

Decision Pathway Report



PURPOSE: For reference

MEETING: Cabinet

DATE: 02 April 2019

TITLE	Annual Business Plan and Performance Framework 2019/20		
Ward(s)	<i>All wards</i>		
Author: Tim Borrett	Job title: Director: Policy, Strategy and Partnerships		
Cabinet lead: Cllr Craig Cheney	Executive Director lead: Mike Jackson		
Proposal origin: <i>BCC Staff</i>			
Decision maker: Officer Decision forum: <i>Officer Meeting</i>			
Purpose of Report:			
<ol style="list-style-type: none"> For Cabinet to note the Bristol City Council Business Plan 2019/20 and associated Performance Framework. This corporate business plan sets out how the Council will make progress against its key commitments (as set out in the Corporate Strategy 2018-2023) within the financial year 2019/20. The performance framework sets out the council's Key Performance Indicators (KPI) for the year, used to report and manage performance whilst also measuring and demonstrating outcomes for citizens. 			
Evidence Base:			
<ol style="list-style-type: none"> The council published a five year Corporate Strategy in 2018 and the Business Plan is an annual publication setting out how we will deliver the commitments, priorities and obligations described in the Corporate Strategy. The annual Business Plan is a summary of the anticipated key and notable actions and activities within the financial year 2019/20. It does not describe everything the council does. It is drawn from the detailed contents of Service Plans created by every council service, as selected by relevant Executive Directors, Directors and the council's Policy, Strategy and Partnerships division. Of the actions aligned to the council's Corporate Strategy themes, about 33% are a continuation from actions in 2018/19, 57% are new BCC actions and 10% are new actions derived from the One City Plan in which the council has some role to play. Individual service plans, from which the high level actions are drawn, have been approved by Executive Director Meetings and the overall BCC Business Plan 2019/20 was formally approved by Corporate Leadership Board on 19 March 2019. The principles upon which the Performance Framework 2019/20 is based are as follows: The Bristol Corporate Plan (BCP) indicators are designed to evidence noticeable outcomes for citizens where possible, rather than focusing on inputs. These are arranged by Corporate Strategy theme. Additional Key Performance Indicators which measure progress and inputs, providing contextual and in-year updates, are arranged by directorate for management purposes. Officers, Cabinet Members and Scrutiny Commissions see the same sets of indicators relevant to their roles to ensure transparency and appropriate support and challenge, with quarterly reporting to officer meetings, Scrutiny commissions, Overview and Scrutiny Management Board and Cabinet. Targets for 2019/20 will be set later in the year as they rely on knowing the final results of performance in 2018/19. We anticipate these being set and published by July 2019, with the targets being publically available via www.bristol.gov.uk/policies-plans-strategies/corporate-strategy Together, the Business Plan and Performance Framework help to link the council's high-level Corporate Strategy through to the activity of its services and alignment of its budgets. This golden thread is intended to 			

continue through to individual objective setting for all members of staff, which should focus on fulfilling these plans. The products also play a vital role in enabling the administration and senior leaders to prioritise resources, including spending and staff time, throughout the year.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Note and support the Business Plan 2019/20 including feedback from Overview and Scrutiny Management Board (Appendix C).
2. Note and support the Performance Framework 2019/20 including feedback from Overview and Scrutiny Management Board (Appendix C).

Corporate Strategy alignment:

1. The Business Plan 2019/20 and Performance Framework 2019/20 are fully mapped against the Corporate Strategy, outlining key activity in delivering the Corporate Strategy and how progress is measured and reported.

City Benefits:

1. The Business Plan sets out the activities carried out by the Council to bring benefits across the city and helps ensure its resources are focused on delivering the benefits outlined in its Corporate Strategy.
2. Understanding whether BCC is delivering outcomes for the citizens and city ensures transparency, drives better value for citizens and helps focus organisational effort where it is required.
3. The Business Plan also articulates how the council will contribute to Bristol's city-wide One City Plan, through specific actions which are mapped, via the One City Plan, to make progress towards the United Nations Sustainable Development Goals.

