

Committee: Licensing Committee	Date: 28 April 2023
Subject: Draft High-Level Business Plan 2023/24 – Environment Department	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	2, 3, 4, 5, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	N
Report of: Juliemma McLoughlin, Executive Director Environment	For Decision
Report author: Joanne Hill, Environment Department	

Summary

The draft high-level Business Plan for the Environment Department for 2023/24 was presented to your committee in January 2023 for approval in so far as it applies to the Licensing Service. The high-level Business Plan provides a strategic overview of activity of all service areas which fall with the remit of both the Port Health & Environmental Services Committee and the Licensing Committee. As such, the proportion of content that relates to directly to the Licensing Committee is minimal. For that reason, your Committee did not approve the Business Plan and asked that it be re-presented to a later meeting with additional Licensing-specific information which would enable Members to make an informed decision.

This report re-presents for approval the draft high-level Environment Department Business Plan 2023/24 (Appendix A); information which does not directly relate to the Licensing Service has been ‘greyed-out’. Also presented, at Appendix B, is a supplementary document which lists the priority workstreams that will be undertaken by the Licensing Service during 2023/24. These workstreams support those set out in the high-level Business Plan which, in turn, supports delivery of the City of London’s Corporate Plan and other key corporate strategies, programmes and policies.

Recommendation

Members are asked to:

- i. Note the factors taken into consideration in compiling the Environment Department Business Plan; and
- ii. Approve, subject to the incorporation of any changes sought by this Committee (and with reference to the Licensing Service priority workstreams at Appendix B), the elements of the high-level Environment Department Business Plan 2023/24 which fall within the remit of the Licensing Committee.

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, two-side Business Plans for the first time in 2017 for the 2018/19

year. Members generally welcomed these high-level plans as being brief, concise, focused and consistent statements of the key ambitions and objectives for each department.

2. For 2023/24, the high-level Business Plan has further evolved to add more narrative and improve readability. The Business Plan now incorporates TOM departmental structure changes. As a high-level plan, this document does not capture the granularity of departmental work but gives the strategic overview of departmental activity, trends where applicable, and direction of travel.

Draft final high-level Business Plan for 2023/24

3. This report presents, at Appendix A, the draft high-level Business Plan for 2023/24 for the services of the Environment Department which fall within the remit of the Port Health & Environmental Services Committee and the Licensing Committee, ie:
 - Public Protection, including the Licensing Service
 - Port Health
 - Animal Health
 - Cemetery and Crematorium
 - Cleansing and Waste.
4. This high-level plan includes an overview of the key areas of work that will be undertaken during 2023/24, all of which are focused on the need to continue to deliver statutory regulatory services in an efficient and compliant manner, while maximising opportunities to reduce expenditure and generate income.
5. The majority of the service areas covered by the plan report to the Port Health & Environmental Services Committee and, therefore, information specific to the Licensing Committee is minimal. For the sake of clarity, therefore, content which does not relate to the Licensing Service has been 'greyed out'. Additionally, Appendix B presents a supplementary list of priority workstreams which will be undertaken by the Licensing Service during 2023/24.
6. The high-level plan was developed in consultation with the department's Senior Leadership Team, Assistant Directors, and colleagues from across the wider City Corporation. The involvement of colleagues from Town Clerk's Department and the Chamberlain's Department has been instrumental in refining deliverables and priorities.
7. During the year, the Environment Department reports to Committees on progress made against the workstreams and performance indicators set out in its Business Plan. This gives Members the opportunity to scrutinise the department's progress towards achieving its objectives.
8. Members have further opportunity to scrutinise departmental performance through the Bilateral process, which most recently occurred in autumn 2022. In addition, the Audit and Risk Management Committee scrutinise the risk management process and ensure top risks are reviewed through regular risk updates and deep dives of corporate risks.

Corporate & Strategic Implications - The Corporate Plan outcomes we have a direct impact upon are listed in the Business Plan. The Plan also shows other key City of London strategies we are helping to deliver. Officers will actively engage with colleagues in the Corporate Strategy and Performance Team as they develop the new Corporate Plan.

Financial implications - The high-level Business Plan has been produced in liaison with Chamberlain's Department and takes into consideration opportunities to reduce expenditure and increase income in order to make necessary savings.

Public sector equality duty (PSED) - The Department has established an Equality, Diversity and Inclusion (EDI) Working Group which is working on an EDI Action Plan. Members of the group will lead on a range of EDI actions, including those set out in the Business Plan, to ensure compliance with the PSED across the department.

Resourcing implications - Any changes to resources will be brought to the relevant Committee(s).

Security implications - None

Conclusion

This report presents the draft high-level Business Plan for 2023/24 for the services of the Environment Department which fall within the remit of the Port Health & Environmental Services Committee and the Licensing Committee. Members are asked to approve, with reference to the separate list of Licensing Service priorities for 2023/24, the elements of the plan for which the Licensing Committee is responsible.

Appendices

Appendix A – Draft high-level Environment Department Business Plan 2023/24 (PH&ES and Licensing Committees)

Appendix B – Licensing Service Priorities 2023/24

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