

# PERTH AND KINROSS COUNCIL

## SCRUTINY COMMITTEE

15 September 2021

### CORPORATE & DEMOCRATIC SERVICES BUSINESS MANAGEMENT AND IMPROVEMENT PLAN 2021/22

Report by the Chief Operating Officer

(Report No. 21/157)

#### PURPOSE OF REPORT

This report presents the Business Management and Improvement Plan (BMIP) for 2021/22 for Corporate & Democratic Services. It sets out priorities for the Service and improvement activity to enable and support delivery of the Council's strategic objectives and priority outcomes.

#### 1. BACKGROUND/MAIN ISSUES

- 1.1 This report presents the Corporate & Democratic Services BMIP for the period 2021/22.
- 1.2 The Corporate & Democratic Services' BMIP sets out the key Service priorities which will be delivered to ensure better outcomes and contribute to the delivery of the Council's strategic objectives, as well as meeting new and developing national policy requirements.
- 1.3 The Council's Annual Performance Report 2020/21 which is a separate business item on the agenda, summarises Service progress over the past year which includes direct delivery of services to communities and enabling support to other Services in delivery of their priorities. It also summarises the varied contribution to the Council's response to the Covid-19 pandemic.

#### 2. PROPOSALS

- 2.1 The BMIP for 2021/22 sets out how the Service will contribute as strategic enablers of change and transformation, support Council democratic processes and manage the governance framework. The BMIP also describes improvements in our specialist customer services directly to the communities of Perth and Kinross. The ongoing effects of the pandemic will continue to bring additional challenges which influence both current and future priorities, and in some cases, our ability to monitor progress and performance.
- 2.2 The priority themes within the plan are as follows:-
  - Getting the basics right
  - Developing people, skills, and capacity
  - Exploiting digital opportunities and data insight
  - Protecting our physical and information assets
  - Improving our customers' experience
  - Working Smarter

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The BMIP sets out how the Service will enable and support delivery of the Council's strategic objectives and priority outcomes.

3.2 It is recommended that the Scrutiny Committee:

- i) Scrutinises and comments as appropriate on the Corporate & Democratic Services Business Management and Improvement Plan for 2021/22.

#### Author

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#### Approved

Name	Designation	Date
Karen Donaldson	Chief Operating Officer (Corporate & Democratic Services)	2 September 2021

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

1.1 This section sets out how the proposals relate to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible, and informed citizens;
- (iii) Promoting a prosperous, inclusive, and sustainable economy;
- (iv) Supporting people to lead independent, healthy, and active lives; and
- (v) Creating a safe and sustainable place for future generations.

1.2 This report relates to all Objectives.

#### Corporate Plan

1.3 This section sets out how the proposals relate to the achievement of the Council's Corporate Plan Objectives.

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible, and informed citizens;
- (iii) Promoting a prosperous, inclusive, and sustainable economy;
- (iv) Supporting people to lead independent, healthy, and active lives; and
- (v) Creating a safe and sustainable place for future generations.

1.4 This report relates to all Objectives.

## 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 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

(i) Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

3.3 This report has been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

3.4 Under the provisions of the Local Government in Scotland Act 2003, the Council must discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:

- In the way best calculated to delivery of the Act's emissions reduction targets.
- In the way best calculated to deliver any statutory adaption programmes.
- In a way that it considers most sustainable.

- 3.5 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

#### Legal and Governance

- 3.6 Not applicable.

#### Risk

- 3.7 Risks are identified and reviewed as part of the BMIP process.

### **4. Consultation**

#### Internal

- 4.1 The Annual Performance Plan is developed in collaboration with Heads of Service, Managers, and staff across Corporate & Democratic Services.

#### External

- 4.2 Not applicable.

### **5. Communication**

- 5.1 Communication of the finalised Business Management and Improvement Plan will take place once approved by Committee.

## **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 & Democratic Services Business Management and Improvement Plan 2021/22