

AGENDA MANAGEMENT SHEET

Name of Committee Overview & Scrutiny Coordinating Group

Date of Committee 1st October 2008

Report Title Developing the Corporate Business Plan 2009-12

Summary The report outlines the development process for the 2009-12 Corporate Business Plan and the associated role, which Overview & Scrutiny Committees will play in its development.

For further information please contact:

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Would the recommended decision be contrary to the Budget and Policy Framework? No.

Background papers 2009/10 Budget, CBP, Medium Term Business and Financial Planning Process – Cabinet 31st July 2008

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s)
- Other Elected Members Cllr Browne, Cllr Jones, Cllr Grant, Cllr Booth, Cllr McCarney, Cllr Chattaway
- Cabinet Member Cllr Farnell, Cllr Stevens, Cllr Timms
- Chief Executive
- Legal Jane Pollard
- Finance
- Other Chief Officers David Carter, Dave Clarke
- District Councils
- Health Authority
- Police

Other Bodies/Individuals

FINAL DECISION NO

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by this Committee

To Council

To Cabinet

To an O & S Committee

To an Area Committee

Further Consultation

Overview & Scrutiny Coordinating Group - 1 October 2008

Developing the Corporate Business Plan 2009-12

Report of the Strategic Director, Performance & Development

Recommendation

The Overview & Scrutiny Coordinating Group are recommended to:

- Note the process for the development of the 2009-12 Corporate Business Plan and the role of the Overview & Scrutiny Committees in January 2009
- Identify any additional support to OSCs needed to aid the process

1 Introduction

- 1.1 On 31st July 2008 Cabinet agreed the process and timetable for preparing the 2009/10 Budget, Corporate Business Plan (CBP) and Medium Term Financial Plan (MTFP).
- 1.2 This report is designed to outline the key role which the County Council's Overview & Scrutiny function will play in scrutinising the proposed content of the CBP.

2.0 Summary of approach

- 2.1 The Budget and Medium Term Financial Plan are intrinsically linked to the Corporate Business Plan. Together they provide a focus to the delivery of sustainable and improving services for the citizens of Warwickshire.
- 2.2 We continue to be committed to maximising the integration of our financial and service planning, and delivering a business-led budget, as set out in the two elements below:
 1. **The Corporate Business Plan** - Identifies where we are going by agreeing the vision and priorities for 2009 – 2012 and how we will know we have got there
 2. **The Budget and Medium Term Financial Plan** - Puts the resources in place to allow us to move towards the Vision

- 2.3 This process is set out in more detail in **Appendix A**. This year both the Budget and the Corporate Business Plan will be agreed at the February 2009 Council meeting.

3.0 The Role of Overview & Scrutiny in the development of the CBP

- 3.1 In 2007/08 the draft Corporate Business Plan was, for the first time presented to each Overview & Scrutiny Committee for consideration prior to submission to Full Council.

- 3.2 Council then agreed to . . . *'ensure that the Overview and Scrutiny Committees and the Council will have an opportunity to agree the draft Corporate Business Plan before the budget is set in future years.'*

- 3.3 The approach for this year, is that all Overview & Scrutiny Committees will consider the draft Corporate Business Plan after it has been agreed in draft form alongside the Budget by Cabinet on 11th December. This will occur before it is considered by Full Council on 3rd February 2009.

NB. This process compliments the Overview & Scrutiny Coordinating Group's consideration of the draft Budget on 18th December 2008.

- 3.4 Whilst trying to minimise disruption to existing schedules, the relevant Committees have been scheduled as follows:

Mon 5 th Jan	Economic Development O&S
Tues 6 th Jan	Community Protection
Wed 7 th Jan	Children, Young & Families People O&S
Tues 13 th Jan	Resources, Performance & Development O&S
Wed 14 th Jan	Adult & Community services O&S
TBC	Environment O&S

- 3.5 The Corporate Business Plan will be produced in two distinct parts, the first providing contextual and background information based upon environmental scanning at a national, local and organisational level. The second part will focus on delivery of the Corporate priorities. At each meeting the O & S Committees will be asked to:

- Comment on the overall Plan and provide specific feedback on the contextual elements and references
- Challenge and scrutinise the specific targets set under the area of the Plan which relate most closely to the remit of the respective Committee

Feedback will then be consolidated into an Addendum, which will be presented at Full Council alongside the proposed draft of the Corporate Business Plan.

- 3.6 To support each Committee in this process the respective Portfolio Holder will be invited to attend the O & S meeting and present the proposed content.

3.7 To ensure that the consultation exercise is as effective as possible, the Overview & Scrutiny Coordinating Group are asked to consider whether any further support should be provided to each Committee.

4.0 Recommendations

4.1 The Overview & Scrutiny Coordinating Group is recommended to:

- Note the process for the development of the 2009-12 Corporate Business Plan and the role of the Overview & Scrutiny Committees in January 2009
- Identify any additional support to OSCs needed to aid the process.

DAVID CARTER
Strategic Director Performance &
Development

Shire Hall
Warwick
October 2008

Appendix A - Business & Financial Planning Framework 2008/09

Month	Business & Financial Planning Framework 2008/09		
	Budget process	Corporate Business Plan	Directorate Service Plans
May			
June	Corporate Vision and Priorities reaffirmed by Cabinet and SDLT		
July	Corporate Business and Financial Planning process agreed by Cabinet		
	Budget process agreed by Cabinet made request made to SDLT to propose a budget		
Aug			
Sept	Directorate Spending proposals and risk assessments submitted to the Corporate Finance Team	Corporate risk assessment considered by SDLT	
Oct	SDLT consider spending for each service as part of the Star Chamber process	Directorate contributions to the CBP developed through engagement with Directorate Leadership Teams and Performance Leads	Initial Service planning guidance sent out to Directorates as part of the revised Perf. Mang't Framework (incl. guidance on risk assessment)
Nov	SDLT issue formal budget proposals to Cabinet	SDLT issue CBP proposals to Cabinet	Directorate/service priorities considered and clarified and risk assessment completed
Dec	Formal budget proposals considered by Cabinet	CBP proposals considered by Cabinet and Political Groups	Detailed Service Planning Framework distributed to Directorates based upon Cabinet affirmation of the Priorities
	Political Groups & OSCG consider the formal budget proposals		
Jan	Responses from O&S Committees considered by Cabinet and formal budget resolution and any amendments agreed	O&S Committees consider the CBP proposals	Responses from O&S Committees considered by Cabinet and formal CBP resolution and any amendments agreed
Feb	Budget agreed by full Council	CBP agreed by full Council	Specific targets for the Directorate Service Plans agreed
March	MTFP considered and agreed by Cabinet and Council		
April	CBP and MTFP published on the WCC website		Directorate Service Plans published on the intranet and copies placed in Group Rooms