

CENTRAL SERVICES PERFORMANCE IMPROVEMENT COMMITTEE

18 March 2004

CHIEF EXECUTIVE'S DEPARTMENT BUSINESS PLAN – 2004/05

REPORT OF CHIEF EXECUTIVE

Contact Officer: Jacky Adams Tel No: 01962 848356

RECENT REFERENCES:

PS110 – Business Plan Informal Group, Recommendations – 12 January 2004

EXECUTIVE SUMMARY:

The draft 2004/05 Business Plan for the Chief Executive's Department is attached as an appendix to this report. It has been prepared using the agreed corporate format.

The Business Plan identifies the following as key priorities for the department in the coming year:

- delivery of targets in the modernisation and improvement plan, agreed in response to the Council's Comprehensive Performance Assessment;
- publication of a community strategy for the District, agreed with partner organisations;
- improving internal and external communications;
- reviewing procurement procedures and bringing forwards a stronger procurement strategy;
- mainstreaming sustainability throughout the organisation; and
- promoting stronger cross department working to achieve the Council's agreed objectives.

The Business Plan will be put to Cabinet for approval on 31 March. As part of the pre-scrutiny procedures, Central Services PIC is asked to indicate to Cabinet whether it considers that the actions identified in this Business Plan will deliver the Council's agreed objectives, as far as the Chief Executive's Department input to these is concerned. It is also asked to ensure that information given in this Business Plan is sufficient to allow it to adequately Scrutinise the work of the Department during the coming financial year.

RECOMMENDATION:

That the Committee's comments on the Chief Executive's Department Business Plan for 2004/05 be forwarded on to Cabinet for consideration.

RELEVANCE TO CORPORATE STRATEGY

The Business Plan seeks to deliver those elements of the Corporate Strategy which fall within the remit of the Chief Executive's Department, as demonstrated within the document.

RESOURCE IMPLICATIONS

The Business Plan identifies resources required to deliver the actions identified. The allocation of resources may be adjusted during the year in order to respond to new initiatives or react to circumstances.

BACKGROUND DOCUMENTS

CX Department Business Plan 2003/04

Corporate Strategy 2004/07

2004/05 Budget

Objectives for 2004/05 as set out in individual staff performance appraisals

Appendix

Draft Chief Executive's Department Business Plan 2004/05