

## Policy and Resources Committee

28 September 2016

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

### Corporate Planning Timetable

<b>Final Decision-Maker</b>	Policy and Resources Committee
<b>Lead Head of Service</b>	Head of Policy and Communications
<b>Lead Officer and Report Author</b>	Angela Woodhouse
<b>Classification</b>	Public
<b>Wards affected</b>	

#### **This report makes the following recommendations to this Committee:**

1. Review and agree the timetable for refreshing the Strategic Plan and creating the Medium Term Financial Strategy and Service Planning.

#### **This report relates to the following corporate priorities:**

The corporate planning process is centred on achieving the Council's corporate priorities:

- Keeping Maidstone Borough an attractive place for all; and
- Securing a successful economy for Maidstone Borough.

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
Policy and Resources Committee	28 September 2016

# Corporate Planning Timetable

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report sets out a proposed approach to refreshing the current Strategic Plan and undertaking budget consultation as part of a corporate planning timetable.
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 The Strategic Plan and Medium Term Financial Strategy are core elements of the corporate planning timetable. The priorities and outcomes in the Strategic Plan are developed alongside the Medium Term Financial Strategy (MTFS) to ensure consistency between service delivery and budgets. Service Planning allows the Council to convert high level priorities from the Strategic Plan into actions for each directorate, service or team across the Council, which then feeds into individual staff appraisals.
- 2.2 Each year Councillors are asked to agree whether to update the existing strategic plan or create a new one a timetable of activity is then planned around this process.
- 2.3 The timetable includes a period of public consultation and reports to service committee meetings.
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## 3. AVAILABLE OPTIONS

- 3.1 The Committee could either choose to create a new strategic plan, refresh the current plan or that there is no reason to produce either an update or a new plan.
- 3.2 A timetable for corporate planning is outlined at section 4, the Committee can review and amend this timetable as appropriate.
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## 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 It is recommended that as the current Strategic Plan has a five year span, the present plan is updated for 2017-18. Not updating the plan is not recommended as the local and national context is constantly changing and the Council needs to demonstrate how it is planning and managing change.
- 4.2 The update will include refreshing the action areas against progress and changes to the Medium Term Financial strategy as a result of the budget and priorities consultation.

- 4.3 An update to the Strategic Plan for 2017-18 would include:
- A review of the 8 action areas
  - An update of what has been achieved in 2016/17; and
  - An updated foreword and performance measures
- 4.4 Outlined below is a proposed timetable for updating the Strategic Plan and development of the Medium term Financial Strategy. Each Committee will be formally consulted prior to Policy and Resources Committee recommending both documents to Council.

Timetable

<b>Date</b>	<b>Action</b>
4 July 2016	All Member briefing on the budget
4 August 2016	Budget Prioritisation Workshop
1 September 2016 – March 2017	Service planning with Heads of Service and Unit Managers
28 September 2016	Policy and Resources Committee consider the corporate planning timetable
October	Training and Briefing Session for Councillors - TBC
October 2016	Budget and Priorities Public Roadshow
October 2016 - Mid November 2016	Budget and Priorities On-line Survey
14 December 2016	Policy and Resources consider outcomes of consultation and agree documents for consultation with Service Committees?
January 2017	Consultation with Service Committees
15 February 2017	Policy and Resources consider Strategic Plan and Medium Term Financial Strategy
1 March 2017	Strategic Plan and Medium Term Financial Strategy considered at full Council

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**5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 As outlined in the table above there will be a roadshow and resident survey which will inform the refresh of the Plan and the Medium term Financial Strategy.
- 5.2 The roadshow will run throughout October in locations across the Borough, residents will be asked to prioritise those services that matter to them. This information will be used to inform our budget and priorities going forward.

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**6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 The timetable at section 4 sets out the next steps

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	The corporate planning process is centred on reviewing and identifying the council's priorities and the resources needed to deliver them.	Head of Policy and Communications
<b>Risk Management</b>	Risks associated with the delivery of the Strategic Plan will be set out in the Strategic Risk Register	Head of Policy and Communications
<b>Financial</b>	The timetable includes budget consultation and development of the Medium term Financial Strategy which will set the council's budget including growth and savings required.	Section 151 Officer
<b>Staffing</b>	Creating a new strategic plan will have significant staffing implications in terms of input into the process and embedding the priorities recently agreed. Staff resources have been allocated for updating the present plan.	Head of Policy and Communications
<b>Legal</b>		
<b>Equality Impact Needs Assessment</b>	Equalities will need to be taken into account when we plan the consultation and any service changes resulting from the budget	Head of Policy and Communications
<b>Environmental/Sustainable Development</b>	N/A	Head of Policy and Communications
<b>Community Safety</b>	N/A	Head of Policy and Communications
<b>Human Rights Act</b>	N/A	Head of Policy and Communications
<b>Procurement</b>	N/A	Head of Policy and Communications

<b>Asset Management</b>	N/A	Head of Policy and Communications
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**8. REPORT APPENDICES**

None

**9. BACKGROUND PAPERS**

None