DOCUMENTATION/FUNCTION – CORPORATE PLANNING AND PERFORMANCE MANAGEMENT

IMPLEMENTATION	
Target Population	**Members, Senior Managers, Employees, Partners, Public**
Duty	**To ensure the authority's contribution to the Sustainable Community Strategy is translated into a series of actions at corporate, departmental and service level, and to demonstrate continuous improvement in the delivery of the Council's objectives.**
Training Requirements	**Members, senior management, heads of service. Understanding the council's commitment to the supporting of the Sustainable Community Strategy and the relevance to their service areas. For relevant staff, understanding the process of submitting performance data, and retrieving performance information from an appropriate system. Training delivered through approaches relevant to audiences such as 1:1, seminars, and online guidance.**
Lead Officer	**Head of Strategy, Performance and Communications**

DOCUMENTATION/FUNCTION – CORPORATE PLANNING AND PERFORMANCE MANAGEMENT

PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Ensure that all staff are aware of the Community Strategy, its relationship with the corporate plan, and how their role supports its delivery. Information via Intranet, posters, and discussed at team meetings and via 1:1's	Annually, and whenever the Sustainable Community Strategy, Corporate Plan, or services plans are updated.	All staff have an awareness of the strategies / plans and the relevance to their roles.	Policy Development Manager
	Ensure that members are aware of relevant plans by signposting to Intranet, and where appropriate inclusion in training programme and participation in developing and monitoring plans.	Annually	Members aware of and where appropriate own plans.	Policy Development Manager
	Ensure that services plans are aligned with the Corporate Plan and the Sustainable Community Strategy.	Whenever the Sustainable Community Strategy, Corporate Plan, or services plans are updated.	Service plans aligned with corporate plan and sustainable community strategy.	Policy Development Manager
	Continued awareness raising of PMF (including new National Indicators and LAA). Systematic and regular reporting.	As necessary, in particular during service and corporate plan production. When new systems are introduced.	Awareness of changes in direction of performance and achievement or otherwise of targets amongst all stakeholders.

Feedback from external auditors and inspectors to show stakeholders, especially the citizen and Government that the authority performs well. | Performance Manager |

DOCUMENTATION/FUNCTION – CORPORATE PLANNING AND PERFORMANCE MANAGEMENT

MONITORING (keeping it effective – recording when it happens)	Plans monitored through individual (PDRs) and team meetings, COB, COE, Cabinet and Scrutiny.	Various – ranges from monthly to annually.	Plans are realistic (achievable), aligned with the appropriate priorities, and are being progressed in line with agreed timescales.	Various – ranges from service managers through to cabinet.
	Performance to be monitored through performance monitoring framework (in development).	As set out in the PMF timetable (in development).	Taking action to ensure that the Council meets challenging targets, against its overall aims and specific priorities/initiatives.	Cabinet, scrutiny, COE, COB and Accountable Officers
REVIEW (keeping it up to date)	COE and COB take responsibility for annual review of plans and strategies in consultation with Members.	Ongoing review throughout the year with detailed refresh in the third and fourth quarters	Amended and refreshed plans - incorporating changes in circumstances, lessons from good practice and resource updates.	Policy Development Manager
	Development of plans and strategies through COE, COB and Heads of Service network.	Draft Corporate and Departmental Plans submitted to Cabinet/ Council for approval		Policy Development Manager
	Review and incorporation of good practice from external audit, inspectors and process benchmarking.	As and when especially annual to inform the development of 'new year' systems.	Improved systems (forms, etc.) to operate the PMF. Improved reporting processes and documentation.	Performance Manager