

Committee:	Date:
Policy & Resources Committee Establishment Committee	20/01/2022 19/01/2022
Subject: Draft Town Clerk's Corporate & Members Services Business Plan for 2022/23	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	All
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N
Report of: The Town Clerk & Chief Executive	For Approval
Report author: Sarah Scherer Head of Business Support	

Summary

This report presents for approval the Business Plan for the Town Clerk's Corporate and Members Services for 2022/23.

Recommendation

The committee is recommended to:

- i) Approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan for Town Clerk's Corporate and Members Services for 2022/23 (or the elements therein that fall within this committee's Terms of Reference).

Main Report

Background

1. Business Plans for 2022/23 are being presented based on current departmental structures. These will be adjusted, alongside budgets, when any changes to these structures are implemented.
2. Business Planning will be reviewed as part of the Target Operating Model. Any proposed changes will be shared and agreed prior to implementation in future planning cycles. For 2022-2023 Business Plans, we have adopted the same templates and approach from 2020-2021.

Current Position

3. Business Plans are aligned to departments, so all financial information presented within the Business Plan reflects the departmental budget rather than the Committee budget.
4. Establishment Committee funds all elements of the Business Plan presented, except for Resilience and Mansion House, which are funded from Policy & Resources Committee's budget; General Purposes of Aldermen Committee and Finance Committee. Members are asked to scrutinise the elements of the plan that are relevant to the committee they are representing at the meeting

Proposal

5. The draft high-level summary Business Plan for Town Clerk's Corporate & Members Services is presented for approval at **Appendix 1**.

Key Data

6. Key data is presented at **Appendix 1**.

Corporate & Strategic Implications

7. Strategic implications – Strategic priorities and commitments are expressed in **Appendix 1**.
8. Risk implications – Key risks managed by the department and their scores are included at **Appendix 1**.
9. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model.
10. Equalities implications – Equalities self-assessment scores are included within the high-level summary Business Plan. The Plan presented does not represent significant changes in service provision by this department.
11. Climate Implications – The department is responsible for co-ordinating the City Corporation's Climate Action Strategy

12. Security implications – The department is responsible for co-ordinating the City Corporation’s strategic security provision

Conclusion

13. This report presents the draft high-level summary Business Plan for 2022/23 for Town Clerk’s Corporate & Members Services. This committee is recommended to approve it in respect of the elements relevant to its Terms of Reference (listed in paragraph 4).

Appendices

- Appendix 1 – Draft High-level summary Business Plan 2022/23 for Town Clerk’s Corporate & Member Services

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