

Appendix 2 – Corporate Planning and Performance Timetable

Activity	Lead	Completed by
April		
New Sustainable Community Strategy	HoLC	Council - for information
Year End Performance reported and uploaded to Data Interchange Hub	Policy	30th April
Review and refresh of Annual Report commenced	Policy	Commences 1st April
Provisional Budget Outturn produced	Finance	30th April
May		
Finalised Service Plans on Intranet and Web	Policy	15th May
People Strategy Report review	HoOD	F&M
June		
Statement of Accounts issued (subject to audit)	Finance	30th June
Final Budget Outturn produced	Finance	30th June
Equalities Annual Report	Policy	F&M
Consultation Annual Report	Policy	F&M
Annual Report signed off by Council	DofCorpServ	30th June
July		
1st Quarter Performance reported (includes updates on Corporate Plan, Community Strategy, LAA, National Indicators and Local Performance Measures)	Policy	SMT, Policy Committees
1st Quarter Budget Monitoring	Finance	SMT, Policy Committees
Training Annual Report	HR	F&M
August		
Production of and review of Evidence Base for District	Policy	30th August
Review of Medium Term Financial Plan	Finance	F&M
September		
Budget Guidance and Working papers issued to Service Managers for completion of Base Budget	Finance	29th September
3 month Consultation begins on the District Priorities - to inform Sustainable Community Strategy, Corporate Plan and Budget	Policy/HoLC with CVS/DCC	20th September
External Audit on PI's	Policy with GT	30th September
The New Place Survey begins	Policy	September
October		
2nd Quarter Performance reported	Policy	SMT, Policy Committees
2nd Quarter Budget Monitoring	Finance	SMT, Policy Committees
Review of Financial Strategy and Capital Investment Strategy	Finance	F&M
Produce VFM Annual Review	Finance/Policy	31 st October
Service Plan Guidance reviewed and published	Policy	15th October
November		
Begin production of Service Plans	All HoS	1st November
Draft Local Government Financial Settlement received	Finance	24th November
Complete consolidated Base Budget for 2009/10 and updated MTFP based on proposals.	Finance	28th November
December		
Consultation on priorities ends, drafting of Corporate Plan and Sustainable Community Strategy begins	Policy/HoLC with CVS/DCC	19th December
The New Place Survey ends	Policy	December

Activity	Lead	Completed by
January		
3rd Quarter Performance reported	Policy	SMT, Policy Committees
3rd Quarter Budget Monitoring	Finance	SMT, Policy Committees
Draft Service Plans reviewed	Policy/HofS	SMT
Consider base budget, spending proposals and efficiencies	Finance	SMT, Policy Committees
Budget Consultation with Parishes, Area Forums and Businesses	Finance/Policy	22nd January till 9th February
Final Local Government Financial Settlement received	Finance	w/c 26/1
Emerging priorities for the District reported	Policy	F&M
February		
Scrutiny of budget proposals	Finance	Overview and Scrutiny
Final budget proposals submitted	Finance	F&M
Set Budget	Finance	Council
Set Council Tax	Finance	Council
Draft of the Final Corporate Plan	DofCorpServ	F&M
March		
Annual Governance Statement produced	HofLD	31st March
Final Service Plans signed off	Policy/HofS	Relevant Policy Committee
Corporate plan signed off	DofCorpServ	Council