

Report to:	QSMTM Q4
Report by:	Helen Gardner-Swift Head of Corporate Services (HOCS)
Meeting Date:	12 May 2021
Subject/ Title: (and VC no)	Operational Plan 2021-22 VC150779
Attached Papers (title and VC no)	Operational Plan 2021-22 VC146739

Purpose of report

1. The purpose of this Committee Report (CR) is to present the Operational Plan 2021-22 for approval by the Senior Management Team (SMT).

Recommendations

2. I recommend
 - (i) subject to any further amendments made by the SMT at the meeting, the SMT approves the Operational Plan 2021-22
 - (ii) the Operational Plan Monitoring Report 2021-22 is prepared using the approved plan
 - (iii) this CR is published in full as set out in paragraph 16.

Executive summary

3. An operational plan is approved for each financial year.
4. The Operational Plan 2021-22 is set out as a programme of actions listed under types of operational activity, with cross references to the strategic aims supported by the action. The actions listed are business as usual (BAU) and projects.
5. In general, BAU will be managed and monitored in line with set targets, performance indicators (as set out in the Performance & Quality Framework 2021-22), established reporting structures and approved policy. Projects are managed according to project management principles and practice, applied as appropriate.
6. The Operational Plan 2021-22 and the Operational Plan 2021-22 Monitoring Report are working documents which form the basis of on-going monitoring and they may be updated from time to time. Progress against the plan (BAU and projects) is reviewed every two months by the SMT and the Operational Plan 2021-22 Monitoring Report is updated and published.
7. The SMT have taken account of the following matters when preparing the draft Operational Plan 2021-22:
 - how we can achieve strategic priorities in 2021-22 - what can we achieve, how can we deliver strategic priorities
 - the impact of the COVID-19 pandemic - including the continuing impact and planning for recovery
 - workforce capacity, planning, deployment and wellbeing

- quality, efficiency, effectiveness and response/s to changing demands
- our resources - workforce, property and digital
- how do we ensure sustainability is taken into account in our operational work

Risk impact

8. Not having an effective Operational Plan 2021-22 in place is likely to lead to an increase in the residual assessments of operational and strategic risks.

Equality impact

9. There is no direct equality impact arising from this report.

Privacy impact

10. There is no direct privacy implication arising from this report.

Resources impact

11. The staff resource required for each action listed has been considered by the head of department and/or the SMT (as appropriate).

Operational/ strategic plan impact

12. An operational plan should be in place for each financial year. The programme of actions listed in the plan are cross referenced to the strategic aims supported.

Records management impact (including any key documents actions)

13. The Operational Plan 2021-22 is a class C1 key document, the approver is the SMT, the responsible manager is HOCS and a new plan is published each year.
14. The Operational Plan Monitoring Report 2021-22 is published following review by the SMT.

Consultation and Communication

15. QSMTM minute and publication of CR.

Publication

16. This committee report should be published in full.