<table>
<thead>
<tr>
<th>Stage No.</th>
<th>Stages in the Strategic &amp; Business Planning Process</th>
<th>Responsibility</th>
<th>Timetable</th>
<th>Issues Arising from Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Committee Planning Evening to address key issues and consider appropriateness of strategic objectives etc</td>
<td>Director</td>
<td>October</td>
<td>Current Practice</td>
</tr>
<tr>
<td>2.</td>
<td>Annual Budget Process Begins (at Officer level)</td>
<td>Management Team</td>
<td>November</td>
<td>Current Practice</td>
</tr>
<tr>
<td>3.</td>
<td>1\textsuperscript{st} Draft Budget</td>
<td>Head of Finance &amp; Corporate Services</td>
<td>January</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>2\textsuperscript{nd} and Final Draft Budget</td>
<td>Head of Finance &amp; Corporate Services</td>
<td>February</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>1\textsuperscript{st} Draft of Corporate Management Plan prepared</td>
<td>Director</td>
<td>March</td>
<td>Will be based on Q3 performance information as Q4 not yet available</td>
</tr>
<tr>
<td>6.</td>
<td>1\textsuperscript{st} Draft of Department Service Plans prepared</td>
<td>Heads of Service</td>
<td>March</td>
<td>Will be based on Q3 performance information as Q4 not yet available</td>
</tr>
<tr>
<td>7.</td>
<td>MT Consultation - Drafts discussed at MT meeting</td>
<td>All</td>
<td>March</td>
<td>Will be based on Q3 performance information as Q4 not yet available</td>
</tr>
<tr>
<td>8.</td>
<td>1\textsuperscript{st} Draft of Corporate Management Plan to Committee</td>
<td>Director</td>
<td>March</td>
<td>Will be based on Q3 performance information as Q4 not yet available</td>
</tr>
<tr>
<td>9.</td>
<td>1\textsuperscript{st} Final Draft of Department Service Plans to Sub Committee</td>
<td>Heads of Service</td>
<td>April / May</td>
<td>Will be based on provisional performance information / out turn figures for previous year end as Q4 not yet available</td>
</tr>
<tr>
<td>10.</td>
<td>2\textsuperscript{nd} &amp; Final Draft Corporate Management Plan prepared</td>
<td>Director</td>
<td>April / May</td>
<td>Will be based on provisional performance information / out turn figures for previous year end as Q4 not yet available</td>
</tr>
<tr>
<td>11.</td>
<td>2\textsuperscript{nd} &amp; Final Draft Departmental Service Plans prepared</td>
<td>Heads of Service</td>
<td>May / June</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Year End Review information prepared</td>
<td>Director / All</td>
<td>April / May</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Year End Review information considered by Mgt. Team</td>
<td>Director / All</td>
<td>April / May</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Year End Review considered by Management Committee</td>
<td>Director</td>
<td>May</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Approval of 2\textsuperscript{nd} &amp; Final Corporate Management Plan by Management Committee</td>
<td>Director</td>
<td>June</td>
<td>Current Practice</td>
</tr>
<tr>
<td>16.</td>
<td>Approval of 2\textsuperscript{nd} &amp; Final Departmental Plans by relevant Sub Committee</td>
<td>Dept. Managers</td>
<td>July / August</td>
<td>Will require to be based on pre audited financial statements for previous year</td>
</tr>
</tbody>
</table>
Strategic & Business Planning Cycle

Commence Annual Budget process
Future Strategy Considered at Planning Event

Prepare 1st Draft Budget
Prepare 1st Draft Corporate Plan and Departmental Service Plans

Review Quarterly
Corporate Management Plan
Departmental Service Plans
Annual Budget

Management Committee / Sub Committee Approval
Complete 2nd and Final Draft Plans

Budget and Plans Considered at Management Committee/ Sub Committee Meeting
Year End Performance Review