
REPORT TO:
FINANCE & MANAGEMENT COMMITTEE

AGENDA ITEM:

8

DATE OF MEETING: 18 FEBRUARY 2003

CATEGORY:
OPEN

REPORT FROM: PERSONNEL & DEVELOPMENT MANAGER

MEMBERS'
CONTACT POINT: J WILLOUGHBY EXT. 5729

SUBJECT: SERVICE PLAN 2002/03 –
FINAL MONITORING REPORT

WARD(S) AFFECTED ALL

REF: G

1.0 Recommendations

1.1 To receive the report and note the contents.

2.0 Purpose of Report

2.1 The purpose of the report is to outline to members the progress made by the Personnel Development Division in relation to their service plan for 2002/03.

3.0 Executive Summary

3.1 The report outlines to members the progress made by the Personnel & Development Division in relation to their service plan for 2002/03.

3.2 It provides detailed monitoring of the work of the division, in line with the corporate service planning process.

4.0 Detail

4.1 At its meeting on 28th November 2002 the Committee approved the Service Plan for the Personnel & Development Division for 2003/04. It also approved the service plans of other divisions, and the final monitoring reports for their service plans for 2002/03.

4.2 This report provides the final monitoring report for the division's service plan for 2002/03. It outlines:-

- a description of the service
- achievements
- areas for improvement
- service developments
- budget reductions new / emerging issues

- progress on HRM Best Value Review
- progress on corporate, departmental and service tasks
- performance in respect of Best Value and Local Performance Indicators

4.3 The monitoring report can be found at Annexe A, and is for members' information and comment.

5.0 Financial Implications

5.1 None arising from this report.

6.0 Conclusions

6.1 This is the final monitoring report for the service plan for 2002/03, and outlines tasks completed, and work outstanding, for members' information.