

<b>Budget and Medium Term Financial Planning Process for 2022/23</b>			
	<b>Project Plan</b>	<b>Deadline</b>	<b>Responsible Officer/s</b>
1	Review of the 2021/22 process, formulation of 2022/23 process and report, to Cabinet 19 <sup>th</sup> August, including:	31/07/2021	Executive Director Finance (EDF)
	<ul style="list-style-type: none"> <li>Review of potential budget issues;</li> </ul>	31/07/2021	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> <li>The Budget Consultation process.</li> </ul>	31/07/2021	EDF / ADP / Public Relations Manager
2	Policy Changes		
	<ul style="list-style-type: none"> <li>Circulation to Directors of provisionally approved policy changes for 2021/22 onwards - for confirmation or otherwise;</li> </ul>	31/08/2021	Accountants
Page 15	<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 2020/21 outturn review;</li> </ul>	30/09/2021	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>	30/09/2021	CMT/Accountants
	<ul style="list-style-type: none"> <li>Meeting of CMT to review all Revenue Policy Changes proposals on 21<sup>st</sup> October;</li> </ul>	15/10/2021	EDF / Accountants
	<ul style="list-style-type: none"> <li>Responses to be presented to Executive Management Team 15<sup>th</sup> November for initial consideration.</li> </ul>	21/10/2021	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>	30/09/2021	CMT/Accountants
	<ul style="list-style-type: none"> <li>Impact of any updated Stock Condition data assessed</li> </ul>	30/09/2021	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) 6<sup>th</sup> October, prior to submission to Executive Management Team;</li> </ul>	30/09/2021	CMT/Accountants
	<ul style="list-style-type: none"> <li>Capital Programme report to CMT 21<sup>st</sup> October, Executive Management Team 15<sup>th</sup> November.</li> </ul>	15/10/2021	CMT/Accountants

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4	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 21 <sup>st</sup> October, base recharges to be completed by 15 <sup>th</sup> October to allow consultation period (to December 2021).	15/10/2021	CMT/Accountants
5	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 21 <sup>st</sup> October, Executive Management Team 15 <sup>th</sup> November, Leaders Budget Workshop review 1 <sup>st</sup> December and Cabinet 2 <sup>nd</sup> December, to formulate/consider budget proposals in detail.	15/10/2021	CMT/Accountants
6	Consideration of the adjusted base budget, at CMT 21 <sup>st</sup> October / Executive Management Team 15 <sup>th</sup> November / Cabinet 2 <sup>nd</sup> December.	15/10/2021	EDF/ADF/Accountants
7	Budget Consultation – Cabinet receive 11 <sup>th</sup> November, the results of the consultation process.	25/10/2021	Public Relations Manager
8	Approval of the Council Tax Base Calculation for 2022/23 - to Cabinet 2 <sup>nd</sup> December.	15/11/2021	Head of Revenues
Page 6 of 6	Leaders Budget Workshop 1 <sup>st</sup> December.	01/12/2021	Leader
	A meeting of Cabinet on 2 <sup>nd</sup> December to receive/confirm budget proposals.	02/12/2021	EDF/ADF
11	Local Government Finance Settlement (LGFS) implications - to CMT / Executive Management Team 17 <sup>th</sup> December.	17/12/2021	EDF/Accountants
12	Draft Budget & MTFS Report to Executive Management Team 10 <sup>th</sup> January / Cabinet 20 <sup>th</sup> January and Joint Scrutiny Committee (Budget) 26 <sup>th</sup> January.	07/01/2022	EDF/ADF
13	Final Business Rates forecast for 2022/23 - to Cabinet 20 <sup>th</sup> January.	13/01/2022	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 2022	EDF/ADF/Accountants
15	Final Budget & MTFS Report to CMT on 3 <sup>rd</sup> February / Executive Management Team 7 <sup>th</sup> February.	31/01/2022	EDF/ADF
16	Final budget reports considered by Cabinet on 17 <sup>th</sup> February who would recommend a budget to the Council meeting on 22 <sup>nd</sup> February.	09/02/2022	EDF/ADF