

**BABERGH DISTRICT COUNCIL**

**FROM: Corporate Director**

**REPORT NUMBER    **E25****

**TO:    **OVERVIEW AND SCRUTINY  
(STEWARDSHIP) AND (COMMUNITY  
SERVICES) COMMITTEES****

**DATES OF MEETINGS    **17 and 24 May  
2005****

**SERVICE AND FINANCIAL PLANNING**

1.    **SUMMARY**

1.1    Six Members are sought for the Service and Financial Planning Group for the coming year.

2.    **RECOMMENDATIONS**

2.1    The Committees are each asked to nominate three Members for the Service and Financial Planning Group.

2.2    The Committees are able to resolve this matter.

3.    **FINANCIAL IMPLICATIONS**

3.1    There is only the minor cost of Members' travelling expenses to a number of meetings during the year.

4.    **KEY INFORMATION**

4.1    As in past years, the detailed work that is necessary to formulate the budget for 2006/07 is best carried out by a Service and Financial Planning Group of six Members.

4.2    The role of the group will be to:-

- Reflect the Council's Corporate Plan, priorities and Financial Strategy in the detailed budget.
- Challenge the existing costs of service provision and seek efficiency and other savings.
- Review charges in the light of the Council's Strategic Charging Policy.

4.3    The Political Leaders' Group has agreed to a new integrated consultation, Corporate Plan and service and financial planning process. A detailed timetable has been produced and is attached as an Appendix. The key objectives and timing are set out below:-

July

Revised Corporate Plan for 2005/06 with SMART targets for up to 10 years
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August

Consultation with groups/partners on Plan
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September	State of the District <u>Event</u>
October	State of District <u>Debate</u> to make changes for draft Corporate Plan for 2006/07
November	Consult public on plan through Babergh Matters
February	Corporate Plan and Budget for 2006/07

4.4 It can be seen from the approved timetable in the Appendix that the Service and Financial Planning Group will be heavily involved in the formulation of the 2006/07 budget at the following stages:-

- July : Consider the financial position, including changes.
- September : Consider the financial position in the light of the revised Corporate Plan for 2005/06 approved by Council on 26 July.
- November/December : Deliver a budget for 2006/07 with officers which reflects the Corporate Plan changes approved by Council on 18 October and the Financial Strategy.

4.5 The Political Leaders' Group agreed that the recommendations of the Service and Financial Planning Group at the end of December should go directly to the Strategy Committee on 12 January, instead of firstly through the two Overview and Scrutiny Committees as in previous years, for the following reasons:-

- The decisions on changes to the Corporate Plan and priorities for the coming year should have been made by the Council as a whole on 18 October.
- It will remove double handling by Committees.
- The meetings with the Overview and Scrutiny Committees on 22 and 29 November are too early for a clear budget position for 2006/07.
- The Overview and Scrutiny Committees still have the opportunity on 31 January and 7 February 2006 to scrutinise the draft Budget put forward by the Strategy Committee on 12 January.

5. **APPENDICES AND BACKGROUND PAPERS REFERRED TO:**

5.1 A copy of the integrated timetable for the coming year is attached.

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**AN INTEGRATED TIMETABLE**

This table attempts to show how consultation, the Corporate Plan and the annual Budget process can be integrated and linked over the coming year.

<b><u>Month</u></b>	<b><u>Consultation</u></b>	<b><u>Corporate Plan</u></b>	<b><u>Budget</u></b>
<b><u>2005</u></b>			
March		Draft Corporate Plan and 2005/06 Budget feed into Service Plans and Staff Targets.	
April		(14 <sup>th</sup> ) Advise PLG on approach and discuss State of District event and debate.	
		(25 <sup>th</sup> ) MT consideration of priorities, outcomes and targets for Corporate Plan.	
May	Use Babergh Matters to inform public of influence of S of D event in November 2004.	(9 <sup>th</sup> /10 <sup>th</sup> ) MT/HoS Away Days to start to develop revised long-term Corporate Plan for 2005/06, including priority, non-priority, performance and finance proposals.	
	(17 <sup>th</sup> ) Overview & Scrutiny (Stewardship) Committee consider Consultation Strategy.		
June		MT/HoS work up proposals to arrive at a draft revised Corporate Plan and Financial Strategy.	
	(23 <sup>rd</sup> ) Strategy Committee consider Consultation Strategy.	(23 <sup>rd</sup> ) Strategy Committee consider revised Corporate Plan and Financial Strategy for recommendation to Council.	
July	Make arrangements for consultation.		SFP Group of Overview and Scrutiny Members to consider financial position for 2006/07, including charges.
		(21 <sup>st</sup> ) PLG discussion about progress and State of District event.	
		(26 <sup>th</sup> ) Council approval to revised Corporate Plan for 2005/06 for inclusion on website; and to the Financial Strategy and the Consultation Strategy, including consultation on revised 2005/06 Plan.	

<u>Month</u>	<u>Consultation</u>	<u>Corporate Plan</u>	<u>Budget</u>
August	Consultation with Public and Partners, e.g. Residents Fora and Hard to Reach Groups on Corporate Plan and Service Standards.	(18 <sup>th</sup> ) Members Seminar discussion on latest position, future work and State of District event/debate.	
September	(1 <sup>st</sup> ) PLG discussion about consultation outcomes and preparations for State of District event.	SFP Group to consider financial position for 2006/07 in light of revised plan.	
	(22 <sup>nd</sup> ) State of District <u>Event</u> , involving public, youth, partners and Members.		
October	(18 <sup>th</sup> ) State of District <u>Debate</u> by Members about the outcomes from 22 September event, reaching conclusions about what changes should be made to a revised Corporate Plan for 2006/07 as a result.		
November	Use Babergh Matters to advise and consult public on outcome of State of District.	Officers work on the detailed revised Corporate Plan and Service Plans for 2006/07 in the light of the decisions on 18 October.	SFP Group work with officers to deliver a budget which reflects the Corporate Plan changes approved on 18 October and the Financial Strategy.
December			
<b><u>2006</u></b>			
January		(12 <sup>th</sup> ) Strategy Committee to consider draft revised Corporate Plan and Budget for 2006/07.	
February		(31 <sup>st</sup> January & 7 <sup>th</sup> February) Overview and Scrutiny Committees scrutinise draft revised Corporate Plan and Budget.	
		(9 <sup>th</sup> ) Strategy recommends revised Corporate Plan and Budget.	
		(23 <sup>rd</sup> ) Council approves revised Corporate Plan and Budget.	
		Officers complete Service Plans	
March	Council Tax Booklet reports outcome.	Plans included in Staff Targets.	
May	Use Babergh Matters to inform public, and tell partners.		

