









# 08/09 Delivery Plan

**Report Author:** 1 Admin  
**Report Type:** Action Report  
**Generated on:** 07 May 2009




| Action Status   |   |
|---|---|
|  | Completed                               |
|  | Assigned; In Progress                   |
|  | Unassigned; Check Progress; Not Started |
|  | Overdue                                 |
|  | Cancelled                               |


Theme: **01 Summary**  
Code & Title: **CP 5 year Corporate Plan 2007 - 2012**

| Status Icon   | Action Code & Title         | Assigned To              | Progress Bar              | Due Date   | Notes & History Note |
|---|-----------------------------|--------------------------|---------------------------|------------|----------------------|
|  | AT Achieving Transformation | Quality of Life Director | <div><div>90%</div></div> | 31/03/2009 |                      |
|  | EF Effective Leadership     | Executive Chief          | <div><div>82%</div></div> | 31/03/2009 |                      |
|  | PP Promoting Prosperity     | Development Director of  | <div><div>89%</div></div> | 31/03/2009 |                      |

Theme: **02 Achieving Transformation**  
 Code & Title: **AT\_2.1 Creating opportunities for community involvement**

| Status Icon   | Action Code & Title   | Assigned To     | Progress Bar              | Due Date   | Notes & History Note  |
|---|---|-----------------|---------------------------|------------|---|
|  | AT_2.1.08 Develop a local forum or Council for the town of Whitehaven through consultation. | Executive Chief | <div><div>75%</div></div> | 31/03/2009 | <p>No further progress. Further progress dependant on resources.</p> <p>Community consultation held but with low response rate. Further considerations due on next steps.</p> <p>High level proposals out to community for consultation.</p> <p>Agreed basic plan under Better Government for Cumbria. Implementation subject to CLASB negotiation post-unitary decision.</p> |


Theme: **02 Achieving Transformation**  
 Code & Title: **AT\_2.1.04 Run a series of out-reach consultations and workshops on policy issues with local people and provide feedback. Make more use of the Cumbria Strategic Partnership to make additional direct links between the communities views and the Council services**

| Status Icon   | Action Code & Title                      | Assigned To     | Progress Bar               | Due Date   | Notes & History Note   |
|---|--|-----------------|----------------------------|------------|--|
|  | AT_2.1.04.b 08-09 out-reach consultation | Executive Chief | <div><div>100%</div></div> | 31/03/2009 | <p>Consultation with parishes due to complete June. 2 pilots to be agreed and work to start June 09. Locality working service programme plan to be moved to 09/10</p> <p>Locality working developments will enable</p> |



| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note   |
|-------------|---------------------|-------------|--------------|----------|--|
|             |                     |             |              |          | <p>more regular consultation with the community in future. Locality working is due to be piloted from April 2009.</p> <p>Community Forum consultation throughout July on MRWS.</p> |

Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.1.06 Work with Town Councils, Parish Councils and Parish Meetings to develop their role as champions of local communities.**



| Status Icon   | Action Code & Title  | Assigned To              | Progress Bar               | Due Date   | Notes & History Note  |
|---|--|--------------------------|----------------------------|------------|---|
|  | AT_2.1.06.b Work with Town Councils, Parish Councils and Parish Meetings to develop their role as champions of local communities | Quality of Life Director | <div><div>100%</div></div> | 31/03/2009 | <p>Final meeting held in the Copeland Centre in March 09</p> <p>Meeting held 4 December<br/>Agenda items included locality working, first registrations (land registry) and Copeland litter zoning.</p> <p>Second quarterly meeting held with CCC third joint parishes is being planned for December.</p> <p>Quarterly Joint three tier meeting held on 17th June. All except three Copeland Parish and Town Councils have now formally signed up to the Parish Charter</p> |

Theme: **02 Achieving Transformation**  
 Code & Title: **AT\_2.2 Regenerating Copeland**

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|------------------------------|---|------------|---|
|  | AT_2.2.02 Delivery of Market Town Initiatives (MTIs) in Millom and Egremont and the Coalfield Communities Campaign. | Economic Development Manager |  | 31/03/2009 | <p>MTI programme completed 31/03/09. Action plans implemented with regen partnerships in each area</p> <p>All of the programmes have produced an exit report and have forwarded plans to the Partnership boards.</p> <p>Programme comes to an end in March 2009.</p> <p>Funding for the continuation of the regeneration partnerships for the former MTI programmes in Millom, Egremont and Cleator Moor has been proposed and subject to final approval will secure partner activities until March 09.</p> |



Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.2.07 Maximise external funding, in the context of the achievement of Corporate objectives including sustainable regeneration, and within the resources of the Council and partners to deliver**

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|------------------------------|---|------------|---|
|  | AT_2.2.07.b Maximise external funding in the context of the achievement of Corporate objectives including sustainable regeneration, and within the resources of the Council and partners to deliver | Development Strategy Head of |  | 31/03/2009 | <p>Ongoing activity core to the Copeland Regeneration plan</p> <p>Continuous dialogue with funding partners and external bodies regarding opportunities to support Council regeneration priorities. Copeland Regeneration Delivery Plan, currently being drafted, will outline those regeneration priorities, their strategic significance and therefore enhance the case for external funding and consideration of capacity for partners to deliver.</p> |



Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.3 Improving skills and education; retaining skills**

| Status Icon   | Action Code & Title   | Assigned To                              | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|--|---|------------|---|
|  | AT_2.3.02 Work with partners to enhance skills with learning opportunities in the community | Leisure & Environmental Services Head of |  | 31/03/2009 | <p>Continued development of the Get into Reading programme and sports coaching opportunities by Cultural Services.</p> <p>Development of apprenticeships with Leisure Copeland.</p> |



| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
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|             |                     |             |              |          | <p>Cultural Services working with CCC libraries on Get into Reading initiatives.</p> <p>Cultural Services working with University of Cumbria to develop learning opportunities relating to sound studio development. Pathways to Arts projects include signposting.</p> |

Theme: **02 Achieving Transformation**  
Code & Title: **AT\_2.3.01.i Appoint an internal 'Champion' for learning.**

| Status Icon   | Action Code & Title   | Assigned To              | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|--------------------------|---|------------|---|
|  | AT_2.3.01.i.b Appoint a Member and a Manager as 'Champions' for learning to raise awareness of life long learning | Quality of Life Director |  | 31/03/2009 | <p>There is no specific year end update as the initial objective was met in July 08</p> <p>The Council is now able to offer IT qualifications through Learn Direct tied to NVQs. This is open to all staff.</p> <p>Recruitment and retention has been subject to scrutiny inspection during the summer with recommendations being made to the Personnel Panel (date to be determined). Discussions have been held with the Lakes College to provide frontline staff with GNVQ Level 2 training.</p> |



Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.3.01.ii Encourage take up of learning opportunities amongst CBC staff**

| Status Icon   | Action Code & Title  | Assigned To              | Progress Bar  | Due Date   | Notes & History Note   |
|---|--|--------------------------|---|------------|--|
|  | AT_2.3.01.ii.b Encourage take up of learning opportunities amongst CBC staff | Quality of Life Director |  | 31/03/2009 | <p>A dedicated 8 hour per week resource has been allocated to this action. One of the main aims of this Training Resources is to encourage the take up of learning opportunities amongst Copeland Employees. Currently, Training Opportunities are now being advertised via the Copeland Intranet and via Employee Team Meetings where Copeland Manager's are cascading training information to their team.</p> <p>In addition, Copeland Managers are still continuing to encourage training via their Managing Performance Process.</p> <p>Half year employee performance appraisals well underway and links to training and development established. Corporate training plan has been completed and resourced.</p> |


Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.3.01.iii Provide opportunities for staff progression to fill vacancies**


| Status Icon   | Action Code & Title   | Assigned To              | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|--------------------------|---|------------|---|
|  | AT_2.3.01.iii.b Provide opportunities for staff progression to fill vacancies | Quality of Life Director |  | 31/03/2009 | <p>The Council's economic position remains difficult into the future and £200,000 needs to be 'saved' from the 09/10 salaries budget. As a result the vacancy management procedures outlined in the last status update will remain in place and the challenge to all vacancies as they arise will be maintained.</p> <p>Arising from the financial impact of the credit crisis stronger vacancy management procedures were put in place prior to Christmas 2008. A consequence of this is that where vacancies arise filling these via internal advertisement and potential secondments is being required ahead of external advert. A potential outcome of this is a cohort of employees who develop a greater range of skills and who thus become better able to move position within the Council.</p> |



Theme: **02 Achieving Transformation**  
 Code & Title: **AT\_2.3.01.iv Continue apprentice schemes**

| Status Icon   | Action Code & Title                        | Assigned To              | Progress Bar               | Due Date   | Notes & History Note  |
|---|--|--------------------------|----------------------------|------------|---|
|  | AT_2.3.01.iv.b Continue apprentice schemes | Quality of Life Director | <div><div>100%</div></div> | 31/03/2009 | <p>The objective is complete for the year. However, it should be noted the difficult economic situation arising in 2008 has limited any thinking about the development of additional training or development posts except where part of vacancy management procedures.</p> <p>This objective remains on profile for the year</p> <p>Existing apprentice schemes continuing also additional apprentices recruited in Open Spaces</p> |


Theme: **02 Achieving Transformation**  
 Code & Title: **AT\_2.3.01.v Develop new trainee schemes**

| Status Icon   | Action Code & Title                        | Assigned To              | Progress Bar               | Due Date   | Notes & History Note   |
|---|--|--------------------------|----------------------------|------------|--|
|  | AT_2.3.01.v.b Develop a new trainee scheme | Quality of Life Director | <div><div>100%</div></div> | 31/03/2009 | <p>This objective has largely been overtaken by the economic position facing the Council with any unfunded trainee schemes being unlikely.</p> <p>No further progress has been made, recent budget pressures are likely to limit</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note   |
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|             |                     |             |              |          | <p>progress with this objective or require more creative solutions.</p> <p>We are participating in the ACE joint Cumbrian national graduate scheme. Some aspects of the recent Directorate restructure proposals include some trainee initiatives. Discussions have taken place with Education providers. Will be progressed further as and when resources permit.</p> |


