

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	25th APRIL 2019	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN
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SUBJECT	SERVICE PLANS 2019/20	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That the Service Plans for the Chief Executive's Directorate and Corporate Resources Directorate be approved as basis for service delivery over the period 1 April 2019 to 31 September 2019.

2.0 Purpose of the Report

2.1 To consider the Service Plans for the Chief Executive's Directorate and Corporate Resources Directorate.

3.0 Executive Summary

3.1 Service Plans are a key part of the Council's Performance Management Framework, acting as an important link between high-level plans and strategies, such as the Corporate Plan and Sustainable Community Strategy as well as performance objectives established for employees.

3.2 Service Plans have been prepared to cover the first two quarters of the year, to allow for a new Corporate Plan to be introduced and Service Plans to align with it following the District Elections in May.

4.0 Detail

Each Service Plan contains information about:

- The Directorate
- Its workforce and budget

- Service performance, including key measures and projects
- Partnerships
- Aims and Aspirations

4.1 The Service Plans reflect the current priority themes and outcomes within the Corporate Plan 2016-21 and Sustainable Community Strategy 2009-29.

4.2 The Service Plans cover a six-month period and will be reviewed in the summer to link in with the Corporate Plan.

4.3 Progress reports on Service Plans will be made to Elected Members as part of the Performance Management Framework monitoring process.

5.0 Financial Implications

5.1 All implications are detailed in the relevant Service Plans.

6.0 Corporate Implications

6.1 All implications are detailed in the relevant Service Plans.

7.0 Community Impact

7.1 All implications are detailed in the relevant Service Plans.

8.0 Background Papers

8.1 A copy of the draft Service Plan for the Chief Executive's Directorate is included at Appendix A. A copy of the draft Service Plan for the Corporate Resources Directorate is included at Appendix B.