

Budget and Medium Term Financial Planning Process for 2018/19			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2018/19 process, formulation of 2019/20 process and report, to Cabinet 2 nd August, including:	31/07/2018	Executive Director Finance (EDF)
	<ul style="list-style-type: none"> Review of potential budget issues; 	31/07/2018	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> The Budget Consultation process. 	31/07/2018	EDF / Knowledge & Performance Manager
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2018/19 onwards - for confirmation or otherwise; 	31/08/2018	Accountants
Page 17	<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 2017/18 outturn review; 	30/09/2018	CMT/Accountants
	<ul style="list-style-type: none"> Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation; 	30/09/2018	CMT/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 17th October; 	17/10/2018	EDF / Accountants
	<ul style="list-style-type: none"> Responses to be presented to Executive Management Team 5th November for initial consideration. 	17/10/2018	EDF / 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); 	30/09/2018	CMT/Accountants
	<ul style="list-style-type: none"> Impact of any updated Stock Condition data assessed 	30/09/2018	Assistant Director Assets
	<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; 	30/09/2018	CMT/Accountants
	<ul style="list-style-type: none"> Capital Programme report to CMT 17th October, Executive Management Team 5th November. 	17/10/2018	CMT/Accountants

	Project Plan	Deadline	Responsible Officer/s
4	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 17 th October, base recharges to be completed by 17 th October to allow consultation period (to December 2018).	17/10/2018	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.	17/10/2018	CMT/Accountants
6	Consideration of the adjusted base budget, at CMT 17 th October / Executive Management Team 5 th November / Cabinet 29 th November.	17/10/2018	EDF/ADF/Accountants
7	Budget Consultation – Cabinet receive 8 th November, the results of the consultation process.	20/10/2018	Knowledge & Performance Manager
8	Approval of the Council Tax Base Calculation for 2019/20 - to Cabinet 29 th November.	17/11/2018	Head of Revenues
Page 10 of 8	A meeting of Cabinet on 29 th November to receive/confirm budget proposals for Budget Workshop consideration.	29/11/2018	EDF/ADF
	Leaders Budget Workshop 6 th December.	06/12/2018	Leader
11	Local Government Finance Settlement (LGFS) implications - to CMT / Executive Management Team 20 th December.	20/12/2018	EDF/Accountants
12	Draft Budget & MTFs Report to Executive Management Team 14 th January / Cabinet 24 th January and Joint Scrutiny Committee (Budget) 30 th January.	08/01/2019	EDF/ADF
13	Final Business Rates forecast for 2019/20 - to Cabinet 24 th January.	17/01/2019	EDF/ADF/ 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 2019	EDF/ADF/Accountants
15	Final Budget & MTFs Report to CMT on 6 th February / Executive Management Team 11 th February.	31/01/2019	EDCS/DOF
16	Final budget reports considered by Cabinet on 21 st February who would recommend a budget to the Council meeting on 26 th February.	14/02/2019	EDCS/DOF