
SERVICE PLANNING – 2005/06

**Responsible Cabinet Member(s) – Councillor John Williams, Leader
and Cabinet Collectively**

Responsible Director(s) – Corporate Management Team

Purpose of Report

1. The five departmental plans, along with the Chief Executive’s Office plan are presented in accordance with the service planning timetable for 2005/06.

Summary

2. A corporate approach to service planning is now entering its third year, with the role of Executive members being that of agreeing the content of plans and having overall accountability for delivery. Improved service planning arrangements were identified in the 2004 Corporate Assessment, with the Audit Commission stating that the ‘Service planning framework has improved links between strategies, plans, priorities and budgets’¹.

Information and Analysis

3. Meetings between lead officers and Cabinet members to discuss the plans have now taken place. The plans contain the high level priorities for each of the five departments, and for the Chief Executive’s Office. In addition to the priorities for improvement, risks preventing departments from carrying out their objectives have been identified, with action plans put in place dependent upon likelihood and possible impact. Executive members have informed the departmental plans and for this reason, and to reduce paperwork, full copies of the departmental plans are available on the Intranet, <http://intranet/ChiefExecutives/Service+Planning.htm>. In addition, hard copies of plans are available on request from the Policy Unit.

Next steps

4. Service plans underpin the departmental plans and from these, 24 service planning posters will be produced. All posters will be carefully drafted and will show performance information, although it may be necessary to update some targets during the year. It is envisaged that Scrutiny members will monitor plans quarterly using *PerformancePlus*, although this will be considered at Monitoring and Co-ordination Group.

¹ Corporate Assessment Inspection Report April 2005

Conclusion

5. A successful corporate approach to service planning continues to be a vital component of the performance management framework. Good progress has been made to date, with service planning posters scheduled to be produced by the beginning of April. The departmental plans may be updated prior to the 31st March to ensure that they contain the most up to date performance information, to complete action planning, etc.

Outcome of consultation

6. Cabinet members have been involved in formulating departmental plans. In addition, the service planning framework utilises all available consultation data in producing the priorities for improvement.-

Legal Implication

7. This report has been considered by the Borough Solicitor for legal implications in accordance with the Council's approved procedures. There are no issues which the Borough Solicitor considers need to be brought to the specific attention of Members, other than those highlighted in the report.

Section 17 of the Crime and Disorder Act 1998

8. The contents of this report have been considered in the context of the requirements placed on the Council by Section 17 of the Crime and Disorder Act 1998, namely, the duty on the Council to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area. All service plans with linkages to this area are influenced by government legislation in formulating priorities for improvement.

Council Policy Framework

9. The issues contained within this report do not represent change to Council policy or the Council's policy framework.

Decision Deadline

10. For the purpose of the 'call-in' procedure this does not represent an urgent matter.

Recommendations

11. It is recommended that members adopt the five departmental plans and the Chief Executive's Office plan, available for viewing on the intranet.

Reasons

12. The recommendation is supported as it will ensure continued implementation of the Corporate Plan, leading to further service improvement.

Lorraine O'Donnell
Head of Policy

Andy Robinson: 2014

Background Papers

There are no background papers.