

APPENDIX E

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 3 MARCH 2009

Title:

SERVICE PLAN ACTION PLANS 2009/10

**[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]**

Summary and purpose:

This report is to present to the Executive proposed Service Plan Action Plans for 2009/10. These set out strategic actions for each service, delivering the Council's corporate priorities for 2009/10.

How this report relates to the Council's Corporate Priorities:

Waverley's performance management framework help ensure that Waverley delivers against all its Corporate Priorities. Service Plan form an important part of this, setting out the strategic tasks for each service for the coming year, and how they help to deliver the Council's Corporate Plan.

Equality and Diversity Implications:

As part of the Service Planning process, Heads of Service have reviewed and updated Equality Impact Assessments across all service areas.

Resource/Value for Money implications:

Aspirational draft Service Plans were prepared prior to the Star Chamber process, and included a section identifying resources implications and potential value for money efficiencies.

The Service Plans set out what each service aims to achieve in 2009/0 with the budget allocated to them, so any change in budget levels may have a resulting impact on the service plan.

Legal Implications:

There are no specific legal implications arising from this report.

Background

1. Each year all of the Council's services prepare Service Plans, setting out what each service will aim to deliver in the coming year. The process and template were amended for the 2009/10 Service Plans to:
 - Begin the process earlier to feed into and run parallel to the Star Chamber and Budget processes for 2009/10,
 - Deliver shorter, more focused plans against which it will be easier to measure progress,
 - Encourage staff involvement and awareness of the process.

2. The introduction and action plan from each Service Plan are attached at Annexe 1. The Executive is asked to consider these plans and endorse the actions and targets within them. The links between the action plans and the delivery of the Council's Corporate Plan are shown. Heads of Service and Corporate Management Team will monitor progress against these plans through 2009/10.

Recommendation

The Executive is requested to endorse the Service Plan Action Plans set out in Annexe 1.

Background Papers (DCEx)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

CONTACT OFFICER:

Name: Sarah McLaren

Telephone: 01483 523148

E-mail: sarah.mclaren@waverley.gov.uk