
REPORT TO:	ENVIRONMENTAL & DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	14 NOVEMBER 2002	CATEGORY: DELEGATED
REPORT FROM:	DEPUTY CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	<p>Mark Alflat (Environmental Health Manager): Ext. 5716</p> <p>John Birkett (Planning Services Manager): Ext. 5742</p> <p>John Hansed (Technical Services Manager): Ext. 5770</p> <p>David Soanes (Economic Development Manager): Ext. 5714</p>	DOC:
SUBJECT:	2002/2003 SERVICE PLANS - MONITORING REPORTS	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 The views of the Committee are requested on Service Plan Monitoring Reports for Planning Services, Economic Development, Technical Services and Environmental Health.

2.0 Purpose of Report

2.1 To consider Service Plan Monitoring Reports for the following Divisions:

- Planning Services
- Economic Development
- Technical Services
- Environmental Health

Members should note that the Technical Services and Environmental Health Service Plans include matters that are the responsibility of the Housing and Community Services Committee. The Economic Development Services Plan includes matters that are the responsibility of the Finance and Management Committee.

3.0 Detail

Introduction

- 3.1 Service Plans are an important part of the Council's performance management framework.
- 3.2 In November 2001, the Committee approved Service Plans for the Divisions listed at para 2.1 above. It was intended that the Plans would provide a basis for service delivery over the 2002/2003 the financial year.
- 3.3 The present Monitoring Reports chart the progress that has been made in the first 6 months of each Plan.

Form and content

- 3.4 Each report has sections on:
 - a description of the service
 - achievements (especially from a service user perspective)
 - areas for improvement (along with explanations)
 - service developments (agreed as part of the last budget round)
 - budget reductions (and the implications for service users)
 - new/emerging issues (which might affect the way the service is delivered over the next 6 months)
 - progress on Best Value Reviews
 - progress on corporate, departmental and service key tasks
 - performance in respect of Best Value and Local Performance Indicators and Targets

Future Reports

- 3.5 A second round of Monitoring Reports will be submitted to the Committee in May to show where each service stands at the end of the Service Plan period.

4.0 Financial Implications

- 4.1 None arising directly from this report.

5.0 Background Papers

- 5.1 Files held by the relevant Divisional Manager contain background papers.