

BUSINESS PLAN DEVELOPMENT AND CONSULTATION ARRANGEMENTS:

TIMESCALES AND PROCESS

Timescale	Action
30 November	Assistant Chief Executive (ACE) to prepare first 'roughcut' Draft of Business Plan and presentation regarding Business Plan and Process
Late Nov/ Early Dec	ACE, with support of Lead Human Resources Business Partner (LHRBP) and Communication and Consultation Manager (C&CM) develop communication plan
Early December	Corporate Management Board (CMB) workshop session – 8 Dec – to refine draft Business Plan/inform budget proposals
December	Chief Executive (CE) & LHRBP to work up process to facilitate workforce reduction within existing HR policies
Mid January	CE to brief all members of Divisional Management Teams (DMTs) regarding the content of the emerging Business Plan, consultation and agreement processes.
Mid January	CE, ACE and LHRBP to brief Trades Unions
18th January	Report to Cabinet
Late January	Letter to all staff detailing opportunities for alternative working arrangements.
Jan-Mar	ACE to develop methodology for Major Service Reviews (MSRs) in consultation with Borough Treasurer (BT) and LHRBP
3 February	<ul style="list-style-type: none"> • Submit draft Business Plan report for consideration by Council on 23 Feb 11; and • CE to submit draft report re: Partnership with LCC/JVC for Council on 23 Feb 11
23 Feb-23 Mar and beyond as necessary	Undertake consultation with stakeholders (e.g. Trade Unions, staff and partners)
24 Mar	Updated / Final Business Plan submitted for Council adoption on 13 Apr 11
IMPLEMENTATION	