

<b>Budget and Medium Term Financial Planning Process for 2017/18</b>			
	<b>Project Plan</b>	<b>Deadline</b>	<b>Responsible Officer/s</b>
1	Review of the 2016/17 process, formulation of 2017/18 process and report, to Cabinet 28 <sup>th</sup> July, including:	28/07/2016	DOF
	<ul style="list-style-type: none"> <li>Review of potential budget issues;</li> </ul>	28/07/2016	EDCS / DOF
	<ul style="list-style-type: none"> <li>The Budget Consultation process.</li> </ul>	28/07/2016	DOF / Corp. Performance Manager
2	Policy Changes		
	<ul style="list-style-type: none"> <li>Circulation to Directors of provisionally approved policy changes for 2016/17 onwards - for confirmation or otherwise;</li> </ul>	31/08/2016	Accountants
Page 13	<ul style="list-style-type: none"> <li>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 2015/16 outturn review;</li> </ul>	30/09/2016	CMT/Accountants
	<ul style="list-style-type: none"> <li>Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation;</li> </ul>	30/09/2016	CMT/Accountants
	<ul style="list-style-type: none"> <li>Meeting of CMT to review all Revenue Policy Changes proposals on 17<sup>th</sup> October;</li> </ul>	17/10/2016	DOF / Accountants
	<ul style="list-style-type: none"> <li>Responses to be presented to Executive Management Team 7<sup>th</sup> November for initial consideration.</li> </ul>	17/10/2016	DOF / Accountants
3	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 31 <sup>st</sup> October, Executive Management Team 7 <sup>th</sup> November and Cabinet 24 <sup>th</sup> November, to formulate/consider budget proposals in detail prior to Budget Workshop review 1 <sup>st</sup> December.	31/10/2016	CMT/Accountants
4	Capital Programme		
	<ul style="list-style-type: none"> <li>Directors to review &amp; 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);</li> </ul>	17/10/2016	CMT/Accountants
	<ul style="list-style-type: none"> <li>Impact of any updated Stock Condition data assessed</li> </ul>	30/09/16	DOA/Head of Property Services

	<b>Project Plan</b>	<b>Deadline</b>	<b>Responsible Officer/s</b>
	<ul style="list-style-type: none"> <li>Formulation of new 5 year programme including appraisal forms etc to be submitted to the Asset Strategy Group (ASG) prior to submission to Executive Management Team;</li> </ul>	30/09/2016	CMT/Accountants
	<ul style="list-style-type: none"> <li>Capital Programme report to CMT 31<sup>st</sup> October, Executive Management Team 7<sup>th</sup> November.</li> </ul>	31/10/2016	CMT/Accountants
5	Budget Consultation – Cabinet receive 3 <sup>rd</sup> November, the results of the consultation process,	21/10/2016	Corporate Performance Manager
6	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 31 <sup>st</sup> October, base recharges to be completed by 31 <sup>st</sup> October to allow consultation period (to December 2016).	31/10/2016	CMT/Accountants
7	State of Tamworth Debate, to inform the budget process.	October/November	CMT
8	Consideration of the adjusted base budget, at CMT 31 <sup>st</sup> October / Executive Management Team 7 <sup>th</sup> November / Cabinet 24 <sup>th</sup> November.	31/10/2016	EDCS/DOF/Accountants
Page 14	Approval of the Council Tax Base Calculation for 2017/18 - to Cabinet 24 <sup>th</sup> November	11/11/2016	Head of Revenues
	A meeting of Cabinet on 24 <sup>th</sup> November to receive/confirm budget proposals for Budget Workshop consideration.	24/11/2016	EDCS/DOF
11	Leaders Budget Workshop 1 <sup>st</sup> December.	30/11/2016	Leader
12	Local Government Finance Settlement (LGFS) implications - to CMT on 19 <sup>th</sup> December / Executive Management Team 19 <sup>th</sup> December.	19/12/2016	DOF/Accountants
13	Draft Budget & MTFs Report to Executive Management Team 9 <sup>th</sup> January (or 16 <sup>th</sup> January) / Cabinet 19 <sup>th</sup> January and Joint Scrutiny Committee (Budget) 24 <sup>th</sup> January.	06/01/2017	EDCS/DOF
14	Final Business Rates forecast for 2017/18 - to Cabinet 19 <sup>th</sup> January.	11/01/2017	EDCS/DOF/ Head of Revenues
15	Implications of the final Business Rates forecast & LGFS information to be considered/built into the budget proposals (as soon as available).	January 2017	EDCS/DOF/Accountants
16	Final Budget & MTFs Report to CMT on 6 <sup>th</sup> February / Executive Management Team 6 <sup>th</sup> February.	31/01/2017	EDCS/DOF
17	Final budget reports considered by Cabinet on 16 <sup>th</sup> February who would recommend a budget to the Council meeting on 21 <sup>st</sup> February.	06/02/2017	EDCS/DOF