

<b>Committee(s):</b>	<b>Date(s):</b>
Port Health & Environmental Services	30 <sup>th</sup> April 2013
<b>Subject:</b> Department of the Built Environment Business Plan 2013-16	<b>Public</b>
<b>Report of:</b> Director of the Built Environment	<b>For Decision</b>
<p>This report details the Business Plan for 2013-2016 for the Department of the Built Environment, as tailored for the Port Health and Environmental Services Committee.</p> <p>The business plan sets out what we do, the standards we will attain, how we will operate as a department, where we fit into the Corporate plans, and what we are planning to do to keep on improving.</p> <p><b>Recommendation(s)</b> Members are asked to:</p> <ul style="list-style-type: none"> <li>• Approve the Department of the Built Environment's Business Plan 2012- 2015 and associated appendices.</li> </ul>	

### **Main Report**

#### **Background**

1. This Business Plan is an integral element of the performance management system. The plan shows how the Department will be improving performance and how activities support the City's strategic aims and policy priorities.

#### **Current Position**

2. The new Business Plan for 2013-16 has been compiled in line with corporate guidelines, and incorporates comments from the Town Clerk's Performance and Development Team.
3. This version of the Business Plan has been edited to include information relevant to this committee; the full departmental version can be provided on request.

#### **Strategic Implications**

4. This Business Plan details how the 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.

**Consultation**

5. The managers and staff of the department were consulted during the planning process. Our Business Partners, (HR & Finance) staff also contributed to the preparation of the plan.
6. Further consultation was undertaken with the Deputy Town Clerk on 3th March 2013.

**Conclusion**

7. Formal monitoring arrangements are in place to ensure that performance is reviewed regularly and during the year progress will be monitored at the monthly departmental management team meetings. Members will be kept informed of progress on the KPIs, key objectives and the budget position in quarterly reports which will be presented to Committee.

**Attached Document**

- Departmental Business Plan and associated documents

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