

APPENDIX 2: The Framework for Service Delivery and Resources Planning – High Level Timeline & Progress Update

Period	Activity	Progress
<p>June / July 2006</p>	<p>Service Delivery and Budget planning framework developed in more depth.</p> <p>Initial update of financial position to inform revised financial plan parameters.</p> <p>New process launched to senior managers, new templates and guidance distributed along side financial plan parameters and initial service planning parameters.</p>	<p>New process launched to senior managers at Service Delivery planning meeting held on 31st July 2006</p>
<p>August 2006</p>	<p>Services begin service and financial planning. – first draft.</p>	
<p>September 2006</p>	<p>Chief Executive to consult on service planning parameters with key services affected.</p> <p>Executive Member (Resources) considers any changes to budget consultation, publications, including recommendations from the Resources O&S panel.</p> <p>Executive to consider this report, formally register framework, actions and agree timetable.</p> <p>Briefing note to all Councillors on the financial position and the new process, including how they can contribute.</p> <p>O&S Panel Chairs briefed.</p> <p>Letter from the Executive to all O&S panels to encourage scrutiny and evaluation of service delivery plans and budget changes for 2007/08.</p> <p>Start update of Corporate Plan led by sponsor Strategic Directors/Executive Members, including progress to date, focus on actions and outcomes that are challenging but realistic given resource constraints.</p>	<p>September Executive Report</p> <p>September O&S Resources Report</p> <p>Briefing of O&S Chairs</p>

Period	Activity	Progress
<p>October 2006</p>	<p>First draft Service Delivery Plans due – 1st week Oct including response to initial service planning parameters.</p> <p>Consideration by the Strategic Directors Group & Executive of first phase of budget changes and implications on services.</p> <p>Service Planning parameters reviewed in the light of response in first draft Service Delivery Plans and service based vfm assessment.</p>	<p>Assistant Directors Group meeting to review first draft Service Delivery Plans (17th October 2006), but plans not fully completed at this stage</p> <p>Strategic Directors Group meeting (23rd October 2006) discussing current and future financial position/issues.</p>
<p>November 2006</p>	<p>Second draft Service Delivery Plans due – 2nd week November (only where change required)</p> <p>O&S Panels consider and feedback to the Executive on overall strategy and in particular vfm and service/community impact for services within their remit.</p>	<p>Assistant Director’s Group (ADG) Meeting on 6th November set up as Peer Challenge of Service Delivery Plans – exploring options to meet financial planning targets.</p> <p>Strategic Directors Group meeting on 13th November 2006 to review outcomes from ADG and where necessary review financial planning targets and propose strategic actions to address any budget shortfall.</p> <p>Informal Executive meeting 15th November to review financial position and respond to Strategic Directors Group Proposals.</p> <p>Overview & Scrutiny Panels review Service Delivery Plans and assess/challenge for VFM and service and community impact. (during November & December)</p> <p>Initial Briefing of TUs</p>

Period	Activity	Progress
December 2006	Update for financial settlement, and further review of the overall financial position for 2007/08 and future years	<p>Government expected to announce provisional settlement in mid to late November. As this is the second of a two year settlement, the grant figures are not expected to change significantly.</p> <p>6 December: Executive to consider financial plan update report (this report).</p> <p>12 December: Resources O&S considers financial plan update report, and identifies individual service plans for further review.</p> <p>18 December: Officer budget briefing for all Councillors</p>
January 2007	<p>Executive prepare corporate plan update and Budget, drawing from draft service delivery and resource. <i>(For Executive February 2007)</i></p> <p>O&S panels to follow up on any issues from November and consider any interim Executive response to November feedback</p>	<p>Executive and Strategic Directors Group continue to review budget options</p> <p>25 January: Resources O&S considers selected individual service plans in more detail</p> <p>Further briefing / consultation with the TUs as required.</p>
February 2007	Recommendation/Approval of corporate plan and financial plan update and Budget/Council Tax to Executive and full Council.	<p>5 February: Resources O&S consider overall package of budget proposals to make recommendations to Executive and Full Council</p> <p>7 February: Executive agrees recommendations to Council</p> <p>20 February: Full Council</p>

Period	Activity	Progress
		agrees budget
March 2007	Finalisation of Service Delivery Programme and Service Delivery & Resource Plans for approval by Executive Members via the Weekly List	