

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>5 April 2006</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Corporate Resources - Resource Plan 2006/2007</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an overview of key achievements within the Resource during 2005/06.
- ◆ provide an overview of the proposed headline programmes/priority projects contained within the Resource Plan for 2006/2007.

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the key achievements made by the Resource in 2005/2006, as detailed in the Resource Plan, be noted;
- (2) that the proposed headline programmes and priority projects for implementation in 2006/2007, as detailed in the Resource Plan, be approved;
- (3) that the Resource Plan summary be referred to the Executive Committee for approval; and
- (4) that a 6 monthly interim progress report be submitted to a future meeting of the Committee.

## 3. Background

- 3.1. The Resource Plan has been prepared in relation to the agreed corporate advice and format for 2006/2007. The purpose of the Plan is to assist Corporate Resources to co-ordinate its respective policies, deliver programmes, and implement particular projects. It is an integral part of arrangements within the Resource for performance management.
- 3.2. The Resource Plan is complemented by individual Service Plans from the various Services which make up Corporate Resources. The individual Service Plans provide greater detail about the work plans for each individual Service over the next 12 months.
- 3.3. A summary copy of the Resource Plan is attached as Appendix 1. Full copies of the Resource Plan and respective Service Plans can be made available on request.
- 3.4. The Council Plan "Fourcast" was approved and adopted by the Executive Committee in September 2003. The headline programmes/priority projects contained in the Resource Plan for 2006/2007 have been organised in line with the Council's key corporate themes and objectives, as detailed within Fourcast.

- 3.5. The Resource Plan links with the priorities being set at a national and local level as appropriate and provides the context for the development of services in South Lanarkshire.
- 3.6. A revised 6 monthly monitoring report on progress in respect of the agreed headline programmes/projects will be submitted to the Corporate Resources Committee.
- 4. Employee Implications**
- 4.1. The headline programme and priority projects will inform the Employee Development process in particular the Performance Development and Review Scheme.
- 5. Financial Implications**
- 5.1. The headline programme and priority projects can be met from the revenue and capital budgets for 2006/2007.
- 5.2. The Plan demonstrates how the Resource will deliver services reflecting major internal and external influences and statutory requirements. The plan has been developed around an assumed level of funding stability for the next three years, reflected in grant settlement details for the Council provided by the Scottish Executive. Each year, details in the Plan will be reviewed and refined to take account of the Council's annual budget strategy. This will ensure the link remains between budget and service planning.
- 5.3. In preparing this Resource Plan, account has also been taken of the need to ensure a robust response to Risk Management and Control. The risks associated with the activities of the Resource have been identified and evaluated. Those risks, which require mitigation, are noted in the Resource Risk Control Plan.
- 6. Other Implications**
- 6.1. None.
- 7. Consultation**
- 7.1. Consultation has taken place with key stakeholders as part of the process in preparing the Corporate Resources' Resource Plan 2006/2007.

**Alan Cuthbertson**  
**Executive Director (Corporate Resources)**

15 March 2006

**Link(s) to Council Objectives**

- ◆ The Plan links to the Council's 6 key themes and supporting objectives

**Previous References**

- ◆ Corporate Resources Committee – 4 May 2005

**List of Background Papers**

None

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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## CORPORATE RESOURCES

**1 Brief Statement of the National and Local context for the Resource**

- ◆ The need to support the policy themes outlined in *Fourcast*
- ◆ The need to continue to respond effectively to the Government's E-targets for electronic access to services
- ◆ The need to deliver the Executive's policies on Social Justice and Corporate Governance
- ◆ The need to respond to the outcome of the review of liquor licensing in Scotland and the requirements of the Local Government in Scotland Act, Freedom of Information and Ethical Standards legislation and developments in Employment legislation
- ◆ The need to continue to build the Council's capacity to respond effectively to internal and external challenges while maintaining effective service delivery.
- ◆ The need to operate within agreed budget levels
- ◆ The need for partnership working towards achieving the objectives of the Council's Community Plan
- ◆ The need to comply with the Civil Contingencies Act and associated regulations
- ◆ The need to comply with equalities legislation, including public duties contained in the Race Relations Act (2000), the Disability Discrimination Act etc

**2 Major Achievements in 2005/2006**

Council Plan Themes	Major Achievements
<b>Creating Successful Communities</b>	<ul style="list-style-type: none"> <li>◆ Development of the Council's Equalities Strategy               <ul style="list-style-type: none"> <li>◆ Successful publication of the Council's revised Race Equality Scheme 2005/08 following public consultation</li> <li>◆ South Lanarkshire Council ranked amongst top group of Councils following audit of Race Equality Scheme</li> </ul> </li> </ul>
<b>Learning In The Community</b>	<ul style="list-style-type: none"> <li>◆ Extension of Vocational Development Youth Strategy. Occupational areas extended from 4 to 6, secondary school participation increased from 13 to 19 and number of participants increased by 450</li> </ul>
<b>Living In The Community</b>	<ul style="list-style-type: none"> <li>◆ Delivery of 2005 UK Parliamentary Elections</li> <li>◆ Holocaust Memorial Day Communications Campaign</li> <li>◆ Retention of Charter Mark for District Court, Licensing and Registration Service</li> <li>◆ Introduction of increased range of Civil Ceremonies – Civil Funerals and Civil Partnerships</li> </ul>
<b>Supporting Our Communities</b>	<ul style="list-style-type: none"> <li>◆ Revision of the Council's procedures for responding to emergencies. Completion of the audit commission self-assessment of the Council's capability to comply with the Civil Contingencies Act. Action Plan and priorities for action agreed.</li> </ul>

