

Agenda Item	
Report No	

Chief Executive's Service Plan

Report by the Chief Executive

Summary

This report seeks approval for the Chief Executive's Service Plan, for the period 2007 ~ 2011.

1. Background

The Chief Executive's Service Plan highlights service priorities and obligations for the period 2007-2011. The Plan is a living document and is refreshed and updated annually. When approved, the Plan becomes a public document and is made available on the Council's website.

1.1 Scope of Service Plan

The Service Plan sets out the functions performed by the Chief Executive's Service and highlights the resources available in terms of both staff and budget for 2008/09. The Service Plan describes the specific objectives to be delivered by the Chief Executive's Service from:

- The Programme for Administration
- The Highland Single Outcome Agreement
- Statutory and core duties contained in the draft Corporate Plan
- The requirements of external scrutiny by regulators (e.g. Best Value Audit and compliance with the Code of Corporate Governance)
- Improvement points arising from the Public Performance Survey 2007
- Identified risks that require enhanced management action.

1.2 2008 Update

The Plan has been updated and refreshed for 2008 but has not changed significantly or materially from 2007. Noteworthy updates made to the Chief Executive's Service Plan for 2008 include:

1. The Plan has been revised to recognise and address development of the Fairer Scotland Fund and the Single Outcome Agreement (SOA).
2. The majority of Service Improvement Objectives have been updated and review dates refreshed.
3. A number of Service Improvement Objectives have been refreshed to continue the Council's programme of work in relation to job evaluation.
4. A number of enabling actions have been included under Service Improvement Objective 10B.1 to ensure implementation of equalities schemes.

- 1.3 For each Service Improvement Objective established there are performance measures identified alongside a brief description of the actions to ensure delivery.
- 1.4 Lead officers are assigned to each Service Improvement Objective and this accountability is reflected in team operating plans and cascaded through personal development plans to all staff. Progress against the actions is monitored quarterly through Quarterly Performance Reviews with the Chief Executive and Assistant Chief Executive.
- 1.5 The Service Plan is reviewed and updated annually and returns to Committee for consideration each year (Spring cycle of meetings).
- 1.6 All senior staff within the Chief Executive's Service have been consulted and involved in refreshing and updating the Service Plan for 2008.

2.0 Strategic Environmental Assessment

The Council has a legal duty to consider for all plans, programmes and strategies relevant to the Environmental Assessment (Scotland) Act 2005. Where environmental impact is likely, a prescribed process for assessing the impact, and taking steps to mitigate against any adverse environmental impact, and consulting with the public and statutory organisations must be followed. The full process, when required, can take up to six months to complete. The Council's draft Corporate Plan is currently under going this process with completion expected by the end of June 2008. It is anticipated that the assessment of the Corporate Plan may reduce the requirement for Strategic Environmental Assessment of Service Plans. Any change required to the current draft Chief Executive's Service Plan arising from this process will be made at a future date.

3. Recommendation

3.1 Members are asked to:

- i) **comment** on the draft Service Plan and agree any amendments required.
- ii) **agree** to delegate finalisation of the Service Plan, subsequent to outcome of the Strategic Environmental Assessment, in consultation with the Chairman of the Resources Committee.
- iii) **note** that, when approved, the refreshed and updated Service Plan for 2008/09 onwards will become subject to a review of progress in autumn 2008.

Signature:

Designation: Chief Executive

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Papers: Draft Chief Executive's Service Plan