

<b>Committee:</b>	<b>Date:</b>
Finance Committee	<b>19/02/2019</b>
<b>Subject:</b> Final Departmental High-level Business Plan 2019/20 - Chamberlain's Department	<b>Public</b>
<b>Report of:</b> Chamberlain	<b>For Decision</b>
<b>Report author:</b> Matt Lock, Assistant Director – Strategic Resources	

### **Summary**

This report presents for information the final high-level Business Plan for the Chamberlain's Department for 2019/20.

### **Recommendation**

Members are asked to approve the Chamberlain's Department's final high-level business plan for 2019/20 and provide feedback.

### **Main Report**

#### **Background**

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side Business Plans for the first time in 2017/18. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. For 2018/19, departments were again asked to produce high-level plans in draft, which were presented to Service Committees in November and December 2017 alongside the departmental estimate reports, so that draft ambitions could be discussed at the same time as draft budgets. This represented the first step towards integrating budget-setting and priority-setting.
3. For 2019/20, to secure deeper Member engagement with Business Plans, a series of four informal 'cluster' meetings took place in early February to allow Chairmen and Deputy Chairmen of relevant approving Committees to scrutinise how departments are using their Business Plans to prioritise activities towards corporate goals. These meetings were chaired by the Chair and Deputy Chairman of Resource Allocation Sub Committee.
4. To complement this and to give all Members a chance to ask questions and put their views to their Chairmen and Deputy Chairmen in advance of these meetings, a 'Business Plan Surgery' was held on 10 January (immediately before Court of Common Council).
5. Taken together, these sessions replace the submission of draft high-level Business Plans to Committees. Final high-level Business Plans are still subject to Committee approval, as in previous years.

6. Work has also taken place to review the content and format of the supporting detail beneath the high-level Business Plans. This includes: information about inputs (e.g. IT, workforce, budgets, property and assets); improved links to project and risk registers; EEE Health Checks (economy, efficiency and effectiveness), and schedules of measures and key performance indicators for outputs and outcomes. This is a key element in the move towards business planning becoming a joined-up service planning process that links directly to Corporate Plan outcomes.

### **High-level Business Plan for 2019/20**

7. This report presents, at Appendix 1, the final high-level Business Plan for 2019/20 for the Chamberlain's Department.
8. Our top-level priorities for the year include:
  - a. Ensuring sustainable medium-term financial plans for the City Corporation and Police
  - b. Driving value for money and increased commercial benefits across all service areas and major projects
  - c. Streamlining processes, such as for accounts preparation, and ensuring safe, secure, stable and responsive Digital and Information solutions
  - d. Providing assurance on control environments, effective risk management and minimising fraud
  - e. Promoting Responsible Business and Investment, Diversity and Inclusion
9. Delivery of the Business Plan is driven by service level plans and activities. Their achievement is monitored and reported through set of key performance indicators, some of which are captured in the high-level plan. Performance and delivery will be reported to this committee on a quarterly basis.

### **Corporate & Strategic Implications**

10. As a corporate service department, our activities support delivery across all outcomes in the Corporate Plan, although a mapping exercise has identified that a larger proportion of our specified activity directly impacts Outcome 5: Businesses are trusted and socially and environmentally responsible.

### **Conclusion**

11. This report presents the final high-level Business Plan for 2019/20 for the Chamberlain's Department for Members to approve and provide feedback.

### **Appendices**

- Appendix 1 – Final high-level Business Plan 2019/20

### **Matt Lock**

Assistant Director – Strategic Resources

T: 020 7332 1276

E: [matt.lock@cityoflondon.gov.uk](mailto:matt.lock@cityoflondon.gov.uk)