

 Executive		Agenda Item No. 7
Title	2011/12 Service Area Plans and Portfolio Holder Statements	
For further information about this report please contact	Dave Barber Improvement and Performance	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	December 2010	
Background Papers	2010/11 Portfolio Holder Statements	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Ye
Included within the Forward Plan? (If yes include reference number)	Yes/No
Equality & Sustainability Impact Assessment Undertaken	No (If No state why below)
<p>The Equality and Sustainability Impacts have been assessed for each Service Area Plan independently – see section on “Any Additional Commentary” within each Plan for details</p>	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	10/5	Andy Jones
Head of Service	10/5	Susie Drummond
CMT		
Section 151 Officer	11/5	Mike Snow
Monitoring Officer	11/5	Andy Jones
Finance	11/5	
Portfolio Holder(s)	N/A	
Consultation & Community Engagement		
<p>The Service Area Plans have been developed to take account of the sustainable community strategy and a wide range of consultation that has been undertaken over the last year – including citizens panels and the residents survey</p>		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This report seeks approval for the 2011/12 Service Area Plans and Portfolio Holder Statements. These plans set out the key measures and projects for each service area for 2011/12. As such they provide a starting point for identifying priorities and areas of focus for the year.

2. **RECOMMENDATION**

- 2.1 That the Service Area Plans as detailed in Appendices 1 to 8 be approved
- 2.2 That sections 1, 2, 3, 5 and 7 of each of the Service Area Plans form the Portfolio Holder Statements and that these be approved as the priorities for each Portfolio for 2011/12
- 2.3 The progress on each Portfolio Holder Statement be reported to Scrutiny Committees and Executive in September and March
- 2.4 That the Executive notes that a revision of the Service Area Plans/Portfolio Holder Statements may be required to take account of emerging external issues and changing priorities and that should this be the case any material changes will be reported to Executive.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 Fit for the Future provides the overarching corporate direction and priorities. The Service Area Plans for 2011/12 set out the plans for each service to deliver Fit for the Future along with service-specific priorities. The Plans will be used to plan and prioritise resources, to measure progress and to adjust activity as the year unfolds and as priorities need to change. As such they should constantly evolve as new priorities are identified or as the measures help us understand the need to adjust our approach. These updates will be done through Departmental Management Teams in consultation with Portfolio Holders.
- 3.2 The Portfolio Holder Statements set out what each Portfolio Holder has agreed with the service area managers as the priorities. They can therefore be used on a regular basis by scrutiny committees to hold Portfolio Holders to account for progress during the year and to enable Portfolio Holders to show how approaches and priorities have changed to take account of learning and contextual changes during the year. The Portfolio Holder Statements therefore need to directly align with the Service Area Plans but do not require the same level of detail. It is therefore proposed that the Portfolio Holder Statements be derived directly from the following sections of each of the Service Area Plans:
- Section 1: Name of Service / Portfolio
 - Section 2: Purpose/Purposes of services provided
 - Section 3: Customer Measures
 - Section 5: Approved Budget for 2011/12
 - Section 7: Key Projects – Key Milestones
- 3.3 Portfolio Holders and shadow Portfolio Holders will be able to keep abreast of progress in relation to the Portfolio Holder Statements through the scheduled briefings with Service Area Managers. The Statements should form a key element of these discussions. In addition to this it is proposed that 6 monthly progress reports on each Portfolio Holder Statement are provided to formally

update members. It is an aspiration to publish the measures from the Service Area Plans on the website to enable the public to be informed.

- 3.4 Members will be aware that the external environment is changing rapidly in areas such as health, community safety, economic development, to mention just three. Officers will therefore discuss with members whether the Service Area Plans/Portfolio Holder Statements need to be updated to reflect such changes and any different emerging priorities.

4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework: Fit for the Future** – The Service Area Plans and Portfolio Holder Statements identify the approach, measures and activities that each service/portfolio will carry out in 2011/12 to deliver Fit for the Future alongside other service-specific priorities. The Plans detail how each of them links to the Sustainable Community Strategy.

5. **BUDGETARY FRAMEWORK**

- 5.1 The approved budgets for each of the services are shown within the Plans. There are no new or different budgetary implications for this report.

6. **ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 Not to have Service Area Plans: this option was rejected on the grounds that service area managers and all the staff within each service require a focus for their activities so that priorities can be identified and more easily managed.
- 6.2 To have “static” Service Area Plans: in the past Service Area Plans have been developed at the start of each year and have not evolved as the year has progressed. However in the current climate, change occurs constantly and we need to keep abreast of this and we need to learn as we go. It is therefore important that the Service Area Plans evolve as described in 3.1 above.
- 6.3 Separate Portfolio Holder Statement: In the past Portfolio Holder Statements have been produced independently from Service Area Plans and although efforts have been made to align them, this has caused some difficulty in being clear about which is the primary document. In the current climate where it is vital that our approach adapts and evolves during the year, it makes sense for the Portfolio Holder statements to be fully integrated with Service Area Plans as described in 3.2 above so that amendments to both can be made seamlessly.