

Subject	Service Plan Summaries
Report of	Chief Executive

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.

4 Recommendation

4.1 Cabinet are asked to note these service plans.

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Background Papers:	None