

## MTEF TIMETABLE FOR PLANNING AND BUDGETING PERIOD 2020/21 – 2022/23

| Activity   | Responsible                                | Target Date            |
|--|--|------------------------|
| <b>Stage One:</b> Planning and Analysis Stage of Strategic and Financial Planning ( <i>delivery of key activities</i> )                        | Corporate Finance/CHR/Corporate Services   | April to June 2019     |
| Environmental Scan – Workforce Planning Technical Group Meeting  | CHR (Finance to attend)                    | 5 April 2019           |
| Initial discussion re: process for agreeing Strategic Objectives and developing Policy Priorities  | Corporate Services/Informal Leg Co (+ CLG) | 12 April 2019          |
| Document lessons learned from previous round   | Corporate Services/Directorates            | By 18 April 2019       |
| Environmental Scan Completed   | CHR  | By End April 2019      |
| Strategic Objectives reviewed and Policy Priorities developed by Directorates and Council Committees   | Corporate Services and Directorates        | By Mid-May 2019        |
| Agree Strategic Objectives and Policy Priorities (CLG & EMs)   | Corporate Services/CHR/Corporate Finance   | 24 May 2019            |
| Senior Leadership Forum – to set out Chief Secretary Vision and Mission and outline and prepare CLG and Senior Managers for the MTEF process   | CHR/Corporate Services/Corporate Finance   | 27 May 2019            |
| Strategic Objectives and Policy Priorities agreed by Executive Council   | Corporate Services                         | Early June 2019        |
| <b>Stage Two:</b> Development Stage of Strategic and Financial Planning ( <i>delivery of key activities</i> )                                  | Corporate Finance/CHR/Corporate Services   | June to August 2019    |
| Workforce Planning Meeting One held with every Directorate<br><i>Visioning Future Services and Understanding Future Workforce Requirements</i> | Workforce Plan Project Team                | 27 May to 30 June 2019 |

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|--|---|-------------------------------|
| Strategic Planning and Budget Guidelines and templates issued with budget ceilings to take account of approved Strategic Objectives and Policy Priorities                                    | Corporate Services                                    | 1 July 2019                   |
| Workforce Planning Meeting Two held with every Directorate<br><i>Analysing the Current Workforce and Identifying Gaps Between the Current and Future Workforce and prioritise those Gaps</i> | Workforce Plan Project Team                           | 1 July to 11 August 2019      |
| Preparation of Strategic Plans and Budgets   | Directorates  | July/ August 2019             |
| Workforce Planning Meeting Three held with every Directorate<br><i>Create the Workforce (Action) Plan</i>  | Workforce Plan Project Team                           | 12 August to 8 September 2019 |
| <b>Draft Strategic Plans, Budgets, Workforce Plans and other information submitted to Corporate Services</b>   | <b>Directorates</b>                                   | <b>Mid-September 2019</b>     |
| <b>Stage Three: Challenge and Refinement Stage of Strategic and Financial Planning (delivery of key activities)</b>  | Corporate Finance/CHR/Corporate Services              | September to December 2019    |
| Challenge process and review of draft Strategic Plans, Budgets and Workforce Plans   | Corporate Services/CHR/Corporate Finance/Directorates | Early October 2019            |
| Review and Revision of Plans and Budgets   | All   | Mid to Late October 2019      |
| Presentation to Council Committees   | Directorates supported by CPPU and Corporate Finance  | Mid to Late October 2019      |
| Draft Workforce Plan Developed into Final Plan   | CHR/Directorates                                      | October 2019                  |
| Presentation to Legislative Council (Informal)   | All   | Early November                |
| Submission of draft budget and discussion papers to DFID   | Corporate Services                                    | Late November                 |
| <b>Stage Four: Finalisation Stage of Strategic and Financial Planning (delivery of key activities)</b>   | Corporate Finance/CHR/Corporate Services              | December to March 2019        |
| Engagement with DFID   | SHG/DFID  | December – January 2020       |
| Finalisation of the budget – making any related changes to Strategic Plans and Workforce Plans   | All   | February 2020                 |
| Endorsement of Draft Budget  | Executive Council                                     | February 2020                 |

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|-----------------------|----------------------------|-------------|
| Final Budget Approval | Formal Legislative Council | March 2020  |

Corporate Services  
11 April 2019