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## **Executive Member for City Strategy and Advisory Panel**

**14 July 2008**

Report of the Director of People and Improvement

### **Chief Executive's Directorate Plan 2008-2011**

#### **Summary**

1. This report asks the Executive Member to approve the Chief Executive's Directorate Plan for 2008/2011. This document outlines a set of priorities for the Directorate and for each priority sets out a small number of key actions and performance indicators.

#### **Background**

2. The Council's strategic planning framework is structured to produce a "golden thread" running from individual appraisals, through Team Workplans, Service Plans and Directorate Plans to the Corporate Strategy and ultimately linked to the Sustainable Community Strategy, which covers the city as a whole through the Council and its partners.

The comprehensive Performance Assessment process clearly emphasises the value of the "golden thread" and the Chief Executive has requested that every directorate complete a Directorate Plan.

Chief Executive's Directorate Management Team and service teams have worked together to produce this plan (enclosed as annex A). It is not intended to be a comprehensive guide to the department and its work, most of these details will be found within Service Plans. Its focus is to give an overview of the department and the challenges that it faces and also to demonstrate the contribution that the Directorate makes to the corporate strategy

#### **Purpose of Directorate Plan**

3. The purpose of this Plan is to:
  - Communicate a common direction for Chief Executive's
  - Set out the Directorate's priorities in the medium term (1-3 years)
  - Demonstrate how we will contribute to the shared vision of the authority

## **Role of Directorate Plan**

4. The directorate Plan will help us to:
  - Share understanding of the common issues and goals of the directorate
  - Create a climate where we can take shared ownership and responsibility for collective challenges
  - Share skills, experiences and perspectives to build a more effective directorate
  - Create a platform to involve everyone across the directorate
  - Deliver our goals in achieving excellent services

We expect to revise and update the Plan annually and it will be a key part in the Directorate's planning and performance management framework. Together, the Directorate Plan, and the Service Plans will set out the key things we are aiming to achieve, the main challenges that we face and the measures, targets and actions we are trying to achieve.

## **Consultation**

5. Consultation with senior officers in the Directorate was carried out in the preparation of the Directorate Plan.

## **Options and Analysis**

6. Not applicable – Directorate Plan attached for approval

## **Corporate Priorities**

7. This report relates to the Council's Corporate Priorities and Values

## **Implications**

8. There are no specific Financial, HR, Legal, Equalities, Crime and Disorder or Property implications associated with this report.

## **Risk Management**

9. As part of the process of formulating the plan senior managers with the Directorate carried out a review of major risks to the Directorate. These are included within the Directorate Plan.

## **Recommendations**

10. That the Advisory Panel advise the Executive Member to approve the Chief Executive's Directorate Plan.

**Reason:** To provide strategic direction for the Directorate and for the use of service managers and teams. Also to provide a reference for improving performance management within the Directorate.

## Contact Details

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**Chief Officer Responsible for the report:**

**Heather Rice**

**Director of People and Improvement**

**Report Approved**



**Date** 01 July 2008

**Specialist Implications Officer(s)** None

**Wards Affected:**

**All**



**For further information please contact the author of the report**

**Background Papers:**

None

**Annexes**

Annex A – Chief Executive’s Directorate Plan 2008 - 2011