

Annex 4

Corporate Plan Process Timetable

Key decision / milestones dates shown in **bold**

<b>When</b>	<b>What</b>	<b>Who</b>
May 2013	Project Initiation undertaken and cross organisational team established Stakeholder engagement scoped, mapped and planned Staff engagement scoped, mapped and planned Role of Board, EDT and Leadership Group scoped, mapped and planned	Corporate Planning  Communications & cross organisational team
<b>May 2013 (21<sup>st</sup>)</b>	<b>Process and Timetable confirmed</b>	<b>Board</b>
June & July 2013	Early engagement undertaken using four regional events based on a co-production approach of mixing external stakeholders, internal stakeholders, and Welsh Government Policy at each event.  Board engagement review and input session (Board meeting 9/7/13).  Ongoing and targeted engagement from key Board members and officials.  Drop in engagement at Royal Welsh Show (22-25/7/13) and Eisteddfod (4-11/8/13) to feature early indications of emerging issues and to gather final input before formal consultation.	Board, Leadership Group, Corporate Planning, cross organisational team, Departmental Sponsorship & Communications
July 2013	Review emerging business strategy and programme of organisational development, testing the “how we operate”.	Leadership group, Corporate Planning & Organisational Development
August 2013	Engagement output reviewed and collated into first draft of Corporate Plan.	Corporate Planning & cross organisational team
<b>September 2013 (10<sup>th</sup>)</b>	<b>Executive review first draft Corporate Plan</b>	<b>Executive &amp; cross organisational team</b>
<b>October 2013 (16<sup>th</sup>)</b>	<b>Board review first draft Corporate Plan</b>	<b>Board</b>
October 2013	First draft Corporate Plan prepared for public consultation	Corporate Planning & Communications
November & December 2013	Formal public consultation undertaken for eight weeks Preparation of Performance Framework undertaken as adjunct to Corporate Plan to demonstrate outcome contribution Equalities Impact Assessment undertaken	Corporate Planning, cross organisational team & Departmental Sponsorship
January 2014	Consultation responses reviewed and response prepared including redrafted Corporate Plan	Corporate Planning & cross organisational team
<b>January 2014</b>	<b>Executive review proposed consultation response and redrafted Corporate Plan</b>	<b>Executive &amp; cross organisational team</b>

<b>February 2014 (12<sup>th</sup>)</b>	<b>Board review &amp; confirm consultation response and redrafted Corporate Plan</b>	<b>Board</b>
February 2014	Final amendments and preparation of final draft Corporate Plan for Ministerial submission	Corporate Planning, cross organisational team & Communications
<b>March 2014 (3<sup>rd</sup>)</b>	<b>Formal submission of consultation response and final draft Corporate Plan to Minister Natural Resources &amp; Food</b>	<b>Chairman</b>
March 2014	Preparation of launch  Final update of Performance Framework	Corporate Planning, cross organisational team & Communications Corporate Planning & cross organisational team
<b>March 2014 (21<sup>st</sup>)</b>	<b>Ministerial approval</b>	<b>Departmental Sponsorship</b>
<b>April 2014 (1<sup>st</sup>)</b>	<b>Launch of Corporate Plan</b>	<b>Board, Executive &amp; Communications</b>