

**ANGUS COUNCIL**  
**ALL COUNCIL COMMITTEES**  
**TUESDAY 24 AUGUST – TUESDAY 14 SEPTEMBER 2004**  
**SERVICE PLAN UPDATES**  
**Report by the Chief Executive**

**ABSTRACT**

This report provides the contextual background for submission of all departmental service plan updates and asks the Committees of the Council to approve the [departmental service plan](#) updates which relate to their functions.

**1. RECOMMENDATIONS**

It is recommended that Council Committees:-

- a) approve departmental service plan updates which relate to their functions
- b) note that a progress report on the various actions set out in the action plans within these updates will be prepared by each Chief Officer for committee consideration concerned in the January 2005 cycle of meetings

**2. BACKGROUND**

Elected Members will recall that Angus Council has operated a system of service plans since its inception in 1996. Up until last year, these service plans were produced annually.

In line with Angus Council's Local Code of Corporate Governance, and recent legislation relating to Best Value, as contained in the Local Government in Scotland Act 2003, each department of the council was asked last year to produce a service plan which related to the life of the current council. The process as agreed at that time was that each department in the subsequent three years would produce a service plan update which reported on the performance/achievements in the previous year and set out more specific proposals for action in the following year.

During this cycle of Council meetings, Committees will receive annual service

plan updates for 2003/04. These updates also set out specific targets for services for 2004/05.

The Chief Executive's Department has produced guidance for the production of the four-year service plans and service plan updates and this is available on the council's intranet. Each service plan and service plan update is the subject to corporate scrutiny by a group of officers from the Chief Executive's Department, Finance Department, Law & Administration Department, Property Services Department and Information Technology Department.

Elected Members are asked to note that considerable work is currently being undertaken to develop a council-wide corporate performance management system, which is in line with our duties under Best Value. The purpose and function of the service plan, and the monitoring of the actions set out in it are the major element within the emerging corporate performance management framework, and as a consequence, each service is being encouraged to make their actions "SMARTer", (Specific, Measurable, Achievable, Relevant and Timed). Committees are asked to approve the service plan updates 2004/2005 as they relate to their functions. It should be noted that a progress report will be prepared with regard to each service plan update and the actions for the year, during the January 2005 cycle of meetings

Elected Members are asked to note that as a consequence of arrangements at a national level, slightly different arrangements pertain to the Education Department's service plan and updates. The Education Committee will consider the 2004/2005 Education Department's service plan and updates at its meeting on 19 August 2004.

### **3. FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report and there are no financial implications arising from the actions as set out in the action plans within each service plan update that cannot be contained within budget.

### **4. HUMAN RIGHTS IMPLICATIONS**

There are no human rights implications arising from this report.

### **5. CONSULTATION**

All Chief Officers have been consulted during the preparation of this report.

**A B Watson OBE**  
**Chief Executive**

**Note: 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 this paper.**