

Report 02.50
8 February 2002
File: CP4/5/1

Report to the Policy and Finance Subcommittee
from John Allard, Corporate Policy Manager

Corporate Advisory Services: Operating Plans 2002-2010

1. Purpose

To provide a summary of the Operating Plans within Corporate Advisory Services.

2. Overview

The Corporate Advisory Services budget includes the following departments:

- Employment Services
- Communications
- Corporate Policy
- Corporate Policy Manager

The three functions have different focuses. Employment Services looks after the human resources issues for the Council including such areas as advising managers on salaries, industrial relations, assisting with recruitment, health and safety and staff training. Communications' role is to provide specialist expertise to assist in all areas of communications from major corporate projects to promotional leaflets. Corporate Policy provides an overview of issues affecting the Council as a whole and covers matters which don't fit elsewhere such as advocacy.

The business plans for each of the above areas of responsibility accompany this order paper as separate documents.

3. Key Issues

The operating plans are little changed from last year. There are small reductions in Corporate Policy and Communications as some expenditure to start the long term planning process is now expected to occur this year.

The allocation of \$350,000 which had been provided for economic sustainability starting in the upcoming 2002/03 year has been relocated to the General Manager's budget. With progress on strategic communications, some more definition has been applied to that budget.

4. Financial Implications

Costs remain little changed except the removal of the \$350,000 from Corporate Policy for the possible economic sustainability investment.

5. Recommendations

- (1) *That the report be received and the contents noted.*
- (2) *That the following proposed operating plans be approved in principle:*
 - *Employment Services*
 - *Communications*
 - *Corporate Policy*
 - *Corporate Policy Manager*
- (3) *That the proposed operating plans for the above activities be recommended to the Policy and Finance Committee for inclusion in the Council's Long Term Financial Strategy 2002-2010 (incorporating Council's 2002/03 Annual Plan).*

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