

PERMANENT SECRETARY INDIVIDUAL PERFORMANCE OBJECTIVES 2013/14

Name	Department
RICHARD HEATON	CABINET OFFICE (CO)

1. Business delivery objectives:	Performance Measures:	Milestones:
<p>Cabinet Office delivers effectively against its Business Plan commitments. Particular personal focus on:</p> <ul style="list-style-type: none"> • Delivery of the Government's constitutional reform programme • Preparation and delivery of a bill to achieve deregulation, and work with BIS to secure the government's deregulation goals 	<p>Feedback from the Minister from the Cabinet Office, other Cabinet Office Ministers, Cabinet Office Non-Executive Directors, Cabinet Secretary and Head of the Civil Service and Top 200 colleagues</p>	<p>Agree budget allocation with ministers</p> <p>Performance reviews reflect feedback from ministers, officials and stakeholders.</p> <p>Chair First meeting of constitution steering group – May 2013</p> <p>Bill on deregulation introduced on time [timetable to be agreed]</p>

<ul style="list-style-type: none"> • Delivering the transparency and open data priority for the G8 • Ensuring Whitehall is constructively engaged in responding to the particular circumstances of the devolved countries within the United Kingdom (UK) • Ensuring that the accounts of My CSP (Civil Service Pension) are delivered on time and without qualification <p>Cabinet Office makes a significant departmental contribution to the Government's growth agenda, in particular:</p> <ul style="list-style-type: none"> • Contributing to the review and removal of legal and regulatory burdens on departments and businesses. 	<p>Measurable departmental impact on delivery of the Civil Service Reform agenda (to include Cabinet Office as a pilot for Departmental Improvement Planning)</p>	<p>Successful G8 on transparency – July 2013</p>
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<ul style="list-style-type: none"> • Building the social investment market, with strong UK leadership • Supporting Departments in delivering the wider growth strategy through the challenge provided by the Economic and Domestic Affairs Secretariat 		
<p>Parliamentary Counsel and the Business Managers work effectively with others to prepare and secure the government’s legislative programme.</p> <p>Particular personal contribution focused on:</p> <ul style="list-style-type: none"> • Assuring and advising the Leader of the House and Parliamentary Business and Legislation Committee on readiness of Bills, drafting quality, style, simplicity and plain English 	<p>Timely introduction, passage and enactment of Government’s legislative programme.</p>	<p>Bills ready for introduction after Queen’s Speech – May 2013</p> <p>Launch of “good law” initiative – April 2013</p>

<ul style="list-style-type: none"> Promoting better law making, including the opportunities for better public understanding of the law through open access and clearer legislation. <p>To deliver fiscal consolidation by ensuring spending outturns are consistent with plans; and by putting in place credible and sustainable plans to deliver spending totals agreed for 2014-15 and 2015-16</p> <ul style="list-style-type: none"> Securing departmental agreement to targeted efficiency savings in the current Spending Review period and in 2015/16 	<p>Feedback from Business Managers, Law Officers, heads of departmental legal teams and the Minister for Government Policy.</p> <p>Treasury assessment</p>	<p>Review of explanatory material for Acts – September 2013</p>
<p>2. Corporate objectives:</p> <p>Cabinet Office is joined-up efficient and effective. It provides effective leadership for and support to departments, in delivering against:</p> <ul style="list-style-type: none"> The actions set out in the single savings plan for government once this has been agreed between Departments, HM Treasury and ERG, including all existing Public Expenditure Committee: sub committee on Efficiency and Reform (PEX(ER)) mandates and those agreed during 2013/14. 	<p>Performance Measures:</p> <p>Feedback from the Minister for the Cabinet Office as well as other Cabinet Office Ministers, Cabinet Secretary and Head of the Civil Service and Top 200 colleagues.</p>	<p>Milestones:</p> <p>User survey with departments – September 2013</p>

<ul style="list-style-type: none">• Individual and cross-cutting policy objectives <p>Particular personal contribution to:</p> <ul style="list-style-type: none">• Strengthen Cabinet Office's relations with departments, and improve co-ordination of requests and controls• The development of Cabinet Office's partnership with HM Treasury at the centre of government• Effective business planning within the 2013/14 and 2014/15 planning rounds	<p>Evidence of better working with other Government Departments</p> <p>Effective approach to joint working with HM Treasury on the 2013 Spending Round.</p>	
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<ul style="list-style-type: none">• Use the Spending Review to secure a fair settlement for the Cabinet Office in 2015/16, which allows the Cabinet Office to deliver Ministerial priorities while demonstrating improved efficiency. • Put in place an effective Cabinet Office “account management” system to improve the quality of engagement/service with departments. • As digital champion for Cabinet Office, lead implementation of department’s digital strategy		
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Cabinet Office exemplifies the agendas it promotes across Government. Particular personal contribution focused on:

- Leadership of and advocacy for civil service reform

- Cabinet Office as a digitally enabled department, with a culture of innovation and ideas

- Excellent delivery of major projects including the Next Generation Shared Services Programme and the National Citizen Service.

3. Capability building objectives

Cabinet Office resources are effectively deployed and its people are engaged and well led. Particular personal focus on:

- strengthen talent management, implementing the 2012/13 talent strategy

- strengthen induction arrangements, and resourcing strategy

Performance Measures:

Senior civil servants delivering against clear and measurable objectives

Staff engagement scores for 2013 show significant increase from 2012. Particularly for Senior Civil Servants in Cabinet Office.

Improved performance management and specifically poorest performers managed out

Milestones:

Staff Survey October 2013

Senior Pay and Talent Committee

<p>OPC takes responsibility for and creates a modern and skilled drafting capability across the Government Legal Service, on “good law” principles.</p> <p>Particular personal focus on head of profession role.</p>	<p>Feedback from Business Managers, Law Officers, the Minister for Government Policy and heads of departmental legal teams.</p>	
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