Consultation Details: The Business Plan has been reviewed by the Mayor, Cabinet and Executive Directors. There has been extensive engagement with all Directors and Service Managers. All service areas were required to submit Service Plans which have been approved by Executive Directors. The Business Plan is formulated from these Service Plans.

A scrutiny members' workshop took place on 28 February 2019:

- To engage councillors in the substance of the Business Plan
- To consider the emerging Performance Framework and its usefulness for councillor scrutiny
- To gather views to inform debate and discussion at Overview and Scrutiny Management Board on 11 March 2019.

This session was positively received by members, who provided extensive feedback including:

- suggested milestones were more clearly set out to differentiate between shorter and longer term goals and activities
- ways to ensure that the Performance Framework would enable them to concentrate on areas in most need of oversight and development
- consideration and clarification of if/how performance measures align to Business Plan actions and how proportionate / resource-intensive performance tracking and reporting should be
- various detailed suggestions on presentation and language, including provision of accessible versions and the potential for enhanced digital document providing embedded further reading
- a desire to engage as early as possible in future business planning cycles

This feedback has been considered and, where agreed and practicable, written in to the final draft of the Business Plan 2019/20.

Externally, the Corporate Strategy 2018-2023 was publicly consulted during its development in 2017/18. Every year the council publicly consults on its budget. For the 2019-20 budget, this consultation took place in the autumn of 2018. The budget was approved by Full Council on 26 February 2019 and provides a financial envelope linked to the Service Plans underpinning this draft Business Plan.

Revenue Cost	£N/A	Source of Revenue Funding	<i>Within existing policy and strategy budget.</i>
Capital Cost	£N/A	Source of Capital Funding	<i>e.g. grant/ prudential borrowing etc.</i>
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:		
1. Finance Advice: The Council's 2019/20 business plans and service plans were developed alongside the budget setting process. The financial implications of delivering the business plans are set out in the overall revenue and capital budget as approved by Full Council in February 2019.		
Finance Business Partner: Michael Pilcher, Finance Business Partner, 14 March 2019		
2. Legal Advice: There are no legal issues arising directly from this report. Legal advice should be sought on specific new and ongoing proposals as appropriate		
Legal Team Leader: Sarah Sharland Team Leader Litigation Regulatory and Community Team 14 March 2019		
3. Implications on IT: There are no direct IT implications arising for the publication of the business plan. Any IT implications arising from the activities within the plan will be addressed through the usual governance channels.		
IT Team Leader: Ian Gale, Head of IT, 14 March 2019		
4. HR Advice: Any staffing changes arising from business and service plans will be undertaken in line with the Council's policies and procedures.		
HR Partner: James Brereton (People & Culture Manager), 14 March 2019		
Background Documents: Corporate Strategy 2018 – 2023 - https://www.bristol.gov.uk/policies-plans-strategies/corporate-strategy Business Plan 2018/19 - https://www.bristol.gov.uk/policies-plans-strategies/corporate-strategy Bristol One City Plan v1.0 - https://www.bristolonecity.com/one-city-plan/ United Nations Sustainable Development Goals - https://www.un.org/sustainabledevelopment/		
EDM Sign-off	N/A	
Cabinet Member sign-off	Councillor Craig Cheney	13 March 2019
CLB Sign-off	Mike Jackson, Chair	19 March 2019
For Key Decisions - Mayor's Office sign-off	Mayor's Office	4 March 2019

Appendix A – Further essential background / detail on the proposal Appendix Ai – Business Plan 2019/20 Appendix Aii – Performance Framework 2019/20 – Corporate Pls by Theme Appendix Aiii – Performance Framework 2019/20 – Directorate PI List	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	YES
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	YES
Appendix H – Legal Advice	YES
Appendix I – Exempt Information	NO
Appendix J – HR advice	YES
Appendix K – ICT	YES

