

Budget and Medium Term Financial Planning Process for 2018/19			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2017/18 process, formulation of 2018/19 process and report, to Cabinet 20 th July, including:	31/07/2017	DOF
	<ul style="list-style-type: none"> Review of potential budget issues; 	31/07/2017	EDCS / DOF
	<ul style="list-style-type: none"> The Budget Consultation process. 	31/07/2017	DOF / Knowledge & Performance Manager
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2017/18 onwards - for confirmation or otherwise; 	31/08/2017	Accountants
Page 11	<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 2016/17 outturn review; 	30/09/2017	CMT/Accountants
	<ul style="list-style-type: none"> Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation; 	30/09/2017	CMT/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 16th October; 	16/10/2017	DOF / Accountants
	<ul style="list-style-type: none"> Responses to be presented to Executive Management Team 6th November for initial consideration. 	16/10/2017	DOF / Accountants
3	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); 	30/09/2017	CMT/Accountants
	<ul style="list-style-type: none"> Impact of any updated Stock Condition data assessed 	30/09/2017	DOA/Head of Property Services
	<ul style="list-style-type: none"> Formulation of new 5 year programme including appraisal forms to be submitted to the Asset Strategy Group (ASG) prior to submission to Executive Management Team; 	30/09/2017	CMT/Accountants
	<ul style="list-style-type: none"> Capital Programme report to CMT 16th October, Executive Management Team 6th November. 	16/10/2017	CMT/Accountants

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4	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 16 th October, base recharges to be completed by 16 th October to allow consultation period (to December 2017).	16/10/2017	CMT/Accountants
5	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 16 th October, Executive Management Team 6 th November and Cabinet 30 th November, to formulate/consider budget proposals in detail prior to Leaders Budget Workshop review 7 th December.	16/10/2017	CMT/Accountants
6	Consideration of the adjusted base budget, at CMT 16 th October / Executive Management Team 6 th November / Cabinet 30 th November.	16/10/2017	EDCS/DOF/Accountants
7	Budget Consultation – Cabinet receive 2 nd November, the results of the consultation process,	20/10/2017	Knowledge & Performance Manager
8	Approval of the Council Tax Base Calculation for 2018/19 - to Cabinet 30 th November	17/11/2017	Head of Revenues
Page 12	A meeting of Cabinet on 30 th November to receive/confirm budget proposals for Budget Workshop consideration.	30/11/2017	EDCS/DOF
	Leaders Budget Workshop 7 th December.	07/12/2017	Leader
11	Local Government Finance Settlement (LGFS) implications - to CMT / Executive Management Team 18 th December.	18/12/2017	DOF/Accountants
12	Draft Budget & MTFs Report to Executive Management Team 15 th January / Cabinet 25 th January and Joint Scrutiny Committee (Budget) 30 th January.	08/01/2018	EDCS/DOF
13	Final Business Rates forecast for 2018/19 - to Cabinet 25 th January.	17/01/2018	EDCS/DOF/ Head of Revenues
14	Implications of the final Business Rates forecast & LGFS information to be considered/built into the budget proposals (as soon as available).	January 2018	EDCS/DOF/Accountants
15	Final Budget & MTFs Report to CMT on 5 th February / Executive Management Team 12 th February.	31/01/2018	EDCS/DOF
16	Final budget reports considered by Cabinet on 22 nd February who would recommend a budget to the Council meeting on 27 th February.	14/02/2018	EDCS/DOF