

CORPORATE PLAN WORKING GROUP

NOTES OF MEETING HELD ON 28TH JUNE 2012

1. INTRODUCTION

1.1 The Corporate Plan Working Group met on 28th June 2012 when Councillors S J Criswell, G Bull, Mrs D C Reynolds, T V Rogers and R J West were present. An Apology for absence from the meeting was submitted on behalf of Councillor D Harty.

1.2 Miss H Ali, A Roberts, M Sharp and H Thackray were in attendance.

2. LEADERSHIP DIRECTION

2.1 In introducing the Leadership Direction, M Sharp, Managing Director (Communities, Partnerships and Projects) reported upon the new approach to be undertaken with regard to the production of a Corporate Plan. The Corporate Plan will now comprise a suite of documents as follows:-

- **Leadership Direction**

Consists of the Council's strategic themes and aims which will be delivered annually by the Leader and Deputy Executive Leader.

- **Council Service Plan**

The Council Service Plan will take each of the aims from the Leadership Direction and will show the key activities, by Division, that contribute to that aim, with measures being included wherever appropriate. The Working Group has been tasked with generating this Plan, work for which will commence over the summer with a view to launching it in the Autumn. Quarterly/bi-monthly performance reports will then be produced for consideration by each of the Overview and Scrutiny Panels. Data, already obtained through the Council's corporate basket of measures will be utilised to assist in this respect.

- **Medium Term Plan**

Heads of Service will link in their service planning to the Medium Term Plan process. Priorities for implementation will be agreed, with clear and demonstrable links to the Leadership Direction and Council Service Plan.

- **Divisional Service Plan**

This Plan will comprise a list of all Divisional activity, including key activities. This Plan will stay at Divisional level.

2.2 Referring back to the Leadership Direction, Members of the Working Group were informed that the document will form the basis of discussion at the forthcoming Council meeting on 4th July 2012. It will be presented by the Leader and Deputy Executive Leader.

2.3 H Thackray, Corporate Policy and Performance Manager then delivered a brief outline of the performance management framework, where it was reported that the Leadership Direction, quarterly data that was currently being reported to Senior Managers Group and the key aims yet to be identified within the Council Service Plan would all contribute towards the development of the framework.

2.4 Members have made some comment upon the approach to the production of the Council Service Plan. It has been confirmed that the document would comprise both an element of “top-down” and “bottom up” planning whilst being mindful of the Council’s current budgetary position.

2.5 The Working Group then proceeded to review, in detail, each of the themes proposed within the Leadership Direction which were noted as follows:-

- Strong local economy
- Enable sustainable growth
- Improve the quality of life in Huntingdonshire
- Working with our communities
- The Council (internal use only)

Members were encouraged to raise their comments directly with the Leader and Deputy Leader at Council on 4th July 2012.

2.6 A prioritisation exercise of the Council’s aims was yet to be undertaken. This work will begin once the Council’s Service Plan was in place and the level of financial resources available through the Medium Term Plan was known.

2.7 Comment was made by a Member that the aims and objectives within both the Leadership Direction and the Council Service Plan should be flexible to account for any future changes to national Government policy.

2.8 Whilst welcoming the proposal for a Council Service Plan, Members of the Working Group have made comment upon the need for priorities to be agreed first before determining objectives and the associated performance measures. Furthermore, reference was also made to the need to clearly distinguish between those aims and objectives which were aspirational against those that were achievable.

3. NEXT STEPS

3.1 The Leadership Direction would be presented at Council on 4th July 2012 to all Members. From then on, the document will be considered by the Overview and Scrutiny Panels and the Cabinet as follows:-

Overview and Scrutiny Panel (Environmental Well-Being)	-	10th July 2012
Overview and Scrutiny Panel (Economic Well-Being)	-	12th July 2012
Overview and Scrutiny Panel (Social Well-Being)	-	4th September 2012
Cabinet	-	20th September 2012

3.2 Over the summer, the Working Group will assist the Corporate Office to produce the Council Service Plan. At the first scheduled meeting, consideration will be given to the corporate basket of measures.

3.3 In response to a question raised by Councillor T V Rogers querying the publication of performance statistics, it was confirmed by M Sharp that whilst there no longer were national indicators, it remained good management practice to monitor the performance of the authority and that the Council operated within an environment that was always subject to scrutiny. A decision was however yet to be made as to what performance measures will be introduced. These will arise from the Working Group's investigations into the development of the Council Service Plan.

3.4 The practical arrangements of the Council's performance monitoring arrangements and the role of the Overview and Scrutiny Panels will also be considered by the Working Group over the summer period.

4. DATE OF NEXT MEETING

4.1 Schedule of meetings to be arranged – details to be confirmed.