

**CHILTERN DISTRICT COUNCIL
CABINET (11th February 2014)**

Background Papers, if any, are specified at the end of the Report

SERVICE PLAN SUMMARIES

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RECOMMENDATIONS

Cabinet are asked to note these service plans.

Relationship to Council Objectives

Implications

Implications

(i) *None*

Financial Implications

Sound service planning helps to deliver value for money.

Risk Implications

The service planning process includes the review and highlighting of operational risks.

Equalities Implications

Equalities are considered during the service planning process.

Sustainability Implications

Any sustainability actions are fed into the service Action Plans.

Report

- 1 Purpose of this Report
 - 1.1 This report provides a summary of each of the service plans produced by service areas within the Council.
- 2 Background
 - 2.1 Service plans provide a summary of achievements from the current year and an overview of what each service aims to deliver in 2014-15.
 - 2.2 As well as looking at aims and achievements services are asked to look at a range of areas including:

- Shared Services Programme
- Know your customer and equalities
- Performance indicators and risks
- Costs and cost comparison information.

3 Discussion

- 3.1 This year, the service planning process has been simplified to remove duplication and focus on achievements and future actions. Each Head of Service/Principal officer produced a joint service plan workbook for South Bucks and Chiltern and this information was used to produce a summary for each Council. These summaries will be made available on the Council's intranet site. The service planning process will continue to be developed to ensure that the process is straightforward for managers to complete and provides a useful management tool for each service.
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