

KEY CORPORATE PROCESS YEAR PLANNER

VFM – Rolling Programme
Assurance Framework – Rolling Programme

May	<ul style="list-style-type: none"> • Elections • AGM • Revisions to Constitution incl. SOs, Financial Regs and Scheme of Delegation • Monthly monitoring of progress against corporate improvement plan (including key projects) • Monthly monitoring of progress against key priority performance indicators both national and corporate 	<p>-</p> <p>Council</p> <p>Council</p> <p>CMT</p> <p>CMT</p>
June	<ul style="list-style-type: none"> • Service Plans (report on previous year) • Annual Governance Statement • Annual Efficiency Statement – report on previous year • Statement of Accounts Finalised including Annual Governance Statement (30 June – statutory requirement). Including assessment of impact of Outturn on Medium Term Financial Strategy • Budget Monitoring to start – monthly to CMT • Performance Indicators outturn for previous year • Guidance on service business planning timetable and process for forthcoming year including template for service business plans • Monthly monitoring of progress against corporate improvement plan (including key projects) • Monthly monitoring of progress against key priority performance indicators both national and corporate 	<p>Executive/ O & S</p> <p>Audit Committee</p> <p>Audit Committee</p> <p>Executive/Council</p> <p>CMT</p> <p>CMT</p> <p>CMT</p> <p>CMT</p> <p>CMT</p>
July	<ul style="list-style-type: none"> • Budget Monitoring and monitoring of progress against key priority performance indicators both national and corporate PIs (report on Apr – Jun of current year) • Medium Term Financial Strategy – setting out the financial parameters within which the strategy will be developed • Budget Monitoring • Reporting on Corporate Plan / Risk Management (Oct-Mar of previous year) • Asset Management Plan (report on PIs) • Monthly Monitoring of progress against corporate improvement plan (including key projects) • Quarterly Monitoring of progress against corporate improvement plan (including key projects) (April – June) • Monthly monitoring of progress against key priority performance indicators both national and corporate 	<p>Executive / O & S</p> <p>Executive/Council</p> <p>CMT</p> <p>Executive</p> <p>Executive</p> <p>CMT</p> <p>Executive</p> <p>CMT</p>
August	<ul style="list-style-type: none"> • Corporate Plan process starts • Away day with Executive and Senior Management Team to review priorities for forthcoming year • Service Planning starts (including CPA , KLOEs, Risk Management) • Team away days to start to compile Service Business Plans • Budget Monitoring 	<p>-</p> <p>-</p> <p>CMT</p> <p>CMT</p> <p>CMT</p>

