

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00	Preparation of reports	Partnership meetings	CCG Executive team / Directorate SLT meetings (DLTs) as needed	Bolton Council Corporate Leadership Team (CLT)	CCG Board meeting
10.00	Informal briefing for lead elected member				
11.00					
12.00	Cabinet Briefing				
1.00		Budget review	Greater Manchester system regional meetings		
2.00	Senior team 1-2-1s			Public Health Senior Team & time available for the DPH to use as they see fit to deliver their responsibilities and the strategic outcomes required	CPD, report preparation & time available for the DPH to use as they see fit to deliver their responsibilities and the strategic outcomes required
3.00		Time available for the DPH to use as they see fit to deliver their responsibilities and the strategic outcomes required			
4.00					
5.00					

This is an example plan only and due to the seniority and strategic nature of the DPH role it is expected that the post holder would scope and steer their own schedule based on their responsibilities and strategic objectives