

REPORT TO: Employment, Learning & Skills & Community Policy and Performance Board

DATE: 10th November 2014

REPORTING OFFICER: Strategic Director Policy & Resources

SUBJECT: Business Planning 2015-18

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 RECOMMENDATION

That the Board receive the information provided and indicates any areas of service activity that are considered relevant to plan development.

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 2015-2018 has now begun.

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 Whilst providing a Directorate context each of the Directorate Business Plans will contain appendices identifying specific Departmental activities and performance measures and targets that would provide a focus for the on-going monitoring of performance throughout the year.

3.4 It is important that Members have the opportunity to provide input to the process at the early stages in order that their knowledge of local and organisational issues forms an integral element of plan development.

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 2015.

- 3.6 To assist the Board the Operational Director (Economy, Enterprise and Property) will give a short presentation on the issues and challenges facing the areas that fall within the Boards remit over the period of the next plan and will circulate the outline of that presentation in advance of the meeting.
- 3.7 The timeframe for plan preparation, development and endorsement is as follows:

Receiving Audience	Information / Purpose	Timeframe / Agenda on Deposit
PPB	Discussion with relevant Operational / Strategic Directors concerning emerging issues, proposed priorities etc.	Autumn 2014
Directorate SMT's	To receive and endorse advanced drafts of Directorate Plans	SMT dates to be agreed with all Strategic Directors
Management Team	To receive and comment upon / endorse advanced drafts of Directorate Plans	December 2013
PPB's	Receive advanced draft plans including details of relevant departmental service objectives/milestones and performance indicators	January / March PPB cycle
Executive Board	To receive advanced drafts of Directorate Plans for approval	26 th March 2015

4.0 POLICY IMPLICATIONS

- 4.1 Business Plans form a key part of the Council's policy framework and as such will be developed taking account of known and anticipated changes within the Council's operating environment.

5.0 OTHER IMPLICATIONS

- 5.1 Directorate Plans will identify known or anticipated resource requirements relating to finance, HR, ITC and accommodation needs.
- 5.2 Arrangements for the provision of Quarterly Priority Based Performance Monitoring Reports to Members would continue. Such reports would routinely contain information concerning key developments and emerging issues and departmental objectives and performance indicators.

6.0 IMPLICATIONS FOR THE COUNCILS PRIORITIES

- 6.1 The business planning process is one means by which the progression of the Councils strategic priorities is integrated into the operational activities of Departments and Divisional Teams throughout the organisation.

7.0 RISK ANALYSIS

- 7.1 The development of a Directorate Plan will allow the authority to both align its activities to the delivery of organisational and partnership priorities and to provide information to stakeholders as to the work of the Directorate over the coming year.
- 7.2 Risk Assessment will continue to form an integral element of Directorate Plan development. This report also mitigates the risk of Members not being involved in setting service delivery objectives.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 There are no equality and diversity issues directly related to this report. However such matters will continue to be reported annually through the performance monitoring process.

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

There are no relevant background documents to this report.