

## Service Delivery Plan (ADP) - Step by Step Description

Step Description	General Actor(s)	Specific Actor(s)	Indicative Timing	Statutory Deadline
1. Circulate Service Delivery Plan guidance and templates	County Executive	Governor's Delivery Unit and County Finance and Economic Planning	March	
2. Review service delivery targets and ongoing operational needs for the forthcoming year	County Executive and Non-State Actors	Departments and Sector Working Groups	April	
3. Prepare draft sector/departmental Service Delivery Plan				
4. Consolidate draft Service Delivery Plan and circulate to CEC (County Executive Committee) for initial review/approval				
5. On approval of Budget Estimates, circulate final guidance and templates to departments on Service Delivery Plan finalization as part of Budget Implementation Circular	County Executive	Governor's Delivery Unit and County Finance and Economic Planning	June-July	
6. Prepare final sector/departmental Service Delivery Plan	County Executive and Non-State Actors	Departments and Sector Working Groups	June-July	
7. Consolidate final Service Delivery Plan and circulate to CEC (County Executive Committee) for final approval	County Executive	Governor's Delivery Unit and County Finance and Economic Planning	June-July	
8. Approve the Service Delivery Plan, subject to agreed changes or adjustments	County Executive	CEC	June-July	
9. Publish Service Delivery Plan on County web site or other forum to enable public accessibility	County Executive	Governor's Delivery Unit and County Finance and Economic Planning		

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