

Budget and Medium Term Financial Planning Process for 2022/23			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2021/22 process, formulation of 2022/23 process and report, to Cabinet 19 th August, including:	31/07/2021	Executive Director Finance (EDF)
	<ul style="list-style-type: none"> Review of potential budget issues; 	31/07/2021	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> The Budget Consultation process. 	31/07/2021	EDF / ADP / Public Relations Manager
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2021/22 onwards - for confirmation or otherwise; 	31/08/2021	Accountants
	<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 2020/21 outturn review; 	30/09/2021	CMT/Accountants
	<ul style="list-style-type: none"> Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation; 	30/09/2021	CMT/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 21st October; 	15/10/2021	EDF / Accountants
	<ul style="list-style-type: none"> Responses to be presented to Executive Management Team 15th November for initial consideration. 	21/10/2021	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); 	30/09/2021	CMT/Accountants
	<ul style="list-style-type: none"> Impact of any updated Stock Condition data assessed 	30/09/2021	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) 6th October, prior to submission to Executive Management Team; 	30/09/2021	CMT/Accountants
	<ul style="list-style-type: none"> Capital Programme report to CMT 21st October, Executive Management Team 15th November. 	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 st October, base recharges to be completed by 15 th 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 st October, Executive Management Team 15 th November, Leaders Budget Workshop review 1 st December and Cabinet 2 nd December, to formulate/consider budget proposals in detail.	15/10/2021	CMT/Accountants
6	Consideration of the adjusted base budget, at CMT 21 st October / Executive Management Team 15 th November / Cabinet 2 nd December.	15/10/2021	EDF/ADF/Accountants
7	Budget Consultation – Cabinet receive 11 th 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 nd December.	15/11/2021	Head of Revenues
9	Leaders Budget Workshop 1 st December.	01/12/2021	Leader
10	A meeting of Cabinet on 2 nd December to receive/confirm budget proposals.	02/12/2021	EDF/ADF
11	Local Government Finance Settlement (LGFS) implications - to CMT / Executive Management Team 17 th December.	17/12/2021	EDF/Accountants
12	Draft Budget & MTFs Report to Executive Management Team 10 th January / Cabinet 20 th January and Joint Scrutiny Committee (Budget) 26 th January.	07/01/2022	EDF/ADF
13	Final Business Rates forecast for 2022/23 - to Cabinet 20 th 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 rd February / Executive Management Team 7 th February.	31/01/2022	EDF/ADF
16	Final budget reports considered by Cabinet on 17 th February who would recommend a budget to the Council meeting on 22 nd February.	09/02/2022	EDF/ADF