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| Theme: <b>02 Achieving Transformation</b><br>Code & Title: <b>AT_2.3.01.vi Encourage the development of basic skills</b> |
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| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note |
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| Status Icon   | Action Code & Title                                      | Assigned To              | Progress Bar               | Due Date   | Notes & History Note  |
|---|--|--------------------------|----------------------------|------------|---|
|  | AT_2.3.01.vi.b Encourage the development of basic skills | Quality of Life Director | <div><div>100%</div></div> | 31/03/2009 | <p>The Council is still continuing to offer IT qualifications through Learn Direct tied NVQ's. This training is open to staff and members. In addition, Copeland will be holding a "Learning at Work Day" on 17 May 2009 where Copeland is working closely with; Learn Direct, Whitehaven Adult Education and Lakes College, with one of the main purposes of the day to encourage basic skills training to all Copeland Employees and Members.</p> <p>The training budget is still being devolved to Service Managers to enable the development of specific service skills. Please note the budget for staff training is to be maintained through to 2009/10.</p> <p>In addition, research into the possibility of a Copeland Apprenticeships is being completed, with the main purpose that a Copeland Apprenticeship Scheme may be implemented by the end of 2009.</p> |


Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.3.03 Work with funding partners and delivery agencies to ensure that learning and skills plans meet the business needs of local existing businesses and potential inward investors**

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar               | Due Date   | Notes & History Note  |
|---|---|------------------------------|----------------------------|------------|---|
|  | AT_2.3.03.b Work with funding partners and delivery agencies to ensure that learning and skills plans meet the business needs of local existing businesses and potential inward investors | Development Strategy Head of | <div><div>100%</div></div> | 31/03/2009 | <p>Working with business support partners as part of the West Cumbria action plan and as part of the worklessness agenda and NDA socio economic plan.</p> <p>The West Cumbria sub regional action plan picks up our focus on skills and integrates our approach with the Talented Minds project within West Lakes Renaissance current business plan. Further dialogue and links with the socio-economic plan of the PBO are planned over the coming months to enable the LAA economic thematic partnership to link more effectively with the activities planned.</p> <p>Continuous dialogue with partners including Cumbria Vision to ensure Copeland regeneration priorities are reflected in: 1) Revised economic plans for County. 2) Funding submissions to NWRDA (i.e. sub-regional action plan). 3) LAA, which will link opportunities for economic development with the learning and skills needs/plans for the local community.</p> |



Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.3.06 Work with partners to raise the standard in educational institutions to achieve the Cumbria Agreement targets**

| Status Icon   | Action Code & Title  | Assigned To     | Progress Bar               | Due Date   | Notes & History Note   |
|---|--|-----------------|----------------------------|------------|--|
|  | AT_2.3.06.b Work with partners to raise the standard in educational institutions | Executive Chief | <div><div>100%</div></div> | 31/03/2009 | <p>Working with partners to bring forward the West Lakes Academy. Working with the County to support the "Building Schools for the Future" programme.</p> <p>Regular meetings with West Lakes College Principal. Initial development of Local Employment Partnership. Sustainable Communities Implementation Plan developed.</p> |



Theme: **02 Achieving Transformation**


Code & Title: **AT\_2.4 Equality of opportunity**

| Status Icon   | Action Code & Title   | Assigned To                              | Progress Bar               | Due Date   | Notes & History Note  |
|---|---|--|----------------------------|------------|---|
|  | AT_2.4.03 Undertake Equality Impact Assessments and develop plans to remedy the findings. Implement project plan and actions against Equality and Diversity standard, and in line with the Council's Social Inclusion Policy. | Legal & Democratic Services Head of      | <div><div>80%</div></div>  | 31/03/2009 | <p>There are still Equality Impact Assessments to complete.</p> <p>EIA action plan is progressing according to the timescale.</p> <p>Programme well under way. Consultations beginning on proposed action plans</p> |
|  | AT_2.4.05.i Support Cumbria County Council (the lead  | Leisure & Environmental Services Head of | <div><div>100%</div></div> | 31/03/2009 | <p>Ongoing work to support the West Local Planning Group</p>  |

| Status Icon | Action Code & Title   | Assigned To | Progress Bar | Due Date | Notes & History Note  |
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|             | agency) as part of the Children's Act 2004 requirements by participation in Children's Trust arrangements for Cumbria |             |              |          | <p>via the Cultural Services Manager.</p> <p>The Cultural Services Manager continues to support the work of the West Local Planning group, chaired by Children's Services Officers.</p> <p>Officers and where appropriate the Portfolio Holder continue to support the Children's Trust arrangements. Most recently by attending meetings of, for example: 1 July - Cumbria Positive Activities Youth Offer, 8 July Healthy Care Programme, 9 July West Cumbria Children and Young People Local Planning Group and 10 July West Cumbria CYP Locality Working Group.</p> |


Theme: **02 Achieving Transformation**  
Code & Title: **AT\_2.5 Customer focused**

| Status Icon   | Action Code & Title  | Assigned To              | Progress Bar  | Due Date   | Notes & History Note  |
|---|--|--------------------------|---|------------|---|
|  | AT_2.5.02 Implement an action plan arising from customer survey results. | Quality of Life Director |  | 31/03/2009 | <p>As a result of delays in publishing the place survey 08/09 actions have been completed insofar as they can be without this new and important national data. Once the place survey results are released nationally (understood to be June 09) a new action plan will be</p> |

| Status Icon   | Action Code & Title   | Assigned To              | Progress Bar              | Due Date   | Notes & History Note  |
|---|---|--------------------------|---------------------------|------------|---|
|  | AT_2.5.02.i Develop and publish service standards for internal and external customers   | Quality of Life Director | <div><div>40%</div></div> | 31/03/2009 | <p>developed.</p> <p>Action plan completion to be undertaken via managers group meeting, initially planned for December this will take place in January 09 (done 15 Jan)</p> <p>No further progress made in 2008/09</p> <p>Customer first action plan sole agenda item for Managers Group for its meeting on 14 January 09 to make further progress</p> <p>Action incorporated into Customer First action plan.</p> |
|   | AT_2.5.08.i Review and deliver a corporate communication strategy which seeks to explain policy, challenge views, and stimulate response in all Copeland communities and within the Council | Quality of Life Director | <div><div>75%</div></div> | 31/03/2009 | <p>This indicator has now been assigned to the Director to take a more Council wide Corporate approach. Report going to Corporate Team in August 2008.</p> <p>1st draft complete. Plans are being developed to consult on the document.</p> <p>The strategy is currently being reviewed by Corporate Team and should be completed by the end of March 09.</p>   |


Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.5.01 Survey customer satisfaction and stakeholder perception at agreed frequency through the use of Place Survey and locally conducted customer surveys; implement an improvement plan arising from customer survey results.**


| Status Icon   | Action Code & Title   | Assigned To               | Progress Bar               | Due Date   | Notes & History Note   |
|---|---|---------------------------|----------------------------|------------|--|
|  | AT_2.5.01.b Survey customer satisfaction and stakeholder perception | Customer Services Head of | <div><div>100%</div></div> | 31/03/2009 | <p>Still awaiting results from the Place and the Commitments surveys</p> <p>We have also commissioned a further commitments survey</p> <p>Place survey taking place Sept/Oct with results expected early in the new year.</p> <p>Awaiting place survey due Autumn 08</p> |

Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.6 Effective performance management and culture**



| Status Icon   | Action Code & Title  | Assigned To                  | Progress Bar               | Due Date   | Notes & History Note  |
|---|--|------------------------------|----------------------------|------------|---|
|  | AT_2.6.05 Implement effective performance management system for all staff. | Policy & Performance Head of | <div><div>100%</div></div> | 31/03/2009 | <p>6 month reviews carried out.</p> <p>6 month reviews about to begin. Review of scheme to inform second year process and format to be carried out.</p> |



| Status Icon   | Action Code & Title  | Assigned To                  | Progress Bar               | Due Date   | Notes & History Note   |
|---|--|------------------------------|----------------------------|------------|--|
|  | AT_2.6.07 Develop and implement action plan to improve the quality of data collection systems and processes. | Policy & Performance Head of | <div><div>100%</div></div> | 31/03/2009 | <p>First round of EPM discussions due to be complete by 30 June. Limited time extensions in areas with clashes of priority (waste management and accountancy). Initial feedback on process is positive. Need to review to pick up suggested improvements.</p> <p>Action plan for improvements following audit in place, and actions under way. To be reported to Audit Committee in 2009/10.</p> <p>Data Quality audit leading to improvement plan and proposed training for all managers in Qu 4.</p> <p>Guidance on principles of data quality managed issued to managers.</p> <p>Action plan in place. Guidance reviewed and to be agreed. Service plans contain targets to develop improved data management.</p> |



Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.6.01 Create and deliver annual Member development programme, based on competencies.**

| Status Icon   | Action Code & Title                       | Assigned To  | Progress Bar  | Due Date   | Notes & History Note   |
|---|---|--|---|------------|--|
|  | AT_2.6.01.b 08-09 Annual development plan | Legal & Democratic Services Head of; Democratic Services Manager |  | 31/03/2009 | <p>Now completed</p> <p>Development Plan has been completed and is currently being delivered.</p> <p>Training needs analysis has been completed. Work has begun on the development plan.</p> |

Theme: **02 Achieving Transformation**


Code & Title: **AT\_2.6.02 Create annual officers training and development plan to meet corporate objectives.**

| Status Icon  | Action Code & Title                             | Assigned To                  | Progress Bar   | Due Date   | Notes & History Note   |
|--|---|------------------------------|--|------------|--|
|  | AT_2.6.02.b 08-09 Training and development plan | Policy & Performance Head of |  | 31/03/2009 | <p>Action complete for the year.</p> <p>Agreed that a development officer should co-ordinate training plan delivery. Budget discussions affecting how this will happen.</p> <p>Plan complete. Delivery now to be planned and managed.</p> <p>Full plan in preparation following Employee Performance Management discussions.</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
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|             |                     |             |              |          | <p>Training budget assigned to corporate and service training needs for 2008/9. Detailed plan to be drawn up early in 2008/9.</p> |

