

**NORTH HERTFORDSHIRE DISTRICT COUNCIL  
TIMESCALE FOR CORPORATE BUSINESS PLANNING 2014/15 INCORPORATING THE  
“PRIORITIES FOR THE DISTRICT” DOCUMENT**

<b>Document and Process</b>	<b>Date</b>	<b>Who Will Consider/Action</b>
Identify Services for Value For Money review	30 January 2013	Challenge Board
Target setting workshop for 2013/14	5 March 2013	Senior Management Team Portfolio Holders and all Members
Formal agreement to performance measures for 2013/14	March 2013	Overview & Scrutiny Committee
Completion of Service Plans	April 2013	Senior Management Team Performance Team
Preliminary discussions on specific actions to deliver priorities <ul style="list-style-type: none"> <li>• Identified actions spanning more than one year</li> <li>• New projects</li> <li>• Capital programme</li> <li>• Budget efficiency and investment items</li> </ul>	April 2013	Senior Management Team Challenge Board Political Administration
Agree Scope of Value for Money Reviews	April 2013	Challenge Board Relevant Head of Service and Portfolio Holder
Review of 2014/15 Corporate Business Planning process and timetable	March/April 2013	Challenge Board
Policy discussion on member priorities for 2014/15	May/June 2013	Chief Exec/Str Directors Political Liaison Board
Staff Briefings – high level financial and strategic position going forward	May 2013	Challenge Board
Review of completed projects against the Priorities for the District 2013/14	June /July 2013	Senior Management Team Policy Portfolio Holder Cabinet
Commence appraisal process	April – to end July 2013	All managers/employees
High level Draft Priorities for the District for 2014 onwards and Corporate Business Planning Process and Timetable.	June/July 2013	Political administration Senior Management Team Policy Portfolio holder Cabinet Overview and Scrutiny
2012/13 Year end accounts closure and analysis of balances/reserves	June 2013	Chief Finance Officer and Portfolio Holder Senior Management Team Cabinet
Review of efficiency target for 2014/15 including scenario/equality analysis, as needed.	July 2013	Challenge Board Senior Management Team
Annual Revision of five year Medium Term Financial Strategy to reflect the draft Priorities for the District: <ul style="list-style-type: none"> <li>• political priorities</li> <li>• draft priorities for the district</li> <li>• identify budget gap</li> <li>• how to bridge the gap</li> <li>• provision for strategic priority funding</li> <li>• opportunities/risks for external funding</li> </ul>	July 2013	Senior Management Team Political Administration Cabinet Council

Document and Process	Date	Who Will Consider/Action
<ul style="list-style-type: none"> <li>opportunities and risks for local comm/voluntary groups and businesses</li> </ul>		
Consultation on proposed Priorities for the District and action plan projects for 2014 onwards <ul style="list-style-type: none"> <li>Member views on projects proposed</li> <li>Opportunity to suggest new projects</li> <li>High level financial positions and budgetary constraints</li> <li>Identification of non-priorities</li> <li>Identification of best value 'risks' arising from proposed reductions</li> </ul>	Sept/Oct 2013	Member workshops Local Strategic Partnership Overview & Scrutiny Cttee
Outcomes from vfm service reviews completed.	September 2013	Senior Management Team Challenge Board
First quarter budget monitoring showing spend profile and review of investment & efficiency targets and impact upon 2014/15.	September 2013	Senior Management Team Finance, Audit & Risk Cttee Cabinet
Staff Briefings – current financial position and financial unknowns	September 2013	Challenge Board
Efficiency and investment options in detail showing five year financial forecast (include identification of impacts on other service areas, if appropriate)	October 2013	Senior Management Team Challenge Board Political Liaison Board
Corporate Business Planning Budget workshop <ul style="list-style-type: none"> <li>efficiency &amp; investment options</li> <li>target setting for 2014/15</li> </ul>	November 2013	Senior Management Team Portfolio Holders Member workshops
Consultation on efficiency and investment options <ul style="list-style-type: none"> <li>meeting/reports</li> <li>Members information service</li> </ul>	November 2013 to January 2014	Area Committees (where appropriate for Area specific proposals) Business Ratepayers event Local Strategic Partnership Finance, Audit & Risk Cttee Wider community and voluntary group consultation
Summary Report of outcomes from vfm service reviews completed over the last year.	January 2014	Senior Management Team Challenge Board Overview & Scrutiny Cttee
Formal agreement to performance measures for 2014/15	January 2014	Overview & Scrutiny Committee
Priorities for the District 2013/14 – half year progress report	December 2013	Senior Mgmt Team Policy Portfolio holder Cabinet
Final <i>draft</i> of Priorities for the District 2014/15 agreed ( <i>subject to funding of all projects in final budget in January</i> )	December 2013	Senior Mgmt Team Policy Portfolio holder Cabinet
Half year budget monitoring report and position of balances	December 2013	Senior Mgmt Team Cabinet Finance, Audit & Risk Cttee
Draft budget with consultation feedback and Council Tax Base	December 2013	Senior Mgmt Team Finance Portfolio holder Finance, Audit & Risk Cttee

**APPENDIX A**

<b>Document and Process</b>	<b>Date</b>	<b>Who Will Consider/Action</b>
		Cabinet
Staff Briefings (once the financial position for 2014/15 is known)	December 2013	Challenge Board
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	By end December 2013	Assemble mailing list of affected groups
Approval of NNDR 1	January 2014	Challenge Board Council Tax Setting Committee
Final Budget and Council Tax precept	January 2014	Senior Mgmt Team Finance, Audit & Risk Cttee Cabinet Council
Third quarter budget return and position of balances	February 2014	Senior Mgmt Team Finance Portfolio holder Finance, Audit & Risk Cttee Cabinet
Publish Priorities for the District	February 2014	Policy Portfolio Holder Council
Council Tax Level Set	February 2014	Council Tax Setting Committee
Summary version performance/council tax leaflet	March 2014	Performance and financial services teams Leader/Finance portfolio holder
Council Tax Billing	March 2014	Revenues Section
Establish programme management arrangements and reporting times for new plan project leads project sponsors PRINCE II projects Sub prince or other Reporting cycle	March 2014	Performance Team Senior Mgmt Team Overview & Scrutiny Cttee
Commence implementation of new Priorities for the District and service plans	April 2014	Senior Management Team, Service Managers