**Template for the production of Local Authority Social Services Annual Reports**

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**1. Introduction**

**2. Director’s Summary of Performance**

**3. How Are People Shaping Our Services?**

**4. Promoting and Improving the Well-being of Those We Help**

1. **Working with people to define and co-produce personal well-being outcomes that people wish to achieve**

What did we plan to do last year?

How far did we succeed and what difference did we make?

What are our priorities for next year and why?

1. **Working with people and partners to protect and promote people’s physical and mental health and emotional well-being**

What did we plan to do last year?

How far did we succeed and what difference did we make?

What are our priorities for next year and why?

1. **Taking steps to protect and safeguard people from abuse, neglect or harm**

What did we plan to do last year?

How far did we succeed and what difference did we make?

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1. **Encouraging and supporting people to learn, develop and participate in society**

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1. **Supporting people to safely develop and maintain healthy domestic, family and personal relationships**

What did we plan to do last year?

How far did we succeed and what difference did we make?

What are our priorities for next year and why?

1. **Working with and supporting people to achieve greater economic well-being, have a social life and live in suitable accommodation that meets their needs**

What did we plan to do last year?

How far did we succeed and what difference did we make?

What are our priorities for next year and why?

**5. How We Do What We Do**

1. Our Workforce and How We Support their Professional Roles
2. Our Financial Resources and How We Plan For the Future
3. Our Partnership Working, Political and Corporate Leadership, Governance and Accountability

**6. Accessing Further Information and Key Documents**