

Report to Planning Scrutiny Panel

Date of meeting: 11th December 2012

Subject: Preliminary Report Work Programme 2013 - 2014

**Officer contact for further information: Peter Millward
(01992 56 4338)**

Committee Secretary: Mark Jenkins (01992 56 4607)



Recommendations/Decisions Required:

To consider and note as part of the Work Programme the following;

- (1). Draft Business Review - Section 3b, Business Plan 2013 - 2014.**
- (2). Proposed Business and Environmental Review - Appendix One Business Plan 2013 - 2014.**
- (3). Outline Section 3(d) Electronic Records Document Management System Business Plan 2013-14 and the Electronic Records Management Progress Plan Appendix Two Business Plan 2013 - 2014.**
- (4). Draft Directorate Value for Money Statement - Section 4 (c) Business Plan 2013 - 2014.**

Summary:

- 1 The attached details are provided as an overview of the Work Programme as agreed by Planning Scrutiny Panel on 12th June 2012.
- 2 Attached for consideration are five documents in total that will form elements of the Business Plan 2013 – 2014. These are draft outline sections 3 (b) Business Review, 3(d) Electronic Records Document Management System along with section 4 (c) Value for Money Statement. It is proposed that these be considered in conjunction with the proposed Business and Environmental Review Analysis – Appendix One and the proposed Electronic Records Progress Plan Appendix Two.
- 3 The financial figures stated are in draft format and may well be subject to change before insertion within the Business Plan 2013 – 2014.

Report:

- 4 This report indicates as part of **item (1)** an outline of Section 3 (b) of the Business Plan 2013 – 2014, the proposed financial review and is an estimated financial summary in draft format for Planning and Economic Development.
- 5 The proposed Business and Environment matrix (Appendix One of the Business Plan 2013 – 2014) in **item (2)** contains a summary of strengths/opportunities, weaknesses/threats and strategic choices that forms a template of options against the Corporate Medium Term Aims for 2013 -2014.
- 6 An outline summary of the key areas and actions for improvement in **item (3)** is provided in both in the Business Plan insert Draft 3 (d) and the proposed Appendix Two - Electronic Records Management Progress Plan of the Business Plan 2012 - 2014
- 7 The Directorate Value for Money Statement as indicated in **item (4)** above is provided as

part of the Corporate Objectives, Section 4 (c) of the Business Plan 2013 – 2014.

- 8 Due to the dates of the meetings of Planning Scrutiny Panel, a draft version of the Business Plan will not be able to be presented until after publication of the Directorate Business Plan at the next scheduled meeting on 16th April 2013.
- 9 Further information will be provided for the Planning Scrutiny Panel Work Programme as required.

Reason for recommendation/decision:

- 10 This forms the key elements of the Work Programme to Planning Scrutiny Panel for 11th December 2012.