

Eden District Council

Leader Portfolio

11 December 2018

Leader Portfolio Plan 2018-2019 - Half Yearly Monitoring

Portfolio:	Leader
Report from:	Chief Executive
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To set out the progress to date of the actions contained with the Leader Portfolio Plan.

2 Recommendation

The half-yearly monitoring of the 2018-2019 Leader Portfolio Plan at Appendix A of this report is approved.

3 Report Details

- 3.1 The Leader Portfolio Plan 2018-2019 was approved at the Leader Portfolio meeting on 12 June 2018.
- 3.2 The Leader Portfolio Plan 2018-2019 takes from the Council Plan 2015-2019 the priorities, objectives and strategic actions relevant to the Leader Portfolio. The Action Plan in each Portfolio Plan includes a number of delivery actions and targets, by which progress may be monitored and reported.
- 3.3 This report sets out the progress that has been made against each of the actions contained within the Portfolio Plan. Where the actions are not on target an explanation has been provided as to why the actions are not on target.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All;
 - Strong Economy, Rich Environment;
 - Thriving Communities; and
 - Quality Council
- 4.2 This report meets corporate priorities; Strong Economy, Rich Environment, Thriving Communities and Quality Council.

5 Consultation

- 5.1 Portfolio Plans are the means by which the Council Plan is implemented. All delivery actions in the Council's Portfolio Plans are directly linked to the priorities, objectives and strategic actions contained in the Council Plan. The

Council Plan 2015-2019 was subjected to a period of extensive public and internal consultation throughout its development between July 2014 and September 2015.

6 Implications

6.1 Financial and Resources

- 6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-19 as agreed at Council on 17 September 2015.
- 6.1.2 There are no proposals in this report that would reduce or increase resources.

6.2 Legal

- 6.2.1 There are no legal implications arising from this report.

6.3 Human Resources

- 6.3.1 There are Human Resource actions and targets included within the Action Plan at Appendix A.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	There are no equality issues arising out of this report.
Health, Social Environmental and Economic Impact	The actions set out within the Portfolio Plan are intended to have a positive impact in terms of health, social cohesion and the Eden economy.
Crime and Disorder	There are no crime and disorder issues arising out of this report.
Children and Safeguarding	There are no children and safeguarding issues arising out of this report.

6.5 Risk Management

Risk	Consequence	Controls Required
Failure to monitor and report the progress of portfolio plans.	Public, financial or reputational harm to the Council.	Effective corporate planning procedures in place, including regular monitoring and reporting.

7 Other Options Considered

- 7.1 No other options have been considered.

8 Reasons for the Decision/Recommendation

- 8.1 To enable consideration of half-yearly progress for the 2018-2019 Leader Portfolio Plan.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	21 November 2018
Monitoring Officer (or Deputy)	21 November 2018
Relevant Assistant Director	N/A

Background Papers: None

Appendices: Appendix A - Progress against targets (at 30 September 2018)

Contact Officer: Rose Rouse, Chief Executive

Portfolio Plan	Leader
Priority/priorities (general)	Strong Economy, Rich Environment Thriving Communities Quality Council
Priority/priorities (detail)	Engage and support businesses to innovate, grow and seek to maximise higher wage employment Working in partnership, enabling communities to be active, secure, healthy and connected Delivering accessible, effective and value for money services
Year	2018-2019
Portfolio Holder	Cllr Kevin Beaty
Lead Officer	Chief Executive

This Portfolio Plan is a summary of key activities and priorities for 2018-2019 and the resources available to meet them.

Responsibilities and Budget of the Portfolio

Service/Function	£	Department	Section
Emergency Planning	100,660	Finance	Director
Civic Duties	3,280	Chief Executive	Secretary
Communication Services	18,750	Governance	Legal
Heart of Cumbria Limited	30,720	Governance	Legal
Total	153,410		

Commercial Opportunities

The Council has an agreed Commercial Plan which covers the period 2017-2020. The Commercial Plan sets out the principles the Council will work to in addressing unknown factors in the Council's Medium Term Financial Plan and seeks to generate and/or save £1 million by the end of the Plan's term. In the table below are actions which the Portfolio Holder may choose to undertake to help achieve that goal, in accordance with the three investment principles.

Principle	Actions
Investing for a social return	It is the role of the Leader Portfolio to oversee and provide leadership on commercial opportunities to the other portfolios and to review progress against their actions.
Investing for financial and social return	As above
Investing for a financial return	As above

Outside Bodies

Cumbria Leadership Board
District Councils Network Executive
Joint Cumbrian Districts
Local Government Association
North West Leaders Board
North West Local Authorities Employers Association

Key Policies and Plans Relevant to this Portfolio

Communications Strategy
Corporate Identity Guidelines
Council Plan 2015-2019
Eden Business Support Fund Formal Agreement
Eden Economic Growth Strategy 2016-2018
Filming, Photography, Recording and Use of Social Networking at Council Meetings Policy
Media Relations Protocol of Eden District Council
Social Media Strategy and Guidelines

Action Plan - 2018-2019 for Leader Portfolio

Objective EE2: Engage and support businesses to innovate, grow and seek to maximise higher wage employment.

