

# Policy and Resources Committee

29 July 2015

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

## Maidstone Borough Council - Annual Report 2014-15

|   |                                   |
|---|-----------------------------------|
| <b>Final Decision-Maker</b>             | Policy and Resources Committee    |
| <b>Lead Director or Head of Service</b> | Head of Policy and Communications |
| <b>Lead Officer and Report Author</b>   | Communications Manager            |
| <b>Classification</b>                   | Non-exempt                        |
| <b>Wards affected</b>                   | All                               |

### This report makes the following recommendations to the final decision-maker:

1. That the council's annual report 2014-15, attached as a draft at appendix A, be approved for publication on the council's website.
2. That the report is advertised in Borough Update, on the council's social media accounts, and through the council's internal communication channels.
3. That the report is made available on request and for collection at the council's receptions.

### This report relates to the following corporate priorities:

- Keeping Maidstone Borough an attractive place for all
- Securing a successful economy for Maidstone Borough

### Timetable

| <b>Meeting</b>                 | <b>Date</b>  |
|--------------------------------|--------------|
| Policy and Resources Committee | 29 July 2015 |
| Council                        |              |
| Other Committee                |              |

# **Maidstone Borough Council – Annual Report 2014-15**

## **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 To consider the council's annual report for 2014-15.

## **2. INTRODUCTION AND BACKGROUND**

- 2.1 Whilst there is no longer a legal duty on the council to publish an annual report the council's local code of corporate governance requires it to 'publish an annual report on a timely basis to communicate the authority's activities and achievements, its financial position and performance.'

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## **3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 3.1 The council's code of corporate governance, based on best practice advice from the Chartered Institute of Public Finance and Accountancy and the Society of Local Authority Chief Executives, includes a number of core principles and actions. Core principle 1 is: 'Focusing on the purpose of the authority and on outcomes for the community creating and implementing a vision for the local area'. One of the actions under this priority is to publish on the council's website an annual report on the council's activities and achievements, its financial position and performance.
- 3.2 Advice from the council's external auditors about the content of local authority annual reports suggests that our report should look back at what was spent and achieved, and look forward at the council's future plans. The auditors recommended several examples of best practice and the report style adopted last year uses elements of them all. Our report is short and wherever possible uses graphics and illustrations to make the information easy to understand.
- 3.3 As such the report is not intended to be a complete record of the council's year. It sets out the main achievements in 2014-15 towards the delivery of the council's strategic priorities, and some of the key activities for 2015-16 under the priorities in the council's new Strategic Plan 2015-20. It includes performance highlights and a summary of the council's finances
- 3.4 The opportunity is taken to introduce the new committee system and the council's aims for it in the foreword by the Leader of the Council,

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## **4. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 4.1 Not Applicable

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## 5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 5.1 The report will be published on the council's website. It will be advertised in Borough Update, on the council's social media accounts and through its internal communication channels. It will be made available on request and for collection at the council's receptions.

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## 6. CROSS-CUTTING ISSUES AND IMPLICATIONS

| Issue  | Implications  | Sign-off                             |
|--|---|--------------------------------------|
| <b>Impact on Corporate Priorities</b>        | The annual report will promote the council's corporate priorities and its progress towards achieving them.  | Communications Manager               |
| <b>Risk Management</b>                       | The annual report contributes to the effective management of risk scenario 2 - Resident satisfaction with place and the way services are provided.<br>It will create no new risks for incorporation within the council's risk register. | Communications Manager               |
| <b>Financial</b>                             | There are no direct financial implications arising from this report.  | [Section 151 Officer & Finance Team] |
| <b>Staffing</b>                              | No implications identified  | Head of Policy and Communications    |
| <b>Legal</b>                                 | Whilst there is no duty on the council to publish an annual report the council's local code of corporate governance sets out how we will engage with and are accountable to our residents.  | [Legal Team]                         |
| <b>Equality Impact Needs Assessment</b>      | No implications identified  | Policy & Information Manager         |
| <b>Environmental/Sustainable Development</b> | No implications identified  | Communications Manager               |
| <b>Community Safety</b>                      | No implications identified  | Communications Manager               |
| <b>Human Rights Act</b>                      | No implications identified  | Communications                       |

|                         |                            |  |
|-------------------------|----------------------------|--|
|                         |                            | Manager  |
| <b>Procurement</b>      | No implications identified | Section 151 Officer] Head of Policy and Communications |
| <b>Asset Management</b> | No implications identified | Head of Policy and Communications                      |

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## 7. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix I: Maidstone Borough Council, Annual Report April 2014- March 2015

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## 8. BACKGROUND PAPERS

None