

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: 3C Executive Summary Business Plans

Meeting/Date: Cabinet – 16th June 2016

Executive Portfolio: Executive Leader

Report by: Corporate Director – Services

Ward(s) affected: All Wards

Executive Summary:

This report is intended to present the Executive Summaries of the business plans for the ICT, Legal and Building Control Shared Services for the period 2016/17, as requested by Cabinet at its meeting on 21st April 2016.

Recommendations:

The Cabinet is recommended:

- 1) To approve the Executive Summary business plans, subject to any minor editorial changes which shall be delegated to the Corporate Director (Services) in consultation with the Executive Councillor for Strategic Partnerships.

1. PURPOSE OF THE REPORT

- 1.1 At the Cabinet meeting on 21st April Cabinet considered the Business plans for 3C shared services which had been reviewed by Overview and Scrutiny, endorsed by the Shared Services Joint Advisory Group, and approved by both Cambridge City and South Cambridgeshire District Councils. Cabinet requested that the report be represented to the Cabinet meeting in June and required a more focused form of document, without deviating from the overarching business principles.

2. BACKGROUND

- 2.1 A key part of the service reviews has been the development of a set of forward- looking business plans that set out the key priorities, objectives, activities and measures of success for each service. These were presented to Cabinet on 21st April and have now been revised to address Cabinet's comments (Appendix 1). The Executive Summary business plans enable the shared services to work to an agreed direction and deliver against an agreed set of objectives.
- 2.2 Changes have been made to the documents to reflect the following comments from Cabinet as set out in the minutes of the 21st April meeting; in brief it was considered that the Business Plans were complicated to comprehend and inconclusive. The documents did not appear to be typical Business Plans, but more a technical manual that included a project plan. It was suggested that an executive summary was required. At the time, Cabinet were reminded that there were two other authorities within the shared service and therefore a compromise was required to agree a document that satisfied all three Councils.
- 2.3 The main business objectives of the Shared Services have been retained in more streamlined and focused documents. This report and the Executive Summaries at Appendix 1 are therefore now presented for approval.

3. COMMENTS OF OVERVIEW & SCRUTINY

- 3.1 Scrutiny considered this report at their meeting in April and endorsed the business plans to Cabinet at that time. Their comments were reported to the April Cabinet meeting.

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 Following approval of the business plans, they will be implemented within each shared service and guide the direction of the service and its teams.
- 4.2 The Head of each shared service will be responsible for the overall operation of that service, the delivery of the business plan and achievement of performance and financial targets.
- 4.3 The business plans are evolving, live documents that will change over time as stronger platforms for shared management information are built and shared service working practices and structures are reviewed.
- 4.4 The recommendations set out above allow any final changes to the Shared Service business plans to be made via delegation to the Corporate Directors in conjunction with the relevant Portfolio holders.

5. LINK TO THE CORPORATE PLAN

- 5.1 The recommendations relate to the Corporate objective of '*to become more business-like and efficient in the way we deliver services*'.

6. CONSULTATION

- 6.1 Significant consultation with staff, Unions and Staff Council took place during the establishment of the Shared Services.

7. IMPLICATIONS

- 7.1 There are no significant implications

8. LIST OF APPENDICES INCLUDED

Appendix 1 – Executive Summary 3c
Business Plans

BACKGROUND PAPERS

No background papers were relied upon in writing of this report.

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