Theme: **02 Achieving Transformation**


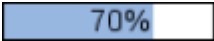
Code & Title: **AT\_2.6.04 Ensure the Council manages its Scrutiny function at least equal to the national standard developed by the Centre for Public Scrutiny by completing the Centre's self-evaluation framework and developing an action plan arising from the self-evaluation.**

| Status Icon   | Action Code & Title  | Assigned To                         | Progress Bar               | Due Date   | Notes & History Note   |
|---|--|-------------------------------------|----------------------------|------------|--|
|  | AT_2.6.04.b Ensure the Council manages its Scrutiny function at least equal to the national standard developed by the centre for public scrutiny by completing the Centre's self evaluation framework and developing an action plan arising from the self evaluation | Legal & Democratic Services Head of | <div><div>100%</div></div> | 31/03/2009 | Action plan is being implemented and is on target.<br><br>Self evaluation completed November 07. A 2 year action plan is now in place. |

Theme: **02 Achieving Transformation**


Code & Title: **AT\_2.7 Strong financial and asset management**


| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note |
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| Status Icon   | Action Code & Title  | Assigned To                                      | Progress Bar  | Due Date   | Notes & History Note   |
|---|--|--|---|------------|--|
|  | AT_2.7.05 Put in place an assurance framework that maps the strategic objectives to risks, controls and assurance. | Finance & Management Information Systems Head of |  | 31/03/2009 | <p>A specific project has been undertaken during April and May 2009 to bring together the asset register of Capita and Copeland records for the purposes of supporting the balance sheet valuations of assets for the Accounts 2008/09, building on the work undertaken during the re-presentation of 2007/08 accounts. The project is progressing well.</p> <p>The results of the project will be the start of a comprehensive Fixed Asset Register which will be further developed in 2009/10 to reflect International Financial Reporting Standards requirements for the financial reporting of assets.</p> <p>The Capital Control Monitoring Group established in 2009/10 will be the forum for monthly review of the FAR involving finance, legal and property as part of an improved strategic focus regarding the management of the capital programme.</p> <p>The CCMG will be chaired by the Head of Finance and MIS. Business Plans have been developed for 2009/10 and these identify risks to their achievement. The Corporate Risk Register has been produced following a Zurich Workshop in February – but this will be further refined in Quarter One and will be monitored during the year.</p> <p>The process of preparing the Annual Governance</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note |
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|  |  |  |  |  | Statement for inclusion in the Annual Accounts provides a further opportunity for a 'common sense' check of the control risks within the organisation. The preparation of the AGS 2008/09 is in process. This will be reported to the Audit Committee on 3 <sup>rd</sup> June 2009. |
|--|--|--|--|--|---|

| Status Icon   | Action Code & Title  | Assigned To                                      | Progress Bar              | Due Date   | Notes & History Note   |
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|  | AT_2.7.09 Strengthen the governance arrangements around partnership working and grant funded projects particularly regarding accountable body status | Finance & Management Information Systems Head of | <div><div>30%</div></div> | 31/03/2009 | <p>Previous comments regarding resourcing difficulties in progressing this target in 08/09 remain. This is a key target for improvement in 09/10 and is reflected in the revised Annual Governance Statement 2007/08 agreed on 27<sup>th</sup> March 2009.</p> <p>CMT have established a working group (chaired by the Head of Development Strategy) to review the partnership arrangements CBC has entered into with the aim of producing a strategic partnership register which will identify the partnerships which present key control risks and financial exposure. This will link into target EF 1.3.1i.</p> <p>The 09/10 budget included additional resources to strengthen accounting for external funding and the Capital and Projects Accountant position has been advertised and an appointment is imminent. Financial training in the essentials of grant funded projects will be delivered in 2009/10. Around 75% of the guidance note is complete.</p> |



| Status Icon   | Action Code & Title   | Assigned To                                      | Progress Bar  | Due Date   | Notes & History Note   |
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|  | AT_2.7.10 Deliver an effective audit and fraud prevention process suitable to the needs of the corporate plan and in line with CIPFA code of practice | Finance & Management Information Systems Head of |  | 31/03/2009 | <p>Following the appointment of the Accountancy Services Manager, a grants register has been established and will be populated during Q4 to provide a base line from which to quantify the extent of grant funded activity and to improve monitoring arrangements. The grants register is required for year-end accounts working papers. Procedure notes for management of grants and externally funded activity are being prepared. Due to the need to prepare for closure of accounts 2008/09 it is unlikely the governance of partnership arrangements will be reviewed before 31<sup>st</sup> March.</p> <p>Only 66% of the Audit Plan was completed due to the level of non-audit work in the year and to the Audit Services Manager being Acting S.151 Officer and the post not being back-filled for 3 months. Lost time due to these 2 factors amounted to 35% of audit days available. Some slippage could be contained by the contingency days in the plan. The Fraud section exceeded their annual targets.</p> |



| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note   |
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|             |                     |             |              |          | <p>Significant slippage on the audit plan, as the audit section continued to assist with the closure of the 2006/07 and the 2007/08 Accounts - 43% of planned work for the first three quarters was completed. However, the Fraud section exceeded their annual targets by the end of the third quarter.</p> |

Theme: **02 Achieving Transformation**


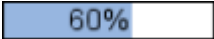
Code & Title: **AT\_2.7.01.i Deliver the Asset Management Plan, maintaining our strategic properties according to the stock condition survey, and maximising our return on properties**

| Status Icon   | Action Code & Title  | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note   |
|---|--|------------------------------|---|------------|--|
|  | AT_2.7.01.i.a Deliver the Asset Management Plan, maintaining our strategic properties according to the stock condition survey, and maximising our return on properties | Business Development Manager |  | 31/03/2009 | <p>Asset Management Plan update to be produced mid 09/10. Property Group also set up for 09/10.</p> <p>Spend this year on the backlog is on target. Disposals reviewed to reduce projected income due to economic conditions.</p> <p>Council approved increase in funding to address backlog for 2008 - 2012 vastly enhancing prospects to bring Council property up to good</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
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|             |                     |             |              |          | standard of maintenance, rent reviews ongoing to continue maximising income (see elsewhere for disposals) |



Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.7.02.i Develop e-Marketplace to strengthen procurement as a tool for transforming services and purchasing for commitment accounting**

| Status Icon   | Action Code & Title  | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|--|------------------------------|---|------------|---|
|  | AT_2.7.02.i.a Develop e-Marketplace to strengthen procurement as a tool for transforming services and purchasing for commitment accounting | Business Development Manager |  | 31/03/2009 | <p>Pilot scheme went live in April 09, rolling out to all service units over the next 12 months to March 2010.</p> <p>Pilot scheme in progress to go live at the end of March.</p> <p>Implementation further delayed to end of November 2008 pending release of Finance team members from priority duties.</p> <p>Implementation delayed - project team re-established - pilot scheme July - Sept 2008 followed by full roll out over following 12 months</p> |

Theme: **02 Achieving Transformation**



Code & Title: **AT\_2.7.03.i Prepare the Council's Final Accounts in accordance with latest accounting standards and CIPFA SORP guidance**

| Status Icon   | Action Code & Title   | Assigned To                                      | Progress Bar  | Due Date   | Notes & History Note   |
|---|---|--|---|------------|--|
|  | AT_2.7.03.i.a Prepare the Council's Final Accounts in accordance with latest accounting standards and CIPFA SORP guidance | Finance & Management Information Systems Head of |  | 31/03/2009 | <p>The Accounts for 2006/07 and 2007/08 were corrected during Quarter 4 of 2008/09, responding to the findings of the External Auditor which were reported to the Audit Ctte on 27<sup>th</sup> March. An unqualified audit opinion was secured on both sets of accounts as a result.</p> <p>The Accounts for 2008/09 process has commenced and regular updates will be provided to Chief Executive and Audit Ctte.</p> <p>Audit Ctte at its meeting of 22<sup>nd</sup> April agreed the Accounting Policies in respect of 2008/09, reflecting changes to the SORP for 2008/09 as necessary.</p> <p>100% progress relates to 2007/08 accounts – progress regarding the 2008/09 accounts will be reported as part of 09/10 Delivery Plan reporting.</p> <p>Accounts for 2007/08 were accepted by Audit Committee on the 19 November.</p> <p>External Audit of 06/07 and 07/08 is progressing.</p> <p>Governance report due to be received by Audit Committee on 6 March. Preliminary planned closure of 08/09</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
|-------------|---------------------|-------------|--------------|----------|---|
|             |                     |             |              |          | <p>accounts has begun.</p> <p>Date of Audit Committee to receive draft Accounts 07/08 has been arranged (19th Nov).</p> <p>Work continuing on 07/08 Accounts. Action Plan in place.</p> |

Theme: **02 Achieving Transformation**



Code & Title: **AT\_2.7.06.i Maintain a robust Medium-Term Financial Strategy including reserves**

| Status Icon   | Action Code & Title   | Assigned To                                      | Progress Bar  | Due Date   | Notes & History Note   |
|---|---|--|---|------------|--|
|  | AT_2.7.06.i.a Maintain a robust Medium-Term Financial Strategy including reserves | Finance & Management Information Systems Head of |  | 31/03/2009 | <p>Updated MTFBudget 2009/10 to 2011/12 agreed at February Council. This included a projected reserve balance over the three year period.</p> <p>Reserve position will be updated as a result of 2008/09 Closure of Accounts process. This will take into account the results of the completed audit of Accounts 2007/08. Therefore, progress in terms of 2008/09 is assessed to be 80% as the delay in finalising the accounts 2007/08 (which was only achieved by 30<sup>th</sup> March 2009) prevented the confirmation of the reserves before 31<sup>st</sup> March 2009. This target should be repeated every year.</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
|-------------|---------------------|-------------|--------------|----------|---|
|             |                     |             |              |          | <p>Budget monitoring to 31st December indicates outturn will be within budget in accordance with the Medium Term Financial Strategy (MTFS). Budget preparation 09/10 is consistent in broad terms with MTFS. Budget will be presented at Council on 24 February 2009.</p> |


Theme: **02 Achieving Transformation**

Code & Title: **AT\_2.7.08 Update and review financial regulations and policies in line with needs of a modern local authority**

| Status Icon   | Action Code & Title   | Assigned To                                      | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|--|---|------------|---|
|  | AT_2.7.08.a Update and review financial regulations and policies in line with needs of a modern local authority | Finance & Management Information Systems Head of |  | 31/03/2009 | Financial regulations were reviewed in Dec 07. No planned update for 2008 is scheduled. Financial regulations reviewed (generally) every two years. |


