

Budget and Medium Term Financial Planning Process for 2023/24			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2022/23 process, formulation of 2023/24 process and report, to Cabinet 8 th September, including:	31/08/2022	Executive Director Finance (EDF)
	<ul style="list-style-type: none"> Review of potential budget issues; 	31/08/2022	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> The Consultation process. 	31/08/2022	EDF / ADP / Public Relations Manager
	<ul style="list-style-type: none"> Members Seminar - Annual Survey, September 2022 	30/09/2022	Head of Communications
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2022/23 onwards - for confirmation or otherwise; 	31/08/2022	Accountants
Page 101	<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 2021/22 outturn review; 	30/09/2022	CMT/Accountants
	<ul style="list-style-type: none"> Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation; 	30/09/2022	CMT/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 20th October; 	15/10/2022	EDF / Accountants
	<ul style="list-style-type: none"> Members Seminar to consider emerging policy changes, October 2022 	15/10/2022	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> Responses to be presented to Executive Management Team 14th November for initial consideration. 	21/10/2022	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); 	30/09/2022	CMT/Accountants
	<ul style="list-style-type: none"> Impact of any updated Stock Condition data assessed 	30/09/2022	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) 5th October, prior to submission to Executive Management Team; 	30/09/2022	CMT/Accountants
	<ul style="list-style-type: none"> Members Seminar to consider emerging Capital scheme proposals, October 2022 	31/10/2022	EDF / Assistant Director Finance (ADF)

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	<ul style="list-style-type: none"> Capital Programme report to CMT 20th October, Executive Management Team 14th November. 	15/10/2022	CMT/Accountants
4	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be circulated to CMT by 31 th October, base recharges to be completed by 31 st October to allow consultation period (to December 2022).	31/10/2022	CMT/Accountants
5	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 20 th October, Executive Management Team 14 th November, Leaders Budget Workshop review 30 th November and Cabinet 1 st December, to formulate/consider budget proposals in detail.	15/10/2022	CMT/Accountants
6	Consideration of the adjusted base budget, at CMT 20 th October / Executive Management Team 14 th November / Cabinet 1 st December.	15/10/2022	EDF/ADF/Accountants
7	Annual Survey 2022 – Cabinet receive 1 st December, the results of the consultation process.	25/10/2022	Public Relations Manager
8	Approval of the Council Tax Base Calculation for 2022/23 - to Cabinet 15 th December.	30/11/2022	Head of Revenues & Benefits
9	Leaders Budget Workshop 30 th November.	30/11/2022	Leader
10	A meeting of Cabinet on 1 st December to receive/confirm budget proposals.	01/12/2022	EDF/ADF
11	Local Government Finance Settlement (LGFS) implications - to CMT / Executive Management Team 22 nd December.	22/12/2022	EDF/Accountants
12	Draft Budget & MTFs Report to Executive Management Team 9 th January / Cabinet 19 th January and Joint Scrutiny Committee (Budget) 25 th January.	06/01/2023	EDF/ADF
13	Final Business Rates forecast for 2022/23 - to Cabinet 19 th January.	13/01/2023	EDF/ADF/ Head of Revenues & Benefits
14	Implications of the final Business Rates forecast & LGFS information to be considered/built into the budget proposals (as soon as available).	January 2023	EDF/ADF/Accountants
15	Final Budget & MTFs Report to CMT on 2 nd February / Executive Management Team 6 th February.	31/01/2023	EDF/ADF
16	Final budget reports considered by Cabinet on 22 nd February who would recommend a budget to the Council meeting on 28 th February.	14/02/2023	EDF/ADF