

# Coastal Group Annual Reports Content Guidelines

August 2010

The Annual Report is the opportunity for the Coastal Group to showcase its achievements - and demonstrate its value for money. It needs to be clear in the first few pages why Coastal Groups 'punch above their weight' and how they fit positively within the Coalition Government's new 'localism' agenda.

To do this effectively, the Annual Report should be a short (c.4 or 5 pages) 'executive summary' style resume of this year's headline achievements (focussing on the positive!) that cover the first two items below. The other 'business' items should be included as discrete appendices that can be referenced in the Annual Report if more detail is required by the reader.

The following is a list of items that may be included in the Annual Report. This isn't a strict template, and you may wish to label the items differently, merge some of the items in the appendices if appropriate etc.

## Annual Report:

- Highlights of the year
  - key meetings / decisions / achievements
  - demonstrating collaborative approach to local decisions
- CG performance
  - demonstration of value for money
  - coordination of investment to optimise delivery
  - maximising resources through clustering / skill sharing
  - engagement activities to increase coastal literacy
  - coordinated approach to habitat creation

## Appendices:

- CG Terms of Reference
  - confirm ToR & advise any changes
- CG Membership
  - confirm appointments & members (full/associate)
  - advise any changes
- CG Business Plan
  - status
  - key business objectives for the year and results
- CG Meetings
  - frequency/number
  - levels of attendance, any issues
- CG funding & expenditure
  - funding rec'd & sources
  - expenditure (Appendix)
- Engagement
  - adjacent CGs
  - RFDCs
  - Defra, CLG, NE, MMO, Ministerial visits to area etc
  - any successes and areas for improvement
  - events
- Joint working
  - LA shared resources
  - centres of excellence
  - examples of innovative working
  - inputs to policy development, e.g. coastal change policy

- SMPs
  - progress against programme incl. adoption & sign-off
  - implementation of Action Plan
  - comms. eg. Website, links etc
  - estimated review dates
  - any links with other plans, e.g. LDF, Marine plans, etc.
  
- Projects (strategies, schemes, studies)
  - forward planning, MTP submissions
  - links to LTIS
  - progress against programme; approvals
  - expenditure against allocation
  - tender lists outside procurement framework
  - significant issues, delays
  
- Regional monitoring
  - report on survey progress, data management etc
  
- Habitats
  - gains & losses (link to Reg'l Habitat Creation Programmes)
  
- CLG NI 189 reporting
  - issues / any follow up required?
  
- Notable CG activities
  - input to R&D
  - training/workshops
  - publications