

REPORT TO: Corporate Policy & Performance Board

DATE: 18th March 2014

REPORTING OFFICER: Strategic Director Policy & Resources

SUBJECT: Business Planning 2014-2017

WARDS: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1. To provide an update on Business Planning for the period 2014 - 17 and to consider the Directorate priorities, objectives and targets for services for this period that fall within the remit of this Policy and Performance Board.

2.0 RECOMMENDED: that

- i. **The Board receive the advanced draft of the Business Plan prior to its consideration by Executive Board.**

3.0 SUPPORTING INFORMATION

- 3.1 Each Directorate of the Council develops a medium-term business plan, in parallel with the budget that is subject to annual review and refresh. PPB input into the business planning process and the setting of priorities for the Directorate is an important part of this process.
- 3.2 Key priorities for development or improvement for the various functional areas reporting to this Policy & Performance Board were presented to and considered by the Board in November 2013.
- 3.3 In light of the meeting Draft Directorate Business Plans have now been developed.
- 3.4 Each of the 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. Directorate Business Plans will be subject to annual review and refresh in order that they remain fit for purpose taking account of any future change in circumstances, including any future funding announcements that may emerge.
- 3.4 Given the remit of this Board Business Plans for Policy & Resources and Children and Enterprise Directorate (in respect of Property Services) and the Communities Directorate in (respect of Catering, Stadium and Registration Services) are now available for consideration by the Policy & Performance Board.
- 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 2014.

4.0 POLICY IMPLICATIONS

- 4.1 Business Plans form a key part of the Council's policy framework. Plans also need to reflect known and anticipated legislative changes.
- 4.2 Elected member engagement would be consistent with "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.
- 5.2 Directorate Plans will form the basis of the Priority Based Performance Reports which will continue to be presented to the Board on a quarterly basis.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 The business planning process provides a means by which the Corporate Priorities of the Council are integrated into the delivery of services at an operational level.

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 Equality and diversity considerations, and the Council's responsibilities under equalities legislation, remain integral to the business planning process. An annual report will be made available to Members as an element of the Council's performance management arrangements.

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.