

Full Council

Report Title:	Delivery Plan for 2023-24
Meeting Date:	25 April 2023
Contact Officer:	Mandy Sturdy – Town Clerk

Purpose of the Report

1. Ahead of an agreed 4 – 10 year strategy for Thame Town Council which will be developed through consultation with the community and agreed by the Council; A 12 month delivery plan has been produced to guide the Officers and Councillors through the targets for the year ahead.

Action Required

2. To note and comment on the delivery plan for April 2023 to March 2024.

Background

3. The action plan is a working list of projects and events to be delivered over the next 12 months; as a live document it will continue to be developed over that time.
4. Where required these projects and events have been agreed by resolution at Council and / or Committee meetings.
5. The aim is to use this plan to enable greater openness and to better communicate to all the stakeholders about the plans and aspiration for the year ahead.
6. The plan will also help prioritise and identify where there are any shortfalls in resources, financial and/or staffing.
7. The following categories help filter the plan.
 - C = capital and / or large projects
 - P = small / medium projects
 - I = internal projects including any confidential / personnel projects
 - A = Annual events or actions
 - E = one off events
8. Appropriate elements of the plan can be published and updated on the Thame Town Council website.
9. A filtered copy of the draft plan will be circulated to councillors for reference, with the working document displayed at the meeting.

Resource Appraisal

10. The officers leading or working on the plan are identified. Along with the relevant committee.

Risk Assessment

11. Lack of resources could mean that we don't meet target dates. The continued monitoring of target milestones and assessing needs for each project.

12. Council priorities change throughout the year. The plan is a working document and should be regularly reviewed with stakeholders.

Recommendation

- i) To **note** the creation of the working Delivery Plan for 2023-24 and **feedback** any comments.