

REPORT TO: Safer Halton Policy and Performance Board
Performance Board

DATE: 22nd January 2008

REPORTING OFFICER: Strategic Director Health and Community

SUBJECT: Service Plans 2008-2011

WARDS: Borough wide

1. **PURPOSE OF THE REPORT**

- 1.1. To enable Members to consider objectives and targets for services for the next three years in relation to Consumer Protection.

2. **RECOMMENDED: that**

- i. The Board identifies any objectives and targets for the next three years that it wishes to see included in the Service Plans.
- ii. That Board Members pass any detailed comments that they may have on individual draft Service Plans to the relevant Operational Director by 31 January 2008.

3. **SUPPORTING INFORMATION**

- i. The Departmental Service Plans are currently being reviewed and rolled forward. They will go to Executive Board for approval on 21 February 2008, at the same time as the draft budget. This will ensure that decisions on Service Planning are linked to resource allocation.
- 3.2. Detailed draft Service Plans will be made available electronically in early January for comment by individual Members. Comments should be made to the relevant Operational Director by the end of January 2008. If it is decided to hold a special meeting of the Board in late January or early February, to comment on the draft budget proposals, then, subject to the Chairman's consent, any comments or suggestions received on individual plans could be reviewed at that meeting.

4. **POLICY IMPLICATIONS**

- 4.1. Service Plans will clearly indicate how objectives and targets relate to the areas of focus identified in the Council's Corporate Plan.

5. **OTHER IMPLICATIONS**

- 5.1. Financial, IT, Property, and Human Resource implications are all identified within the individual Service Plans.

6. **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

Safer Halton

The Consumer Protection Service ensures fair and equitable business and trading practices: protects consumers; meets the requirements of the bereaved in relation to burial and cremation; conducts civil marriages / civil partnerships / citizenship ceremonies and facilitates the registration of births, marriages and deaths.

7. **RISK ANALYSIS**

- 7.1. Risk analysis of all key objectives within Service Plans is undertaken and summarised in the plan.

8. **EQUALITY AND DIVERSITY ISSUES**

- 8.1. All Service Plans will be subject to an equality impact assessment and any high priority implications will be summarised within the plans.