

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by Chief Executive**

**Corporate and Efficient Governance Committee: 22 June 2011**

---

**Subject: Chief Executive's Departmental Plan 2011/15**

### **1. Purpose**

- 1.1** This report sets out the proposed Chief Executive's Departmental Plan for 2011/15.

### **2. Background**

- 2.1** The composition of the Chief Executive's Department changed following a re-organisational restructure a process which began in November, 2011. The most significant changes relate to the centralisation of Health & Safety provision to establish a more compact specialist team and the review of Civil Contingencies provision which has combined the roles of civil contingencies and business continuity. The business continuity and civil contingency functions will produce economies of scale and a reduction in duplication. Finally, the responsibility for Quality, focusing on continuous improvement across the Council, will be transferred to Human Resources and Organisational Development in the near future.
- 2.2** Alongside the departmental restructure a number of services were moved under the Community Planning Partnership; including Welfare Rights, Community Work Social Work, Community Learning and Development, Skillseekers and the employability partnership. Under Community Planning these departments will provide a more strategically focussed service with less duplication of skills and resources.
- 2.3** The re-structured Department now comprises the Chief Executive's Unit, Community Planning and Policy, Corporate Communications and Marketing, Internal Audit, and Risk and Performance Monitoring.
- 2.4** This Plan relates to the newly restructured Department as it currently stands. However, this may be subject to change as the details of the broad structure outlined in the preceding paragraphs are confirmed over the coming months.
- 2.5** Actions relating to Welfare Rights, CL&D, and the Employability Partnership are in the process of being developed as part of a service redesign which is underway within the Community Planning Partnership. Therefore only a few actions relating to these services appear here and the remaining actions will be included in the next report.

### **3. Main Issues**

- 3.1** Appendix 2 sets out the Chief Executive's Departmental Plan for 2011/12, including detailed actions for this period.
- 3.2** The performance review and strategic assessment, set out in Sections 4 and 5 of the Plan, outline the rationale behind the action plan.
- 3.3** In addition, many of our actions in 2011/12 relate to delivering the corporate priorities and objectives of the Council, set out in Section 2, and in mitigating the strategic risks identified in Section 6.
- 3.4** Section 8 sets out the resources required to deliver the Department's action plan in the coming year and Section 9 outlines the performance management and reporting arrangements that are in place to monitor and manage its implementation.

### **4. People Implications**

- 4.1** There are no personnel implications.

### **5. Financial Implications**

- 5.1** There are no financial implications.

### **6. Risk Analysis**

- 6.1** Without an agreed Plan, there is a greater risk that targets for departmental and corporate objectives will not be met in 2011/12.

### **7. Equalities, Health and Human Rights Impact Assessment**

- 7.1** The Senior Management Team considered the impact of their proposed actions on equalities groups and decided that an overall equalities impact assessment on the Chief Executive's Departmental Plan 2011/12 was not appropriate.

### **8. Conclusions and Recommendations**

- 8.1** The Chief Executive's Departmental Plan 2011/12 sets out a detailed action plan to help deliver the corporate and departmental objectives.
- 8.2** Members are requested to consider and approve the Plan for implementation.

.....  
**David McMillan**  
**Chief Executive**  
**Date: 6 June 2011**

---

**Person to Contact:** Valerie McIlhatton – Policy Officer (Performance Planning & Performance Review)  
Council Offices, Garshake Road, Dumbarton G82 3PU  
Tel: 01389 737388  
E-mail: Valerie.McIlhatton@west-dunbarton.gov.uk

**Appendix 1:** Chief Executive's Departmental Plan 2011/15  
**Appendix 2:** Chief Executive's Departmental Plan, Action Plan Report 11/12.  
**Appendix 3:** Workforce Plan  
**Appendix 4:** Establishment and Resource Information March 2011

**Background Papers:** Performance Management Framework April 2009  
Corporate Plan, 2011/15

**Wards Affected:** All