

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

**DATE:** 20<sup>th</sup> February 2017

**REPORTING OFFICER:** Strategic Director Enterprise, Communities and Resources

**SUBJECT:** Business Planning 2017-20

**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 The Council develops a 'one Council' 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 2017-2020 has now begun.
- 3.2 Appended to the report are suggested key priority areas that relate to the Employment Learning and Skills and Community PPB. Members are asked to consider this a small number of priorities for development or improvement for inclusion.
- 3.3 Whilst providing a Directorate and an organisational 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 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 2017.

- 3.6 To assist the Board the Operational Director (Economy, Enterprise and Property) and the Operational Director Community and Environment will give a short presentation on the issues and challenges facing the areas that fall within the Board's remit over the period of the next plan and will circulate the outline of that presentation in advance of the meeting.

#### **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, ICT 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 Council's 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.