

Budget and Medium Term Financial Planning Process for 2013/14			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2012/13 process, formulation of 2013/14 process and report to Executive Board 17 th September 2012, Cabinet 26 th September 2012, including:	01/09/2012	DOF
	<ul style="list-style-type: none"> Review of potential budget issues; 	31/08/2012	EDCS / DOF
	<ul style="list-style-type: none"> The Budget Consultation process. 	31/08/2012	DOF / Financial Accountant/ Corp. Consultation Officer
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2012/13 onwards - for confirmation or otherwise; 	19/09/2012	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 2011/12 outturn review; 	03/10/2012	Director/Accountants
Page 7	<ul style="list-style-type: none"> Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation; 	12/10/2012	Director/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 22nd October 2012; 	22/10/2012	DOF / Accountants
	<ul style="list-style-type: none"> Responses to be presented to Executive Board 19th November for initial consideration. 	02/11/2012	DOF / Accountants
3	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 5 th November, Executive Board 19 th November and Cabinet 28 th November 2011, to formulate/consider budget proposals in detail prior to Budget Workshop review 4 th December 2012.	02/11/2012	Director/Accountants
4	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); 	19/10/2012	Director/Accountants

	Project Plan	Deadline	Responsible Officer/s
	<ul style="list-style-type: none"> Formulation of new 5 year programme including appraisal forms etc to be submitted to the Asset Strategy Group (ASG) prior to submission to Executive Board; 	26/10/2012	Director/Accountants
	<ul style="list-style-type: none"> Capital Programme report to CMT 5th November, Executive Board 19th November 2012. 	02/11/2012	Director/Accountants
5	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 19 th November, base recharges to be completed by 31 st October 2012 to allow consultation period (to December 2012).	31/10/2012	Director/Accountants
6	State of Tamworth Debate, to inform the budget process.	23/10/2012	CMT
7	Budget Consultation – Cabinet receive 17 th October 2012, the results of the consultation process,	07/10/2012	Corporate Consultation Officer
8	Consideration of the adjusted base budget, at CMT 5 th November / Executive Board 19 th November / Cabinet 28 th November 2012.	02/11/2012	EDCS/DOF/Accountants
9	A meeting of Cabinet on 28 th November 2012 to receive/confirm budget proposals for Budget Workshop consideration.	18/11/2012	EDCS/DOF
10	Leaders Budget Workshop 4 th December 2012.	25/11/2012	Leader
11	Approval of Business Rates Forecast & adoption of the Council Tax Base Calculation for 2013/14 - to Cabinet 28 th November 2012.	18/11/2012	Head of Revenues
12	Initial Provisional Business Rates Retention & RSG settlement implications - to CMT on 3 rd December / Executive Board 2 nd January 2013.	30/11/2012	DOF/Accountant
13	Draft Final Budget Reports to Executive Board 2 nd January 2013 / Cabinet 9 th January 2013 and Joint Scrutiny Committee (Budget) 22 nd January 2013.	30/12/2012	EDCS/DOF
14	Implications of the final Business Rates Retention & RSG Settlement information to be considered/built into the budget proposals (as soon as available).	When available	EDCS/DOF/Accountant
15	Final Budget Report including base budget to CMT on 28 th January / Executive Board 7 th February.	25/01/2013	EDCS/DOF
16	Final budget reports considered by Cabinet on 20 th February 2013 who would recommend a budget to the Council meeting on 26 th February 2013.	08/02/2013	EDCS/DOF