to be confirmed as: 5 days
VFM22ai	Working Towards the Reduction of Claimant Error Housing Benefit Overpayments (HBOPs): % of HBOPs Overpayments Recovered During the Year; % of HBOPS Processed and on Payment Arrangement	ai) % of HBOPs Overpayments Recovered During the Year; <i>To Be Agreed Post Q1 Outturn</i>	145%	90%	Target is proposed to be confirmed as: 90%
VFM22aii		aii) <i>NEW</i>	69%	% in year HBOPs recovered during the year; 70%	It is proposed to add an additional element to the HBOP target that monitors the in year HBOPs recovered during the year. Target is proposed to be set as: 70%
VFM22b		b) % of HBOPS Processed and on Payment Arrangement; <i>To Be Agreed Post Q1 Outturn</i>	91%	90%	Target is proposed to be confirmed as: 90%
VFM24	Prepare for Universal Credit Managed Migration	Two Member Briefings (March 2021)	Information awaited from the DWP as to when Managed Migration is likely to be rolled out nationwide.	DEFERRED	Target to be deferred to the next Corporate Plan year, as there is currently no indication that the necessary Government guidance will be received this year.
VFM33	Work with Leisure Operator to Continue to Provide High Quality Sports Facilities	Replace the Artificial Turf Pitch at Shobnall Leisure Complex (November 2020)	The enforced closure of the facility has prevented the project from proceeding as planned so completion is now anticipated in 2021/22	DEFERRED	Target to be deferred to the next Corporate Plan year, as the enforced closure of the facility has prevented the project from proceeding as planned so completion is now anticipated in 2021/22.