
Meeting of Executive Members for City Strategy & Advisory Panel

26th March 2007

Report of the Chief Executive

Chief Executive's 2007/08 Service Plans

Summary

1. This report presents the 2007/08 Service Plans for the Chief Executive's directorate for Member approval.

Background

1. The Chief Executive's 2007/08 Service Plans are available in Annexes 1-4 as follows.
 - Annex 1 - Policy & Improvement
 - Annex 2 - Human Resources
 - Annex 3 - Marketing & Communications
 - Annex 4 - Civic, Democratic & Legal Services (inc. Scrutiny)
2. In December Members were asked to note and comment on the content of the stage one summarised versions of the directorate's service plans which focused on headline challenges and changes that the directorate's services will be facing in 2007/08 and beyond (covering April 2007 to March 2010).
3. In finalising the service plans as part of the second stage, budgets excluding recharges have been approved and service managers have finalised improvement actions and their 3-year targets.
4. As reported in the stage 1 report, one of the most significant 'drivers' for the directorate, and the authority as a whole, is to respond to the successful delivery of the Corporate Strategy with its 13 priorities, and in particular for the Chief Executive's directorate, to help support the delivery of the 3 year Organisational Effectiveness Programme (OEP).
5. As part of the second stage service planning process, Chief Executive's have liaised with each of the Priority Champions to identify how the directorate can contribute to the successful delivery of the actions contained in the Delivery and Innovation Plans (Dips) supporting each priority. The results of which have been reflected in the directorate's service plans attached.

Consultation

6. Priority Champions have been consulted as part of the service planning process. The Chief Executive and the Directorate's Management Team have approved the stage 2 service plans.

Options and Analysis

7. There are no specific options for members to consider in this report.

Corporate Priorities

8. The OEP is the delivery mechanism for four of the Council's thirteen priorities. The Chief Executive's department has a major role to play in the programme management, co-ordination and delivery of the OEP. A significant number of key actions (in particular in relation to the CYC Leadership priority) have been identified for the Policy and Improvement Team. The directorate, via its service planning, will therefore make a significant contribution to the overall delivery of the Corporate Strategy over the next three years.

Implications

- **Financial** – Service Plans are based on resources agreed as part of the 07/08 budget process.
- **Human Resources (HR)** The major focus of these service plans is on supporting the improvement of the corporate contribution to meeting the Council's priorities and to support the Council's CPA rating. As such the main HR implications are contained within the body of this report.
- **Equalities** – The delivery of the key parts of the OEP and the Council's 3 year Equality Strategy are closely linked – in particular to the priorities relating to CYC leadership and customer focus.
- **Legal** – There are no legal implications.
- **Crime and Disorder** – There are no crime and disorder implications.
- **Information Technology (IT)** – There are no IT implications.
- **Property** – There are no Property implications.
- **Other** – There are no Other implications.

Risk Management

9. In compliance with the Council's risk management strategy, there are no risks associated with the recommendations of this report.

Recommendations

10. That the Advisory Panel advise the Executive Leader to:

- Approve the 2007/08 service plans for the Chief Executive's directorate as detailed in annexes 1-4 attached.

Reason: To support the directorate's service improvement and performance management arrangements.

Contact Details

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Wards Affected:

All

Specialist Implications Officers:

Implication: Finance

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Implication: Human Resources

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Acting Head of HR
Chief Executive's
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Implication: Equalities

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Background Papers:

- CYC Service Planning Guidance and Templates
- City Strategy EMAP Report – Chief Executive's 2007/08 Service Plans (stage 1) – 11th December 2006

Annexes – Service Plans relating to:

- Annex 1 – Policy & Improvement
- Annex 2 – Human Resources
- Annex 3 - Marketing & Communications
- Annex 4 - Civic, Democratic & Legal Services (incl. Scrutiny)