

THE HIGHLAND COUNCIL
PLANNING, DEVELOPMENT AND INFRASTRUCTURE
COMMITTEE

Agenda Item	5
Report No	PDI 26/15

3 JUNE 2015

DRAFT SERVICE PLAN 2015-17: DEVELOPMENT AND INFRASTRUCTURE SERVICE

Report by the Director of Development and Infrastructure

SUMMARY

The draft Service Plan for the Development and Infrastructure Service outlines how the Service will lead and support commitments which will deliver 'Working together for the Highlands', the Programme of the Highland Council. The Plan also details how the Service will operate, its approach and priorities. Committee is invited to:

- consider the draft Development and Infrastructure Service - Service Plan 2015/17; and
- approve the draft Plan subject to any alterations agreed by Committee.

1. Background

- 1.1 The draft Service Plan for the Development and Infrastructure Service outlines the enabling actions and key performance results which will deliver the commitments of the Programme of the Highland Council as detailed in 'Working Together for the Highlands' and the Council's Corporate Plan for 2012-17. The Service Plan also provides an update on actions completed since 1 April 2015. Once approved, the Service Plan will be a public document made available on the Council's website.
- 1.2 The Service Plan also explains how the Development and Infrastructure Service will operate, and its vision, mission and service priorities.

2. Approach

- 2.1 The draft Service Plan (**Appendix 1**) sets out the functions performed by the Service, the resources available in terms of staff and budget for 2015-17, and describes the objectives to be met. All of this in the context of:

The Service Vision

'To create a thriving and sustainable future for the Highlands.'

The Service Mission

'To deliver sustainable economic growth, empower communities, and enhance the built and natural environment'.

- 2.2 The draft Service Plan also describes the objectives to be met derived from:

- Working together for the Highlands 2012-17 (updated 2013);
- the Single Outcome Agreement;
- service priorities, including statutory and core business;
- the requirements of external scrutiny by regulators (e.g. Best Value audit and

- compliance with the Code of Corporate Governance);
- the improvement points arising from the Public Performance Survey in 2013; and
- corporate and service risks identified which require enhanced management action.

2.3 For each objective set performance measures are identified, and a description of the actions required to ensure delivery. Lead officers are assigned to each objective. Where appropriate, these will be reflected in team operational plans and cascaded through employee review and development plans.

2.4 The Service Plan will be amended should the Council agree changes to either the Council Programme 'Working together for the Highlands' or the Corporate Plan. Any changes approved by Council will be made in the electronic performance and risk management system (PRMS), and will be integrated into subsequent annual service plan reviews.

3. Monitoring and Performance Reporting

3.1 Progress against the actions identified is monitored quarterly through Quarterly Performance Reviews (QPRs). Service plans provide information on the operational delivery of the Corporate Plan and progress will therefore also be reported to Council through the Council's Annual Performance Review each autumn cycle.

3.2 The Service Plan will be reviewed and amended annually and brought back to Committee for consideration and approval each year.

4. Equalities and Strategic Environmental Assessments

4.1 The plan has been the subject of an initial screening for Equality Impact Assessment (EQIA). The result of the screening assesses that a full EQIA is not required for the Service Plan. However policies, strategies, and plans linked to the delivery of service plan commitments will be screened to assess their impact.

4.2 The Service Plan has been screened in relation to the Council's statutory duty for Strategic Environmental Assessments (SEA). The plan is fully aligned with the Corporate Plan and no further action is required.

5. Implications

5.1 Resource and risk

As a description of current and planned activity there are no new resource implications arising from this report, and the plan is aligned to the Council's resources. Audit Scotland produces an annual Assurance and Improvement Plan for the Council which assesses, with other scrutiny bodies, the risk of non-achievement of Council commitments. This includes a review of the progress made against the performance framework.

5.2 Legal issues

The draft Service Plan includes the need to meet statutory requirements for public performance reporting. Service plans set out the planned objectives and measures which together form the framework for annual public performance reporting. The Council has a legal duty to demonstrate how it will achieve Best Value for public

resources. This includes what the Council will prioritise and what it expects to achieve and this is set out in the draft Service Plan which also reflects the Council Programme and performance framework.

5.3 Equality and climate change/Carbon Clever

The draft Service Plan sets out specific actions and responsibilities the Service leads on in supporting delivery of the Fairer Highland Plan, and the general and specific duties of the Equality Act (2010) in relation to human resource management. The Service also contributes to corporate climate change and carbon clever targets.

5.4 Gaelic

The Service contributes to corporate work in relation to the delivery of the Gaelic Language Plan, and meeting of corporate standards in the use of Gaelic in key documents and publications.

5.5 Rural Implications

The Development and Infrastructure Service Plan will have a positive impact on the rural economy and environment. This is as a direct result of the actions identified for the Service and the vision and mission supporting their delivery.

Recommendation

Committee is invited to:

- consider the draft Development and Infrastructure Service - Service Plan 2015/17; and
- approve the draft Plan subject to any alterations agreed by Committee.

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Background papers

- 'Working Together for the Highlands': A Programme for the Highland Council 2012/2017 (Updated 2013)