Theme: **03 Effective Leadership**

Code & Title: **EF\_1.1 Leading local change; influencing national and regional change**

| Status Icon   | Action Code & Title  | Assigned To     | Progress Bar              | Due Date   | Notes & History Note   |
|---|--|-----------------|---------------------------|------------|--|
|  | EF_1.1.07.i Deliver improvement plan for Access to Services in Copeland and with Cumbrian partners | Executive Chief | <div><div>30%</div></div> | 31/03/2009 | <p>No further progress in Cumbria partnership. Copeland BC starting work on Access to Service strategy in January 2009.</p> <p>Locality working agreement developed between CBC &amp; CCC.</p> <p>Initial high level plan approved by CLASB.</p> |





Theme: **03 Effective Leadership**


Code & Title: **EF\_1.1.02 Continue to monitor and review Government policy and lobby for the interests of Copeland.**

| Status Icon   | Action Code & Title  | Assigned To     | Progress Bar               | Due Date   | Notes & History Note   |
|---|--|-----------------|----------------------------|------------|--|
|  | EF_1.1.02.b Continue to monitor and review Government policy and lobby for the interests of Copeland | Executive Chief | <div><div>100%</div></div> | 31/03/2009 | <p>On going - responded to the Regulatory Framework Options &amp; Principal paper, North West Single strategy. Meetings with CORUM, DEC and DCLG re nuclear issues.</p> <p>On going - meetings have taken with Senior Civil Servants to discuss the delivery of the Energy Coat Masterplan and Nuclear new build criteria.</p> <p>Formal expression of interest in MRWS.</p> |

Theme: **03 Effective Leadership**


Code & Title: **EF\_1.1.03 To work conjointly with the other authorities in Cumbria to improve the system of local government for Cumbria.**

| Status Icon   | Action Code & Title   | Assigned To     | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|-----------------|---|------------|---|
|    | EF_1.1.03.d Joint work leading to greater efficiencies in service delivery and greater local accountability | Executive Chief |    | 31/03/2009 | <p>Draft shared service strategy has been prepared. Agreed a joint Sustainability post with Allerdale. Revenues &amp; Benefits shared arrangements are moving forward.</p> <p>The board has identified some quick wins that could be gained through working with Allerdale &amp; Copeland however, the business case has been postponed until next year.</p> <p>Project board set up for Revenues &amp; Benefits.</p> <p>Aperia analysis delivered and adopted by Cumbria Improvement &amp; Efficiency Partnership.</p> |
|  | EF_1.1.03.e Plans developed which would provide options for sharing services                                | Executive Chief |  | 31/03/2009 | <p>Draft Shared Services Strategy being prepared.</p> <p>Cumbria shared services strategy being progressed through CIEP. Locally Revs &amp; Bens shared arrangements still progressing. In Allerdale further work on IT services which may allow developments in future.</p> <p>OSC paper developed on BV options.</p>  |

| Status Icon   | Action Code & Title  | Assigned To     | Progress Bar              | Due Date   | Notes & History Note   |
|---|--|-----------------|---------------------------|------------|--|
|  | EF_1.1.03.f Joint working with Cumbrian Authorities produces governance arrangements for LAA & CSP | Executive Chief | <div><div>75%</div></div> | 31/03/2009 | <p>'Searching for Best Value' policy development approved by June Executive.</p> <p>New proposals for joint working from CCC, currently under consideration by ABC &amp; CBC.</p> <p>LSP leaders group developed with CCC &amp; ABC. Final agreement to be signed.</p> |

Theme: **03 Effective Leadership**



Code & Title: **EF\_1.1.04 Agree priorities within the Cumbria Agreement for Copeland and strive to meet the Government's local area agreement targets.**


| Status Icon   | Action Code & Title  | Assigned To     | Progress Bar               | Due Date   | Notes & History Note                             |
|---|--|-----------------|----------------------------|------------|--|
|  | EF_1.1.04.b Agree priorities within the LAA for Copeland and strive to meet the Governments LAA targets. | Executive Chief | <div><div>100%</div></div> | 31/03/2009 | Cumbria Agreement approved by Executive in July. |



Theme: **03 Effective Leadership**


Code & Title: **EF\_1.1.07 Undertake reviews of organisational effectiveness and invest in and support improvements.**

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note   |
|---|---|------------------------------|---|------------|--|
|  | EF_1.1.07.b Council is able to demonstrate enhanced value for money, customer focus, continuous improvement, efficiency gains towards targets | Policy & Performance Head of |  | 31/05/2009 | <p>Searching for Best Value reviews piloted in Qu 4. Methodology to be reviewed and further work to refine before programme starts. AAIL includes examples of improved Council performance and value for money.</p> <p>Searching for Best Value pilot programme as planned will start in Qu 4, which should help identify opportunities for achieving greater value for money and other improvements.</p> <p>Corporate projects and service managers' work during budget process bringing forward proposed improvements in efficiency. Plans to achieve CSR07 target in preparation.</p> <p>Final return on Gershon programme showed that the Council more than met its targets. Work on identifying unit costs and making progress in value for money information is under way. However accountancy staff time will be needed to support this, as well as work in services and Performance Improvement.</p> |

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar              | Due Date   | Notes & History Note   |
|---|---|------------------------------|---------------------------|------------|--|
|  | EF_1.1.07.c Robust procurement policies and procedures which support equal access and opportunities | Business Development Manager | <div><div>60%</div></div> | 31/03/2009 | <p>EIA process currently being reviewed. The Procurement section is fully committed to involving in the process.</p> <p>The actions arising from the EIA will be implemented and the newly appointed Procurement Officer will be able to devote more time to implementing the Action Plan- .</p> <p>EIA completed. Vacant post being advertised.</p> <p>Lack of resources is restricting progress - bid made for procurement officer 2008/9 on - accepted - post currently advertised internally potentially externally.</p> |

Theme: **03 Effective Leadership**


Code & Title: **EF\_1.1.08 Ethical governance framework**

| Status Icon   | Action Code & Title  | Assigned To                         | Progress Bar              | Due Date   | Notes & History Note  |
|---|--|-------------------------------------|---------------------------|------------|---|
|  | EF_1.1.08.b Implement the IDeA's recommendation for ethical governance framework | Legal & Democratic Services Head of | <div><div>85%</div></div> | 31/03/2009 | <p>Workplan for 2009/10 approved. Those recommendation in the framework not already implemented have been added to the 2009/10.</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
|-------------|---------------------|-------------|--------------|----------|---|
|             |                     |             |              |          | <p>Work plan has been updated and is on target.</p> <p>New local investigation process introduced. Work carried out on raising profile of ethical governance and implementing agreed work plan.</p> |



Theme: **03 Effective Leadership**

Code & Title: **EF\_1.1.10 Take a lead role in advising government and related bodies on local communities and national nuclear policies. Seek to influence policy to the benefit of Copeland residents.**

| Status Icon  | Action Code & Title   | Assigned To             | Progress Bar               | Due Date   | Notes & History Note  |
|--|---|-------------------------|----------------------------|------------|---|
|  | EF_1.1.10.b Take a lead role in advising government and related bodies on local communities and national policies. Seek to influence policy to the benefit of Copeland residents. | Development Director of | <div><div>100%</div></div> | 31/03/2009 | <p>Local partnership process established and operating.</p> <p>Developing MRWS local partnership process.</p> <p>Responded to MRWS consultation. Established governance arrangements for Low Level Waste Repository. Responded to the MRWS GDF White Paper. Active role in NDA stakeholder forums. Currently chair NULEAF that influence national policy.</p> |





Theme: **03 Effective Leadership**


Code & Title: **EF\_1.1.11 Take a lead role in the development of regeneration and economic development strategy and delivery in West Cumbria. Ensure that the Council has a clear and strong set of plans, engaging services across the Council in delivering regeneration objectives.**

| Status Icon   | Action Code & Title  | Assigned To             | Progress Bar  | Due Date   | Notes & History Note  |
|---|--|-------------------------|---|------------|---|
|  | EF_1.1.11.b Take a lead role in the development of regeneration and economic development strategy and delivery in West Cumbria. Ensure that the Council has a clear and strong set of plans, engaging services across the Council in delivering regeneration objectives. | Development Director of |  | 31/03/2009 | <p>Arrangements for new West Cumbria Vision board now in place and will formally operate from 1st April.</p> <p>Stage 1 Development of Regeneration delivery plan reported to Executive in August. Stage 2 plans under preparation.</p> <p>Revised delivery arrangements for regeneration across West Cumbria are currently being discussed with strategic partners including CBC.</p> <p>Task and Finish group is in operation. Report going to the WLR board in July.</p> |

Theme: **03 Effective Leadership**


Code & Title: **EF\_1.2 Providing clear direction**

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|------------------------------|---|------------|---|
|    | EF_1.2.1.i Monitor and review a medium term Corporate Plan which sets out the vision, priorities and objectives for the future                  | Executive Chief              |    | 31/03/2009 | <p>Corporate Plan has been monitored throughout the year by Corporate Team, Executive and the Improvement Board. The refresh of the Corporate Plan is now complete.</p> <p>Refresh of the Corporate Plan is underway and will be reported to Executive in March.</p> <p>A refresh of the Corporate Plan for 09/10 is underway.</p> <p>Refreshed Corporate Plan approved by Executive in June.</p> |
|  | EF_1.2.3.i Adopt and cascade communication plans for corporate improvements, including communications tools for staff, members and stakeholders | Policy & Performance Head of |  | 31/03/2009 | <p>Communications team has supported the Council's work in the nuclear new build proposals as well as other projects in the nuclear field. Council projects supported include Council Tax leaflet, Pay and Grading Review, Place Survey, response to external scrutiny, website upgrade and employee road shows.</p>  |

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar               | Due Date   | Notes & History Note  |
|---|---|------------------------------|----------------------------|------------|---|
|  | EF_1.2.4.i Link the Corporate Plan to the new employee performance management framework | Policy & Performance Head of | <div><div>100%</div></div> | 31/03/2009 | <p>Communications contributing to plans for revs and benefits project, Pay and Grading Review, MRWS, forthcoming staff attitude survey and roadshows, travel concessions, Council Tax leaflet, and Housing leaflets,</p> <p>The procedure was designed to identify employees' contributions to delivering the Corporate Plan and service plans. IIP assessment confirms that that has been effective.</p> |

