

<b>Budget and Medium Term Financial Planning Process for 2020/21</b>			
	<b>Project Plan</b>	<b>Deadline</b>	<b>Responsible Officer/s</b>
1	Review of the 2019/20 process, formulation of 2020/21 process and report, to Cabinet 15 <sup>th</sup> August, including:	31/07/2019	Executive Director Finance (EDF)
	<ul style="list-style-type: none"> <li>Review of potential budget issues;</li> </ul>	31/07/2019	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> <li>The Budget Consultation process.</li> </ul>	31/07/2019	EDF / Knowledge & Performance Manager
2	Policy Changes		
	<ul style="list-style-type: none"> <li>Circulation to Directors of provisionally approved policy changes for 2019/20 onwards - for confirmation or otherwise;</li> </ul>	31/08/2019	Accountants
Page 19	<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 2018/19 outturn review;</li> </ul>	30/09/2019	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>	30/09/2019	CMT/Accountants
	<ul style="list-style-type: none"> <li>Meeting of CMT to review all Revenue Policy Changes proposals on 16<sup>th</sup> October;</li> </ul>	16/10/2019	EDF / Accountants
	<ul style="list-style-type: none"> <li>Responses to be presented to Executive Management Team 4<sup>th</sup> November for initial consideration.</li> </ul>	16/10/2019	EDF / Accountants
3	Corporate Capital Strategy and 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>	30/09/2019	CMT/Accountants
	<ul style="list-style-type: none"> <li>Impact of any updated Stock Condition data assessed</li> </ul>	30/09/2019	Assistant Director Assets
	<ul style="list-style-type: none"> <li>Formulation of new 5 year programme including appraisal forms to be submitted to the Asset Strategy Steering Group (ASSG) prior to submission to Executive Management Team;</li> </ul>	30/09/2019	CMT/Accountants
	<ul style="list-style-type: none"> <li>Capital Programme report to CMT 16<sup>th</sup> October, Executive Management Team 4<sup>th</sup> November.</li> </ul>	16/10/2019	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 <sup>th</sup> October, base recharges to be completed by 16 <sup>th</sup> October to allow consultation period (to December 2019).	16/10/2019	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 <sup>th</sup> October, Executive Management Team 4 <sup>th</sup> November and Cabinet 28 <sup>th</sup> November, to formulate/consider budget proposals in detail prior to Leaders Budget Workshop review 12 <sup>th</sup> December.	16/10/2019	CMT/Accountants
6	Consideration of the adjusted base budget, at CMT 16 <sup>th</sup> October / Executive Management Team 4 <sup>th</sup> November / Cabinet 28 <sup>th</sup> November.	16/10/2019	EDF/ADF/Accountants
7	Budget Consultation – Cabinet receive 7 <sup>th</sup> November, the results of the consultation process.	25/10/2019	Knowledge, Performance & Insight Manager
8	Approval of the Council Tax Base Calculation for 2020/21 - to Cabinet 28 <sup>th</sup> November.	15/11/2019	Head of Revenues
Page 20	A meeting of Cabinet on 28 <sup>th</sup> November to receive/confirm budget proposals for Budget Workshop consideration.	28/11/2019	EDF/ADF
	Leaders Budget Workshop 4 <sup>th</sup> December.	04/12/2019	Leader
11	Local Government Finance Settlement (LGFS) implications - to CMT / Executive Management Team 20 <sup>th</sup> December.	20/12/2019	EDF/Accountants
12	Draft Budget & MTFS Report to Executive Management Team 13 <sup>th</sup> January / Cabinet 23 <sup>rd</sup> January and Joint Scrutiny Committee (Budget) 30 <sup>th</sup> January.	08/01/2020	EDF/ADF
13	Final Business Rates forecast for 2020/21 - to Cabinet 23 <sup>rd</sup> January.	13/01/2020	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 2020	EDF/ADF/Accountants
15	Final Budget & MTFS Report to CMT on 5 <sup>th</sup> February / Executive Management Team 10 <sup>th</sup> February.	31/01/2020	EDCS/DOF
16	Final budget reports considered by Cabinet on 20 <sup>th</sup> February who would recommend a budget to the Council meeting on 25 <sup>th</sup> February.	11/02/2020	EDCS/DOF