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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM:</b> 13
<b>DATE OF MEETING:</b>	<b>22 APRIL 2004</b>	<b>CATEGORY:</b> <b>DELEGATED</b>
<b>REPORT FROM:</b>	<b>DEPUTY CHIEF EXECUTIVE</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>SALLY KNIGHT (EXT. 5728)</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>CORPORATE PLAN - TARGETS AND MILESTONES</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: ALL</b>

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**1.0 Recommendation**

1.1 It is recommended that:

- i. Committee and Service Plan responsibilities for Corporate Plan targets and 2004/05 milestones (as set out in the report) be noted
- ii. Members indicate how they would like to contribute to the delivery of the Corporate Plan

**2.0 Purpose of Report**

2.1 To outline Committee and Service Plan responsibilities for the delivery and achievement of Corporate Plan targets and milestones for 2004/05 and to seek the views of Members on how they wish to be involved in developing and taking forward these proposals.

**3.0 Detail**

**Introduction**

3.1 The Corporate Plan is an important part of the Council's performance management framework, sitting alongside the Best Value Performance Plan, Service Plans and the Employee Review and Development Scheme.

3.2 The current Plan was agreed by Council and covers a three-year period from April 2004 to March 2007.

3.3 The Plan is built around 8 Key Aims and for each of the Key Aims there is a number of targets and first year (2004/05) milestones. The Key Aims relate to:

- Caring for the Environment
- Economic Development
- Crime and Disorder
- Improving Services
- Good Quality Homes
- Leisure Activities
- Supporting the National Forest
- Community Leadership

3.4 At the April meeting of Council, members will be asked agree Committee and Service Plan responsibilities for each of the targets and milestones. This will help to ensure that the Plan is delivered efficiently and effectively.

### **Responsibilities**

3.5 Proposed responsibilities for this Committee (subject to agreement by Council) are set out at Annexe A (targets) and Annexe B (milestones).

3.6 The Annexes also provide details of the Lead Officer within the Corporate Management Team and Service Plan responsibilities. (It should be noted that some changes may be required in due course to reflect the outcome of the proposed Senior Management Review.)

### **Committee involvement**

3.6 It is anticipated that all policy committees will play an important role in shaping proposals and monitoring and reviewing performance in achieving targets and milestones.

3.7 At the present time, the draft Service Plans for 2004/07 are being finalised in the light of Corporate Plan responsibilities and the 2004 budget proposals. The Plans will be monitored and reported to committee on a quarterly basis, which will enable Members to have more involvement in managing performance.

3.8 Other areas (not exclusively) where Members may wish to have more involvement include:

- As a 'champion' for a specific proposal
- Agreeing briefs for plans/strategies and project plans
- Making site visits to discuss issues and proposals with customers and frontline staff

3.9 Members' views are requested so that they can be built into the Committee's work programme.

#### **4.0 Financial Implications**

4.1 None arising directly from this report.

#### **5.0 Background Papers**

South Derbyshire District Council Corporate Plan 2004-07

