

**ECONOMIC & COMMUNITY REGENERATION CABINET
BOARD**

**REPORT OF HEAD OF PROPERTY & REGENERATION
SIMON BRENNAN**

31st JULY 2015

SECTION A – MATTER FOR DECISION

WARD(S) AFFECTED: ALL

BUSINESS PLAN 2015-2016

Purpose of Report

To endorse the Business Plan for Property & Regeneration covering the period 1st April 2015 to 31st March 2016.

Background

During the financial year 2013-2014, the Council reviewed performance management arrangements. A number of improvements to the Council's performance management framework were proposed following this review. These improvements were approved by the Policy and Resources Cabinet Board on the 27th March 2014. As a consequence the first Business Plans incorporating the new format were prepared for 2014-2015 and the Business Plan for Property and Regeneration was presented to this Board in 2014 where it was endorsed by Members. The same format has been used this year but updated to reflect achievements and new objectives going forward.

This Business Plan has been developed with the staff and has been agreed between the Head of Property and Regeneration and the Director of Environment for the financial year commencing 1st April 2015.

Monitoring Arrangements

Progress in delivering the Business Plan will be monitored in a number of ways:

- Weekly meetings are held between the Head of Property and Regeneration and Accountable Managers to discuss a number of issues including performance management.
- Monthly meetings are held between the Accountable Managers and their teams in addition to one to one performance meetings with staff, to discuss and if needed, address performance issues.
- An annual Personal Development Review is undertaken for all staff including the Head of Service with mid-year appraisal meetings to establish whether identified targets are being achieved, and to set new targets for the forthcoming year. If targets are not being met and the reasons can be addressed, measures will be identified to ensure that services are back on track to achieve those targets.
- Action Plans for each Accountable Manager are prepared to create report cards which will illustrate performance targets and associated achievements. These will be reported regularly to the Economic and Communities Regeneration Board for scrutiny by Members. They are due to be reported to this Board on the 11th September 2015.

Equalities

A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Act 2010. After completing the assessment it has been determined that this function does not require an Equality Impact Assessment.

Financial Implications

The Business Plan sets out contributions to the Forward Financial Plan of circa £425,000 for 2015/15

Appendices

Property & Regeneration Business Plan 2015-2016 - Appendix A

Recommendations

That in relation to the section on Property & Regeneration, the Cabinet Board formally endorses Business Plan 2015-2016.

Reasons for Proposed Decision

To implement the Council's performance management framework.

List of Background Papers

Equality Impact Assessment Screening Form.
Business Plan 2015/2016

Officer Contact

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COMPLIANCE STATEMENT

BUSINESS PLAN 2015-2016

(a) **Implementation of Decision**

The decision is proposed for implementation after the three day call-in period.

(b) **Sustainability Appraisal**

Community Plan Impacts

Economic Prosperity	-	Positive
Education & Lifelong Learning	-	Positive
Better Health & Wellbeing	-	Positive
Environment & Transport	-	Positive
Crime & Disorder	-	Positive

Other Impacts

Welsh Language	-	Positive
Sustainable Development	-	Positive
Equalities	-	Positive
Social Inclusion	-	Positive

(c) **Consultation**

This item is not subject to external consultation.