

Management Board

Departmental Business Plans

Note by the Head of the Office of the Chief Executive

1. Background

1.1 At its March meeting, the Business Planning Group considered the first draft of Departmental Business Plans and noted the following points:

- a. the importance of setting achievement (rather than activity) based objectives as well as performance measures that were SMART;
- b. the need to make clear reference to the impact of the Tebbit change programme; and
- c. the need to update risk registers.

1.2 Following BPG, departments amended their plans. The updated versions are all in the Management Board shared area. An email of 20 March invited members of the Management Board to consider the plans with particular regard to the following matters:

- objectives set by departments, and how they help achieve the aims in the *Corporate Business Plan 2008*;
- possible cross-cutting issues;
- best practice in the drafting of DBPs.

2. Purpose

2.1 The Board is invited to consider the matters above and to approve the Departmental Business Plans for 2008/09.

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