
REPORT TO:	FINANCE AND MANAGEMENT SERVICES COMMITTEE	AGENDA ITEM: 14
DATE OF MEETING:	15 th JUNE 2017	CATEGORY: DELEGATED
REPORT FROM:	CORPORATE MANAGEMENT TEAM	OPEN
MEMBERS' CONTACT POINT:	FRANK MCARDLE (EXT. 5700) KEVIN STACKHOUSE (EXT. 5811)	DOC:
SUBJECT:	SERVICE PLANS 2017/18	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 **Recommendations**

- 1.1 That the Service Plans for Finance and Corporate Services (**Appendix A**) and the Chief Executive's Directorate (**Appendix B**) be approved as basis for service delivery over the period 1 April 2017 to 31 March 2018.

2.0 **Purpose of Report**

- 2.1 To consider the Service Plans for Finance and Corporate Services and the Chief Executive's Directorate.

3.0 **Detail**

Introduction

- 3.1 Service Plans are a key part of our Performance Management Framework and act as a link between high-level plans and strategies, such as the Corporate Plan and Sustainable Community Strategy, as well as performance objectives established for employees.

Form and content

- 3.2 Each Service Plan contains information about:

- The Directorate
- Its workforce and budget
- Service performance, including key measures and projects
- Partnerships
- Transformation programmes
- Managing risks

- 3.3 The Service Plans reflect the current priority themes and outcomes within the Corporate Plan 2016-21 and Sustainable Community Strategy 2009-29.

- 3.4 The Service Plans cover a one-year period and will be reviewed in March 2018 to link in with the Corporate Plan and Sustainable Community Strategy.
- 3.5 Progress reports on Service Plans will be made to Elected Members as part of the Performance Management Framework monitoring process.

4.0 Financial implications

- 4.1 All implications are detailed in the relevant Service Plans.

5.0 Corporate implications

- 5.1 All implications are detailed in the relevant Service Plans.

6.0 Community implications

- 6.1 All implications are detailed in the relevant Service Plans.

7.0 Background papers

- 7.1 Electronic copies of the Finance and Corporate Services and the Chief Executive's Directorate Service Plans are available on request.