

PERTH AND KINROSS COUNCIL

SCRUTINY COMMITTEE

12 June 2019

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

Report by Depute Chief Executive, Chief Operating Officer (Report No. 19/177)

PURPOSE OF REPORT

This report presents a reviewed and updated version of the Business Management and Improvement Plan for Corporate and Democratic Services for 2018 – 2021, as of 31 March 2019.

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 The Council's now superseded Business Plan acted as a 'Business Management and Improvement Plan (BMIP)' for Corporate and Democratic Services and other corporate functions.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 reviewed and updated Plan for Corporate and Democratic Services for the period 2018-21, originally submitted to Scrutiny Committee on 12 September 2018, 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

- 3.1 The updated 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 Scrutiny Committee approves the Corporate and Democratic Services Business Management and Improvement Plan for 2018-21.

Author(s)

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Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive and Chief Operating Officer	4 June 2019

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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, reviewed and updated March 2019.