

**Appendix 2**  
**Timeline for producing Operational Plan**

<b>Date</b>	<b>Product</b>	<b>Notes</b>
<b>February</b>	Gap analysis to be carried out between our existing strategic plans and the requirements of the Sustainability and Transformation Plan.	Completed.
<b>8 February</b>	Submit initial Operational Plans to NHS England.	Initial plans submitted, except the Better Care Fund as guidance is awaited from NHS England and Operational resilience as the template requires amendment by NHS England.
<b>22 February</b>	Operational Planning stocktake meeting with NHS England.	
<b>March (first two weeks)</b>	Governing Bodies asked to: - agree delegation for sign-off of operational plan submissions; and - approve financial plans and budgets.	
<b>March</b>	NHS England to review CCG operational plans, triangulated to provider Trust plans	
<b>March</b>	2 <sup>nd</sup> draft submission of the Operational Plans	
<b>31 March</b>	CCG to agree financial plan and budget.	
<b>31 March</b>	Contracts with providers to be agreed and signed.	
<b>31 March</b>	Sustainability and Transformation Plan to be developed in February/March prior to submission of base Plan to NHS England.	
<b>11 April</b>	Submission of final 16/17 Operational Plans, aligned to contracts.	
<b>March/April</b>	Risk identification to develop updated Board Assurance Framework.	
<b>May (first two weeks)</b>	Update on progress to be provided to the Governing Body.	
<b>30 June</b>	Submission to NHS England of full Sustainability and Transformation Plan.	
<b>31 July</b>	Assessment and Review of Sustainability and Transformation Plan.	