

REPORT TO: Corporate Services Policy and Performance Board

DATE: 2nd November 2010

REPORTING OFFICER: Strategic Director Resources

SUBJECT: Business Planning 2011–14

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To offer a timely opportunity for Members to contribute to the development of Directorate Business Plans for the coming financial year.

2.0 IT IS RECOMMENDED THAT:

The Board indicates priority areas for service development and improvement over the next 3 years.

3.0 SUPPORTING INFORMATION

3.1 Each Directorate of the Council is required to develop a medium-term business plan, in parallel with the budget, that is subject to annual review and refresh. The process of developing such plans for the period 2011-2014 is just beginning.

3.2 At this stage members are invited to identify a small number of priorities for development or improvement (possibly 3-5) that they would like to see reflected within those plans. Strategic Directors will then develop draft plans which will be available for consideration by Policy and Performance Boards early in the New Year.

3.3 Service Objectives and Performance Indicators and targets will be developed by each Department and this information will be included within Appendices to the Directorate Plan.

3.4 These departmental objectives and measures will form the basis of the quarterly performance monitoring received by the Board during the year. It is important that Members have the opportunity to provide input at this developmental stage of the planning process, particularly given the anticipated funding announcements, to ensure that limited resources may be aligned to local priorities.

- 3.5 It should be noted that plans can only be finalised once budget decisions have been confirmed in March and that some target information may need to be reviewed as a result of final outturn data becoming available post March 2010.
- 3.6 To assist Members in their considerations the Board may choose to invite each Operational Director to give a short presentation setting out the key issues and challenges for their service over the coming 3 years.
- 3.7 The timeframe for plan preparation, development and endorsement is as follows

	Information / Purpose	Timeframe / Agenda on Deposit
PPB	Discussion with relevant Operational / Strategic Directors concerning emerging issues, proposed priorities etc.	November 2010 PPB round
Directorate SMT's	To receive and endorse advanced drafts of Directorate Plans	SMT dates to be agreed with all Strategic Directors
Corporate Management Team	To receive and comment upon / endorse advanced drafts of Directorate Plans	By 30th November 2010
PPB's	Advanced draft plans including details of relevant departmental service objectives/milestones and performance indicators	January PPB Cycle
Executive Board	To receive advanced drafts of Directorate Plans	10th February 2011
Full Council	To receive advanced drafts of Directorate Plans	02nd March 2011

4.0 POLICY IMPLICATIONS

- 4.1 Business Plans form a key part of the Council's policy framework.

5.0 OTHER IMPLICATIONS

- 5.1 Directorate Plans will identify resource implications.

6.0 IMPLICATIONS FOR THE COUNCILS PRIORITIES

- 6.1 The business planning process is the means by which we ensure that the six corporate priorities are built into our business plans and priorities, and thence cascaded down into team plans and individual action plans.

7.0 RISK ANALYSIS

- 7.1 Risk Assessment will continue to form an integral element of Directorate Plan development. This report mitigates the risk of Members not being involved in setting service delivery objectives.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 Those high priority actions that result from Impact Review and Assessment will be included within Directorate Plans and will continue to be monitored through Departmental Performance Monitoring Reports.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

There are no relevant background documents to this report