Theme: **03 Effective Leadership**




Code & Title: **EF\_1.2.2 Survey staff satisfaction and awareness of the Council's direction; develop and implement improvement plans.**


| Status Icon   | Action Code & Title  | Assigned To     | Progress Bar              | Due Date   | Notes & History Note  |
|---|--|-----------------|---------------------------|------------|---|
|  | EF_1.2.2.b Survey staff satisfaction and awareness of the Council's direction; develop and implement improvement plans | Executive Chief | <div><div>30%</div></div> | 31/03/2009 | <p>In response to staff consultation we are reviewing the method of carrying out the staff survey.</p> <p>Corporate Team have agreed to carry out a staff survey in April 09.</p> <p>Staff survey deferred until completion of Job Evaluation exercise.</p> <p>Staff survey to be carried out</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note |
|-------------|---------------------|-------------|--------------|----------|----------------------|
|-------------|---------------------|-------------|--------------|----------|----------------------|

|  |  |  |  |  |                   |
|--|--|--|--|--|-------------------|
|  |  |  |  |  | in December 2008. |
|--|--|--|--|--|-------------------|

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| Theme: <b>03 Effective Leadership</b><br>Code & Title: <b>EF_1.3 Strong strategic partnerships</b> |  |  |  |  |  |
|--|--|--|--|--|--|

| Status Icon   | Action Code & Title  | Assigned To     | Progress Bar               | Due Date   | Notes & History Note   |
|---|--|-----------------|----------------------------|------------|--|
|    | EF_1.3.1.i Produce a definitive list of key strategic partnerships and devise the appropriate support and feedback mechanisms for them | Executive Chief | <div><div>50%</div></div>  | 31/03/2009 | Corporate Team group formed to develop this list.  |
|    | EF_1.3.2.i Develop and deliver an action plan with partners for improvement for the West Cumbria Strategic Partnership                 | Executive Chief | <div><div>100%</div></div> | 31/03/2009 | <p>Agreed with Executive on development of list.</p> <p>Briefed Managers group in June on proposed approach to capturing the data.</p> <p>Plan agreed and implementation started. Successful Community Forum held December 2008.</p> <p>Draft plan taken to WCPSDB in July and on to LSP Forum in August.</p> <p>High level draft plan presented to LSP Leaders group in June.</p> |
|  | EF_1.3.5 Review and revise partnership working from the recommendations and priorities of the Energy Coast Masterplan.                 | Executive Chief | <div><div>100%</div></div> | 31/03/2009 | <p>Arrangements for new West Cumbria Vision Board now in place and will formally operate from 1st April.</p> <p>Task &amp; finish group set up to devise an implementation plan.</p> <p>Public/Private Partnership model agreed with Cumbria Vision and Energy Coast Partners.</p>   |


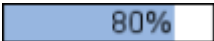
| Status Icon   | Action Code & Title  | Assigned To     | Progress Bar               | Due Date   | Notes & History Note  |
|---|--|-----------------|----------------------------|------------|---|
|  | EF_1.3.9 Locality Working delivery: governance structures will be put in place giving opportunities for greater participation by the community, working with agencies to identify and address local needs. | Executive Chief | <div><div>100%</div></div> | 31/05/2009 | <p>Council approved Masterplan in December 07.</p> <p>Review completed but subject to approval.</p> <p>LSP Chief Executive's Group is putting Masterplan priorities into the Sustainable Communities Strategy implementation plan.</p> <p>Additional consolation stage is in progress. 2 Pilots to be developed and work to start June 09.</p> <p>An additional consultation phase has been agreed by Executive in November. The consultation will be complete in April and will include Parish, Town and revisit Copeland Borough Council views.</p> <p>The first round of discussions have been held in the localities. The feedback has been incorporated in a report to Executive. Working with partners to pursue joint objectives.</p> <p>A model and approach has been approved by LSP leaders and consulted with Parishes.</p> <p>Governance structures in place - Terms of reference, Code of conduct and protocol agreed by Executive Nov 07.</p> <p>Identification of local need progressing well but working with agencies to address need still requires focus and</p> |



| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
|-------------|---------------------|-------------|--------------|----------|---|
|             |                     |             |              |          | <p>leadership.</p> <p>Subject to post-unitary CLASB negotiations.</p> |


Theme: **03 Effective Leadership**

Code & Title: **EF\_1.3.6.i Develop and agree Copeland Regeneration delivery plan in response to the requirements of the approved Energy Coast Masterplan**

| Status Icon   | Action Code & Title  | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|--|------------------------------|---|------------|---|
|  | EF_1.3.6.i.a Develop and agree Copeland Regeneration Delivery Plan in response to the requirements of the approved Energy Coast Masterplan | Development Strategy Head of |  | 31/03/2009 | <p>Copeland Regeneration Plan is being discussed with economic scrutiny in April. Priority projects to be agreed in May 09.</p> <p>Currently developing priorities along with Members and Partners.</p> <p>Report to Executive agreed.</p> <p>Report to Executive in August will provide key objectives framework, targets and priorities for inclusion in the Regeneration Delivery Plan, linking locality working and the worklessness agenda with LAA targets and the objectives of the Energy Coast Masterplan.</p> |

Theme: **03 Effective Leadership**



Code & Title: **EF\_1.3.8 Contribute to the Cumbria Strategic Partnership and the delivery of the Cumbria Community Strategy and LAA**





| Status Icon   | Action Code & Title   | Assigned To     | Progress Bar              | Due Date   | Notes & History Note  |
|---|---|-----------------|---------------------------|------------|---|
|  | EF_1.3.8.b Contribute to the Cumbria Strategic Partnership and the delivery of the Cumbria Community Strategy and LAA | Executive Chief | <div><div>75%</div></div> | 31/03/2009 | <p>Support for CSP being maintained during period of Chief Executive's absence as far as possible.</p> <p>Chief Executive nominated as District Council rep for LAA at CSP meetings.</p> <p>Attended Calling Cumbria event. Executive approved LAA in June.</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note |
|-------------|---------------------|-------------|--------------|----------|----------------------|
|-------------|---------------------|-------------|--------------|----------|----------------------|

Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.1 Sufficient and diverse job opportunities**



| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|------------------------------|---|------------|---|
|  | PP_3.1.02.i Support the development of sustainable local business | Economic Development Manager |  | 31/03/2009 | <p>The LABGI resource has been used to assist with the development of sustainable businesses and a new programme of activity is being planned to both assist new starts and existing businesses.</p> <p>New Regeneration Delivery Plan will focus on assisting diversification of employment. Working closely with business sector groups.</p> <p>Additional projects being developed.</p> <p>The Economic Development team of CBC is in regular contact with the NWDA, Business Link and other business support providers to keep abreast of local regional and national business support issues and good practices. The team attends scheduled meetings and seminars and contributed to the BSSP debate. NWDA is funding a £1M industrial placements project from 2008-2011 which CBC will be tapping into.</p> |

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|------------------------------|---|------------|---|
|    | PP_3.1.03 Market Copeland opportunities to potential new employers.   | Economic Development Manager |    | 31/03/2009 | <p>Ongoing partnership work with Invest in Cumbria and bespoke responses to enquiries. Local Brownfield strategy development is helping to priorities which sites are available for potential new employment or relocation into Whitehaven. Not able to meet 2 year jobs target.</p> <p>Work is carried out on a reactive basis working with potential investors that have expressed an interest. Proactive approach needs to be developed.</p> <p>Proposals emanating from Whitehaven Business Summit looking to establish umbrella business representative organisation with key aim to promote the retail offer of Whitehaven Town Centre. Work continues with Invest in Cumbria to promote Copeland to potential investors.</p> <p>There is no internal budget or staff resource for this activity so limited to Whitehaven Regeneration Programme. Activity through Invest Cumbria. Vacant premises promoted.</p> <p>Proposals for 2 sites now complete and submitted to the Health Trust.</p> <p>Work commissioned from</p> |
|  | PP_3.1.05 Secure and develop the number of jobs in the health sector. | Development Director of      |  | 31/03/2009 |   |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
|-------------|---------------------|-------------|--------------|----------|---|
|             |                     |             |              |          | <p>consultants to produce detailed business case for two sites in Whitehaven. Due for completion this year.</p> <p>Further discussion with health partners proposed.</p> <p>Proposal to develop a new hospital in Whitehaven included in Energy Coast Delivery Plan and has been subject of discussions with health partners. Proposal will also be included in Copeland Regeneration Delivery Plan, and will be the nucleus for spin-off and supporting employment investment in the health sector.</p> <p>Working with the hospital trust and PCT to secure a new hospital for Whitehaven and through the Masterplan develop a health campus.</p> |



Theme: **04 Promoting Prosperity**


Code & Title: **PP\_3.1.08 Working with partners help people back into work and reduce worklessness**



| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|------------------------------|---|------------|---|
|  | PP_3.1.08.a Working with partners to help people back into work and reduce worklessness | Development Strategy Head of |  | 31/03/2009 | <p>Copeland have developed a Worklessness framework to commission a WNF. The North West coalfield programme action plan for West Cumbria has been agreed and commissioned for 2009/10</p> <p>Funding application to the</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note   |
|-------------|---------------------|-------------|--------------|----------|--|
|             |                     |             |              |          | <p>Coalfield Regeneration Trust was unsuccessful. Currently finalising a funding plan. Working Neighbourhood fund will pick up a range of activities working with partners on skills and work issues.</p> <p>Development stage of West Cumbria Cultural Heritage Volunteer Programme. Funding application submitted to Coalfield Regeneration Trust. Other funding sources identified and approached.</p> <p>Now linked to the Regeneration Delivery Plan.</p> |

