Saxilby with Ingleby Parish Council

Non-confidential

Business Plan Development

Report to: 25-11 Full Council

Report by: Clerk

Power/duty which decision falls under:
Local Government Act 1972, s.111 (Power to do anything conducive or incidental to the discharge of functions).

Which council objective(s) it falls under:
None directly – this is a strategic and enabling activity supporting the delivery and prioritisation of all council objectives.

Public Sector Equality Duty
Consider how policies/decisions affect those protected under the Equality Act)
The business plan will help ensure decisions and projects are developed in a structured and evidence-based way, taking into account the needs of all community members, including those with protected characteristics under the Equality Act 2010.

Duty to conserve and enhance biodiversity
The plan can embed consideration of biodiversity and environmental impact across council projects, ensuring future actions align with statutory duties and local sustainability priorities.

Consideration on carbon reduction:
Development of the business plan provides an opportunity to identify and include measures that support the council's commitment to reducing carbon emissions through its operations, projects, and procurement choices.

Does the report consider any new activity? If 'Yes', has a risk assessment, including risk management proposals, been included for consideration and adoption by the council?
(Financial Regulation 17b)

Yes.

Consideration of risk management in relation to the proposal[1]

It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas:

Risk Area	Risk Present / Description	Likelihood	Impact	Risk Rating	Mitigation & Contingency
Decision Making / Strategic	Risk that the business plan is not aligned with council or community priorities, or is not adopted.	Low	Medium	Low	Ensure the process includes member engagement and reference to existing consultation and statutory documents (e.g. NDP).
Finances	Risk of cost overrun or insufficient budget for plan development.	Low	Low	Low	Deliver work in-house where possible and approve any external spend before commitment.
Property	None directly related at this stage.	N/A	N/A	N/A	Review at project stage where relevant.
Staff / Operational	Clerk and officer time required to support development may impact delivery of other work.	Medium	Medium	Medium	Schedule within existing work plan and prioritise tasks appropriately.
Legal	Risk that plan content or actions proposed are outside the council's powers.	Low	Medium	Low	Clerk to review proposals under relevant legislation before inclusion in final plan.
Written / Verbal Communication	Risk of misinterpretation of purpose or process by public or members.	Medium	Low	Low	Clear communication through agenda papers and engagement materials.
Insurance	No direct risk at this stage.	N/A	N/A	N/A	None required.
Inspection / Events	Not applicable.	N/A	N/A	N/A	None required.

[1] *Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?*

REPORT

Saxilby with Ingleby Parish Council

Business Plan Process

Background

After the Saxilby with Ingleby Neighbourhood Development Plan (NDP, 2017) was adopted, the Council agreed a vision, objectives, and projects based on the NDP and other community consultations.

To support good governance and sector best practice (such as Local Council Award Gold Award[2]), the development of a business plan is proposed.

The NDP is undergoing a full review, population and housing growth continues in the parish, and there have been significant changes in council membership which change the landscape the council vision and objectives were founded on.

Developing a business plan will provide an enhanced strategic framework, going beyond an agreed vision and objectives.

The business plan is intended to ensure the parish council's long-term goals remain relevant and aligned with the evolving needs of the community.

It will provide clear strategic direction, guide decision-making, and ensure council actions support a thriving, inclusive, and sustainable parish.

Business Plan Development Process

A process and timeline have been put together for council consideration (see document).

RECOMMENDATION(S):

Approve the development of a business plan following the proposed process.

[2] www.nalc.gov.uk/resource/a-guide-to-the-local-council-award-scheme.html