

Budget and Medium Term Financial Planning Process for the year 2012/13			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2011/12 process, formulation of 2012/13 process and report to BRG 15 th September 2011, Cabinet 21 st September 2011, including:	01/09/2011	DD CFER / Financial Accountant
	<ul style="list-style-type: none"> Review of potential budget issues (BRG 11th August 2011); 	11/08/2011	CDR / DD CFER
	<ul style="list-style-type: none"> The Budget Consultation process (BRG 11th August 2011). 	11/08/2011	DD CFER / Financial Accountant/ Corp. Consultation Officer
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2012/13 onwards - for confirmation or otherwise; 	26/08/2011	Financial Accountant
	<ul style="list-style-type: none"> Any unavoidable cost increases arising from, for example, legislative or demand led changes (e.g. reduced income), be identified and included together with completion of 2010/11 outturn review; 	23/09/2011	Deputy Director/Accountants
	<ul style="list-style-type: none"> Return of completed responses with Business Cases completed for new proposals, to Corporate Accountancy for collation 23rd September 2011; 	23/09/2011	Deputy Director/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 10th October 2011; 	06/10/2011	DD CFER / Financial Accountant
	<ul style="list-style-type: none"> Responses to be presented to BRG 10th November for initial consideration. 	06/10/2011	DD CFER / Financial Accountant
3	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 7 th November, BRG 10 th November and Cabinet 23 rd November 2011, to formulate/consider budget proposals in detail prior to Joint Scrutiny Committee (Budget) / Workshop review 8 th December 2011.	02/11/2011	Deputy Director/Accountants
4	Capital Programme		
	<ul style="list-style-type: none"> Directors to review & confirm the provisionally approved capital schemes already contained within the 5 year capital programme (including a 'block allocation' for Cabinet approval of new schemes during the year); 	19/10/2011	Deputy Director/Accountants

	Project Plan	Deadline	Responsible Officer/s
	<ul style="list-style-type: none"> Formulation of new 5 year programme including appraisal forms etc to be submitted to the Asset Strategy Group (ASG) prior to submission to BRG; 	26/10/2011	Deputy Director/Accountants
	<ul style="list-style-type: none"> Capital Programme report to CMT 7th November, BRG 10th November 2011. 	02/11/2011	Deputy Director/Accountants
5	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 21 st November, base recharges to be completed by 30 th September 2011 to allow consultation period (to December 2011).	30/09/2011	Deputy Director/Accountants
6	State of Tamworth Debate, to inform the budget process.	25/10/2011	CMT
7	Budget Consultation – Cabinet receive 12 th October 2011, the results of the consultation process,	07/10/2011	Corporate Consultation Officer
8	Consideration of the adjusted base budget, at CMT 7 th November / BRG 10 th November / Cabinet 23 rd November 2011.	31/10/2011	CDR/DD CFER/Accountants
9	A meeting of Cabinet on 1 st December 2010 to receive/confirm budget proposals for Joint Scrutiny Committee (Budget) / Workshop consideration.	18/11/2011	CDR/DD CFER
10	Joint Scrutiny Committee (Budget) / Workshop 8 th December 2011.	25/11/2011	Leader
11	Council Tax Base – Adoption of the Council Tax Base Calculation for 2012/13 - to Cabinet 23 rd November 2011.	09/11/2011	Head of Revenues
12	Provisional HRA reform self financing settlement implications - to CMT on 5 th December / BRG 5 th January 2011.	30/11/2011	DD H&H / DD CFER / Chief Accountant
13	Initial Provisional RSG settlement implications - to CMT on 5 th December / BRG 5 th January 2011.	30/11/2011	DD CFER/Accountant
14	Draft Final Budget Reports to BRG 5 th January 2012 / Cabinet 11 th January 2012 and Joint Scrutiny Committee (Budget) 24 th January 2012.	30/12/2011	CDR/DD CFER
15	Implications of the final RSG & HRA reform self financing Settlement information to be considered/built into the budget proposals (as soon as available).	When available	CDR/DD CFER/Accountant
16	Final Budget Report including base budget to CMT on 13 th February / BRG 16 th February / Cabinet 22 nd February 2012.	08/02/2012	CDR/DD CFER
17	Final budget reports considered by Cabinet on 22 nd February 2012 who would recommend a budget to the Council meeting on 28 th February 2012.	08/02/2012	CDR/DD CFER