Theme: **04 Promoting Prosperity**  
Code & Title: **PP\_3.2 Safer Copeland**



| Status Icon   | Action Code & Title   | Assigned To                                    | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|--|---|------------|---|
|  | PP_3.2.01 Mainstream S17 of the Crime and Disorder Act 1998 in all Council activities through an audit process. | Community Safety; Development Strategy Head of |  | 31/03/2009 | <p>The officer has provided early training to members and has developed a work programme for 2009/10 to ensure services audit their activities and embed s17 into their work programmes and service plan development for 2010/11.</p> <p>Worker now recruited and is in post in January 2009. A full work programme for Copeland's element for this action will be developed and agreed in February 2009.</p> |

| Status Icon   | Action Code & Title  | Assigned To                  | Progress Bar               | Due Date   | Notes & History Note   |
|---|--|------------------------------|----------------------------|------------|--|
|   |  |                              |                            |            | <p>Post now being recruited. Will interview before Dec 08.</p> <p>The Section 17 Officer post has been taken over by CCC and built in to their Crime &amp; Disorder section. CBC &amp; ABC will continue funding the post and an appropriate SLA will be drawn up.</p> <p>Unable to recruit; post still vacant. County now putting forward proposal to link this post to broader CDRP agenda. Should go to County Chief Executive's meeting in May 08.</p> |
|   |  |                              |                            |            | <p>Considerable work undertaken by the S17 officer in organising training and assisting in reviewing business plans but post is currently vacant. Priority to recruit to this post - August 2007.</p>  |
|  | PP_3.2.02 Close gaps found in S17 audit. Deliver Section 17 Action Plan. | Development Strategy Head of | <div><div>100%</div></div> | 31/03/2009 | <p>The audits will take place in 2009/10 and gaps found will be addressed and improvement actions developed. This action will move to the 2009/10 delivery plan.</p> <p>The Section 17 post has been filled. The postholder is in place and is devising an action plan to work with service plans.</p> <p>When post is filled the process of closing gaps can begin.</p>   |
|   |  |                              |                            |            | <p>Working with CSP partners to</p>  |

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|------------------------------|---|------------|---|
|  | PP_3.2.04.i Communications strategy for CDRP, including helping to reduce fear of crime through publicising positive news about crime reductions. | Development Strategy Head of |  | 31/03/2009 | <p>recruit to vacant post to take this work forward.</p> <p>Pride in Cumbria initiative launched</p> <p>Working with the CDRP to communicate positive news on crime levels.</p> <p>Working with CSP partners to recruit to vacant post to take this work forward.</p> |

Theme: **04 Promoting Prosperity**


Code & Title: **PP\_3.2.03 As a key partner in the Crime and Disorder Reduction Partnership (CDRP), play active part in CDRP at all levels working with partners. All services plan to reduce crime and disorder.**

| Status Icon   | Action Code & Title  | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|--|------------------------------|---|------------|---|
|  | PP_3.2.03.b As a key partner in the Crime and Disorder Reduction Partnership (CDRP), play active part in CDRP at all levels working with partners. All services plan to reduce crime and disorder. | Development Strategy Head of |  | 31/03/2009 | <p>Membership of CDLP and sub groups have been reviewed to maximise our involvement within our capacity constraints. Council due to take on as chair of West Cumbria CDLP in 2009/10</p> <p>Strategic assessment to be done Jan 09 in order to refresh the performance plan.</p> <p>Have begun to undertake some joint working.</p> <p>Working with CSP partners to recruit to vacant post to take this work forward.</p> |




Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.2.06 Work with partners to identify people (particularly young people) on the edge of criminality and provide diversionary activity.**

| Status Icon   | Action Code & Title  | Assigned To               | Progress Bar               | Due Date   | Notes & History Note  |
|---|--|---------------------------|----------------------------|------------|---|
|  | PP_3.2.06.a Work with partners to identify people (particularly young people) on the edge of criminality and provide diversionary activity | Cultural Services Manager | <div><div>100%</div></div> | 31/03/2009 | <p>Projects include midnight football delivered in partnership with Connexions.</p> <p>Connexions may not be able to host the post within their organisation, further discussions are being progressed with other partners to locate a suitable place for the project.</p> <p>Project being developed with Connexions as part of SPAA process to engage vulnerable young people.</p> <p>Work has begun with the Crime and Disorder Reduction Partnership to establish connectivity with the CRDP three year plan. The cultural services unit has begun an audit of its functions with relation to the work it does with partners.</p> <p>Preparatory work has begun within target communities to identify potential groups of young people to take part in discretionary activity over the summer period and in sustained activity through the SPAA projects.</p> |


Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.2.07 Address with partners the skills needs of offenders and those on the edge of criminality.**

| Status Icon   | Action Code & Title  | Assigned To               | Progress Bar               | Due Date   | Notes & History Note   |
|---|--|---------------------------|----------------------------|------------|--|
|  | PP_3.2.07.a Address with partners the skills needs of offenders and those on the edge of criminality | Cultural Services Manager | <div><div>100%</div></div> | 31/03/2009 | <p>Ongoing delivery of projects previously identified.</p> <p>This project is in doubt because of funding constraints. External funding for the next period is being sought by Connexions. North Country Leisure have committed to hosting the post should the revenue support become available.</p> <p>A project has been developed with Connexions (as a part of the SPAA portfolio) to provide resource to engage 14 to 19 year olds in sports and physical activity. This project has been developed by Connexions in dialogue with the prevent and deter panel.</p> |


Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.2.08 Ensure that emergency planning and business continuity arrangements for people, IT, buildings and finance are constantly up to date and effective in accordance with the Civil Contingencies Act.**

| Status Icon   | Action Code & Title   | Assigned To     | Progress Bar               | Due Date   | Notes & History Note   |
|---|---|-----------------|----------------------------|------------|--|
|  | PP_3.2.08.b Business Continuity Plan for Copeland Borough Council. Copeland Recovery Plan in place. | Executive Chief | <div><div>100%</div></div> | 31/03/2009 | <p>Business Continuity Plan signed off by Corporate Team on the 9 March. Programmed to go to the Corporate Improvement Board in April.</p> <p>BCP approved by Corporate team. To be tested in a training exercise June/ July.</p> <p>Draft plan in place to be finalised by the end of January.</p> <p>Revised timescale and have set definitive targets for Corporate Team on policy &amp; improvement plan.</p> <p>Corporate Team have agreed to set up a task &amp; finish group to move forward and complete the plan.</p> <p>Majority of services have completed Business Continuity Plans. Department and Corporate plans to be finalised.</p> |



Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.2.09 Work to help the resettlement of offenders in accordance with the National Community Safety Plan.**

| Status Icon   | Action Code & Title  | Assigned To             | Progress Bar             | Due Date   | Notes & History Note   |
|---|--|-------------------------|--------------------------|------------|------------------------|
|  | PP_3.2.09.a Work to help the resettlement of offenders in accordance with the National Community Safety Plan | Development Director of | <div><div>0%</div></div> | 31/03/2009 | No action being taken. |

Theme: **04 Promoting Prosperity**


Code & Title: **PP\_3.3 Quality Living Environment**

| Status Icon   | Action Code & Title  | Assigned To                   | Progress Bar               | Due Date   | Notes & History Note  |
|---|--|-------------------------------|----------------------------|------------|---|
|  | PP_3.3.05.ii Local development framework: Supplementary planning documents | Regeneration Strategy Manager | <div><div>55%</div></div>  | 31/03/2009 | Submitted the LDS which has been accepted by Government.<br><br>Pow Beck and Wind Energy SPDs adopted Jan 08.<br>Whitehaven Town Centre & Harbour & S106 Contributions to be complete 09 & 10 respectively  |
|  | PP_3.3.06 Pursue THI funding for Whitehaven town centre                    | Economic Development Manager  | <div><div>100%</div></div> | 31/03/2009 | Appointed consultants to review the documents and the timeframe.<br><br>THI unsuccessful alternative funding plans are currently being pursued.<br><br><br>Phase 1 bid has now been submitted to the Heritage Lottery Fund. Awaiting result in April and then the scheme will be developed in |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
|-------------|---------------------|-------------|--------------|----------|---|
|             |                     |             |              |          | <p>September.</p> <p>Development Control restructure to provide Conservation Officer. Submission made to English Heritage.</p> <p>Westlake and CBC funding has been secured to carry the project forward.</p> |



Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.3.01.i Control waste-related environmental challenges. Reduce crime and fear of crime arising from environmental degradation**




| Status Icon   | Action Code & Title   | Assigned To                              | Progress Bar              | Due Date   | Notes & History Note  |
|---|---|--|---------------------------|------------|---|
|  | PP_3.3.01.i.a Control waste-related environmental challenges. Reduce crime and fear of crime arising from environmental degradation | Leisure & Environmental Services Head of | <div><div>83%</div></div> | 31/03/2009 | <p>Trade waste awareness and enforcement action delivered. Environmental powers employed through Copeland staff and PCSO's.</p> <p>Limiting the impact of waste on the environment is a core function of the Enforcement Unit. Through the Open Spaces service plan, action is taken to limit occurrences and change behaviour through enforcement.</p> <p>As per methodology below - OS objectives 1.1, 1.2, 1.3 = 38%; OS objectives 3.1,3.2, 3.3, 3.4 = 53%. Average = 46%</p> |




Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.3.03.i Use legislative powers to ensure that environmental nuisance is controlled**



| Status Icon   | Action Code & Title   | Assigned To                              | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|--|---|------------|---|
|  | PP_3.3.03.i.a Use legislative powers to ensure environmental nuisance is controlled | Leisure & Environmental Services Head of |  | 31/03/2009 | <p>Delivered by Open Spaces enforcement unit.</p> <p>Police Community Support Officers have been empowered to address environmental nuisances. Action has been taken relating to dog fouling, littering and fly tipping. There is also an ongoing awareness campaign taking place.</p> <p>The objective (below) now indicates 53% achieved - pro-rata change on progress bar to reflect this.</p> <p>This objective is being largely delivered through the Open Spaces Section as outlined in 08L&amp;ES-OS_3 annotated as 40% complete. This section scored at 25% to reflect the position in calendar year terms.</p> |

