

PERTH AND KINROSS COUNCIL

**Strategic Policy and Resources Committee
12 September 2018**

**Scrutiny Committee
12 September 2018**

**CORPORATE AND DEMOCRATIC SERVICES BUSINESS MANAGEMENT AND
IMPROVEMENT PLAN 2018-21**

Report by Depute Chief Executive (Report No. 18/287)

PURPOSE OF REPORT

This report presents the Business Management and Improvement Plan for Corporate and Democratic Services for 2018 – 2021.

1. BACKGROUND / MAIN ISSUES

- 1.1 Business Management and Improvement Plans are a core element of the Council's Service Planning Framework. The Council's now superseded Business Plan acted as a 'Business Management and Improvement Plan (BMIP)' for Corporate and Democratic Services and other corporate functions.

2. PROPOSALS

- 2.1 This report introduces the Plan for Corporate and Democratic Services for the period 2018-21, which sets out the key priorities which will support the delivery of the strategic objectives in both the Community and Corporate Plans.

3. CONCLUSION AND RECOMMENDATION(S)

- 3.1 The Corporate and Democratic Services Business Management and Improvement Plan for 2018-21 sets out how the Service will support the delivery of the strategic objectives in both the Community and Corporate Plans.
- 3.2 It is recommended that the Strategic Policy and Resources Committee:
- (i) Approves the Corporate and Democratic Services Business Management and Improvement Plan for 2018-21
- 3.3 It is recommended that the Scrutiny Committee:
- (i) Scrutinises and comments as appropriate on the Corporate and Democratic Services Business Management and Improvement Plan for 2018-21.

Author(s)

Name	Designation	Contact Details
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Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive and Chief Operating Officer	31 August 2018

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	None

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 The proposals support the delivery of the priorities in the Perth and Kinross Community Plan/Single Outcome Agreement.

Corporate Plan

- 1.2 The proposals support the achievement of the priorities in the Council's Corporate Plan.

2. Resource Implications

Financial

- 2.1 Not applicable.

Workforce

- 2.2 Not applicable.

Asset Management (land, property, IT)

- 2.3 Not applicable.

3. Assessments

Equality Impact Assessment

3.1 Not applicable.

Strategic Environmental Assessment

3.2 Not applicable.

Sustainability

3.3 Not applicable.

Legal and Governance

3.4 Not applicable.

Risk

3.5 Not applicable.

4. Consultation

Internal

4.1 The Plan has been developed in collaboration with Heads of Service and Senior Managers in Corporate and Democratic Services.

External

4.2 Not applicable.

5. Communication

5.1 The Plan will be shared with interested audiences following approval.

2. BACKGROUND PAPERS

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

3. APPENDICES

- Appendix 1: Corporate and Democratic Services Business Management and Improvement Plan for 2018-21