

ANGUS COUNCIL

PERSONNEL AND PROPERTY SERVICES COMMITTEE

18th June 2002

REPORT BY THE DIRECTOR OF PROPERTY SERVICES

No 767/02

PROPERTY SERVICES DEPARTMENT - SERVICE PLAN 2002/04

Abstract

This report presents the Property Services Department's Service Plan for 2002/04 for the consideration and approval of the committee.

RECOMMENDATION

The Committee is recommended to:

- 1 note the contents of this report
- 2 approve the Service Plan for 2002/04

BACKGROUND

The Property Services Department Service Plan follows the strategic planning process adopted by the Council. This review in 2002 reflects the department's role within the council's adopted Corporate Plan and highlights its contribution to it.

The service plan outlines the way the department will deliver its services to the Council and service departments over the next two years. The plan incorporates issues from the Performance Management and Planning audit undertaken by Audit Scotland and identifies a number of improvement action points.

2002/04 Service Plan

The main elements of the service plan are:

The Introduction. This section sets out the context within which the department operates, the local government environment setting and the departmental structure and budget.

The Corporate Plan. This section covers the central support function of the department and contribution to the Corporate Plan, the department's key objectives and best value arrangements, staffing, customer care and health & safety issues.

Progress on Previous Targets. This reviews progress on action targets set in last year's service plan and lists the main achievements in the appendix linked to the corporate plan themes

Main Tasks and Priorities. This section details the main service tasks provided by the department both corporately and departmentally and sets targets for the future.

Appendices. Appendices list various details relating to departmental operations including staff structure, Best Value Reviews, 2 year budget information, a profile of the local office asset and the departmental development plan.

Copies of the 2002/04 Service Plan are available in the members' lounge.

FINANCIAL IMPLICATIONS

There are no financial implications.

CONSULTATION

The Chief Executive, Director Finance and the Director of Law & Administration have been consulted in the preparation of this report.

HUMAN RIGHTS ACT IMPLICATIONS

There are no Human Rights Act implications specific to this report.

Any implications, as a consequence of discharging recommendations detailed in this report, will be managed in accordance with the standing procedures and processes established by the Property Services department.

CONCLUSION

There have been significant achievements by the Council in property investment and development in recent years and all credit is due to the staff who have worked hard to deliver capital and revenue programmes. This Service Plan sets out in a systematic manner, the strategy to continue this remit within the context of the Corporate Plan and ensure best value is obtained from the Council's property asset and investment programme.

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 a material extent in preparing the above report.

M G Lunny
Director of Property Services