REPORT TO:	**ENVIRONMENTAL & DEVELOPMENT SERVICES COMMITTEE**	**AGENDA ITEM:** 7
DATE OF MEETING:	**27 MAY 2003**	**CATEGORY: DELEGATED**
REPORT FROM:	**DEPUTY CHIEF EXECUTIVE**	**OPEN**
MEMBERS' CONTACT POINT:	**Mark Alflat (Director of Community Services): Ext. 5716**	**DOC:**
	John Birkett (Planning Services Manager): Ext. 5742	
	John Hansed (Technical Services Manager): Ext. 5770	
	David Soanes (Economic Development Manager): Ext. 5714	
SUBJECT:	**2002/2003 SERVICE PLANS - FINAL MONITORING REPORTS**	**REF:**
WARD(S) AFFECTED:	**ALL**	**TERMS OF REFERENCE: G**

1.0 Recommendations

1.1 The views of the Committee are requested on final Service Plan monitoring reports for Planning Services, Economic Development, Technical Services and Environmental Health.

2.0 Purpose of Report

2.1 To consider final Service Plan monitoring reports for the following Divisions:

- Planning Services
- Economic Development
- Technical Services
- Environmental Health

Members should note that the Technical Services and Environmental Health Service Plans include matters that are the responsibility of the Housing and Community Services Committee. The Economic Development Services Plan includes matters that are the responsibility of the Finance and Management Committee.

3.0 Detail

Introduction

3.1 Service Plans are an important part of the Council's performance management framework.

3.2 In November 2001, the Committee approved Service Plans for the Divisions listed in paragraph 2.1. These Plans were intended to provide a basis for service delivery over the 2002/2003 the financial year.

3.3 The present reports (which accompany this report) review progress at the end of the Service Plan period.

Form and content

3.4 Each report has sections on:

- a description of the service
- achievements (focussing on the benefits to service users)
- unfinished tasks (along with explanations)
- performance in terms of the national Best Value Performance Indicators and Local Performance Indicators
- the lessons learned

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.