

APPENDIX D

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 2 MARCH 2010

Title:

SERVICE PLAN ACTION PLANS 2010/11

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

Summary and purpose:

This report is to present to the Executive the draft Service Plan Action Plans for all of the Council's services for 2010/11. These set out strategic actions for each service, delivering the Council's corporate priorities, for 2010/11. A special joint meeting of the Overview and Scrutiny Committees was held on 26 January 2010 where Members received short presentations from each Head of Service regarding the main elements of their plan. Observations from the meeting are attached. The Executive is requested to endorse the Service Plan Action Plans, together with additional targets to contribute towards the Council's commitment to reducing its carbon emissions.

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 (EqIA) across all service areas and identified where service plan actions require an (EqIA) to be undertaken to assess the potential impact of these actions on any particular group within Waverley.

Resource/Value for Money implications:

Aspirational draft Service Plans were prepared alongside the Star Chamber process, and include a section identifying resources implications against each action. A special Heads of Service meeting was held where each plan was presented so that any linkages / duplication / impacts between services could be identified.

The Service Plans set out what each service aims to achieve in 2010/11 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. Service Plans form an important part of Waverley's Performance Management Framework – forming the link between the Council's Corporate Priorities and appraisal goals for individual members of staff.
2. The introduction and action plan from each Service Plan were circulated to the joint Overview and Scrutiny Committee meeting on 26 January 2010. **Members are asked to refer to these papers when considering this report.** 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 priorities are shown. Heads of Service and Corporate Management Team will monitor progress against these plans through 2010/11.
3. The plans should be considered in light of the proposed budget for 2010/11. Changes to budget levels may impact upon the targets and actions within the service plans.

Equalities & Diversity and Performance Indicator Targets

4. The full service plan document includes a list of all the performance indicators for each Service, and targets for the coming three years. These will be reported separately to the Overview and Scrutiny Committees, via their sub-committees, and then to the Executive in March 2010 along with the Quarter 3 performance report.
5. The Service Plan also includes a section for Heads of Service to record all Equality Impact Assessments and resulting actions that have been completed for their services, and also asks them to state how they have involved their staff in the preparation of the Service Plan.
6. Following the completion of these sections the plans will be published on the Waverley website in April 2010. The actions in the Service Plan will be monitored using 'Covalent' – the Council's performance management software, and reported at least twice a year to the Corporate Management Team.

Joint Overview & Scrutiny Committee

7. A special joint meeting of the Overview and Scrutiny Committees was held on 26 January 2010 to consider the draft Service Plans. During the meeting, each Head of Service presented the key actions proposed for 2010/11 and

Members had the opportunity to ask questions and make observations to be passed on to the Executive. The observations from the meeting are attached at Annexe 1.

Commitment to reducing Carbon Emissions

8. Waverley's Corporate Plan 2008 – 11 sets a clear commitment for the Council to reduce its carbon footprint year on year. Waverley is participating in a Local Authority Carbon Management Programme organised by the Carbon Trust. The outcome of the programme will be Waverley's Carbon Management Plan which is due to be considered by the Executive in April 2010. This sets an ambitious target of 25% CO₂ reduction by 2015. In addition, Waverley can also act as a community leader to encourage partners, residents and businesses to reduce their emissions.
9. With this commitment in mind, a set of carbon reduction targets are proposed at Annexe 2 for all of Waverley's services. The Executive is asked to approve that these should be incorporated into all of the Service Plans for 2010/11 prior to their publication, and included as part of on-going monitoring.

Recommendation

The Executive is requested to

1. endorse the Action Plans for 2010/11, subject to the addition of the Carbon Management targets for all services outlined at Annexe 2, in support of Waverley's commitment to reducing its carbon emissions; and
2. invite the officers to respond to the observations of the joint Overview and Scrutiny Committees at Annexe 1.

Background Papers

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

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