

Meeting	OLC Board	Agenda Item No.	6
		Paper No.	121.5
Date of meeting	30 June 2022	Time required	20 minutes

Title	Budget & Business Plan 2023/24
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 at monthly Executive Team meetings as a standing agenda item.</p> <p>The findings of the 22/23 Budget & Business Plan audit will not have been finalised by the time this paper was issued, and these will be reviewed alongside the current schedule as outlined in Appendix A and the Lessons Learned report.</p> <p>Following the initial planning session with the Executive in June, additional rigour has been included in this year's plan with monthly Executive Finance Reviews now scheduled in diaries, these are separate from the monthly Executive Team meetings.</p> <p>Due to timings and the final submission to the Legal Services Board in March, if the OLC Board are unable to approve the Budget and Business Plan at the January 2023 Board meeting, it will require Delegated Chair approval as all papers will need to be shared with LSB on 21 Feb for the meeting on 21 March.</p> <p>The milestones will be updated once a decision is made on the development of a future strategy, which is due to be discussed by Board on 30 June In line with the previous year, the Executive are looking to run a 6-week consultation period from November to December (exact dates tbc) with a stakeholder event to be held as part of this.</p>
Recommendation/action required
Board is asked to NOTE the paper.

30 June 2022

Budget & Business Plan 2023/24

Background

Following the Lessons Learned report in May, the Executive has commenced planning for the 2023/24 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.

Progress to date

The Executive met on 15 June to formally kick off the 2023/24 Budget and Business Plan process. A high-level process mapping slide deck was presented by the HoPMA, which all of the Executive were in agreement with. Expectations were also managed in relation to the work and key deliverables required. The same slide deck will be presented to the Management Team on 23 June. Discussions were had around the development of the Strategy as part of the process and noted this will be discussed in more detail at the OLC Board.

The Executive have agreed to maintain internal and external stakeholder engagement throughout the process. In addition, the HoPMA will engage with External Affairs team to understand the most appropriate way of communicating with staff about the kicking off of the 2023/24 planning process.

The Executive remain committed to providing assurance to both ARAC and OLC Board on the robustness of the budget setting process, and additional Executive financial reviews have been scheduled in diaries to provide further rigour to the annual process. A meeting has been scheduled in diaries for the 6 July between the HoPM&A and the Chair of ARAC to discuss this year's criteria for the Budget Setting assurance paper.

At the start of Q1, GIAA commissioned an audit on the Budget and Business Plan process, which formed part of the Budget Setting criteria for ARAC last year. The final Budget and Business Plan audit will have concluded by early July and any recommendations which will strengthen the Budget and Business Plan process will be factored into the overarching plan and will help inform the criteria associated with the 2023/24 Budget Setting assurance papers.

A further meeting with the Chair of the Performance & Quality Task & Finish Group (P&Q) is to be scheduled to discuss the principles, format, and timings around the role of P&Q for the

2023/24 submission – the outputs of this meeting will be shared with the Chair of ARAC to help inform the budget setting assurance principles.

Early engagement with LSB continues and dates of LSB Board meetings have been shared, which has informed the approvals and milestones in relation to both the draft and final budget submissions. Given the 4 week lead in time for submission of LSB papers, the HoPMA has requested written confirmation from LSB around consultation timings and whether this is acceptable given the draft budget submission will be presented at the LSB meeting at the end of November.

Next steps

The Executive will be meeting on 19 July to discuss the outline of the 2023/24 Business Plan and develop Business Plan aims and priorities in advance of engagement with Management Team and wider internal engagement, including bringing skeleton documentation to the OLC Board seminar in September. A full detailed plan of activities and deliverables will be drafted and shared by the end of June, and work will be commissioned by the Finance Team during the summer months to collate the required budget information, which will be discussed and agreed by The Executive.

Appendix A

22/23

