

Corporate Planning Time Line: April 2011 to November 2011 - Development Phase

	April	May	June	July	August	September	October	November	
Consultation & Local Intelligence		Customer survey & hard to reach groups Refresh Living in Cherwell and equalities profile	Budget consultation		First draft consultation report	Bespoke consultation / service analysis	Managers information workshops (outcomes form consultation and local intelligence work to inform service planning)	Budget and corporate plan scrutiny Commission 2012/13 consultation programme (procurement)	
Corporate Plan and budget						Executive & CMT Away Day	EMT review of priorities & focus for corp plan	Draft corporate plan and council tax promises Draft corporate plan for formal consultation	
Shared Services					Implementation of new management structure			Opportunities for share services may be explored, to be reflected in operational plans	
Service & Financial Planning		EMT MTFS			Communicate and clarify service planning process. Support to managers etc.		Lead member and Heads of Service 1:1 to consider service priorities Deadline first draft of Service Plans for challenge Budget Guidelines agreed by Exec	DMTs consider service plan and budget issues Service Plan quality assurance • Equalities & EqIAs • Targets • Other corp issues	
	MTFS building blocks						DRAFTING SERVICE PLANS		
Delivery	Ongoing delivery & collection of performance information, customer information, benchmarking, staff engagement etc.								
Monitoring	Monthly Dashboard PMF Quarter 1 (April-June)		Monthly Dashboard PMF Quarter 2 (July – September)			Monthly Dashboard PMF Quarter 3 (October – December)			

Corporate Planning Time Line: December 2011 to June 2012 - Formal Consultation and Agreeing Performance Targets

	December	January	February	March	April	June
Consultation & Local Intelligence	Formal draft budget and corporate plan consultation period				Consultation strategy annual review	
Corporate Plan and budget	First draft budget and corporate plan to Exec 5/12/11		Final draft budget, council tax & corp plan to Exec			
	Formal budget & corporate plan consultation with businesses – chambers of commerce (w/c 12/12/11)		Draft Council Tax Promises leaflet	Full Council Budget & Council Tax		
Shared Services	Opportunities for share services may be explored, to be reflected in operational plans – some flexibility over planning deadlines will be required (e.g. where joint plans are necessary)					
Service & Financial Planning	Delivery & collection of performance information, customer information, benchmarking, staff engagement etc.					
	Service Plans in draft as part of formal budget consultation (background papers)	Target allocation and setting (Pi forms, DQ, target QA)		Service Plans built into P+		Review targets on basis of year end outturns and comparative data
Delivery	Ongoing delivery & collection of performance information, customer information, benchmarking, staff engagement etc.					
Monitoring	Monthly Dashboard PMF Quarter 4 (January – March)		Year end			