

PERTH AND KINROSS COUNCIL

Housing and Communities Committee – 15 May 2019
Environment & Infrastructure Committee – 15 May 2019
Scrutiny Committee – 12 June 2019

Business Management & Improvement Plan 2019-20

Report by Executive Director (Housing and Environment) (Report No. 19/133)

This report presents the first combined Housing & Environment Annual Performance Report for 2018/19, and Business Management Improvement Plan 2019-20.

1. BACKGROUND / MAIN ISSUES

- 1.1 Council Services produce a combined Annual Performance Report (APR) and Business Management Improvement Plan (BMIP) on an annual basis. These documents set out the key actions which the Service will deliver in the coming year, to ensure better outcomes for everyone in Perth & Kinross that also report on the previous year's performance.
- 1.2 These plans are an important part of the strategic planning framework for the organisation, translating the strategic objectives of the Community Plan (Local Outcome Improvement Plan) and Corporate Plan into the contributions that each Service makes to achieving these objectives, including supporting actions and performance indicators. Individual team plans are then developed, based on Service BMIPs.

2. PROPOSALS

- 2.1 This is the first combined APR and BMIP for the Housing and Environment Service. The BMIP focusses on our key service objectives and aims to:-
 - provide clear direction and actions for the future within the context of national agendas, the Community Plan (Local Outcome Improvement Plan) and the Corporate Plan.
 - set the context within which we work, including workforce development, financial overview and performance and risk management.
 - outline our key strategic priorities and improvement areas.
 - provide a focus on delivery of outcome focused services.
 - set out our objectives, with measures and targets.
- 2.2 Our Annual Performance Report includes the following:-
 - what we have done to achieve our strategic objectives and outcomes
 - key performance indicators, with results for each indicator
- 2.3 The APR and BMIP have continued to be developed in collaboration with managers and team leaders. A number of workshops have been undertaken to collectively build on our ethos, culture and objectives across the Service

We aim to further embed this approach over the coming months through more staff engagement sessions and visits.

2.4 In the coming year our key priorities will be:-

- Supporting business to grow and attract investment and higher value jobs into Perth & Kinross, along with working towards securing new hotel accommodation in Perth City Centre.
- Narrowing inequalities gaps and demonstrating a consistent and systematic approach to prevention, particularly in relation to The Child Poverty Action Plan.
- Further supporting our homelessness approach through our Rapid Rehousing Plan.
- Focussing on the connections between leadership, organisational culture and employee engagement to continue the integration of our Service.
- Enhancing our consultation and engagement with communities to ensure consistently high standards across the Service.

2.5 We will take forward these priorities by building on and embedding our performance management framework across the Service. Key to demonstrating progress towards the achievement of these priorities will be team plans which will :-

- provide clarity of purpose for teams across the Service and a yardstick to assess progress against targets.
- link strategic plans to employee roles.
- improve accountability.
- ensure learning and development is linked to supporting improvement.

3. CONCLUSION AND RECOMMENDATIONS

3.1 The Housing and Communities Committee and the Environment and Infrastructure Committee are asked to approve the first combined Housing & Environment Annual Performance Report (2018/19) and Business Management Improvement Plan (2019/20).

3.2 The Scrutiny Committee is asked to scrutinise and comment as appropriate on the contents of the Annual Performance Report and the Business Management Improvement Plan.

Author

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Fraser Crofts	Head of Business & Resources	

Approved

Name	Designation	Date
Barbara Renton	Executive Director Housing & Environment	3 May 2019

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

1. Strategic Implications

1.1 The Community Plan and the Council's Corporate Plan, has five outcomes which provide clear strategic direction, inform decisions at a corporate and service level and shape resource allocation.

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

This report contributes to all five outcomes.

2. Resource Implications

Financial

2.1 None

Workforce

2.2 There are no workforce implications.

Asset Management (land, property, IT)

2.3 None

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.

3.2 The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) and were assessed as not relevant for the purpose of EqIA.

Strategic Environmental Assessment

3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. However, no action is required as the Act does not apply to the matter presented in this report.

Sustainability

3.4 None

Legal and Governance

3.5 None

Risk

3.6 Risk Management features as part of the 'organised to deliver' section of the BMIP. The Housing and Environment Senior Management Team regularly review monitoring reports that highlight individual project progress and risk.

4. Consultation

Internal

4.1 The Head of Legal and Governance has been consulted in the preparation of this report.

External

4.2 None

2. BACKGROUND PAPERS

2.1 There are no background papers.

3. APPENDICES

3.1 **Appendix 1** – Housing & Environment Business Management Improvement Plan 2018/19.