<b>Council Plan Themes</b>	<b>Major Achievements</b>
<i>Modernising Services</i>	<ul style="list-style-type: none"> <li>◆ Development and completion of the Council's electronic Committee Administration System</li> <li>◆ Implementation of Legal Case Management system</li> <li>◆ Publication of Council A-Z Guide and publication of a series of South Lanarkshire editorial features in the Daily Record and the Herald</li> <li>◆ Production of Fourcast 2, the second annual progress report on the Council's 4 year plan</li> <li>◆ Development of Phase I of the Council's Website</li> </ul>
<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>◆ Extension of Leadership Development Programme</li> <li>◆ Retention of Investors in People standard for the Council</li> <li>◆ Completion of Best Value Review of Graphic Design</li> </ul>

### **3 Strategic Objectives for the Resource 2003-2007**

6 strategic commitments for Corporate Resources have been identified:-

- ◆ Improving policy development and modernisation, including achieving our public duty to provide equality of opportunity
- ◆ Attracting and retaining a motivated workforce to provide quality services to the public, elected members and officers of the Council
- ◆ Supporting and facilitating effective decision making, employee development and continuous improvement
- ◆ Promoting effective internal and external communications
- ◆ Protecting the integrity and reputation of the Council and the safety of members, employees and the public
- ◆ Regulating the Council's administrative and procedural framework

### **4 Headline Priorities 2006/2007**

<b>Council Plan Themes</b>	<b>Headline Priorities</b>
<b>Creating Successful Communities</b>	<ul style="list-style-type: none"> <li>◆ Support implementation of Council's equality strategy to ensure equalities are effectively 'main streamed' into Council policy and service delivery; develop effective performance management and performance targets for equalities; support and co-ordinate the development, implementation and review of statutory equalities schemes (Race/Disability/Gender)</li> </ul>
<b>Learning In The Community</b>	<ul style="list-style-type: none"> <li>◆ Consolidation of the Vocational Development Programme under the Vocational Development Strategy</li> </ul>

Council Plan Themes	Headline Priorities
<b>Living In The Community</b>	<ul style="list-style-type: none"> <li>◆ Support the implementation of procedures in relation to the new Mental Health (Care &amp; Treatment) Act 2003</li> <li>◆ Implementation of new Liquor Licensing and Gambling Legislation</li> <li>◆ Implementation of review of Summary Justice (Courts Administration)</li> <li>◆ Implementation of any new Legislation in respect of Marches/Parades</li> <li>◆ Introduction of Sunday Ceremonies for civil marriages</li> </ul>
<b>Supporting Our Communities</b>	<ul style="list-style-type: none"> <li>◆ Preparations for introduction of single transferable voting system for local government elections in 2007 focusing on election process itself and impact on Council service processes and operations</li> <li>◆ Development of contingency arrangements in line with legislative requirements to ensure ability to respond to business continuity incidents and emergencies that affect the community</li> </ul>
<b>Modernising Services</b>	<ul style="list-style-type: none"> <li>◆ Continued development of IT solutions to improve service provision <ul style="list-style-type: none"> <li>◆ Further development of the design/content of the Council's web site</li> <li>◆ Further development of the electronic support systems for committee administration, grants administration and legal case management</li> <li>◆ Introduction of E-registration and on-line payments and new booking system</li> <li>◆ Implementation of on-line recruitment across the Council following an evaluation of pilot</li> <li>◆ Implementation of oracle system to support Personnel and Health and Safety, including e-learning, self service and accident reporting model</li> </ul> </li> <li>◆ Development of a Corporate Information Strategy</li> <li>◆ New media <ul style="list-style-type: none"> <li>◆ In-house production/broad-cast of regular web based television feature programmes (South Lanarkshire TV)</li> <li>◆ Review current format and means of distribution of the Works magazine</li> </ul> </li> <li>◆ Develop continuous improvement programmes to improve customer service and service delivery using Investors in People, Chartermark and other relevant approaches</li> <li>◆ Implementation of Best Value improvement plan for Graphic Design Service</li> </ul>

Council Plan Themes	Headline Priorities
<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>◆ Review and develop performance monitoring and consultation arrangements across the Resource</li> <li>◆ Implementation of revised senior/middle management structure across the Resource</li> <li>◆ Development of the Competence Initiative to include development of job families and competencies</li> <li>◆ Completion of the Equal Pay Review analysis and implementation of the strategic plan</li> <li>◆ Consolidate the Leadership Development Programme and extend to include new participants</li> <li>◆ Complete the revision and updating of the Council's Corporate Standards</li> </ul>

## 5 Indication of the Capital and Revenue Resources Available to Deliver the Priorities

All priorities will be delivered with existing revenue and identified capital resources.