

SERVICE PLAN FOR ECONOMIC AND COMMUNITY SERVICES

Report By: Head of Economic and Community Services

Wards Affected

County-wide

Purpose

1. To advise the Committee of the work of the Economic and Community Service reflected in the work service plan for the division.

Financial Implications

2. Service planning is within budget, but with reliance on external funding for some schemes.

Background

3. Each division of the Council is required as part of the performance framework to produce a service plan that sets out the key objectives for the services that inform an accompanying action plan. A copy of the Economic and Community Services Plan is enclosed separately for Members of the Committee and is available to the public on request.
4. The main body of the service plan covers areas of:
 - Purpose of the service and how it operates;
 - Contributions to the council's priorities / cutting priorities / community strategy;
 - Connections with other council departments and external partners;
 - Performance data;
 - Links to the Pay and Workforce Strategy / Good Environmental Management;
 - Results of surveys and feedback from customers and stakeholders;
 - Self assessments and inspections;
 - Key issues, changes, legislations and policies;
 - Key areas of development and service improvements.
5. The body of the service plan informs the direction and actions of the service in the next three years – recognising priorities, pressures and potential. These are listed on the action plan and relate directly to achieving the performance indicators with set

targets. There is a focus on actions for 2007/8 with actions for future years updated annually.

6. The actions will be used to form the basis of the Staff Review and Development Interviews, therefore relating back to the work of individuals. Also progress on the action plan will be updated quarterly. The service plan is an incredibly useful tool in ensuring officers know what is expected, the direction of the service and have an understanding of contributing services that inter-link with each other.

RECOMMENDATION

THAT the report be noted

BACKGROUND PAPERS

- None identified