

ANNUAL PLAN (Forward Work Programme)

Timetable: Production of Annual Plan (April 2010 - March 2011)

PERIOD	ACTION	WHO	COMMENTS
30-Jun-09	<p>Consumer Focus Boards' Away Day (Consumer Focus Boards' initial input/discussion on 2010/2011 programmes) - Input into key programmes</p>	Consumer Focus Main Board Consumer Focus Scotland Board Consumer Focus Wales Board SMT Strategy & Planning Team	
09-Jul-09 - 10-Jul-09	<p>Consumer Focus Main Board's Away Day (Review of the key 2010/2011 programmes identified at the Boards' Away Day and agreement on direction of travel)</p>	Consumer Focus Main Board	
1-Aug-09 - 30-Sep-09	<p>Strategy Team engagement with Programme Leads and national equivalents in CF Scotland / CF Wales (Identify 2010/2011 programmes)</p> <p>Engage - Consumer Focus, CF Scotland, CF Wales engagement with external stakeholders to define 2010/2011 programmes and build business cases - Cross-organisational consultation</p> <p>Prepare -Strategy Team to support teams in preparing Business Cases to request approval of programmes to be undertaken</p> <p>Secure - Relevant management and Boards' approval of business cases authorising a programme</p>	Strategy & Planning Team	

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1-Oct-09 - 31-Oct-09	Produce Draft Annual Plan	Strategy & Planning Team	Ongoing discussion between BERR officials and the Strategy & Planning Team
1-Nov-09 - 31-Jan-10	12-week stakeholder Consultation on Annual Plan with stakeholders - Website and email - Write to MPs, MLAs, MSPs, AMs - Events with stakeholders	Ed Mayo - Consumer Focus Martyn Evans - Consumer Focus Scotland Maria Battle - Consumer Focus Wales	
5-Nov-09 - 6-Nov-09	Staff engagement @ staff event	SMT Strategy & Planning Team	Liaise with Internal Communications Coordinate with Consumer Focus Scotland/Wales
1-Feb-09 - 28-Feb-10	Post-Consultation Finalisation of Annual Plan - Review/incorporate stakeholder feedback - Secure approval from Consumer Focus Scotland/ Wales Boards	SMT Strategy & Planning Team	Ongoing discussion between BERR officials and the Strategy & Planning Team
28-Feb-09	Agreement of Annual Plan	Consumer Focus Main Board Consumer Focus Scotland Board Consumer Focus Wales Board SMT	Obtain sign-off form all 3 Boards (Details of the exact process for approval to be refined)
1-Mar-09 - 31-Mar-10	Publish Annual Plan - Design - Publish hard copies - Translate executive summary into Welsh - Publish on website - Distribute to stakeholders	Strategy & Planning Team	

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PERIOD	ACTION	WHO	COMMENTS
1-Mar-09 - 31-Mar-10	Align the Financial Ledgers with the Annual Plan (Finance to assign cost centres for each programme of work identified in the Annual Plan)	Strategy & Planning Team Director of Corporate Services	Liaise with Finance