

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
TIMESCALE FOR CORPORATE BUSINESS PLANNING 2013/14 INCORPORATING THE
“PRIORITIES FOR THE DISTRICT” DOCUMENT**

Document and Process	Date	Who Will Consider/Action
Target setting workshop for 2012/13	28 th February 2012	Senior Management Team Portfolio Holders and all Members
Formal agreement to performance measures for 2012/13	March 2012	Overview & Scrutiny Committee
Complete relevant service VfM profiles as part of Service Plans	March 2012	Senior Management Team Accountancy Services Performance Team
Preliminary discussions on specific actions to deliver priorities <ul style="list-style-type: none"> • Identified actions spanning more than one year • New projects • Capital programme 	April 2012	Senior Management Team Challenge Board Political Administration
Review of Corporate Business Planning process and timetable	April / May 2012	Chief Exec/Str Directors Senior Management Team Political Administration Finance, Audit & Risk Committee
Review of completed projects against the Priorities for the District 2012/13	June /July 2012	Senior Management Team Policy Portfolio Holder Cabinet
Policy day to discuss member priorities for 2013/14	June 2012	Chief Exec/Str Directors Key Members
Commence appraisal process	April – to end July 2012	All managers/employees Report to Overview & Scrutiny Cttee on target completion
Workshop to review actions required to deliver agreed priorities	June 2012	Senior Managers Group Senior Management Team
Commence selected service reviews (VfM) as outlined in Service Plans and instructed by Challenge Board <i>These service reviews will also need to measure the impact of recommendations for reduction or anything which would impact environmental, social well being or community/voluntary sector sustainability. For proposals affecting more than two wards, over £50k or which recommend a significant level of restructure, Equality Analysis may be required</i>	June 2012	Challenge Board Senior Management Team Advice and review available from the Policy Team
<i>High level Draft Priorities for the District for 2013 onwards</i>	<i>June/July 2012</i>	<i>Political administration Senior Management Team Policy Portfolio holder Cabinet</i>
2011/12 Year end accounts closure and analysis of balances/reserves	June 2012	Senior Management Team Cabinet

APPENDIX A

Document and Process	Date	Who Will Consider/Action
Town and parish council conference – discussion of priorities for rural areas/green issues/rural businesses	potentially late June 2012	Community Development/Policy Team
Review of efficiency target for 2013/14 including scenario/equality analysis, as needed. Also <ul style="list-style-type: none"> Review of all expenditure budgets to identify any efficiencies SMT debate to identify potential “knock on” effects on other service areas Review of all fees and charges budgets to identify any further income streams 	July 2012	Challenge Board Senior Management Team
<i>Annual Revision of five year Medium Term Financial Strategy to reflect the draft Priorities for the District</i> <ul style="list-style-type: none"> <i>political priorities</i> <i>draft corporate plan priorities</i> <i>identify budget gap</i> <i>how to bridge the gap</i> <i>provision for strategic priority funding</i> <i>opportunities/risks for external funding</i> <i>opportunities and risks for local comm/voluntary groups and businesses</i> 	July 2012	<i>Senior Management Team Political Administration Cabinet Council</i>
Staff Briefings – current financial position and financial unknowns	July 2012	Challenge Board
Consultation on proposed Priorities for the District and action plan projects for 2013 onwards <ul style="list-style-type: none"> Member views on projects proposed Opportunity to suggest new projects High level financial positions and budgetary constraints Identification of non-priorities Identification of best value ‘risks’ arising from proposed reductions 	Sept/Oct 2012	Member workshops Local Strategic Partnership Overview & Scrutiny Cttee
Summary Report of outcomes from vfm service reviews completed over the last year.	September 2012	Senior Management Team Challenge Board Overview & Scrutiny Cttee
First quarter budget monitoring showing spend profile and review of investment & efficiency targets and impact upon 2013/14.	September 2012	Senior Management Team Finance, Audit & Risk Cttee Cabinet
Priorities for the District development of future projects to support priorities - Key milestones and targets to be applied to actions delivering agreed priorities and with reference to affordability	September 2012	<i>Strategic Director F, P&G, Head of P& CS Performance and Risk Manager Policy portfolio holder</i>
<i>Ensure all proposals are equality analysis checked and that the environmental and social benefits or risks are considered and included on the same spreadsheet – equalities impact must accompany the report to Cabinet to inform the decision making process under new equalities legislation</i>	October 2012	<i>Senior Management Team/Service Managers and Policy team/HoP&CS</i>
Efficiency and investment options in detail showing five year financial forecast (include	October 2012	Senior Management Team Challenge Board

APPENDIX A

Document and Process	Date	Who Will Consider/Action
identification of impacts on other service areas, if appropriate)		Cabinet
Corporate Business Planning Budget workshop – <i>efficiency & investment options</i>	October 2012	Member workshops
Consultation on efficiency and investment options meeting/reports Members information service	November to December 2012	Area Committees (where appropriate) Business Ratepayers event Local Strategic Partnership Finance, Audit & Risk Cttee <i>Wider community and voluntary group consultation</i>
Priorities for the District 2012/13 – half year progress report	<i>December 2012</i>	<i>Senior Mgmt Team Policy Portfolio holder Cabinet December</i>
Final <i>draft</i> of Priorities for the District 2013/14 agreed (<i>subject to funding of all projects in final budget in January</i>)	<i>December 2012</i>	<i>Senior Mgmt Team Policy Portfolio holder Cabinet December</i>
Half year budget monitoring report and position of balances	December 2012	Senior Mgmt Team Cabinet Finance, Audit & Risk Cttee
Draft budget with consultation feedback and Council Tax Base	December 2012	Senior Mgmt Team Finance Portfolio holder Finance, Audit & Risk Cttee Cabinet
<i>Staff Briefings (once the financial position for 2013/14 is known)</i>	<i>December 2012</i>	<i>Challenge Board</i>
<i>Ensure community and voluntary groups, and those with fixed term contracts with the authority are informed of imminent changes in funding three clear months before new financial year/implementation</i>	<i>By End December 2012</i>	<i>Assemble mailing list of affected groups</i>
Final Budget and Council Tax precept	January 2013	Senior Mgmt Team Finance, Audit & Risk Cttee Cabinet Council
Third quarter budget return and position of balances	February 2013	Senior Mgmt Team Finance Portfolio holder Finance, Audit & Risk Cttee Cabinet
<i>Publish Priorities for the District</i>	<i>February 2013</i>	<i>Policy Portfolio Holder Council</i>
Council Tax Level Set	February 2013	Council 23 rd February
Summary version performance/council tax leaflet	March 2013	Performance and financial services teams Leader/Finance portfolio holder
Council Tax Billing	March 2013	Revenues Section
Establish programme management arrangements and reporting times for new plan	March 2013	Performance Team Senior Mgmt Team

APPENDIX A

Document and Process	Date	Who Will Consider/Action
project leads project sponsors PRINCE II projects Sub prince or other Reporting cycle		Overview & Scrutiny Cttee
Commence implementation of new Priorities for the District and service plans	April 2013	Senior Management Team, Service Managers