

PAPER NO. 6

REPORT TO THE EXECUTIVE MEETING OF 26th September 2011

Status: Decision
Title: Business Planning Update
Originator: Kamal Mehta, Deputy Chief Executive
Where from: Management Board
Where to next: Implementation

1 Purpose of the Report

1.1 To inform the Executive of the Business Planning Process and seek its endorsement on the budget guidelines set by the Deputy Chief Executive for 2012/13.

2 **Recommendations:**

2.1 **The Executive endorses the Business Planning Process at Appendix A; and**

2.2 **The Executive endorses the Budget Guidelines set by the Deputy Chief Executive at Appendix B.**

3 Summary of Reasons for the Recommendations

3.1 Business planning is a key and critical rolling process in determining the business of the council not only for the forthcoming year but also to set out a medium term view.

3.2 The Business and Financial Plans of the Council underpin the Council's vision and its objectives by setting out the way by which its priorities will be delivered.

4 Impact on Communities

4.1 The Council's vision and priorities will have an impact on the communities in terms of the design and delivery of services used and requested by the communities in the district. Therefore, conversely the Business and Financial Plans of the Council are influenced and informed by the communities through consultation and engagement.

5 Key Facts

- 5.1 A key aspect of the normal business of the Council is to draw up its operational and financial plans on an annual basis. These are informed by the vision and the priorities set by elected members which in turn are informed by the community through comment and consultative processes. The plans are normally of a three year rolling nature as the council takes a medium term view of internal and external factors that will affect it. The planning for the immediate forthcoming year is detailed than the later years.
- 5.2 Since June 2011 Management Board has been working with the Portfolio Holders to progress work on the 2012/13 budget and the medium term plans which will culminate in February 2012 when the council approves the Business and Financial Plans for 2012/13 and future years.
- 5.3 At Appendix A is the Business Planning Process that is being followed. This was circulated to all staff and members via e-mail on 14th July 2011. It is also published on the intranet.
- 5.4 As normal, the Deputy Chief Executive has issued the annual Budget Guidelines for 2012/13 which are attached at Appendix B, to be followed for the construction of the detailed budget estimates for the forthcoming financial year (2012/13.)
- 5.5 Currently work is progressing satisfactorily in accordance with the timetable set out at the end of Appendix A and in Appendix B.
- 5.6 At present the outlook for the years 2013/14 and 2014/15 is not clear as there are a number of significant issues under consideration by the government that will impact on the Council in how it does its business and provides services. These are:
- Local Government Resource Review
 - Local retention of Business Rates
 - Localising support for Council Tax Benefit
 - National Planning Policy Framework
 - Localism Bill
 - Big Society
- 5.5 In addition and with very much the above in mind the Council will shortly be considering the Interim Chief Executive's 'Future Options' report which will be fundamental to shaping the council for the future.

6 Legal Issues

- 6.1 None arising directly from this report

7 Resource Issues

7.1 The work is internally resourced however there may be a need to incur expenditure depending on the consultation process that is followed.

8 Equality Impact Assessment Implications/Outcomes

8.1 None arising directly from this report.

9 Impact on the Organisation

9.1 This an important annual process in the council with key staff involved. The outcomes as explained in Section 4 will have an impact on the organisation. This will become clearer as the work progresses and the external issues that will affect the council are crystallised in terms of decisions.

10 Community Safety Implications

10.1 None arising directly from this report.

11. Carbon Management Implications

11.1 None arising directly from this report.

12. Risk Management Implications

12.1 Without planning for the future the Council would be exposing itself to significant risk. The planning process allows for risks to be considered and managed by mitigation or elimination.

13 Consultation

13.1 None arising directly from this report. However, the Council will consult on the specifics matters at the appropriate time as the planning process progresses.

14 Options Considered

14.1 Business Planning is an important and integral part of the business operations of the Council. Therefore not undertaking the process is not an option. Please see comment in 12.1 above.

15 Background Papers

15.1 None

Previous report(s): None

Information Issued Under Sensitive Issue Procedure: ~~Y~~/N

Ward Members Notified: Not applicable

Appendices: *list any appendices here including title and filename in brackets (e.g. Performance Data 2010 (perfddata.doc)).*

A. Executive Report 26-09-2011 Appendix A.pdf

B. Executive Report 26-09-2011 Appendix B.pdf

C.

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