

## **ACTION PLANNING GUIDANCE**

Every year it is necessary to update 3 year Action Plans. The information is an important element in delivering an improved and integrated planning and performance management system for the Council. It shows how you will deliver your service plan.

Click on any of the heading in the list below to go to a particular paragraph:

[Format](#)

[Using the 'live' Action Plans](#)

[What needs to happen each quarter](#)

[What needs to happen annually](#)

[How the information will be used](#)

[What to consider in service planning](#)

[A guide to completing the Service Plans](#)

### **Format**

The Action Plans are in three parts:

Part 1 – Project Plan: Showing key tasks in the next 3-years, who is responsible and when the tasks are expected to be completed

Part 2 – Monitoring Schedule: Allowing tracking of progress each quarter

Part 3 – Impact Assessment: Showing how the tasks impact on the council priorities

### **Using the 'live' Action Plans**

The Plans are now 'live' documents, updateable via Sinbad by those who have editing rights in each Business Unit

When the new report template is rolled out, an Action Service Plan reference will need to appear on every report, to ensure that the action is actually in the Plan – this will help in keeping them up-to-date.

### **What needs to happen each quarter**

- Lead officers for tasks in the Action Plans will need to update the monitoring schedule, via Sinbad
- Heads of Service and Business Unit Managers need to check the Action Plans to see if any further tasks need to be added
- The Performance and Review Team will compile a report showing progress against those tasks that impact on the Council Plan

Better still, get into the habit of updating the Plans every month

### **What needs to happen annually**

- If the Action Plans are kept up-to-date with new tasks each quarter, then the Plan will write itself, and it should be relatively straightforward to roll it on for a further three years
- The impact assessment element may need to be revisited if there is any change to the Council priorities

### **How the information will be used**

- They help you, as a team and as individuals, to see what your key activities and projects are. This should help with your own prioritisation and resource planning, and to help you to check progress against deadlines
- Other business units can see what you are doing, and evaluate how it might impact on them, hopefully leading to a more integrated and joined up approach to some tasks
- The progress reports will be used to inform Cabinet of progress against Council priorities
- Contract information will be used in compiling the contract register
- Officers responsible for Gershon and the Corporate Improvement Plan will be able to use the impact assessment in auditing activity in those areas

### **What to consider in action planning**

Involve your teams in agreeing Action Plans.

- Check Council Plan Priorities
- What are the priorities and actions in your operational strategies and policies
- Ensure “deliverability” of actions (while keeping SMART objectives)
- Consult with partners and service users where appropriate to agree actions/targets
- Consider the “critical success” issues where appropriate and any other improvement opportunities.
- Ensure training needs are identified and planned for as part of the process
- If you have actions in the Corporate Improvement Plan, show them in your action plan
- Remember to include actions arising out of equality impact assessments

### **A guide to completing the Action Plans**

This shows what needs to be put in each column on the 3-year Action Plan...

#### **Ref**

This will be your pre-set Business Unit code

**Tasks**

What you might want to include.... Think about:

Core activities

Capital programme schemes

Anything in the Forward Plan or going to Committee, Policy Panels etc..

Actions arising from Strategy documents

Scheduled reviews of strategies / services

Planned consultation

Projects with partners

Corporate / joint initiatives you are leading

Actions from Best Value Reviews

Any known impending Government requirements

Corporate Improvement Actions

Equality actions

Anything else you can think of

**Service Team**

If your service is split into Teams within your Business Unit, which one will carry out this task

**Task Officer**

This should be the person responsible for carrying out the piece of work

**Quarter for completion**

1 - April to June 06

2 - July to Sept 06

3 - Oct to Dec 06

4 - Jan to March 07

5 - April to June 07

6 - July to Sept 07

7 - Oct to Dec 07

8 - Jan to March 08

9 - April to June 08

10 - July to Sept 08

11 - Oct to Dec 08

12 - Jan to March 09

**Status of Project**

Each quarter indicate whether it is completed, in progress, delayed, not yet due or no longer relevant

**Progress Report**

Please give any updates on activity, reasons for delay, explanation if the action is no longer relevant etc...

## **Outcomes**

To answer this, ask yourself why you are you doing this piece of work, what 'need' you are trying to address, what you expect to achieve by doing this..

## **Contract**

If you engage with a 3<sup>rd</sup> party in delivering this action, and there is a formal contract, please put 'Yes' in the box. This will enable it to be picked up by the Procurement Team, and they will contact you to make sure the contract is shown on the Corporate Contract Register. Include –

- Service contracts (e.g. refuse collection, catering)
- Goods contracts (e.g. stationery, IT, property maintenance)
- Management contracts (e.g. Talley Pool)
- Capital scheme contracts likely to be let or open to tender

## **Statutory Function**

If the action is necessary because it is a legislative requirement please put 'Yes' in the box

## **Support Function**

Put 'Yes' if the activity is carried out in support of colleagues and Business Units (i.e. WP functions). As such they might not have a direct impact on the Council Plan but are still very important

## **Council Plan Cross Reference**

This shows the priorities that the action contributes to. If it is shaded orange then it means it has a significant impact on the Council Plan, and progress will be reported to Cabinet

## **Support Function**

This is for administrative, financial, personnel, front-line tasks etc... which provide support services for the rest of the Council

## **Council Plan Priority 1 – Resource and Opportunity**

To maximise our resources and secure opportunities to support core services and key areas of community need within a confirmed sustainable financial framework.

Targets:

- Continuous improvement against PI's
- Achievement of targeted savings
- Increase in partnership funding
- Reduction in the use of natural resources by the Council
- Retaining IIP

## **Council Plan Priority 2 – Sustainable Communities**

To provide people with affordable decent homes within planned sustainable communities.

Targets:

- Continuous improvement against PI's
- Reduction in the level of specific deprivation measures in specified wards
- % of new build programme for housing actually achieved
- % increase in affordable housing
- % increase in new housing with fewer than 3 bedrooms
- % of new homes achieving the EcoHomes Standard good or above
- Satisfaction with local neighbourhood improvement schemes

### **Council Plan Priority 3 – Safe and Clean**

To achieve a safe clean and attractive built and an attractive and diverse natural environment for residents, businesses and visitors.

Targets:

- Continuous improvement against PI's
- Reduction in the level of specific deprivation measures in specified wards
- Increase in residents who feel safe
- Reduction in the level of concern about anti-social behaviour
- Community satisfaction with cleanliness
- Increase in the area managed for biodiversity interest
- No loss of key semi-natural habitat to development

### **Council Plan Priority 4 – Learning and Training**

To improve opportunities in learning and skills to support individual development, community organisations and local businesses.

Targets:

- Continuous improvement against PI's
- Increase in numeracy and literacy levels
- Increase in 16-24 year olds in full time education
- Increase in adults in further education
- Increase in the number of modern apprenticeship places offered
- Involvement in citizenship activities
- Awareness of learning and training opportunities

### **Efficiency**

If the activity will result in a Gershon efficiency put 'Yes'. This will ensure it is not missed when we are doing the Annual Efficiency Statement

### **Corporate Improvement Plan**

The Corporate Improvement Plan shows various activities designed to help engineer change over the next 3 years, to ensure we are continuing to move forward and improve our services. If you have an action in the Plan it should also appear in your 3-year Action Plan.