

REPORT TO: Children, Young People & Families, Policy and Performance Board

DATE: 12 November 2018

REPORTING OFFICER: Strategic Director, People

SUBJECT: Business Planning 2019 / 20

PORTFOLIO: Children, Education & Social Care

WARDS: All

1.0 PURPOSE OF THE REPORT

- 1.1 To inform Elected Members of the timescales for the development of the Council's Business Plan for the coming financial year.
- 1.2 To update Elected Members on the departments performance within each of our priorities for 2018-19.
- 1.3 To consult with Elected Members at the developmental stage of the planning process for 2019/20 identifying key themes and the development of specific activities for the coming financial year.

2.0 RECOMMENDATION: That the report is accepted as the mechanism by which Elected Members can contribute to and monitor the development of the Children and Young Peoples Services Business Plan.

3.0 SUPPORTING INFORMATION

Business Plan Development

- 3.1 Since 2016 Management Team endorsed the annual preparation and production of a unified Council Business Plan which was structured as a series of extracts which were themed around the 6 strategic priorities of the Council.
- 3.2 Each of the extracts contains details of objectives / milestones and key measures / targets which are most relevant to that particular priority. This approach is consistent with the scrutiny arrangements of the Council and the responsibilities of each of the individual Policy and Performance Boards and provides an effective means by which Senior Management Team and Elected Members can monitor progress throughout the year.

- 3.3 The creation of a single Council based document is considered to be advantageous in that;
- It provides a consistent format and integrated single document for the council which is not constrained by departmental structures.
 - It focuses upon the key medium-term issues within each priority area as opposed to providing an extensive narrative on the work of each Department in the Council.
 - It outlines the Councils main strategic priorities and performance measures to monitor progress.
- 3.4 Information required for the Business Plan will be collated by the Policy Team and the Performance Team within the Children and Young People Services. Appendix A shows the progress against the current priorities.
- 3.5 Details of Directorate level Objectives and Performance Indicators would continue to form the basis of quarterly monitoring reports.
- 3.6 PBB's will be provided with final drafts of plans in advance of these being presented for political approval by Executive Board in March 2018.
- 3.7 The following timeframe has been adopted for plan preparation, development and managerial and political endorsement.

Receiving Audience	Information / Purpose	Timeframe / Agenda on Deposit
PPB's	Discussion with relevant Operational / Strategic Directors concerning emerging issues, proposed priorities etc.	November / December
Directorate SMT's	To receive and endorse advanced drafts of Directorate Plans	SMT dates to be determined by Strategic Directors
Management Team	To receive and comment upon / endorse advanced drafts of Directorate Plans	Late December / early January
PPB's	Receive advanced draft plans including details of relevant service objectives/milestones and performance indicators	As early as possible during 2019 calendar year PPB cycle
Executive Board	To receive advanced drafts of Directorate Plans for approval	March 2019

Performance reporting

3.8 It is proposed that the following reporting arrangements be continued for 2019 - 20

- That Management Team, Executive Board and Policy and Performance Boards continue to receive monitoring reports.
- Directorate Risk Registers will be updated annually and in tandem with the development of the Business Plan.

4.0 POLICY IMPLICATIONS

4.1 None.

5.0 OTHER IMPLICATIONS

5.1 Arrangements for the provision of Quarterly Monitoring Reports to Chief Officers Management Team, Senior Management Teams and Elected Members would continue and would provide demonstrable assurance that information is being used routinely to support the decision making and scrutiny functions of the Council.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Departmental service objectives and performance measures, both local and national, are linked to the delivery of the Council's strategic priorities.

7.0 RISK ANALYSIS

7.1 The development of a Business Plan will allow the authority to both align its activities and resources to the delivery of organisational priorities and to provide information to stakeholders as to the work of the Council over the coming year. Such arrangements would also support good governance through the management of risk and performance and the delivery of effective accountability.

8.0 EQUALITY AND DIVERSITY ISSUES

There are no specific equality and diversity issues relevant to this report.

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

Not applicable.