

MTP TIMETABLE 2008/9 – 2010/11

Month	Key Dates	Forum	Activity	Objective	Owner
June	20 th	EMT	Briefing	Brief EMT proposed planning assumptions.	JY
	25 th	LAG	Briefing	Brief LAG on proposed planning assumptions	JY
	27 th	COMT	Briefing	To consider feedback from EMT and agree planning assumptions	JY
	28 th	Finance key contacts	Briefing	To ensure finance teams are clear about requirements and their role in supporting HOS.	MP
July	2 nd		Service Planning & MTP guidance sent to HOS, together with templates for review and completion.	To provide guidance documents and issue templates for completion.	MP/JE
	3 rd	Key Service Contacts	Briefing	To ensure key contacts in service areas are clear about requirements and their role.	MP
August	4 th		Team Brief Information Item (or 1 st August?)	To communicate the process to staff on how they can engage with the process.	JY/CW
	24 th		Activity Mapping Templates & Capital Business Cases returned to Financial Service Managers & Capital Accountant.	Gather information from Services re resource implications going forward.	HoS
	27 th – 31 st		Financial Services Managers to review and collate templates and forward to Financial Strategy and Projects Team.	To facilitate QA of process and production of summary position.	FSM's

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September	3 rd – 14 th	Financial Strategy and Projects Team	QA of returned templates and Business Cases & production of initial summary position statement.	To ensure consistency of treatment across and between service areas and verify base position. Capital Accountant to review & manage schemes in accordance with Capital Investment Strategy	MP/JH/ Capital Accountant
	13 th	LG	Update on progress	Report progress & issues.	JY
	19 th	COMT	Update on progress	Report initial summary position & issues arising.	JY
	TBA	Property Review Group & ICT Review Group	Property Review Group & ICT Review Group to consider respective capital bids	To ensure compliance with AMP, ICT Strategy & robustness of business cases	DS/KB
	TBA	BIB	Business Investment Board	To determine proposed Capital Programme based on data presented by Capital Accountant	JY
October	1 st	LAG	Update on progress	Report initial summary position & issues arising.	JY
	2 nd – 18 th	Officer Challenge	Activity Mapping Challenge	To challenge the robustness and appropriateness of the MTP template submissions	JY/ Policy
	3 rd		Team Brief	To update staff on progress and the consultation process	JY/CW
	11 th	LG	Update on progress	Report progress & issues arising from Officer challenge.	JY
	TBA		Member Briefing on Challenge process	To ensure Members are fully aware of the process and their role.	JY
	17 th	COMT	Update on progress	Update on outcome of officer challenge and issues arising	JY

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	22nd	LAG	Update on progress	Update on outcome of officer challenge and issues arising	JY
November	1 st – 9 th	Member Challenge	Member Challenge of Revenue and Capital MTP	To make recommendations on investment and savings proposals	DS/JY
	7 th		Team Brief	To update staff on outcome of consultation process & progress to date	CW
	14 th	COMT	Update on progress	To review the implications of Member Challenge process.	JY
	15 th	LG	Update on progress	To review the implications of Member Challenge process.	JY
	TBA	LAG	Update on progress	To consider outcome & implications of Member Challenge and draft settlement	JY
	Mid		Draft settlement figures due		
	19 th – 30 th		Public/Partner consultation on priorities, including Bucks Business Group.	To inform Member decision making process	KP
December	TBA		Draft Service Plans completed	To set service outcomes within the context of the MTP, having involved customers and included their views	HoS
	12 th	COMT	COMT review draft Service Plans (presentation format)	To review the impact of resource allocation on service performance	Policy
	17 th	Cabinet	MTP and Direction of Travel Cabinet report	Define implications of draft medium term plan decisions on corporate performance and level of Council Tax increase	JY/JE

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	TBA		Public Consultation on CTax	To inform Member decision making process in light of available resources	KP
January	Mid		Financial settlement announced		
	TBA	Corporate Planning and Performance Scrutiny Committee	Scrutiny	To review the Capital Programme and Revenue Budget process.	Policy/JY
	TBA	COMT	Report on recommended MTP	To review the recommended Medium Term Plan in the context of the consultation & Scrutiny outcome.	JY
	TBA	LAG	Report on recommended MTP	To consider the recommended Medium Term Plan in the context of the consultation & Scrutiny outcome.	JY
	TBA	LG	Verbal update.		JY
	TBA	Cabinet	Draft Medium Term Financial Plan 08/09	To review MTP in light of Corporate review & recommend 2008-9 budget and indicative budgets for following two years	JY
February	TBA	Council	Draft Medium Term Financial Plan 08/09	Agree 2008-9 budget and indicative budgets for following two years	JY
March	5 th		Team Brief	To update staff on Budget Position	CW
	TBA	Regulatory and Audit Committee	Corporate Planning and Performance Scrutiny Committee to report to Regulatory and Audit Committee	To review process and make recommendations	Policy
	By 30 th		Cabinet Members' approval of Service Plans	Take decisions to agree Service Plans and resource allocation	JE
	30 th		Review MTP approach	To determine lessons learnt	JY