

REPORT TO: Safer Policy and Performance Board
DATE: 12th November 2013
REPORTING OFFICER: Strategic Director, Communities
PORTFOLIO: Community Safety
SUBJECT: Business Planning 2014 -17
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

- 1) Note content of the report and associated appendix; and**
- 2) 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 2014-2017 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 Whilst providing a Directorate context each of the Directorate Business Plans will contain appendices identifying specific Departmental activities and performance measures and targets that will provide a focus for the on-going monitoring of performance throughout the 2014 – 15 financial year.
- 3.4 It is important that Members have the opportunity to provide input at this developmental stage of the planning process, particularly given on-going budget pressures, to ensure that limited resources remain 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 2014.

3.6 The timeframe for plan preparation, development and endorsement is as follows:

	Information / Purpose	Timeframe
PPB	Discussion with relevant Operational / Strategic Directors concerning emerging issues, proposed priorities etc.	October / November 2013 PPB cycle
Portfolio Holders	Strategic Directors to discuss with Portfolio Holders emerging issues, proposed priorities etc.	October / November 2013
Directorate SMT's	To receive and endorse advanced drafts of Directorate Plans	SMT dates to be agreed with Strategic Directors
Corporate Management Team	To receive and comment upon / endorse advanced drafts of Directorate Plans	Early December 2013
Portfolio Holders	Strategic Directors to discuss with Portfolio Holders advanced draft plans, including relevant departmental service objectives/ milestones and performance indicators.	Late December 2012/ January 2014
PPB's	Advanced draft plans including details of relevant departmental service objectives/milestones and performance indicators	January 2014 PPB Cycle
Executive Board	To receive advanced drafts of Directorate Plans for approval	7th February 2013

4.0 POLICY IMPLICATIONS

4.1 Business Plans continue to form a key part of the Council's policy framework and will need to reflect known and anticipated legislative changes.

4.2 Elected Member engagement would be consistent with existing "Best Value Guidance" to consult with the representatives of a wide range of local persons with regards to formulating plans and strategies.

5.0 OTHER IMPLICATIONS

- 5.1 Directorate Plans will identify resource implications.
- 5.2 Such plans will form the foundation of the performance monitoring reports received by Elected Members and Management Team on a quarterly basis.

6.0 IMPLICATIONS FOR THE COUNCILS PRIORITIES

- 6.1 The annual review of medium-term business plans is one means by which we ensure that the strategic priorities of the Council inform, and are informed by, operational activity.

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.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 Directorate Business Plans, and the determination of service objectives, are considered in the context of the Council's equality and diversity agenda.

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

- 9.1 There are no relevant background documents to this report.