

REPORT TO: Executive Board
DATE: 9th February 2012
REPORTING OFFICER: Strategic Director Policy & Resources
SUBJECT: Directorate Plans 2012-2015
WARDS: Borough wide

1. **PURPOSE OF THE REPORT**

- 1.1. To progress the adoption of Directorate Plans for the period 2012-15 as a basis for action and performance monitoring

2. **RECOMMENDED: That**

- 1) **the draft Directorate Plans for the three Directorates be received; and**
2) **the Chief Executive be authorised, in consultation with the Leader, to make any final amendments and adjustments that may be required.**

3. **SUPPORTING INFORMATION**

- 3.1 Each Directorate of the Council is required to develop a medium term business plan or Directorate Plan, in parallel with the budget, that is subject to annual review and refresh. Draft Service Objectives and Performance Indicators and targets have been developed by each Department and this information is included within Appendices to the Directorate Plan. These departmental objectives and measures will form the basis of the quarterly performance monitoring received by the Board during the future year.
- 3.2 Elected Members are engaged in the development of Directorate Plans primarily through individual Policy and Performance Boards. This engagement allows members to enter into a dialogue with Directorates concerning key themes and the development of specific improvement activities and targets for the coming year. Elected Members agreed at the November Policy and Performance Boards key priorities for development or improvement in 2012-15, for the various functional areas reporting to each Policy & Performance Board. These have now been reflected in draft plans available, which were considered at the January Policy and Performance Boards; with further comments made now included in the draft Directorate Plans.
- 3.3 The draft Directorate Plans are presented for approval, at the same time as the draft budget. This will ensure that decisions on Business Planning are linked to resource allocation. All Directorate plans will be considered by full Council at the 7th March 2012 meeting.

- 3.4 Information for each of the Directorates is contained within the following appendices which are available to view on the Members' shared area via the Intranet or by using the following link:-

<http://hbcweb.halton-borough.gov.uk/membersarea/>

Appendix 1 - Children and Enterprise

Appendix 2 - Communities

Appendix 3 - Policy and Resources

(A hard copy of these documents can be made available on request through Committee Services).

- 3.6 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 2012.

4.0 POLICY IMPLICATIONS

- 4.1 Directorate Plans form a key part of the Council's policy framework and reflect known and anticipated legislative changes.
- 4.2 Elected member engagement is consistent with the new "Best value guidance", announced in September 2011, to consult with the representatives of a wide range of local persons.

5.0 OTHER IMPLICATIONS

- 5.1 Directorate Plans will identify resource implications. Following approval of the budget by the Council in March, 2012/13 budgetary statements will be inserted into Directorate Plans.

6.0 IMPLICATIONS FOR THE COUNCIL'S 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.
- 6.2 From 2012/13 it is proposed that with the introduction of the new performance framework Departmental Reports now be available to members via the intranet. Also priority based reports for each respective Policy & Performance Board be introduced, containing details stated within the Appendices of the Directorate Business plans

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

9.0 REASONS FOR DECISION

- 9.1 To inform Executive Board on the process undertaken in developing Directorate Plans 2012-15 and thereby set the Executive Board's seal on policy and prioritisation decisions, embodied in plans for 2012-15.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 10.1 Draft versions of all three Directorate Plans were considered by Policy and Performance Boards and approved by the Strategic Directors, before being submitted to Executive Board.

11.0 IMPLEMENTATION DATE

- 11.1 The Directorate Plans form the basis for action and performance monitoring from April 2012 and in the medium term – next three years.

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

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