

# APPENDIX A

## WAVERLEY BOROUGH COUNCIL

### JOINT OVERVIEW & SCRUTINY COMMITTEES – 19 JANUARY 2015

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#### Title:

**SERVICE PLAN ACTION PLANS 2015/16**

**[Portfolio Holder: Cllr Julia Potts]**

**[Wards Affected: All]**

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#### Summary and purpose:

This report presents the draft Service Plans for all of the Council's services for 2015/16. The Plans set out strategic actions for each service, delivering the Council's corporate priorities for 2015/16. The special joint meeting of the Overview and Scrutiny Committees is being held to allow Members to receive short presentations from each Head of Service regarding the main elements of their plan, and to make any observations on the plans to the Executive. The Executive is due to consider the plans at its meeting to be held on 3 February 2015.

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

Waverley's performance management framework helps ensure that Waverley delivers against all of its Corporate Priorities. Service Plans 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 priorities.

#### Financial Implications:

Draft Service Plans were prepared as part of the budget process and include a section identifying resources against each action.

#### Legal Implications:

There are no specific legal implications arising from this report.

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#### Introduction

1. Each year Service Plans are prepared which contain the service objectives for the coming year. The Plans form an important part of Waverley's Performance Management Framework – forming the link between the Council's Corporate Priorities (VALUE) and appraisal goals for individual members of staff. The Service Plans are prepared in line with the budget setting process as the two are so closely connected and progress against these plans will be monitored throughout 2015/16. The plans are attached at Annexe 1.

2. During the meeting, each Head of Service will briefly present the key actions and Members will have the opportunity to ask questions and make any observations to be passed on to the Executive. The Executive will be asked to consider the plans and endorse the actions and targets within them at its meeting in February 2015.

### **Performance Indicator Targets**

3. Performance indicators for each service and targets for the next year, which are reported separately to Overview and Scrutiny Committees and the Executive, will be added to the Service Plans before they are published on the Waverley website in April 2015.
4. The actions in the Service Plan will be monitored throughout the year using 'Covalent' – the Council's performance management software.

### **Recommendation**

The Joint Overview and Scrutiny Committees are requested to consider the draft Service Plan Action Plans for 2015/16 and make any observations on the draft plans to the Executive.

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### **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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