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REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	3 <sup>RD</sup> JUNE 2008	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF COMMUNITY SERVICES	OPEN
MEMBERS' CONTACT POINT:	MARTIN GUEST (228705)	DOC:
SUBJECT:	SERVICE PLANS 2008/9	REF:
WARD(S) AFFECTED:	ALL	TERMS OF EDS REFERENCE:

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## **1.0 Recommendations**

- 1.1 That Service Plans for Environmental Services and Planning Services be approved as basis for service delivery over the period to March 2009.

## **2.0 Purpose of Report**

- 2.1 To consider a presentation on the Service Plans for the following service areas: -

- Environmental Services
- Planning Services

- 2.2 Contact points

Service Plan	Contact Point(s)
Environmental Services	Peter McEvoy (ext. 5830)
Planning Services	Gill Hague (ext. 5742)

## **3.0 Detail**

### Introduction

- 3.1 Service Plans are a key part of the Council's performance management framework, acting as an important link between high-level plans and strategies, such as the Corporate Plan and Community Strategy, and personal performance objectives established through the Employee Review and Development Scheme.

## Form and Content

- 3.2 The form and content of Service Plans has been reviewed and minor changes have been made for this year's plans. This year's plans has been amended to capture a number of cross-cutting themes for the Council such as Value for Money, outcomes and linking priorities to budgets.
- 3.3 Each Plan contains sections on:
- Scope and aims of the service.
  - Key achievements from 2007/8 and the Priorities for Action in 2008/9.
  - People and resources – structure of the service and how this is being shaped to deliver on the priorities and the resources available to deliver on these.
  - Performance information and what benchmarking with other councils is telling us about this performance.
  - Future national and local performance indicators with key tasks for the next year April 2008 to March 2009. These include actions resulting from the Corporate Plan and the Community Strategy.
  - Managing risks.
  - Efficiencies through Business Improvement, partnerships and procurement.
  - Consultation that we have undertaken and what's planned and how this will be used to shape delivery of services
- 3.4 The Service Plans reflect the current themes and priorities within the Corporate Plan 2008/11 and Community Strategy 2008/9 and these will be reviewed with new plans being published in 2009.
- 3.5 For this year plans cover a one-year period and these will be reviewed at the end of March 2009 to link in with these documents. Monitoring/progress reports on service plans will be made to Members as part of the quarterly performance monitoring reports.

## **4.0 Financial Implications**

- 4.1 None associated directly with this report; implications are detailed in the relevant service plan.

## **5.0 Corporate Implications**

- 5.1 None associated directly with this report; implications are detailed in the relevant service plan.

## **6.0 Community Implications**

- 6.1 None associated directly with this report; implications are detailed in the relevant service plan.

## **7.0 Background Papers**

Copies of Environmental Services and Planning Services Service Plans are available on request.