

**PAPER NO. 2**

**REPORT TO THE EXECUTIVE MEETING OF 4<sup>th</sup> July 2011**

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**Status:** Decision  
**Title:** Production of Annual Report  
**Originator:** Beverley Jolly, Head of Corporate and Development Services  
**Where from:** Management Board  
**Where to next:** Implementation

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1 Purpose of the Report

1.1 To agree the content of the Annual Report, prior to publication,

2 Recommendations:

2.1 That members delegate to officers to make any changes which are necessary to the Annual Report arising from discussions at this meeting both on this report and other items on the agenda.

2.2 That Members agree the publication of the Annual Report, as attached at Appendix A, subject to any changes as a result of recommendation 2.1.

3 Summary of Reasons for the Recommendations

3.1 The Council is required to publish information on its performance, including an overall summary and details on its Performance Indicators.

4 Impact on Communities

4.1 This report provides our community with information on the Council's performance in 2010 – 2011.

5 Key Facts

5.1 The Council is required to publish a statement of contracts, a summary of overall performance and its position in relation to all of the Performance Indicators.

5.2 This Council has adopted the practice of publishing a Business Plan which outlines what will be delivered within the financial year, followed by an Annual report after the end of the financial year that covers the requirements as outlined in paragraph 5.1.

6 Legal Issues

6.1 There is a legal requirement for the Council to publish information on its overall performance, and its position in relation to the Performance Indicators.

7 Resource Issues

7.1 The resources needed to publish the Annual Report are being met from existing resources.

8 Equality Impact Assessment Implications/Outcomes

8.1 Equality Impact Assessments were undertaken when the Business Plan was produced.

9 Impact on the Organisation

9.1 The Annual Report is a key corporate document which sets out the Council's achievements and performance for the previous year.

10 Community Safety Implications

10.1 Information on Community Safety is contained in the Annual Report

11. Carbon Management Implications

11.1 Information on Carbon Management is contained in the Annual Report.

12. Risk Management Implications

12.1 There are no risk management implications in publishing the Annual report.

13 Consultation

13.1 The information that forms the basis of the Annual Report has been prepared in consultation between staff, managers and the Leader of the Council. The Executive is also considering the financial management information at this meeting.

14 Options Considered

14.1 There is not an option to not publish the Annual Report

15 Background Papers

15.1 Business Plan 2010/11.

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**Previous report(s):** *text*

**Information Issued Under Sensitive Issue Procedure:** Y/N

**Ward Members Notified:** Y/N

**Appendices:** *list any appendices here including title and filename in brackets (e.g. Performance Data 2010 (perfddata.doc)).*

**A.**

**B.**

**C.**

**D.**