

## 22. THE CCC FINANCIAL PLAN AND PROGRAMME : 2004 EDITION

<b>Officer responsible</b> Financial Services Manager	<b>Author</b> Paul Melton, DDI 941-1413
--	--

The purpose of this report is to seek elected member input into the 2003/04 planning process and to outline the 2004 Financial Plan and Programme timetable.

For a number of years now Committees have combined the end of year reporting with the forthcoming planning process. This approach works well as it ensures that matters arising from the review of past performance are fed directly through to the forthcoming Plan. For example if the Committee is concerned about the adequacy of some performance measures for 2001/02 then it is important that amendments are made to the 2004 Plan. Similarly if the Committee feels that past performance has indicated that some objectives are not relevant, it can request that this matter be reviewed as part of the planning process.

It is intended that these and similar type issues be incorporated into a Planning Statement which can be used by Units when they prepare their draft budgets for the 2004 Plan.

It may be that nothing of any substance arises from the monitoring process. In these circumstances there is therefore no need to prepare a Planning Statement.

Like last year's planning process, the Committee is also asked to consider key issues from Community Board Planning Statements.

The key issues are detailed in a separate report from Stephen Phillips, the Community Relations Manager, and they should be considered in conjunction with the monitoring reports.

The purpose of including key issues at this stage in the process is to ensure:

- that the Standing Committee is aware of community issues; and
- that if need be the Standing Committee can respond or add its weight by making a similar entry in its Planning Statement.

The more detailed issues such as project substitutions and new projects for year five will be left until February 2003. In February Standing Committees will have before them the draft operating and capital budgets and they will be in a better position to make these decisions.

### TIMETABLE

The timetable sequence is much the same as the previous year's.

The proposed timetable is as follows:

<b>August 2002</b>	Community Boards prepare Planning Statements
<b>September 2002</b>	Standing Committees review 2001/02 results and consider the key issues identified by Community Boards. Standing Committees to prepare if necessary their own Planning Statements.
<b>December 2002</b>	Business Units report back to Community Boards on the way project substitutions and proposals have been dealt with.
<b>Early February 2003</b>	Standing Committees meet to consider draft budgets, long term operating and capital projections and project substitutions and proposals.  The Grants Committee meets to prepare the grants recommendations for 2003/04.
<b>24 to 26 February and 28 February 2003 (and if required 3 March 2003)</b>	The Annual Plan Subcommittee meets to consider operating and capital budgets.

<b>25 March 2003</b>	The Council meets to adopt the Draft CCC Financial Plan and Programme : 2004 Edition.
<b>11 April 2003</b>	The Draft Plan is placed on the website for public comment and submissions.
<b>23 April 2003</b>	Printed copies of the Draft Plan are made available.
<b>28 May 2003</b>	Submissions on the Draft Plan close.
<b>23,24,25 and 27 June 2003 (and if required 30 June 2003)</b>	Hearing of submissions by the Strategy and Finance Committee. The Committee then meets to consider submissions and finalise its report to the Council.
<b>1 and 2 July 2003 (and if required 3 July 2003)</b>	Annual Plan Subcommittee meets to consider submissions and finalise its report to the Council.
<b>15 July 2003</b>	Council meeting to consider and adopt the CCC Financial Plan and Programme : 2004 Edition.

**Staff**

**Recommendation:** That where appropriate a Planning Statement for input into the 2004 Plan process be prepared.

**Chair's**

**Recommendation:** That the above programme be confirmed.