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<b>REPORT TO:</b>	<b>ENVIRONMENTAL &amp; DEVELOPMENT SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 6</b>
<b>DATE OF MEETING:</b>	<b>7<sup>TH</sup> JUNE 2007</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>DEPUTY CHIEF EXECUTIVE</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>IAN REID (5790)</b>  Please Note: A list of contact points for each Service Plan can be found at the end of this report	<b>DOC:</b> s:\cent_serv\committee reports\environmental & development\7 june 07\service plans.doc
<b>SUBJECT:</b>	<b>SERVICE PLANS 2007/2010</b>	<b>REF: IR/SAC</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

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

## **2.0 Purpose of Report**

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

- Planning Services
- Environmental Services

The Policy & Economic Regeneration Service Plan will be considered at the next meeting of this committee on 12 July 2007.

## **3.0 Detail**

### Introduction

- 3.1 Service Plans are an important 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 personal performance objectives established through the Employee Review and Development Scheme.

### Form and Contents

- 3.2 Last year, the form and content of Service Plans was reviewed in the light of the 'Achieving More' Performance Management Framework and minor changes have been made for this years plans following the Audit Commission's review of the Council's performance management arrangements.

### 3.3 Each Plan contains sections on:

- A description of the service including the customer base, standards of provision, the extent of partnership working, budgets, the management of capital assets, staffing arrangements, and actions carried over from the previous plan
- The opportunities and challenges faced by the service, including future budget pressures over the next 3 years and plans for efficiency reviews
- Key tasks for the three years April 2007 to March 2010. These include actions resulting from the Corporate Plan, Improvement Plan and the Community Strategy
- Workforce Planning
- Managing Risks
- National and local performance indicators (with three year targets)
- Useful contacts

3.4 Plans cover a three year period, although in practice they will be reviewed and rolled forward annually. Monitoring/progress reports will be made to Members on a quarterly basis.

3.5 The Service Plans reflect the early draft proposals within the Corporate Plan and Improvement Plan and will be revised, in consultation with the Chairman, to reflect the final versions of those documents.

## **4.0 Financial Implications**

4.1 These have been dealt with in the body of the report.

## **5.0 Background Papers and Contact Points**

5.1 Background papers are held on divisional files.

5.2 Contact points are as follows: -

<b>Service Plan</b>	<b>Contact Point(s)</b>
<b>Environmental Services</b>	<b>Peter McEvoy (ext. 5830)</b>
<b>Planning Services</b>	<b>Gill Hague (ext. 5742)</b>
<b>Policy &amp; Economic Regeneration</b>	<b>Sally Knight (ext. 5728)</b>