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
EE2a: Continue with our 'Invest in Eden' website and business marketing and support offers, including the Eden Business Support Fund, to attract high quality businesses to locate and expand in the area.	Portfolio Holder to meet key local employers to raise awareness of Council plans and promote engagement with private sector.	Number of local external contacts made and businesses met with.	Meetings held with: <ul style="list-style-type: none"> • Cumbria Local Enterprise Partnership (LEP) • Cumbria Chamber of Commerce • Landowners in relation to Penrith Masterplan • Penrith Old Codgers' Club • Askham Bryan College • Eden Arts • Manchester University • Ullswater Yacht Club • Kendal Calling • Lancaster University • Westmorland Limited • Transport for the North • Encounter Eden • Penrith Chamber of Trade 		

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
As above	Contact key large employers nationally with information about how they can invest in/move into Eden.	Key businesses identified and contacted, to outline opportunities and potential of Eden as a place to do business.	A business conference was held on 7 June with over 100 business attendees from Eden and beyond which set out the opportunities that were present across Eden.		

Action Plan - 2018-2019 for Leader Portfolio

ObjectiveTC6: Support improved communication with and for rural communities including the roll-out of high speed Broadband.

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn – progress at 31 March 2019	Reason for any under performance and revised target date
TC6a: Actively engage and consult with parish and town councils and community groups to improve communication and ensure their concerns and aspirations are heard and taken account of in decision making. (also in Communities Portfolio Plan)	Produce short in-house videos for posting on social media, to illustrate and promote topical issues and campaigns the Council is involved with.	10 short videos to be posted on social media during 2018-2019.	Videos have been posted which highlight the Eden offer in terms of promoting business and the tourism offer of the local area.		
	With the Commercial Services and Eden Development Portfolios, consult on the Masterplan for Penrith and the Vision document.	Work with town and parish councils and other stakeholders to deliver the Masterplan for Penrith and the Vision document.	A stakeholders group was set up to give feedback on the developments of the Penrith Strategic Masterplan which included representatives from Penrith Town Council, Penrith Neighbourhood plan steering group, Elected Members, Cumbria County Council and the Environment Agency.		

Action Plan - 2018-2019 for Leader Portfolio

Objective QC2: Provide clear and inclusive leadership and ensure councillors are well trained, informed and motivated.

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn – progress at 31 March 2019	Reason for any under performance and revised target
QC2c: Ensure clear and consistent strategic leadership.	The successful appointment of a full time Chief Executive, as an employee of the Council. To provide the motivation and innovation needed to deliver the planned work activity and ambitions which the Council has for the next 3 to 5 years, including implementation of the Council Plan.	New Chief Executive appointed during 2018-2019.	The Chief Executive has led on developing the Council Plan 2019-2023. This has included staff workshops and linking the emerging priorities to the new performance management framework. The next stage is to take the draft Plan to Members before commencing a public consultation. In addition, the Chief Executive has commenced an organisational review with a Fit for Purpose review of senior management structures.		
	Develop the Council Plan 2019-2023, in line with the planned work activity and the ambitions which the Council has for the next 3 to 5 years. To include appropriate internal and external consultation.	Council Plan 2019-2023 developed in time for draft version to be approved at Council Budget meeting in February 2019.			

Action Plan - 2018-2019 for Leader Portfolio

Objective QC3: Ensure staff are enabled and trained so that services provided meet quality standards and customer expectations.

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised target date
QC3a: Continue to enable staff to undertake further training	Introduce a Corporate Skills and Knowledge Framework to assist employees to identify corporate training needs for implementation by January 2019.	Production of a Skills and Knowledge Framework.	The pilot has been postponed pending input from the new Chief Executive and a review of performance management at the Council generally.		It is intended that staff consultation on the draft framework will take place during November in preparation for consideration and sign off by the Chief Executive in January 2019.
	Production and roll-out of a revised appraisal process.	Training will be provided. The revised system will be implemented in time for 2018 appraisals, in June/July.	The revised appraisal process pilot has been paused pending consideration of the general Corporate Performance Management arrangements by the new Chief Executive. Any appraisal process should support the Corporate Performance Management arrangements seamlessly. In the interim, Managers are continuing to utilise the existing appraisal process.		It is anticipated that consideration of the Corporate Performance Management systems will take place by March 2019, which should allow for a refreshed appraisal process to be introduced to support any new arrangements and the new Corporate Plan 2018 - 2023 in June 2019.

Action Plan - 2018-2019 for Leader Portfolio

Objective QC4: Ensure resilient finances through sound financial management and innovative income generating activities.

Strategic action	Delivery action	Target/Measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
QC4b: Investigate the feasibility of a range of projects which could potentially generate additional income for the Council. (also in Resources Portfolio Plan)	In conjunction with Resources Portfolio, provide strategic direction and support to the Council's Commercial Services team, with a view to raising additional income and achieving the income target of £1 million by 31 March 2020	Minimum of four meetings with Commercial Services during 2018-2019	Meetings have taken place between the Resources Portfolio and the Commercial Services Portfolio Holder. Regular updates on commercial activity are shared between the Portfolio Holders		
	Undertake effective consultation and engagement with Members to agree the commercial direction of the Council and to provide updates on the Heart of Cumbria Ltd	Minimum of four Member briefings during 2018-2019	Members were engaged in decisions on key matters in relation to Heart of Cumbria at Council meetings in July and September. In addition, Members have been engaged on the business of Heart of Cumbria at the Scrutiny Co-ordinating Board		

Action Plan - 2018-2019 for Leader Portfolio

Objective QC5: Continue to provide efficient and cost effective statutory and discretionary services.

Strategic action	Delivery action	Target/measure	Progress at 30 September 2018	Outturn - progress at 31 March 2019	Reason for any under performance and revised date when target will be met
QC5b: Deliver consistently high quality statutory services. (also in Services Portfolio Plan)	Ensure the Council complies with its general duty of care and statutory duties as an emergency 'Category One Responder,' as defined by the Civil Contingencies Act 2004.	Approve the annual update of the Council's Emergency Response Plan and Business Continuity Plan.	Both were submitted to and approved by the Leader on 10 April 2018.		