

Meeting	OLC Board	Agenda Item No.	9
		Paper No.	106.7
Date of meeting	27 July 2020	Time required	20 minutes

Title	Budget Learning Review – Budget & Business Plan 21/22 Programme
Sponsor	Laura Stroppolo, Business Performance Manager
Status	OFFICIAL

Executive summary
<p>For the 21/22 Budget and Business Planning round LeO will be adopting a programme management approach in relation to tracking the activities associated with submitting a robust Budget and Business Plan.</p> <p>The paper includes the improvements this approach will bring, the governance that sits around the process and the next steps Management Team will be undertaking to embed the new approach.</p>
Recommendation/action required
Board is asked to NOTE the paper.

27 July 2020

Budget and Business Planning Round – Project Plan

Background

Following the lessons learnt from the Budget Learning Review, one of the key actions for LeO to address was the introduction of a project and programme approach for the Budget and Business Planning round.

This paper sets out the key improvements that have been made in adopting this approach and the next steps the Management Team will be taking forward over the coming weeks.

A draft copy of the project plan is appended to the paper.

Key Improvements

- The project has been devised to ensure it is operating a front loaded process, whereby the majority of the activities kick start over the summer;
- Integrates the work and activities that are required to compile both budget and business plan submissions , noting how these are intrinsically linked;
- Levels of approval have been defined which will be embedded by the new senior management re-structure and will provide the opportunity for more challenge to occur internally;
- Regular highlight reports will be produced and presented at the first Management Team of the month and will be reported to the Executive Team on an exceptions basis;
- The project plan will be sponsored by the Head of Governance and Strategy, whereby assurance from the Business Performance Manager will be provided on a monthly basis to the Project Sponsor.

Next Steps

- A full Management Team review is scheduled for the 28th July to review current Business Plan deliverables and how this will impact on next year's business plan, and the work we need to progress between now and September
- An initial conversation is to be scheduled between LeO and LSB regarding timing of receiving the Budget Acceptance criteria and our external consultation
- Future Board dates for the last quarter of the year are to be scheduled so the project plan has all meeting dates and milestones captured.
- Further engagement with the Chair as we finalise key dates over the coming weeks.