Theme: **04 Promoting Prosperity**  
Code & Title: **PP\_3.4 Environmental Sustainability**

| Status Icon   | Action Code & Title  | Assigned To                      | Progress Bar               | Due Date   | Notes & History Note  |
|---|--|----------------------------------|----------------------------|------------|---|
|    | PP_3.4.01.i Develop a strategy to reduce CO2 emissions in the Council's own operations | Sustainability & Nuclear Head of | <div><div>100%</div></div> | 31/03/2009 | <p>Undertaken a strategic sustainability project by external consultant to use against a Cumbrian Climate Strategy. The draft is currently in place and the implementation plan is due for June 2009.</p> <p>Climate Change Strategy and action plan being developed by external resource. Expected by March 09.</p> <p>Work commenced on Strategy Paper.</p> <p>Group set up to develop baseline figure. Audit report commenced.</p> <p>Working carrying on at a Cumbrian level.</p> |
|  | PP_3.4.02.i Develop a biodiversity action plan and conservation management plan        | Regeneration Strategy Manager    | <div><div>50%</div></div>  | 31/03/2009 | <p>Working with Cumbrian Authorities to develop the plan</p> <p>Liaising with Cumbrian authorities on a joint approach. Developing a baseline for the National Indicator.</p>   |
|  | PP_3.4.03.i Council to sign the Nottingham Declaration                                 | Sustainability & Nuclear Head of | <div><div>100%</div></div> | 31/03/2009 | <p>The Council has signed off the Copeland version of the Nottingham Declaration in January 2009.</p> <p>A report going to Exec in</p>  |

| Status Icon   | Action Code & Title   | Assigned To                      | Progress Bar               | Due Date   | Notes & History Note   |
|---|---|----------------------------------|----------------------------|------------|--|
|    | PP_3.4.03.ii Undertake a comprehensive risk based assessment of local vulnerabilities - achieve level 1   | Sustainability & Nuclear Head of | <div><div>80%</div></div>  | 31/03/2009 | <p>January to recommend signing a local version of the Nottingham Declaration.</p> <p>David Davies to report to Executive by December.</p> <p>David Davies to produce report for Executive in September.</p> <p>The draft strategy is currently in place</p> <p>Vulnerabilities to be incorporated into the Climate Change Strategy currently being developed.</p> <p>Work commenced on high level assessment. Research undertaken.</p> <p>Discussed use of GIS system to assist in sea level rise vulnerability.</p> <p>This baseline was produced in 2008/09</p> |
|  | PP_3.4.04.i Evaluation of air pollutants of nitrogen oxides (NOx) and particulate matter (PM10) into the atmosphere from Local Authority operations | Sustainability & Nuclear Head of | <div><div>100%</div></div> | 31/03/2009 | <p>Baseline data currently being collected.</p> <p>Method for baseline assessment set up. Gathering information.</p> <p>Group set up to develop baseline figure. Audit report commenced.</p>   |
|  | PP_3.4.05 Develop Shoreline Management Plans  | Environmental Health Manager     | <div><div>80%</div></div>  | 31/03/2010 | <p>Action for 1st phase of process complete - SMP also covered in Env. Sustainability</p> <p>Shoreline Management Plan also covered as sub actions in Env. Sustainability</p>  |





| Status Icon   | Action Code & Title                                 | Assigned To                  | Progress Bar              | Due Date   | Notes & History Note  |
|---|---|------------------------------|---------------------------|------------|---|
|   | PP_3.4.05.i Catchment Flood management Plans (CFMP) | Environmental Health Manager | <div><div>80%</div></div> | 31/03/2009 | <p>Public information leaflet distributed, elected member forum held Sept 08, stakeholders forum arranged for Nov 08 and 2nd elected member forum in Dec 08</p> <p>Technical information provided to Halcrow. Information sent to elected members and parish councils. Beach profiles and assessment arranged for South Shore</p> <p>Partnership work with EA - EA produce flood maps Joint CFMP in development - new guidance in light of PITT Review - Copeland working as pilot authority.<br/> <b><u>Due Date should be changed to reflect changed national guidance and timescales</u></b></p> <p>on going flood risk assesement - EA flood maps produced 3x a year--Oct 08 maps reviewed details to be included in flood procedures</p> <p>Area of joint working with EA - flood risk information provided (Sept 08) information to be used in review and update of flood risk management plan</p> <p>Completed Strategic Flood Risk Assessment which is linked to the LDF.</p> |
|  | PP_3.4.06 Develop a fuel poverty strategy           | Housing Services Manager     | <div><div>60%</div></div> | 31/03/2009 | <p>Draft Strategy has been presented to the Strategic Housing Panel.</p>  |


| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
|-------------|---------------------|-------------|--------------|----------|---|
|             |                     |             |              |          | <p>Draft strategy completed and to be presented with recommendation to Strategic Housing Panel in Jan 09.</p> <p>Oct 08 consultant engaged for HECA report. To train staff on NI set. Target for Council to adopt fuel poverty strategy is Jan 09.</p> <p>On hold until the Housing team is in place.</p> |

Theme: **04 Promoting Prosperity**


Code & Title: **PP\_3.4.01.ii Annual measured CO2 reduction from Local Authority operations (baseline 08-09)**

| Status Icon   | Action Code & Title   | Assigned To                      | Progress Bar  | Due Date   | Notes & History Note   |
|---|---|----------------------------------|---|------------|--|
|  | PP_3.4.01.ii.a Annual measured CO2 reduction from Local Authority operations (baseline 08-09) | Sustainability & Nuclear Head of |  | 31/03/2009 | <p>The baseline figures are now in place</p> <p>Baseline figures are being collected.</p> <p>Method for baseline assessment set up. Gathering information.</p> <p>Group set up to develop baseline figure. Audit report commenced.</p> |

Theme: **04 Promoting Prosperity**  
 Code & Title: **PP\_3.4.02.ii Prepare annual biodiversity performance report**



| Status Icon   | Action Code & Title  | Assigned To                   | Progress Bar              | Due Date   | Notes & History Note  |
|---|--|-------------------------------|---------------------------|------------|---|
|  | PP_3.4.02.ii.a Prepare annual biodiversity performance report (baseline 08-09) | Regeneration Strategy Manager | <div><div>50%</div></div> | 31/03/2009 | <p>Baseline figure agreed.</p> <p>Agreed a baseline figure with the Cumbrian authorities.</p> <p>Working with LDNP &amp; Cumbria Authorities to develop a baseline.</p> |

Theme: **04 Promoting Prosperity**  
 Code & Title: **PP\_3.4.04.ii Annual measured NOx and PM10 reduction from Local Authority operations (baseline 08-09)**


| Status Icon   | Action Code & Title  | Assigned To                      | Progress Bar               | Due Date   | Notes & History Note  |
|---|--|----------------------------------|----------------------------|------------|---|
|  | PP_3.4.04.ii.a Annual measured NOx and PM10 reduction from Local Authority operations (baseline 08-09) | Sustainability & Nuclear Head of | <div><div>100%</div></div> | 31/03/2009 | <p>The baseline data is in place</p> <p>Baseline data currently being collected.</p> <p>Method for baseline assessment set up. Gathering information.</p> <p>Group set up to develop baseline figure. Audit report commenced.</p> |


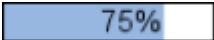
Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.4.05.ii Flood & Coastal erosion - Annually measured performance based on percentage of agreed (with Environment Agency) actions completed**



| Status Icon   | Action Code & Title  | Assigned To                  | Progress Bar  | Due Date   | Notes & History Note  |
|---|--|------------------------------|---|------------|---|
|  | PP_3.4.05.ii.a Annually measured performance based on percentage of agreed (with Environment Agency) actions completed | Environmental Health Manager |  | 31/03/2009 | <p>Partnership work continues - no work identified by EA Annual and bad weather assessments continue</p> <p>As 21.10.08 comments Partnership working with EA/DEFRA on coastal &amp; flooding management (SMP &amp; Multi agency flood group)</p> <p>No details as yet on method of measurement by EA. Expected areas of measurement include min of annual assessment of coastal defences (arrangements in place) &amp; completion and review of local flood risk assessment (LFRA). LRFA completed in Aug 07.</p> <p>No specific targets to complete.</p> |



Theme: **04 Promoting Prosperity**  
 Code & Title: **PP\_3.5 Quality housing**

| Status Icon   | Action Code & Title   | Assigned To              | Progress Bar              | Due Date   | Notes & History Note   |
|---|---|--------------------------|---------------------------|------------|--|
|  | PP_3.5.02 Review the service provided by the Home Improvement Agency. | Housing Services Manager | <div><div>80%</div></div> | 31/03/2009 | <p>Supporting people are taking lead in reviewing the service.</p> <p>Professional work now back in house. Some client support services to remain with HIA</p> <p>Preference is to take the service back in-house now that staffing is at full establishment.</p> <p>Some work carried out by the Agency has been taken back in house and this trend will continue once the Council's newly appointed Technical Officers start work.</p> <p>Discussions are underway with the agency and the Supporting People Team (who fund it) about its longer term role.</p> <p>Further meeting with agency on 18/04/08. Agreed plan to review service and regularise relationship.</p> |
|   |   |                          |                           |            | <p>Preparation for Housing Inspection by the Audit Commission not allowed for work to be undertaken. Report due in March 2008.</p> <p>Resource difficulties still in housing although team member on long term sick leave is on phased return to work which will assist in</p>   |

| Status Icon   | Action Code & Title  | Assigned To  | Progress Bar  | Due Date   | Notes & History Note   |
|---|--|--|---|------------|--|
|   |  |  |   |            | <p>addressing priority areas. Consultant also retained to work on housing grants process and procedures.</p> <p>Review of housing function being undertaken as part of directorate review.</p>   |
|  | PP_3.5.06 Develop a Strategic Housing Improvement Plan in response to the Audit Commission's recommendations | Development Strategy Head of; Housing Services Manager |  | 31/03/2009 | <p>Improvement Plan dates have been further extended.</p> <p>Improvement plan extended to March 09.</p> <p>The improvement plan has a timetable of 6 months to January 09. Currently close to schedule.</p> <p>Housing Improvement Plan developed and fully approved by Members. Implementation on schedule.</p> |

