

Committee(s):	Date(s):
Planning and Transportation Port Health & Environmental Services	8 th April 2014 13 th May 2014
Subject: Department of the Built Environment Business Plan 2013-16	Public
Report of: Director of the Built Environment	For Decision
<p>This report details the Business Plan for 2014-17 for the Department of the Built Environment.</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>The Business Plan has been compiled so that the first part gives a summary of what the Department plans to do and how it will be done and then the reader can select what detail he or she chooses from the appendices. The most essential appendices are the Workforce Plan (Appendix A); the Summary Plan with finances (Appendix B); and Port Health and Environmental Services Committee Members are particularly requested to consider the first three Key Performance Indicators in Appendix C, this shows last year's KPIs set against this year's. It should be noted that further stretched targets are proposed for waste reduction (NI 191) and recycling (NI 192) whilst the same challenging target for street cleansing (NI 195) as 2013/14 is retained.</p> <p>PH&ES Committee Members are also requested to consider the Transportation and Public Realm (T&PR) Divisional Plan which immediately follows (Appendix I) and contains those elements of the Department's services that are relevant to the Port Health and Environmental Services Committee. (We have omitted the detailed Divisional Plans of the other Divisions within the Built Environment namely; Planning Policy, The District Surveyor and Planning Development).</p> <p>Within the T&PR Plan, TPR5, TPR6 and TPR7, specifically relate to the work of the Port Health and Environmental Services Committee.</p> <p>Recommendation(s) Members are asked to:</p> <ul style="list-style-type: none"> • Approve the Department of the Built Environment's Business Plan 2014-17 and associated appendices. 	

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 2014-17 has been compiled in line with corporate guidelines, and incorporates comments from the Town Clerk's Performance and Development Team.

Strategic Implications

3. 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

4. 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.
5. Further consultation was undertaken with the Deputy Town Clerk on 26th March 2014.

Conclusion

6. 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.

Elisabeth Hannah
Chief Administrative Officer

T: 0207 332 1725

E: Elisabeth.hannah@cityoflondon.gov.uk