Council's Service and Resource Planning



Monitored/Challenged by

Cabinet
Council
All member scrutiny
Public engagement

Budget Monitoring

- · monthly lead officer engagement
- monthly engagement/ reporting to service chief officers on revenue/reserves/ debtors/capital
- monthly consolidated reporting to Head of Financial Services
- quarterly reporting to Cabinet

Quarterly reporting to Audit Committee

Service area
leadership teams
Cabinet
Leader/Chief Executive
through Corporate
Performance Assessment

Leadership Team Head of Legal Services Asset Review Group

Service area leadership teams Leadership Team Cabinet Head of Procurement

Service Area Leadership Teams Head of Revenues and Benefits

Key Outputs of Resource Planning

Medium Term Financial Plan

Financial picture of the Council's priorities

Budget

Council's annual allocation of money to deliver its services

Internal Audit Programme

Ensures Council has an internal control system based on Council's priorities and any associated risks

Workforce Plan

Ensures the Council has the right people with the right skills in the right place at the right time

Asset Management Plan

Council's direction for managing its assets over the medium term

Procurement Strategy

Council's framework to ensure its procurement delivers value for money and contributes to Council's priorities

Debt Management Strategy

How the Council retrieves money owed to it

Key Documents (Golden Thread)

Single Integrated Plan

Guides the priorities of Torfaen and its Public and Third Sector Partners over the long term

Underpinned by Outcome Indicators for Torfaen that support Shared Outcomes

Monitored/Challenged by Local Service Board, Full Council, Overview & Scrutiny Influences Council's Corporate Plan

Corporate Plan

Sets the Council's Priorities for the medium term and the underlying principles and themes

Outcome indicators where relevant and measures of success to show progress against Priorities and Improvement Objectives

Monitored/Challenged by Council, Overview & Scrutiny, Leadership Team
Influences Service and Financial Planning

Service Plans

Key Activities for Service Areas over short to medium term and Chief Officer Work Programme

Key Tracking Measures Including NSIs, PAMs and Local Indicators Influences team plans

Team Plans

Detailed activities to support delivery of Service Plan within agreed budget

Local Performance Data & Operational Measures i.e. Management info

Monitored/Challenged by Team Leaders/ Managers Teams

Influences Employees tasks and objectives

WorkSmart Appraisal

Setting and monitoring of Individual Objectives

Individual performance milestones Monitored/Challenged by Team Leaders/ Managers and individuals

Influences training and development needs

Key Outputs of Service Planning

Corporate Performance Assessment

Quarterly Review of progress against Council's priorities

Executive Performance Review

Twice Yearly detailed review of Service Area Key Tracking Indicators & Health

Annual Performance Report

Statutory report on progress against annual Improvement Objectives

Forward Facing Plan

Statutory report setting out annual Improvement Objectives

Executive Forward Plan

Public facing plan containing forthcoming key decisions of the Council

Self Evaluation Position Statement

Annual assessment of organisational performance, engagement, resource requirements and risk

Outcome Agreement

Annual grant award for improving performance against agreed themes

Risk Register

Document containing the identified risks facing the Council

Scrutiny Work Programmes

Key activities, measures and planned decisions act as key feeders to annual Visioning

Welsh Government Reporting

Statutory WG reports (National Strategic Indicator, Outcome Agreement etc)

Monitored/Challenged by

Leader and Chief Executive challenge Executive Members and Chief Officers on performance against Key Tracking Indicators and Service Health

Deputy Leader and Chief Executive challenge Executive Members/Chief Officers on performance against Key Tracking Indicators and Service/Portfolio Health

Full Council challenge of the Council's Self Evaluation of its performance and impact against the previous years chosen Improvement Objectives

Joint Scrutiny review the Draft Forward Facing Plan and make recommendations as appropriate before the plan is adopted at Council in April

Publicly available Plan that sets out all key decisions that the organisation is planning to take over the coming period

Independent challenge of Service Area Position Statements is undertaken by the Chief Executive and Deputy Leader before

reporting to Cabinet

Outcome Agreement monitored throughout the year through the

Corporate Performance Assessment sessions and reported annually to Welsh Government

Monitored by the Risk Management Group as well as discussed at Leadership Team quarterly before submission to Cabinet, again quarterly

Scrutiny Work Programmes are managed by Scrutiny Chairs following initial population at the annual visioning sessions held in July

National indicators are monitored throughout the year through the Corporate Performance Assessment sessions and reported annually to Welsh Government

Annual Timetable

Quarter 1 July Quarter 2 November Quarter 3 February Quarter 4 May

Rolling 6 monthly programme for each service area

October

June

Throughout the year

September

September Submission to Welsh Government

Quarterly to Leadership Team 6 monthly to Audit Committee

Throughout the year

May/June submission to Welsh Government and the Local Government Data Unit