

BUSINESS PLANNING

Summary: To review (1) the Business Plan Framework 2020-23, (2) the Work Programme 2020/21 and (3) the Budget 2020/21

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Recommendation: That the Executive Committee approves these documents and recommends that they are taken forward to the March Board meeting for adoption

PROGRESS TO DATE

- An all-employee workshop session focused on business planning and prioritisation. From this workshop the Business Planning Framework 2020-23 (*Appendix A*) was produced.
- The Executive Committee considered this framework in November 2019 and by the Board in December 2019
- Since then the team have been working on drafting the detailed Work Programme (*Appendix B*) and the draft Budget for 2020/21 (*Appendix C*).

KEY FACTORS IMPACTING THE BUDGET

- The budget is based on flat-line grants, i.e. the same as 2019/20, from Defra and our local authority partners. Defra should be confirming the settlement figure by the end of February.
- There are two new roles currently being recruited that have been built into the budget:
 - Finance Officer (0.6fte) – costs will be largely offset through a reduction in consultancy costs.
 - Corporate Partnerships and Fundraising Officer (full-time) – largely offset by:
 - SDF funding (£9,000) being allocated to support this role
 - One-day per week recharged to the LEADER programme
 - Increased income through:
 - Caring for the Cotswolds
 - Rural Skills corporate business
 - Advertising/ sponsorship
- There are significant corporate costs which have not been budgeted in previous years that must be included this year:
 - Property/ office improvements - £4,000
 - Website improvements - £7,000 (in addition to the £4,000 per annum support costs)
 - IT upgrades - £7,000
 - Health, safety and security improvements - £4,000

- The result is a deficit budget position of £22,500. Based on these figures the Board's useable funds would drop to around £60,000 by the end of the next financial year. The target is between £110,000 and £130,000.
- There is reason for the Board to be more confident that, in future years, the Defra settlement will increase. The scale of this increase is unclear but the Chief Executive will ensure that he is involved, as far as possible, in discussions with relevant stakeholders.

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