

Committees	Date:
Policy and Resources Committee	14 April 2016
Establishment Committee	19 April 2016
Subject: Town Clerk's Business Plan 2016-19	Public
Report of: Town Clerk	For Decision
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The Business Plan that follows covers the period 2016-2019 and relates not only to departmental activities but also highlights responsibilities to lead and drive forward corporate initiatives, whilst maintaining oversight across the organisation. The plan is based on the outcome of strategic planning sessions with senior managers in the Policy and Democratic Services division and reflects consultation with staff and service users. The plan includes the activity of Business Transformation, Policy, Committee and Member Services, Communications, Human Resources, Resilience, Elections, Corporate Performance, Business Support and the Contact Centre.

The first part of the plan provides contextual background and identifies the major drivers affecting the division's five key objectives, which relate to:

- Leadership, Policy and Strategy
- Corporate Governance and Democracy
- Communications
- Organisational and Departmental Development
- Resilience

The second part of the plan (appendix A-C) sets out a summary of the activity planned over the coming year and beyond in each of these key areas. Appendix D is a budgetary statement, giving details of the total resource requirement of £8.97m that will be needed to deliver the plan, Appendix E is a Business Plan Summary and Appendix F is a summary risk register.

Recommendation

That Members approve the Town Clerk's Business Plan for 2016-19.

Appendices

Town Clerk's Business Plan 2016/19

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