

Management Board
Business Planning 2011/12

*“Take note” paper by the Strategy, Planning & Performance Co-ordinator
Office of the Chief Executive*

Purpose

1. This paper sets out the proposed timetable for corporate and departmental business planning for 2011/12.

Actions for the Board

2. The Board is asked to take note.

Background

3. In previous years the House Service has set its business objectives and then requested the necessary funds. The advent of the Savings Programme means that this planning round is different: we are setting the financial envelope first and then drafting business plans in the light of that decision.

Outline

4. Assuming that the timetable below is acceptable to the Board, the OCE will prepare an outline corporate business plan for consideration at the December Management Board meeting.
5. We propose to engage with Business Management Directors, via the Resource Management Group, to develop departmental business plan templates in more detail.
6. The OCE will propose to BMDs that departmental business plans should:
 - Be shorter than in previous years.
 - Be based on the new strategy for the House service, developing a “line of sight” that links high-level corporate goals to personal objectives, via departmental and directorate objectives.
 - Be focused on the department as a whole, rather than being a collection of directorate-level plans (departments are encouraged, of course, to develop plans at a directorate or office level).
 - Reflect the commitments departments have made to reduce costs via the Savings Programme.
 - Incorporate performance indicators that they use currently and/or intend to develop for use in 2011/12.

Risk

7. OCE is aware that more work needs to be done on updating corporate risks in the light of the risk management project, and to identify new risks arising out of the new strategy. Separate proposals will be brought to the Board on this matter.

Proposed timetable for business planning 2011/12

When?	Who?	What?	Why?
9 Dec 2010	Management Board	Outline (very draft) corporate business plan	Agreement of broad approach / structure
13 Dec 2010	Commission	2011/12 Estimate	Formal agreement / sign-off
27 Jan 2011	Management Board	Draft corporate plan	Consideration of content
3 Feb 2011	Departments	Draft departmental plans	For OCE consideration / input to Board paper
17 Feb 2011	Management Board	Draft departmental plans	Consideration of inter-departmental dependencies; prioritisation; managing resources corporately.
14 Mar 2011 (NB: this is a deadline, not a meeting)	Management Board	Final corporate plan	Formal agreement / sign-off in readiness for consideration by Commission
10 Mar 2011	Departments	Final departmental plans	For OCE consideration / input to Board paper
21 Mar 2011	Commission	Final corporate plan	Formal agreement / sign-off
24 Mar 2011	Management Board	Final departmental plans	Formal agreement / sign-off

[s.40]

Office of the Chief Executive
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