

<b>Budget and Medium Term Financial Planning Process for 2014/15</b>			
	<b>Project Plan</b>	<b>Deadline</b>	<b>Responsible Officer/s</b>
1	Review of the 2013/14 process, formulation of 2014/15 process and report, to Cabinet 12th September, including:	01/09/2013	DOF
	<ul style="list-style-type: none"> <li>Review of potential budget issues;</li> </ul>	31/08/2013	EDCS / DOF
	<ul style="list-style-type: none"> <li>The Budget Consultation process.</li> </ul>	31/08/2013	DOF / Financial Accountant/ Corp. Performance Manager
2	Policy Changes		
	<ul style="list-style-type: none"> <li>Circulation to Directors of provisionally approved policy changes for 2013/14 onwards - for confirmation or otherwise;</li> </ul>	19/09/2013	Accountants
Page 67	<ul style="list-style-type: none"> <li>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 2012/13 outturn review;</li> </ul>	03/10/2013	CMT/Accountants
	<ul style="list-style-type: none"> <li>Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation;</li> </ul>	12/10/2013	CMT/Accountants
	<ul style="list-style-type: none"> <li>Meeting of CMT to review all Revenue Policy Changes proposals on 21st October 2013;</li> </ul>	21/10/2013	DOF / Accountants
	<ul style="list-style-type: none"> <li>Responses to be presented to Executive Management Team 28th October for initial consideration.</li> </ul>	28/10/2013	DOF / Accountants
3	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 18th November, Executive Management Team 25th November and Cabinet 28th November, to formulate/consider budget proposals in detail prior to Budget Workshop review 3rd December.	11/11/2013	CMT/Accountants
4	Capital Programme		
	<ul style="list-style-type: none"> <li>Directors to review &amp; 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);</li> </ul>	19/10/2013	CMT/Accountants
	<ul style="list-style-type: none"> <li>Impact of Stock Condition Survey results assessed</li> </ul>	11/10/13	DOA/Head of Property Services

	<b>Project Plan</b>	<b>Deadline</b>	<b>Responsible Officer/s</b>
	<ul style="list-style-type: none"> <li>Formulation of new 5 year programme including appraisal forms etc to be submitted to the Asset Strategy Group (ASG) prior to submission to Executive Management Team;</li> </ul>	25/10/2013	CMT/Accountants
	<ul style="list-style-type: none"> <li>Capital Programme report to CMT 18th November, Executive Management Team 25th November.</li> </ul>	11/11/2013	CMT/Accountants
5	Budget Consultation – Cabinet receive 24th October, the results of the consultation process,	14/10/2013	Corporate Performance Manager
6	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 18th November, base recharges to be completed by 31st October to allow consultation period (to December 2013).	25/10/2013	CMT/Accountants
7	State of Tamworth Debate, to inform the budget process.	October/November	CMT
8	Consideration of the adjusted base budget, at CMT 18th November / Executive Management Team 25th November / Cabinet 28th November.	11/11/2013	EDCS/DOF/Accountants
Page 68	Approval of initial Business Rates Forecast & adoption of the Council Tax Base Calculation for 2014/15 - to Cabinet 28th November	18/11/2013	Head of Revenues
	A meeting of Cabinet on 28th November to receive/confirm budget proposals for Budget Workshop consideration.	25/11/2013	EDCS/DOF
11	Leaders Budget Workshop 3rd December.	28/11/2013	Leader
12	Local Government Finance Settlement (LGFS) implications - to CMT on 2nd December / Executive Management Team 16th December.	02/12/2013	DOF/Accountants
13	Draft Budget & MTFs Report to Executive Management Team 13th January / Cabinet 16th January and Joint Scrutiny Committee (Budget) 28th January.	06/01/2014	EDCS/DOF
14	Final Business Rates forecast for 2014/15 - to Cabinet 16th January.	06/01/2014	EDCS/DOF/Accountants
15	Implications of the final Business Rates forecast & LGFS information to be considered/built into the budget proposals (as soon as available).	January 2014	EDCS/DOF/Accountants
16	Final Budget & MTFs Report to CMT on 27th January / Executive Management Team 10th February.	24/01/2014	EDCS/DOF
17	Final budget reports considered by Cabinet on 20 <sup>th</sup> February who would recommend a budget to the Council meeting on 25th February.	10/02/2014	EDCS/DOF