



<b>Title of Report:</b>	<b>Corporate Services Business Plan 6-month Review</b>
<b>Committee Report Submitted To:</b>	<b>Corporate, Policy and Resources Committee</b>
<b>Date of Meeting:</b>	<b>25<sup>th</sup> February 2025</b>
<b>For Decision or For Information</b>	<b>For Information</b>
<b>To be discussed In Committee</b>	<b>No</b>

<b>Linkage to Council Strategy (2021-25)</b>	
<b>Strategic Theme</b>	Innovation and Transformation
<b>Outcome</b>	Improve Service Delivery
<b>Lead Officer</b>	Director of Corporate Services

<b>Estimated Timescale for Completion</b>	
Date to be Completed	N/A

<b>Budgetary Considerations</b>	
Cost of Proposal	As per Business Plan
Included in Current Year Estimates	<b>YES</b>
Capital/Revenue	N/A
Code	N/A
Staffing Costs	Within the report

<b>Legal Considerations</b>	
Input of Legal Services Required	No
Legal Opinion Obtained	No

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date: N/A
	EQIA Required and Completed:	Yes/No	Date: N/A
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date: N/A
	RNA Required and Completed:	Yes/No	Date: N/A
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date: N/A
	DPIA Required and Completed:	Yes/No	Date: N/A

## 1.0 **Purpose of Report**

The purpose of this report is to present to Members the 2024/2025 Corporate Services Business Plans 6-month review for information.

Members should note that the Q2 Report for Planning was already presented to the Corporate Policy and Resources Committee on 28<sup>th</sup> January 2025.

## 2.0 **Introduction**

Council approved the Corporate Services Business Plans in September 2024. Progress on achieving the objectives can be viewed in each of the service area reports below. The Business Plans represented a continuation of work from the 23/24 period, as well as new targets for 2024/25 for each of the service areas:

- ODHR
- Policy and Community Planning
- Democratic and Central Services
- ICT
- Performance

The plans for each of the aforementioned service area were developed based upon:

- The emerging actions from the Community Planning Process.
- The Council's exiting Corporate Plan.
- Endorsed service area strategies.
- Relevant Central government strategies and policies.
- Council decisions and direction from the 2023 / 24 period.

## 3.0 **The Purpose of the Plans**

The purpose of the annual Business Plans is to:

- Give a clear sense of what the service is for and the challenges it faces
- Show how it is supporting Council's priorities
- Show how it is contributing to the efficiency drive and transformation of service delivery
- Show how it is aligning its resources to meet the challenges ahead
- Help us to hold ourselves to account and ensure we deliver for Council and its residents
- Bring key information together in one place about the service, which Members, staff and stakeholders can understand

## 4.0 **Risk Matrix – December 2024**

The Corporate Services Risk Matrix shown below was used to establish the Corporate Risk Register:

# Risk Matrix – Corporate Services

<b>Likelihood</b>					
<b>Critical (5)</b>					<b>1. Disposal of Council Assets</b>
<b>High (4)</b>				<b>2. Unlawful Recordings 3. Staff Recruitment and Retention: 4. Reputational Risk from Media Activity</b>	
<b>Moderate (3)</b>				<b>5. Commercial Leases 6. Personal Data Compromise</b>	
<b>Low (2)</b>		<b>7. JTUS Correspondence</b>			
<b>Controlled (1)</b>					
	<b>Controlled (1)</b>	<b>Low (2)</b>	<b>Moderate (3)</b>	<b>High (4)</b>	<b>Critical (5) IMPACT</b>

## 5.0 Recommendation

The Corporate Policy and Resources Committee is asked to note the Corporate Services Business Plan 6-month review for the 2024-25 period.