

## CORPORATE PLAN REVIEW - TERMS OF REFERENCE, SCOPING OF WORK AND PLAN

Review topic	Corporate Plan Mid-Year Progress Review 2015
Terms of Reference	To consider a mid-year progress report for the period April to September 2015. To identify any further action that needs to be taken to challenge poor performance and to reduce any risk to an acceptable level.
TFG members	To be advised. Chairman to be advised.
Officer Support	Mr J Mildred, Mrs B Jones and service areas where necessary.
Background	The Council's Corporate Plan 2015-2018 was agreed by Council in early 2015. A number of new project proposals were developed and actions to meet the priorities within the plan. It is timely that a review is undertaken mid-way through the year to ensure that the council is achieving satisfactory levels of performance against the key project areas of the plan.
Outcomes to be achieved	<ul style="list-style-type: none"> <li>The council's key projects are monitored for successful delivery.</li> <li>Action is taken to address any risks to the Council as a result of poor performance.</li> </ul>
Methodology/ approach	As set out in the project plan below.
In scope	Review of progress against 2015/16 Corporate Plan projects.
Excluded from scope	Review of the council's priorities.
Consultation	None required.
Evidence sources	<ul style="list-style-type: none"> <li>A mid-year performance report against Corporate Plan projects taken from the Council's Covalent performance management system.</li> <li>Performance updates from services areas.</li> <li>Action plans to address failing performance.</li> </ul>
Site visits	None.
Review completion date	Report to OSC 17 November 2015.
How does the review link to strategic aims and priorities?	Links to strategic priorities in the council's Corporate Plan.

### PROJECT PLAN

The following Project Plan interprets the above action plan into a programme of work.

	<b>Action</b>	<b>Timescale</b>
1	First meeting to consider progress against the Corporate Plan projects for the period April to September 2015 and to identify areas where poor performance or non-completion is posing a risk to the Council and to the achievement of the expected project outcomes.	Late Oct 2015
2	Second (and possibly third) meeting should there be a need to hear from service managers and assistant directors as to progress and issues affecting non-delivery of projects.	Early Nov 2015
3	Report to Overview & Scrutiny Committee	17 November 2015