
REPORT TO:	COMMUNITY SERVICES COMMITTEE	AGENDA ITEM:	8
DATE OF MEETING:	6 June 2002	CATEGORY:	DELEGATED
REPORT FROM:	DEPUTY CHIEF EXECUTIVE	OPEN	
MEMBERS' CONTACT POINT:	Mark Alflat (Environmental Health Manager): ext. 5716	DOC:	
	Stuart Batchelor (Community & Leisure Development Manager): ext. 5820		
	John Hansed (Technical Services Manager): ext. 5770		
	Sandra Whiles (Head of Community Services): ext. 5712		
SUBJECT:	SERVICE PLANS - MONITORING REPORTS	REF:	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:	G

1.0 Recommendations

1.1 The views of the Committee are requested on Service Plan Monitoring Reports for Leisure & Community Services and Housing Services; and, on the Reports for Technical Services and Environmental Health (in relation to the responsibilities of this Committee).

2.0 Purpose of Report

2.1 To consider Service Plan Monitoring Reports for the following Divisions:

- Community & Leisure Development (*please see Annexe A*)
- Housing Services (*Annexe B*)
- Environmental Health (*Annexe C*)
- Technical Services (*Annexe D*)

2.2 Members should note that the Environmental Health and Technical Services reports include matters which are the responsibility of the Community Services Committee.

3.0 Detail

Introduction

- 3.1 Service Plans are an important part of the Council's performance management framework.
- 3.2 In November, the Committee approved Service Plans for the Divisions listed at para 2.1 above. It was intended that the Plans would provide a basis for service delivery over the next 12/18 months.
- 3.3 The present reports chart the progress that has been made in the 6 months before and after the Plans were approved.

Form and content

- 3.4 Each report contains sections on:

- a description of the service
- achievements (especially from a service user perspective)
- areas for improvement (along with explanations)
- service developments (agreed as part of the last budget round)
- budget reductions (and the implications for service users)
- new/emerging issues (which might affect the way the service is delivered over the next 6 months)
- progress on Best Value Reviews
- progress on corporate, departmental and service key tasks
- performance in respect of Best Value and Local Performance Indicators and Targets

Future Reports

- 3.5 A second round of Monitoring Reports will be submitted to the Committee in October.

4.0 Financial Implications

- 4.1 None arising directly from this report.

5.0 Background Papers

- 5.1 Files held by the relevant Divisional Manager contain background papers.