

10. ANNUAL PLANNING MATTERS

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As the planning for the 2001/02 financial year approaches its conclusion, it is important to now set up the mechanisms for commencing the planning for the 2002/03 year. Because of the pending elections, and the pause in activity during September and October, it will be necessary to vary the usual processes.

There are three key areas to address each year. These are as follows:-

- a) Project Proposals
- b) Planning Statement
- c) Objectives/Performance Indicators

PROJECT PROPOSALS

Historically this exercise provides the opportunity to identify possible new projects in the Board's community. This is co-ordinated following various levels of input from the community (through meetings with residents groups, schools, etc), and associated input from elected members and reporting officers.

There is, however, a particular restraint which will apply to this years programme. This has arisen from the present annual plan round.

On 23 March 2001 the Council resolved as follows in preparing the draft Plan:-

- "1. That in the coming three years all capital and operating budgets be contained within the projections in the Financial Plan, adjusted for inflation.*
- 2. That the provision for unspecified capital projects be deleted and the funding be held in a capital contingency fund to meet unforeseen costs. .*
- 3. That the unspecified operating sums in years 2, 3 and 4 be deleted."*

This outcome effectively places a moratorium on any new items of expenditure for the 2002/03, 2003/04 and 2004/05 financial years. Any new projects identified will therefore have to be "bids" for later years, unless the process of substitution for existing (and like for like) projects in the forward capital programme is used.

PLANNING STATEMENT

This is the more "philosophical" view prepared by the Board for forwarding to Council each year. In particular the Statement highlights "issues" in the community, and may also express support for some of the Council's initiatives.

The Statement is generally prepared based on various community views received during the course of the previous year.

At the present time, the process for the Council's receipt of the Planning Statement is under review.

OBJECTIVES/PERFORMANCE INDICATORS

These are the means by which the Board intends to achieve its "targets" set prior to each year. The performance against these targets are reported on twice in each year.

The objectives/performance indicators are required to be finalised by late February/early March prior to the Council finalising its draft Financial Plan.

The Board has the choice of preparing these now, with a referral to the incoming Board for its endorsement, or to leave the exercise completely to the incoming Board.

PROCESS FOR 2002/2003 FINANCIAL PLAN

With the present Board familiar with all areas (as above) of the programme it is suggested that the Finance and Planning Committee be tasked with preparing the draft "project proposal" list, the draft "Planning Statement", and the draft set of "Objectives/Performance Indicators" for the 2002/03 financial year.

The above tasks should be completed in time for adoption by the Board at its final scheduled meeting (4 September) prior to the elections.

Recommendation:- That the Finance and Planning Committee be tasked with preparing drafts of the 2002/03 Project Proposals, the Planning Statement and the Board's Objectives/Performance Indicators for the 2002/03 financial year for consideration by the Board on 4 September. (Noting that the Objectives/Performance Indicators will need to be referred to the incoming Board for endorsement).

Chairman's Recommendation: That the above recommendation be adopted.