Key Issues: Planning Monitoring	Political Financial	Management External Assessment
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	<ul style="list-style-type: none"> • Budget Guidelines issued • Monthly Monitoring of progress against corporate improvement plan (including key projects) • Monitoring of progress against key priority performance indicators both national and corporate 	<p>CMT</p> <p>CMT</p> <p>CMT</p>
September	<ul style="list-style-type: none"> • Staff Awards - nominations • Revenue and Capital Bids prepared (for following financial year) • Detailed work on budgets commences • Council Plan Part 1 report submitted to Executive • Draft service business plans submitted • Monthly Monitoring of progress against corporate improvement plan (including key projects) • Monitoring of progress against key priority performance indicators both national and corporate • All day SMT on draft service business plans • Budget Monitoring 	<p>-</p> <p>CMT</p> <p>CMT</p> <p>Executive</p> <p>CMT/HoS</p> <p>CMT/HoS</p> <p>-</p> <p>CMT/HoS</p> <p>CMT</p> <p>CMT</p>
October	<ul style="list-style-type: none"> • Budget Monitoring and monitoring of progress against key priority performance indicators both national and corporate PIs (report on Apr – Sept of current year) • Detailed work on budgets continues • Fees and Charges prepared (for following financial year) • Monthly Monitoring of progress against corporate improvement plan (including key projects) • Quarterly Monitoring of progress against corporate improvement plan (including key projects) (July - Sept) • Consultation on priorities • Monthly monitoring of progress against key priority performance indicators both national and corporate • Budget Monitoring 	<p>Executive / O&S</p> <p>CMT/HoS</p> <p>CMT / HoS</p> <p>CMT</p> <p>Executive</p> <p>Executive</p> <p>CMT</p> <p>CMT</p>
November	<ul style="list-style-type: none"> • Reporting on Corporate Plan / Risk Management (Apr – Sep of current year) • Asset Management Plan and Update • Detailed work on budgets continues • Health and Safety Audit • Revenue and Capital Bids Finalised (to build into budget for following financial year) • First cut of subsequent years budget • Budget Monitoring • Monthly Monitoring of progress against corporate improvement plan (including key projects) • Monitoring of progress against key priority performance indicators both national and corporate • Presentation to Executive Committee of Budget process, capital programme and draft revenue budget 	<p>Executive / O&S</p> <p>Executive / O&S</p> <p>CMT/HoS</p> <p>-</p> <p>Finance</p> <p>Finance</p> <p>CMT</p> <p>CMT</p> <p>CMT</p> <p>Executive</p>
December	<ul style="list-style-type: none"> • Fees and Charges setting in December / January (for following financial year) • Revenue Support Grant Figures received • Budget Monitoring 	<p>Council</p> <p>Finance</p> <p>CMT</p>

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	<ul style="list-style-type: none"> • Presentation to O&S of Budget process, capital programme and draft revenue budget • Monthly Monitoring of progress against corporate improvement plan (including key projects) • Monitoring of progress against key priority performance indicators both national and corporate 	<p>O&S</p> <p>CMT</p> <p>CMT</p>
January	<ul style="list-style-type: none"> • 3 year Capital Programme (for following 3 years) approved • Medium Term Financial Strategy including Revenue and Capital budgets approved • Capital Strategy Update • Budget Monitoring • Set CT base • Staff Awards – presentation • Budget Monitoring and monitoring of progress against key priority performance indicators both national and corporate PIs (report on Apr – Dec of current year) • Monthly Monitoring of progress against corporate improvement plan (including key projects) • Quarterly Monitoring of progress against corporate improvement plan (including key projects) (Oct-Dec) • Monthly monitoring of progress against key priority performance indicators both national and corporate 	<p>Executive</p> <p>Executive</p> <p>Executive /Audit Committee</p> <p>CMT</p> <p>Executive / Council</p> <p>-</p> <p>Executive</p> <p>CMT</p> <p>Executive</p> <p>CMT</p>
February	<ul style="list-style-type: none"> • Rent Setting • Budget Monitoring • Insurance Inventory (including up-to-date Property Portfolio) • Service Plans Finalised • Corporate Plan approved • Corporate Improvement Plan approved • Corporate Risk Management Register (review) (done as part of Corporate Plan review) • Monthly Monitoring of progress against corporate improvement plan (including key projects) • Monitoring of progress against key priority performance indicators both national and corporate 	<p>Council</p> <p>CMT</p> <p>Finance</p> <p>Executive</p> <p>Executive</p> <p>Executive</p> <p>Audit Committee</p> <p>CMT</p> <p>CMT</p>
March	<ul style="list-style-type: none"> • Budget Monitoring • Council Tax Setting (by no later than 11 March) • Set Prudential Indicators / (Treasury Management Policy) Statement and Annual Investment Strategy) • Publicity Restrictions start (because of elections) • Monthly Monitoring of progress against corporate improvement plan (including key projects) • Monitoring of progress against key priority performance indicators both national and corporate 	<p>Council</p> <p>Council</p> <p>Council</p> <p>-</p> <p>CMT</p> <p>CMT</p>
April	<ul style="list-style-type: none"> • Publicity Restrictions (because of elections) 	<p>-</p>

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