

Meeting	OLC Board	For Information Only
Date of meeting	15 June 2023	Paper No: 127.7
Title	Budget & Business Plan - Timetable	
Sponsor	Laura Stroppolo (Head of Programme Management & Assurance)	
Status	OFFICIAL	
Executive summary		
<p>Following the 2022/23 Budget and Business Plan cycle, the Programme Management and Assurance team will continue to manage the 2023/24 Budget and Business Plan process through a programme management architecture.</p> <p>Appendix A details the high-level milestones which will be tracked during the year and progress will be shared with Executive and Management colleagues on a regular basis.</p> <p>A full lessons learned report was shared with ARAC and Board in April and May, which referenced the continued engagement with stakeholders and permission to factor in an early cut off point for trajectories.</p> <p>The 2022/23 Budget & Business Plan audit received a substantial audit rating and all agreed actions to the recommendations have been closed and tested. The Executive team remain committed to ensure the process remains as robust as possible. This includes the continuation of Executive Finance reviews, assumption reviews, and wider collaboration with the business.</p> <p>At the time of writing this paper, frequency and timings of the Performance Sub-Group Meetings haven't been factored into the milestones, and defining the principles for the budget setting which will be used for assurances to ARAC in October and January is yet to be completed.</p> <p>Due to timings and the final submission to the Legal Services Board in March 2024, if the OLC Board are unable to approve the Budget and Business Plan at the January 2024 Board meeting, it will require Delegated Chair approval as all papers will need to be shared with LSB on 27 February for the meeting on 26 March.</p> <p>The Programme Management & Assurance Team are managing the development of the OLC Strategy and the timings which pertain to consultation and engagement. This is being managed alongside the 24/25 Business Plan submission.</p>		
Recommendation / action required		
Board is asked to note		
Equality Diversity and Inclusion		
EDI implications	No	
Freedom of Information Act 2000 (Fol)		
Paragraph reference	N/A	

2024/25 Budget & Business Plan Programme Plan

1. Background

Following the Lessons Learned discussion in April, the Executive has commenced planning for the 2024/25 Budget and Business Plan process. The planning will be led by the Head of Programme Management & Assurance (HoPM&A) in collaboration with the Executive Team and key stakeholders.

2. Progress to date

The HoPM&A has produced the high-level milestone report in collaboration with the Chief Ombudsman and External Affairs Team. There has been a strong focus on stakeholder engagement as part of the development into the new OLC Strategy and this theme will continue as part of the 24/25 Budget and Business Plan process.

The Executive have agreed to maintain internal and external stakeholder engagement throughout the process, and this will kick start during the summer with the key focus being on the OLC Strategy which will aid the development of the 24/25 Business Plan. Early engagement with Finance and External Affairs colleagues has taken place to enable early thinking on budget requests, drafting and wider stakeholder engagement.

Executive Finance Reviews are scheduled in the diary throughout the year and will provide further opportunity for The Executive to challenge and scrutinise budget requests, in line with the current financial position. The additional rigour by the implementation of a change log between the Business Intelligence and Finance Teams will aid reporting to the Performance Sub Group and ARAC as we enter the 24/25 process.

The relationship between LeO and the LSB remains strong and will continue to engage on a regular basis throughout the process. The milestones will have been shared with LSB by the time of the June Board meeting.

3. Next steps

The Executive will be discussing the high-level mapping of work and engagement required for each month at the June Executive, which will also require a decision on how we will look to develop the Business Plan with staff over the coming year.

A meeting with the Chair of the Performance Sub Group (PSG) and the Chair of ARAC will be taking place on 5 June to discuss the timings of PSG meetings, the detail which will be required from The Executive, which will aid the thinking of having an earlier cut off date of trajectories. The meeting will also be used to understand the criteria ARAC

will set to allow The Executive to prepare a robust budget application, which will be intrinsically linked with performance data. Once this has been agreed, the PSG meetings will be scheduled in diaries and outputs will be shared with Board members as and when required.

High-level milestones

23/24

