



**Finance and Risk Committee  
One-Page Summary**

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| <b>AGENDA ITEM NO.</b>          | 9  |
| <b>TITLE</b>                    | ICU Budget 2016/17 Timetable   |
| <b>AUTHOR</b>                   | Malcolm Martin   |
| <b>EXECUTIVE SUMMARY</b>        | The Budget timetable outlines the key dates for the composition and approval of the 2016/17 budget.                        |
| <b>PURPOSE</b>                  | For the Finance and Risk Committee to note.  |
| <b>RISK IMPLICATIONS</b>        | Timetable is not adhered to thus having a knock on effect for Finance and Risk Committee and Board approval of the budget. |
| <b>FINANCIAL IMPLICATIONS</b>   | None   |
| <b>LEGAL REVIEW REQUIRED?</b>   | no   |
| <b>DECISION/ACTION REQUIRED</b> | To note.   |

## Budget 2016/17 Timetable

| Activity   | Whom                                     | Timescale                          |
|--|--|------------------------------------|
| Budget Heads-up  | SMT                                      | 21 January 2016                    |
| Launch Budget Process  | Leadership Team                          | 24 February                        |
| F&R to approve Budget timetable                                    | HOF&R                                    | 25 February                        |
| Issue Budget Guidance  | HOF&R                                    | 26 February                        |
| 10yr Capital Plan submission                                       | SMG/SMT                                  | 23 March                           |
| Issue 2016/17 Budget Templates                                     | HOF&R                                    | 4 April                            |
| Budget templates returned to HOF&R                                 | SMT                                      | 22 April                           |
| Initial meetings with HOF&R  | SMG/Budget Holders                       | 25-29 April                        |
| Submission of presentation slides                                  | SMG                                      | 29 April                           |
| Discussion of panel approach                                       | Panel<br>(President, DPFS, MD,<br>HOF&R) | <del>4/5 May</del><br>28 April     |
| 1 <sup>st</sup> Presentation to panel                              | SMG rep + Budget holder                  | <del>9 – 11 May</del><br>3 – 6 May |
| SMG Reflection on budget   | SMG                                      | 12 May                             |
| Leadership Reflection  | Leadership                               | 16 May                             |
| 2 <sup>nd</sup> submission of budget template to HOF&R (if needed) | SMG                                      | 20 May                             |
| 2 <sup>nd</sup> Presentation to panel                              | SMG rep + Budget holder                  | 23 – 27 May                        |
| Start preparation of budget paper to F&R                           | HOF&R                                    | 2 June 2016                        |
| SMG Final reflection   | SMG                                      | 9 June 2016                        |
| Circulation of F&R Papers  | HOF&R                                    | 9 June 2016                        |
| Presentation to Finance and Risk Committee                         | HOF&R                                    | 16 June 2016                       |
| Presentation to Board of Trustees                                  | MD                                       | 23 June 2016                       |