

Activity	April	May	June	July	August	September	October	November	December	January	February	March	
<b>Service Planning</b>	Service Plans approved by Portfolio Holder	Service planning for forthcoming year Time out for staff and managers to develop Service Plans					Draft Service Plans to Select Committees including priorities for following year if required	Corporate prioritisation process input					Service Plans amended in light of Budget. Staff input if appropriate
<b>Budget Planning</b>						Select Committees invited to recommend Service planning bids to Executive		Executive consider draft budget proposals	Government grant settlement	Executive consider draft budget	Council approve budget		
<b>Performance Management</b>	Quarterly Performance Management Report to Executive	Annual Action Statement approved by Executive	Best Value Performance Plan published	Quarterly Performance Management Report to Executive		Draft Annual Action Statement to Informal Executive	Quarterly Performance Management Report to Executive. Draft Audit letter received		Audit letter presented to Executive	Quarterly Performance Management Report to Executive		Best Value Performance Plan summary published. Annual Action statement completed	
<b>Human Resources</b>	Staff survey	Personal Development Plans for all staff including targets for coming year			Individual service directorate learning and development plans completed	Draft Human Resources input for Annual Action Statement	Corporate learning and development plan produced	Personal Development Plans				Finalise Human resources input to Annual Action Statement	All Heads of Service Personal Development Plans completed
<b>Public and Partner Consultation</b>		Annual Action Statement to Local Strategic Partnership	Update Local Strategic Partnership of achievements for previous year with Best Value Performance Plan				Draft Annual Action Statement to Local Strategic Partnership. Public budget consultation exercise. Draft Service plan summaries to Local Strategic Partnership					Best Value Performance Plan Service users consultation exercise. Service plan summaries to Local Strategic Partnership	

The Council's Planning Cycle includes all major milestones and targets for the Council from a corporate angle on a rolling annual basis. It sets out the integration of service and financial planning arrangements, and to show all staff when they can expect to receive their Personal Development

Plan and when the corporate learning and development plan is available. This Cycle is essential to show that the priorities flowing from the resource prioritisation process feed directly into the service planning process, which feeds into staff's Personal Development Plan.

It also acts as an information tool for Directors, Heads of Service and senior managers so planning and resources are more timely. If you have any queries about this Annual Planning Cycle, please contact Heidi Marshall on 823250 or [heidi.marshall@iow.gov.uk](mailto:heidi.marshall@iow.gov.uk)