Theme: **04 Promoting Prosperity**  
Code & Title: **PP\_3.6 Leisure and culture**



| Status Icon   | Action Code & Title   | Assigned To               | Progress Bar  | Due Date   | Notes & History Note   |
|---|---|---------------------------|---|------------|--|
|  | PP_3.6.02.i Provide plans and manage the completion of new build public leisure facilities in Pow Beck. | Cultural Services Manager |  | 31/03/2009 | <p>All possible planning for this stage has been completed and we are awaiting feedback regarding Sports Village status.</p> <p>Work is underway to progress this project by developing the individual elements.</p> <p>Additional work on Sport Village and stadium</p> |

| Status Icon   | Action Code & Title   | Assigned To               | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|---------------------------|---|------------|---|
|   |   |                           |   |            | <p>development plans taking place, under consultancy contract with White Young Green.</p> <p>Significant progress supporting WRLFC as a major stakeholder in the sport village. Meetings also held with Whitehaven Amateurs.</p> <p>This objective is being delivered by the Cultural Services team as 08L&amp;ES-CS_4.2.</p>   |
|  | PP_3.6.06.i Build on current skills development initiatives and position Copeland as a destination of choice for learning establishments to facilitate workforce development in arts and sports | Cultural Services Manager |  | 31/03/2009 | <p>Ongoing work to develop sound studio progressing well.</p> <p>The business model for the proposed studio is nearing completion. Once the model is established the partnership will locate funding.</p> <p>Sound studio work progressing with support from University of Cumbria. Consultant appointed to progress scheme.</p> <p>A consultant has been appointed to develop the business model for a Sound studio and to work with potential end-users to establish the needs of anchor tenants.</p> <p>The Pathways to Sports employment project will support the establishment of training courses and workplace opportunities in Copeland. Additional resource is available within the Uni of</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
|-------------|---------------------|-------------|--------------|----------|---|
|             |                     |             |              |          | Cumbria to develop capacity. Work has begun on a feasibility study to establish a Recording Studio within the Civic Hall to enable the University of Cumbria to deliver music technology courses in Whitehaven. |

Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.6.01 Build capacity amongst Copeland communities to take forward arts and sports activities after Copeland BC led start up projects, including organisations not traditionally involved in sports or arts activities.**


| Status Icon   | Action Code & Title   | Assigned To               | Progress Bar  | Due Date   | Notes & History Note  |
|---|---|---------------------------|---|------------|---|
|  | PP_3.6.01.a Build capacity amongst Copeland communities to take forward arts and sports activities after Copeland BC led start up projects, including through organisations not traditionally involved in sports or arts activities | Cultural Services Manager |  | 31/03/2009 | <p>Cultural Services have supported organisations through grants schemes and delivered significant start up activity</p> <p>The West Cumbria bid to host one of these posts has been successful and full project proposals are being developed.</p> |



| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note   |
|-------------|---------------------|-------------|--------------|----------|--|
|             |                     |             |              |          | <p>The Arts Council have made funds available to develop a series of 6 posts in the North West of England. These 'Arts Engagement Posts' will be shared between Local Authorities and the Arts Council to produce bodies of work that engage the private, public and non-professional voluntary sectors. These posts have been developed to have an impact on our objective of increasing engagement in the arts and Comprehensive Area Assessment includes a National Indicator on levels of engagement in the arts (NI11).</p> |

Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.7.01 Lobby for accessible primary health care facilities for the people of the borough.**



| Status Icon   | Action Code & Title   | Assigned To             | Progress Bar               | Due Date   | Notes & History Note   |
|---|---|-------------------------|----------------------------|------------|--|
|  | PP_3.7.01.b Lobby for accessible primary health care facilities for the people of the borough | Development Director of | <div><div>100%</div></div> | 31/03/2009 | <p>West Cumbria Hospital future agreed at existing site. Work continuing to support the scope for development of campus hospital.</p> <p>Proposals for 2 sites now complete &amp; submitted to the Health Trust.</p> <p>Member and Officer lobby through Scrutiny, Council and</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note |
|-------------|---------------------|-------------|--------------|----------|----------------------|
|-------------|---------------------|-------------|--------------|----------|----------------------|

|  |  |  |  |  |                           |
|--|--|--|--|--|---------------------------|
|  |  |  |  |  | consultation comment etc. |
|--|--|--|--|--|---------------------------|

Theme: **04 Promoting Prosperity**


Code & Title: **PP\_3.7.02 Challenge any proposed reduction in the nature and quality of health care services in the borough seeking support from partners in the West Cumbria Strategic Partnership and County Council Health Scrutiny.**

| Status Icon   | Action Code & Title   | Assigned To              | Progress Bar  | Due Date   | Notes & History Note   |
|---|---|--------------------------|---|------------|--|
|  | PP_3.7.02.b Challenge any proposed reduction in the nature and quality of health care services in the borough seeking support from partners in the West Cumbria Strategic Partnership and County Council Health Scrutiny. | Quality of Life Director |  | 31/03/2009 | <p>New Build/Refurbishment proposals now confirmed for the Hospital remaining in Whitehaven. Healthy Communities OSC scrutinised GP commissioning of Step Up beds and West Cumbria Health Improvement Plan in March 09.</p> <p>A local 'conference' is to be held on 4 February 09 on health with key speakers from the PCT on local health issues, this will give a further opportunity to engage with and challenge health providers in the area over the quality of health care.</p> <p>A joint Council/PCT health post has been suggested and outline funding arrangements and job profile created, this to address health issues within the Council as employer and to support locality based working arrangements focused on the health of the community</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note   |
|-------------|---------------------|-------------|--------------|----------|--|
|             |                     |             |              |          | <p>The Children Young People and Healthy Communities OSC considered consultation reports on mental health and pharmacy provision on 7 August 08. Pharmacy provision was considered a matter for the County Council's Health and Wellbeing Scrutiny Committee on which Cllr Garrity will sit. The Mental health consultation was examined in more detail at a special meeting on 18 August and a response made.</p> |

Theme: **04 Promoting Prosperity**


Code & Title: **PP\_3.7.04.i Develop polices and actions to improve the health and safety of Copeland Borough Council's employees.**

| Status Icon   | Action Code & Title   | Assigned To              | Progress Bar               | Due Date   | Notes & History Note   |
|---|---|--------------------------|----------------------------|------------|--|
|  | PP_3.7.04.i.a Develop polices and actions to improve the health and safety of Copeland Borough Council's employees. | Quality of Life Director | <div><div>100%</div></div> | 31/03/2009 | <p>The Council's sickness PI's while not meeting the 8 day target at 9.34 per employee was 0.61 days better than the 07/08 figure of 9.95. (note this is not the BVPI figure which is calculated differently). Equally our accident and incident statistics for 08/09 show 25 events in total versus 37 the previous year and encouraging trend if maintained.</p> <p>In principle agreement has</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note  |
|-------------|---------------------|-------------|--------------|----------|---|
|             |                     |             |              |          | <p>been reached with the Primary Care Trust for the Council to host a joint health officers position targeted at improving the health of Copeland Employees and to support health initiatives in priority localities.</p> <p>Sickness has continued to fall during the year. This years accident records show 12 incidents which is significantly lower than the previous year. Progress on procedures is slow due to the difficulty in appointing a full time health &amp; safety advisor.</p> <p>Average days per head lost to sickness at the end of June stood at 2.4 which is an improvement on the corresponding period last year which was 3.07. Service managers are actively managing the process. Accident statistics for last year stood at 36 in total and the first quarter this year there has only been 1 reported accident.</p> |


Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.7.06 To ensure that the public health is protected and inequalities reduced; use legislative powers to promote and protect public health**

| Status Icon   | Action Code & Title   | Assigned To                              | Progress Bar               | Due Date   | Notes & History Note   |
|---|---|--|----------------------------|------------|--|
|  | PP_3.7.06.a To ensure that the public health is protected and inequalities reduced; use legislative powers to promote and protect public health | Leisure & Environmental Services Head of | <div><div>100%</div></div> | 31/03/2009 | <p>This action has been completed by the Environmental Health Department, with work streams ongoing.</p> <p>Environmental Health have been working to reduce health inequalities and also protect public health through preventative action.</p> <p>This objective is being delivered by the Environmental Health Team under 08L&amp;ES-EH-1 and 08L&amp;ES-EH_2 (at 31 and 8% respectively)</p> |

Theme: **04 Promoting Prosperity**


Code & Title: **PP\_3.8 Flexible Transport Infrastructure**

| Status Icon   | Action Code & Title   | Assigned To                  | Progress Bar               | Due Date   | Notes & History Note   |
|---|---|------------------------------|----------------------------|------------|--|
|  | PP_3.8.06 Carry out a review and develop an action plan to assist in the provision of appropriate flexible transport to places of employment. | Development Strategy Head of | <div><div>100%</div></div> | 31/03/2009 | <p>Discussions have begun with CCC with an expectation that a joint seminar between CCC and CBC Councillors will take place in 2009/10 to look at priorities and opportunities. Moved into 2009/10 Service Plan.</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note   |
|-------------|---------------------|-------------|--------------|----------|--|
|             |                     |             |              |          | <p>No progress. Need to liaise with CCC on ECMP implementation.</p> <p>CCC Travel Plan Coordinator providing support to companies who wish to prepare Green Travel Plans.</p> <p>Work progressing in line with Master Plan exercise.</p> <p>Some work being undertaken as part of Master Plan exercise by CCC.</p> <p>No progress because of competing priorities/lack of resources.</p> |

Theme: **04 Promoting Prosperity**

Code & Title: **PP\_3.8.07 Operate Concessionary Travel Scheme within Copeland**

| Status Icon   | Action Code & Title   | Assigned To                                      | Progress Bar               | Due Date   | Notes & History Note  |
|---|---|--|----------------------------|------------|---|
|  | PP_3.8.07.a Operate Concessionary Travel Scheme within Copeland | Finance & Management Information Systems Head of | <div><div>100%</div></div> | 31/03/2009 | <p>Report to OSC in April confirmed the pattern of usage to end of January was less than budgeted. Changes to national concessionary fares scheme from 1<sup>st</sup> April 2009 were reported to April OSC meeting. Concessionary Travel Scheme operated during all of 2008/09. Budget in respect of 2009/10 proposed no changes to the scheme. Administration in respect of</p> |

| Status Icon | Action Code & Title | Assigned To | Progress Bar | Due Date | Notes & History Note   |
|-------------|---------------------|-------------|--------------|----------|--|
|             |                     |             |              |          | <p>Services during Q4 and travel scheme for 2009/10 has commenced.</p> <p>Report to OSC in December indicated underspend for the service: usage less than budgeted expenditure. Continues to be monitored.</p> <p>Met timescales at start of financial year for introducing national scheme. Currently administering new applications as and when they arrive.</p> |