Ref	What will we do?	Climate	Homes for all	Living Well	Vibrant Economy	Your Services, Your Voice	Council Plan - What we want to achieve (if relevant)	Project Stage (if req'd) select from drop down	Key Milestones	Target Date	Project Progress select from drop down	Cabinet Member	Lead Officer	Resources	TC25	GF	LB	PiP	CoL	Comments
POL001	Residents' Survey 2024, Young Persons Survey (TC25 Action - TC064)					✓	An open, transparent, inclusive and enabling council	Initiation	Commence tender exercise	02-Jan-2024	Complete	Cllr Becker	Simon Howson	£60k (Policy budgets)	✓		✓			
									Tenderer selection	15-Mar-2024	Complete									
									Complete Pilot surveys	19-May-2024	Not Started									
									Sign off questionnaire	25-May-2024	Not Started									
									Surveys in field	27-May-2024	Not Started									
									Complete Fieldwork	21-Jul-2024	Not Started									
									Topline results	25-Jul-2024	Not Started									
									Final Results	28-Aug-2024	Not Started									
POL002	Corporate Planning - Leading Council Plan 2025-30					✓	An open, transparent, inclusive and enabling council	Not started	Early conversation at ELB/ Cabinet awayday	17-May-2024	Not Started	Cllr Tod	Simon Howson Anna Bodman	Existing team resources	✓	✓	✓	✓	✓	
									Discuss and agree draft priorities with Cabinet members	31-Jul-2024	Not Started									
									Discuss and agree format for Council Plan	30-Aug-2024	Not Started									
									Stakeholder engagement	31-Oct-2024	Not Started									
									Parish Briefing	30-Nov-2014	Not Started									
									Scrutiny/ Cabinet	31-Dec-2024	Not Started									
									Adoption by Council	31-Jan-2025	Not Started									
POL003	Establish EDI network to replace EDI Forum					✓	Constructive and effective partnerships across the district	Proposal	Cabinet	30-Jun-2024	Started	Cllr Becker	Simon Howson Anna Bodman Charlotte Bailey	Existing team resources			✓			
POL004	Review SLA with HCC for provision of Civil Protection Arrangements (TC25 Action - TC066)					✓	Continuous improvement in cost-effectiveness	Initiation	Star Chamber review	14-Dec-2023	Complete	Cllr Cutler	Simon Howson	£22k, £4k annual saving	✓					
								Initiation	Discuss service reduction proposal with HCC Head of EP	16-Feb-2024	Complete		Simon Howson	Existing team resources						
								Initiation	Formally give 12 months notice of change to SLA	31-Mar-2024	Complete		Simon Howson							
								Delivery	Review EP options for service delivery	30-Apr-2024	Not Started		Simon Howson Anna Bodman							
POL005	Review future methodology and frequency for consultation with residents - (TC25 Action - TC064)					✓	Continuous improvement in cost-effectiveness	Not started	Identify and assess alternative methodologies for delivering residents' survey	30-Sep-2024	Not Started	Cllr Becker	Nadine Fox Simon Howson	Existing team resources	✓		✓			
								Delivery	Assess alternative frequencies for delivering residents' survey	30-Sep-2024	Not Started									
								Delivery	Decision taken on preferred way forward	31-Dec-2024	Not Started									
POL006	Publish approved Productivity Plan					✓	Continuous improvement in cost-effectiveness	Initiation	Approval of Plan	31-Jul-24	On Track	Cllr Tod	Simon Howson	Existing team resources, Corporate Heads of Service						
POL007	Business Continuity							Delivery	Hold workshops with critical service BC plan holders to review plans and carry out annual exercise	30-Sep-2024	Not Started	Cllr Cutler	Lisa Chaffey	Service Leads, Corporate Heads of Service						
									Carry out review of non-critical services - back up plans in place	30-Sep-2024	Not Started									
