



**EDUCATION POLICY DEVELOPMENT AND SCRUTINY PANEL**

**CENTRAL EDUCATION SERVICES MANAGEMENT PLAN**

**REPORT BY HEAD OF EDUCATION DEVELOPMENT AND HEAD OF EDUCATION QUALITY ASSURANCE**

**A. PURPOSE OF REPORT**

To present the Central Education Management Plan for 2009/10 to the Policy Development and Scrutiny Panel.

**B. RECOMMENDATION**

To note the Central Education Management Plan.

**C. SUMMARY OF IMPLICATIONS**

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|---|---|
| <b>I Council Values</b>   | Focusing on our customers' needs<br><br>Being honest, open and accountable<br><br>Providing equality of opportunity<br><br>Making best use of resources<br><br>Working in partnership |
| <b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | The production of a Management Plan is a key feature of West Lothian Council's integrated performance management and improvement framework.   |
| <b>III Resources - (Financial, Staffing and Property)</b>   | As set out in approved Revenue budgets, incorporated within the Plan.   |
| <b>IV Consultations</b>   | Education Managers.   |

**D. TERMS OF REPORT**

Understanding the value of effective planning and committed to its principles as a means of delivering outcomes effectively and efficiently, West Lothian Council has identified Management Plans as an essential driver for the provision of excellent services. As such, they are to be collated and presented at the service group level. The Central Education Service is the collection of WLAM service units under the responsibility of the Heads of Education Development and Education Quality Assurance.

Containing critical information on the management of the service area, the plan provides an overview of:-

- The services and activities that Central Education Services provides
- The aims and objectives of the service that are to be communicated to elected members, staff and partners
- How success will be measured and the targets that are to be achieved
- The improvement activities that the service is committed to completing in order to change or improve services

The Management Plan will be utilised by the management team and stakeholders to assess and gauge performance and improvement. The measures, targets and initiatives of each plan are available for management, monitoring and reporting on the corporate performance management systems (Covalent and Initiatives).

#### **E. CONCLUSION**

The Policy Development and Scrutiny Panel is invited to note the Management Plan.

#### **F. BACKGROUND REFERENCES**

Management Planning Guide 2009/10 – available on Performance and Improvement section of the intranet.

Appendices/Attachments: Central Education Services Management Plan 2009/10

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