

Budget and Medium Term Financial Planning Process for 2024/25			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2023/24 process, formulation of 2024/25 process and report, to Cabinet 31 st August, including:	31/08/2023	Executive Director Finance (EDF)
	<ul style="list-style-type: none"> Review of potential budget issues; 	31/08/2023	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> The Consultation process. 	31/08/2023	EDF / ADP / Head of Communications
	<ul style="list-style-type: none"> Members Seminar - Annual Survey, September 2022 	30/09/2023	Head of Communications
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2023/24 onwards - for confirmation or otherwise; 	31/08/2023	Accountants
Page 15	<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 2022/23 outturn review; 	30/09/2023	CMT/Accountants
	<ul style="list-style-type: none"> Return of responses with funded Business Cases completed for new proposals, to Accountancy for collation; 	30/09/2023	CMT/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 12th October; 	10/10/2023	EDF / Accountants
	<ul style="list-style-type: none"> Members Seminar to consider emerging policy changes, October 	31/10/2023	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> Responses to be presented to Executive Management Team 6th November for initial consideration. 	28/10/2023	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); 	20/09/2023	CMT/Accountants
	<ul style="list-style-type: none"> Impact of any updated Stock Condition data assessed 	20/09/2023	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) 21st September, prior to submission to Executive Management Team; 	20/09/2023	CMT/Accountants
	<ul style="list-style-type: none"> Members Seminar to consider emerging Capital scheme proposals, October 	31/10/2023	EDF / Assistant Director Finance (ADF)

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	<ul style="list-style-type: none"> Capital Programme report to CMT 12th October, Executive Management Team 6th November. 	10/10/2023	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 2023).	31/10/2023	CMT/Accountants
5	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 12 th October, Executive Management Team 6 th November, Leaders Budget Workshop review 29 th November and Cabinet 30 th November, to formulate/consider budget proposals in detail.	10/10/2023	CMT/Accountants
6	Consideration of the adjusted base budget, at CMT 26 th October / Executive Management Team 6 th November / Cabinet 30 th November.	20/10/2023	EDF/ADF/Accountants
7	Annual Survey 2023 – Cabinet receive 30 th November, the results of the consultation process.	25/10/2023	Head of Corporate Communications
Pages 16	Approval of the Council Tax Base Calculation for 2024/25 - to Cabinet 14 th December.	29/11/2023	Head of Revenues & Benefits
	Leaders Budget Workshop 29 th November.	29/11/2023	Leader
10	A meeting of Cabinet on 30 th November to receive/confirm budget proposals.	30/11/2023	EDF/ADF
11	Local Government Finance Settlement (LGFS) implications - to CMT / Executive Management Team by 22 nd December.	22/12/2023	EDF/Accountants
12	Draft Budget & MTFs Report to Executive Management Team 15 th January / Cabinet 25 th January and Joint Scrutiny Committee (Budget) 31 st January	06/01/2024	EDF/ADF
13	Final Business Rates forecast for 2024/25 - to Cabinet 25 th January.	17/01/2024	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 2024	EDF/ADF/Accountants
15	Final Budget & MTFs Report to CMT on 8 th February / Executive Management Team 12 th February.	01/02/2024	EDF/ADF
16	Final budget reports considered by Cabinet on 22 nd February who would recommend a budget to the Council meeting on 27 th February.	14/02/2024	EDF/ADF