

Budget and Medium Term Financial Planning Process for 2021/22			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2020/21 process, formulation of 2021/22 process and report, to Cabinet 20 th August, including:	31/07/2020	Executive Director Finance (EDF)
	<ul style="list-style-type: none"> Review of potential budget issues; 	31/07/2020	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> The Budget Consultation process. 	31/07/2020	EDF / Knowledge & Performance Manager
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2020/21 onwards - for confirmation or otherwise; 	31/08/2020	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 2019/20 outturn review; 	30/09/2020	CMT/Accountants
	<ul style="list-style-type: none"> Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation; 	30/09/2020	CMT/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 15th October; 	15/10/2020	EDF / Accountants
	<ul style="list-style-type: none"> Responses to be presented to Executive Management Team 2nd November for initial consideration. 	15/10/2020	EDF / Accountants
3	Corporate Capital Strategy and 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); 	30/09/2020	CMT/Accountants
	<ul style="list-style-type: none"> Impact of any updated Stock Condition data assessed 	30/09/2020	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 Steering Group (ASSG) prior to submission to Executive Management Team; 	30/09/2020	CMT/Accountants
	<ul style="list-style-type: none"> Capital Programme report to CMT 15th October, Executive Management Team 2nd November. 	15/10/2020	CMT/Accountants

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4	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 15 th October, base recharges to be completed by 15 th October to allow consultation period (to December 2020).	15/10/2020	CMT/Accountants
5	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 15 th October, Executive Management Team 2 nd November and Cabinet 3 rd December, to formulate/consider budget proposals in detail prior to Leaders Budget Workshop review 2 nd December.	15/10/2020	CMT/Accountants
6	Consideration of the adjusted base budget, at CMT 15 th October / Executive Management Team 2 nd November / Cabinet 3 rd December.	15/10/2020	EDF/ADF/Accountants
7	Budget Consultation – Cabinet receive 12 th November, the results of the consultation process.	25/10/2020	Knowledge, Performance & Insight Manager
8	Approval of the Council Tax Base Calculation for 2021/22 - to Cabinet 3 rd December.	15/11/2020	Head of Revenues
9	A meeting of Cabinet on 3 rd December to receive/confirm budget proposals for Budget Workshop consideration.	03/12/2020	EDF/ADF
10	Leaders Budget Workshop 2 nd December.	02/12/2020	Leader
11	Local Government Finance Settlement (LGFS) implications - to CMT / Executive Management Team 17 th December.	17/12/2020	EDF/Accountants
12	Draft Budget & MTFs Report to Executive Management Team 11 th January / Cabinet 21 st January and Joint Scrutiny Committee (Budget) 27 th January.	08/01/2021	EDF/ADF
13	Final Business Rates forecast for 2021/22 - to Cabinet 21 st January.	13/01/2021	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 2021	EDF/ADF/Accountants
15	Final Budget & MTFs Report to CMT on 4 th February / Executive Management Team 8 th February.	31/01/2021	EDCS/DOF
16	Final budget reports considered by Cabinet on 18 th February who would recommend a budget to the Council meeting on 23 rd February.	11/02/2021	EDCS/DOF