POL008	Partnerships - annual review of register							Delivery	Hold meetings with Tier 4 partnership lead officers	30-Jun-2024	Not Started	Cllr Becker	Lisa Chaffey	Service Leads, Corporate Heads of Service						
									Review Tier 1 to 3 partnerships	30-Jun-2024	Not Started									
POL009	Retention and Disposal							Delivery	Complete the Retention and Disposal schedule	30-Jun-2024	On Track	Cllr Cutler	Nadine Fox Lisa Chaffey	R&D Champions IT						
								Initiation	Map and align schedule to system	30-Jun-2024	Started									
								Initiation	Carry out gap analysis	30-Jun-2024	Started									
POL010	Quarterly Finance & Performance Reporting - revised format					✓	An open, transparent, inclusive and enabling council	Delivery	Draft new template and circulate for comments	31-Mar-2024	Complete	Cllr Tod Cllr Cutler	Lisa Chaffey Simon Howson	Service Managers SLT CHoS						
									Share template with Leader		Complete									
									Scrutiny Training, facilitated by CFGS	06-Jun-2024	On Track									
									Roll out new template for quarterly Finance & Performance report	30-Jun-2024	Not Started									
									Q1 report using new template	04-Sep	Not Started									
POL011	Quarterly Governance reporting (for Audit & Governance Cttee)					✓	An open, transparent, inclusive and enabling council	Delivery	Liaise with officers to obtain quarterly update for Audit Governance report	Ongoing	On Track		Lisa Chaffey Simon Howson	Service Managers						
POL012	Internal Audit Action Monitoring and reporting					✓	Improved satisfaction for our services	Delivery	Liaise with officers to ensure outstanding audit actions are completed within target	Ongoing	On Track	Cllr Becker	Lisa Chaffey	Audit Action Owners						
POL013	Strategic KPI refresh					✓	An open, transparent, inclusive and enabling council	Initiation	Refresh KPI's for 2024/25		Started	Cllr Tod Cllr Cutler	Chris Roberts Simon Howson	Corporate Heads of Service Service Leads						
POL014	Engagement & Consultation Policy & Charter					✓	An open, transparent, inclusive and enabling council			31-Dec-24	Not Started	Cllr Becker	Nadine Fox				✓			
POL015	Business Planning 24/25 & 25/26										On Track		Simon Howson							

POL016	LGA Corporate Peer Challenge										On Track	Cllr Tod	Simon Howson	Existing Team Resources						
POL017	Complaints Policy & Procedure					✓	An open, transparent, inclusive and enabling council		Review and update and roll out updated Complaints Policy and	Jun-25	Started	Cllr Cutler	Simon Howson	Existing Team Resources			✓			
POL018	Publishing FOI online					✓	An open, transparent, inclusive and enabling council		Publishing FOI responses online	12/04/2024	On Track		Nadine Fox	Existing Team Resources						
POL019	FOI Training					✓	An open, transparent, inclusive and enabling council				Not started/Behind		Nadine Fox	Existing Team Resources						
POL020	Annual Governance Statement					✓	Improved satisfaction for our services				Not Started		Simon Howson	Existing Team Resources						
POL021	Emergency Planning Resilience - incident cover and response										On Track	Cllr Tod	Simon Howson	Existing Team Resources						
POL022	Policy Service Review - (TC25 Action - TC065)					✓	Continuous improvement in cost-effectiveness				Started		Simon Howson		✓					
POL023	Equality support for teams					✓	An open, transparent, inclusive and enabling council				On Track	Cllr Becker	Anna Bodman	Existing Team Resources						
POL024	NGDP Graduates - support and coordination of placements										On Track		Simon Howson	Existing Team Resources						Two fixed term posts ending Oct 25. 1 x GF post and 1 HRA post
POL025	PMM - programme and project governance and reporting								Providing Training sessions for project managers		On Track		Simon Howson/ Lisa Chaffey	Existing Team Resources						
									Reporting to PAC Board											