

WELWYN HATFIELD BOROUGH COUNCIL  
CABINET – 19 MAY 2020  
REPORT OF THE CORPORATE DIRECTOR (RESOURCES, ENVIRONMENT & CULTURAL SERVICES)

**CORPORATE BUSINESS ACTION PLAN 2020-21**

**1 Executive Summary**

- 1.1 The purpose of this report is to confirm the council's revised Business Action Plan for 2020-21 following an assessment of the known impacts Covid-19 has had on the delivery of proposed projects across all of its services.
- 1.2 The revised Business Action Plan for 2020-21, and a summary of all of the proposed changes due to Covid-19 at this time, are set out in the two supporting papers to this report for information and reference.
- 1.3 Reports were also presented to the Special Council meeting on 6 May, and to this meeting of the Cabinet on 19 May, detailing both the operational and financial challenges this council is facing due to Covid-19.
- 1.4 As such, it may be necessary to review this Business Action Plan again when there is more clarity on the extent of Covid-19 impacts on the council, and when decisions have been made on business recovery across its services.
- 1.5 In the meantime, this is the third of three annual Action Plans which support the council's Business Plan which was last published in April 2018 and runs to March 2021.

**2 Recommendation**

- 2.1 That Cabinet notes and approves the contents of the council's revised Business Action Plan for 2020-21, and the changes made to it following an assessment of the known impacts of Covid-19 at this time.

**3 Explanation**

- 3.1 A Business Action Plan is created in each municipal year with projects running from April to March. The projects set out within each Action Plan support one of the council's five corporate priorities and their supporting objectives. These are:
  - Our Community
  - Our Environment
  - Our Housing
  - Our Economy
  - Our Council

- 3.2 Projects are derived from the work of the council's services. They are chosen for inclusion in the Action Plan where they are strategic rather than operational projects and where their focus is predominantly external to the council.
- 3.3 Progress against all projects in the Action Plan is performance managed internally through a series of quarterly Performance Clinic meetings which are attended by senior Members and Officers. Performance exceptions are then reported to meetings of the Cabinet.
- 3.4 Business Action Plan projects are supported by a range of agreed Performance Indicators which further help to explain service performance in key areas. These are also set out in the Action Plan for reference.
- 3.5 This Business Action Plan for 2020-21 will be the last one supporting the council's current Business Plan, subject to any further revisions as the full impact of Covid-19 on its services becomes known. A new Plan will be developed to run from April 2021 which will set out the council's corporate priorities and objectives from that point forward.

## **Implications**

### **4 Legal Implications**

- 4.1 There are no direct legal implications arising from the content of this report.

### **5 Financial Implications**

- 5.1 There are no direct financial implications arising from the content of this report. All of the council's service teams are currently resourced to undertake these Action Plan projects over 2020-21.

### **6 Risk Management Implications**

- 6.1 Risks associated with the delivery of the projects in the Business Action Plan are assessed on the council's operational risk register as appropriate. The Action Plan itself is not risk assessed as it is only a summary of the council's strategic projects over 2020-21.

### **7 Security and Terrorism Implications**

- 7.1 There are no direct security or terrorism implications arising from the content of this report.

### **8 Procurement Implications**

- 8.1 There are no direct procurement implications arising from the content of this report.

### **9 Climate Change Implications**

- 9.1 There are no direct climate change implications arising from the content of this report. However some projects within this Action Plan relate to meeting the challenges presented by climate change when delivering the council's services.

### **10 Health and Well-Being Implications**

- 10.1 There are no direct health and well-being implications arising from the content of this report. However some projects within this Action Plan relate to meeting the challenges presented by promoting health and well-being when delivering the council's services.

## **11 Communication and Engagement Implications**

- 11.1 There are no direct communication and engagement implications arising from the content of this report. The Action Plan will be available online on the council's website where it can be freely downloaded, and a limited number of hard copies are also created for distribution as needed.

## **12 Link to Corporate Priorities**

- 12.1 This report is linked to all of the council's corporate priorities as it sets out all of the agreed Action Plan projects in 2020-21 which contribute towards them.

## **13 Equality and Diversity**

- 13.1 An Equality Impact Assessment has not been completed because this report does not propose changes to existing service-related policies or the development of new service related policies.

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**Date**                                        **May 2020**

### Background Papers:

Business Action Plan (2020-21).

Summary of Changes to Business Action Plan (2020-21).