

Committee(s):	Date(s):	Item no.
Open Spaces, City Gardens and West Ham Park Committee	15 April 2013	
Subject: Open Spaces Department Business Plan 2013- 2016		
Report of: Director of Open Spaces		Public For Decision
<p><u>Summary</u></p> <p>The purpose of this report is to seek approval for the Open Spaces Department Business Plan for 2013 - 2016. This Plan outlines the overall departmental aims and objectives, the key projects for the next three years and the key indicators that have been set to measure performance.</p> <p>Members are also asked to consider the key projects for the City Gardens and West Ham Park, as the Epping Forest and Commons Committee and the Hampstead Heath, Highgate Wood and Queen's Park Committee will have an opportunity to comment on the key projects for their areas.</p> <p>Quarterly progress reports on the Plan will be presented to this Committee during the year.</p> <p>The City of London Cemetery and Crematorium has been integrated into the Open Spaces Department's Business Plan and Members of the Port Health and Environmental Services Committee will be invited at their next meeting to comment on the relevant sections in the Plan.</p> <p><u>Recommendations</u></p> <p>It is recommended that Members</p> <ol style="list-style-type: none"> i) approve the Open Spaces Department Business Plan for 2013 – 2016, including the key projects for City Gardens and West Ham Park, and agree the targets for service delivery as quantified by the performance indicators. ii) determine whether any projects and performance indicators represent high risk and priority sectors of service which you would expect to be featured in the quarterly progress reports which will be submitted to this Committee during 2013/14. 		

Main Report

Background

1. Departmental Business Plans are now an integral element of the City's enhanced performance management system and are part of a more clearly defined annual planning cycle, which has been devised to improve the links between service and financial planning and drive service improvement.
2. The purpose of the Open Spaces Business Plan is to enable the Department to show how its activities support the City's strategic aims and policy priorities and demonstrate how it can improve its performance. The Plan shows:
 - How the Department's activities contribute to the City Together Strategy and the Corporate Plan and therefore how the City's policies will be implemented,
 - Performance targets for the current year,
 - Resource and learning and development requirements, and
 - The programme of action required to achieve the targets
3. The previous Business Plan for 2012 - 2015 was approved by this Committee in April 2012 and progress reports with financial monitoring information have been submitted each quarter.

Current Position

4. The new Business Plan for 2013 - 2016 has been compiled in line with corporate guidelines and incorporates comments from the Town Clerk's Performance and Development Team.
5. Members are asked to consider the key projects for the City Gardens and West Ham Park and approve the overall Business Plan, which provides a review of the Open Spaces Department's performance in the past year and looks ahead to future plans in the light of available resources.
6. The Epping Forest and Commons Committee and the Hampstead Heath, Highgate Wood and Queen's Park Committee will have the opportunity to comment on the key projects for their areas for the next three years and their comments will be included in the Plan. A copy of the full Plan will be available on the departmental intranet site.
7. The City of London Cemetery and Crematorium has been integrated into this Business Plan and Members of the Port Health and Environmental

Services Committee will be invited at their next meeting to comment on the sections in the Plan that relate to the Cemetery and Crematorium.

Corporate and Strategic Implications

8. This Business Plan details how the Open Spaces Department's activities and key projects for the next three years support and link to the themes in the City Together Strategy and the City's Corporate Plan.

Conclusion

9. Formal monitoring arrangements are in place to ensure that performance is reviewed regularly at the appropriate level. During the coming year progress on implementing the Business Plan will be monitored at the monthly departmental management team meetings. Members will be kept informed of progress on the key projects and the budget position in quarterly reports which will be presented to this Committee. These reports will review progress on achieving the performance indicators and highlight any significant deviation from the Plan.

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