

Budget and Medium Term Financial Planning Process for 2025/26			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2024/25 process, formulation of 2025/26 process and report, to Cabinet 29th August, including:	29/08/2024	Executive Director Finance (EDF)
	<ul style="list-style-type: none"> Review of potential budget issues; 	29/08/2024	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> The Consultation process. 	29/08/2024	EDF / ADP / Head of Communications
	<ul style="list-style-type: none"> Members Seminar - Annual Survey, September 2024 	30/09/2024	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; 	31/08/2024	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 2023/24 outturn review; 	30/09/2024	CMT/Accountants
	<ul style="list-style-type: none"> Return of responses with funded Business Cases completed for new proposals, to Accountancy for collation; 	30/09/2024	CMT/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 10th October; 	10/10/2024	EDF / Accountants
	<ul style="list-style-type: none"> Members Seminar to consider emerging policy changes, October 	28/10/2024	EDF / Assistant Director Finance (ADF)
	<ul style="list-style-type: none"> Responses to be presented to Executive Management Team 4th November for initial consideration. 	28/10/2024	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); 	20/09/2024	CMT/Accountants
	<ul style="list-style-type: none"> Impact of any updated Stock Condition data assessed 	20/09/2024	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) 19th September, prior to submission to Executive Management Team; 	20/09/2024	CMT/Accountants
	<ul style="list-style-type: none"> Members Seminar to consider emerging Capital scheme proposals, October 	28/10/2024	EDF / Assistant Director Finance (ADF)

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	<ul style="list-style-type: none"> Capital Programme report to CMT 10th October, Executive Management Team 4th November. 	10/10/2024	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 2024).	31/10/2024	CMT/Accountants
5	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 10 th October, Executive Management Team 4 th November, Leaders Budget Workshop review 20 th November and Cabinet 21 st November, to formulate/consider budget proposals in detail.	10/10/2024	CMT/Accountants
6	Consideration of the adjusted base budget, at CMT 24 th October / Executive Management Team 4 th November / Cabinet 21 st November.	18/10/2024	EDF/ADF/Accountants
7	Annual Survey 2024 – Cabinet receive 21 st November, the results of the consultation process.	25/10/2024	Head of Corporate Communications
8	Approval of the Council Tax Base Calculation for 2024/25 - to Cabinet 12 th December.	29/11/2024	Head of Revenues & Benefits
9	Leaders Budget Workshop 20 th November.	20/11/2024	Leader
10	A meeting of Cabinet on 21 st November to receive/confirm budget proposals.	21/11/2024	EDF/ADF
11	Local Government Finance Settlement (LGFS) implications - to CMT / Executive Management Team by 20 th December.	20/12/2024	EDF/Accountants
12	Draft Budget & MTFs Report to Executive Management Team 9 th January / Cabinet 23 rd January and Joint Scrutiny Committee (Budget) 28 th January	09/01/2025	EDF/ADF
13	Final Business Rates forecast for 2025/26 - to Cabinet 23 rd January.	10/01/2025	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 2025	EDF/ADF/Accountants
15	Final Budget & MTFs Report to CMT on 13 th February / Executive Management Team 17 th February.	01/02/2025	EDF/ADF
16	Final budget reports considered by Cabinet on 20 th February who would recommend a budget to the Council meeting on 25 th February.	13/02/2025	EDF/ADF