

Budget and Medium Term Financial Planning Process for 2015/16			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2014/15 process, formulation of 2015/16 process and report, to Cabinet 21 st August, including:	01/08/2014	DOF
	<ul style="list-style-type: none"> Review of potential budget issues; 	01/08/2014	EDCS / DOF
	<ul style="list-style-type: none"> The Budget Consultation process. 	01/08/2014	DOF / Corp. Performance Manager
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2014/15 onwards - for confirmation or otherwise; 	01/09/2014	Accountants
Page 13	<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 2013/14 outturn review; 	13/10/2014	CMT/Accountants
	<ul style="list-style-type: none"> Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation; 	13/10/2014	CMT/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 20th October 2013; 	20/10/2014	DOF / Accountants
	<ul style="list-style-type: none"> Responses to be presented to Executive Management Team 27th October for initial consideration. 	27/10/2014	DOF / Accountants
3	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 17 th November, Executive Management Team 24 th November and Cabinet 27 th November, to formulate/consider budget proposals in detail prior to Budget Workshop review 3rd December.	10/11/2014	CMT/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); 	20/10/2014	CMT/Accountants
	<ul style="list-style-type: none"> Impact of any updated Stock Condition data assessed 	10/10/14	DOA/Head of Property Services

	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 Management Team; 	24/10/2014	CMT/Accountants
	<ul style="list-style-type: none"> Capital Programme report to CMT 17th November, Executive Management Team 24th November. 	10/11/2014	CMT/Accountants
5	Budget Consultation – Cabinet receive 23 rd October, the results of the consultation process,	14/10/2014	Corporate Performance Manager
6	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 17 th November, base recharges to be completed by 31 st October to allow consultation period (to December 2013).	31/10/2014	CMT/Accountants
7	State of Tamworth Debate, to inform the budget process.	October/November	CMT
8	Consideration of the adjusted base budget, at CMT 17 th November / Executive Management Team 24 th November / Cabinet 27 th November.	10/11/2014	EDCS/DOF/Accountants
Page 14	Approval of the Council Tax Base Calculation for 2015/16 - to Cabinet 27 th November	18/11/2014	Head of Revenues
	A meeting of Cabinet on 27 th November to receive/confirm budget proposals for Budget Workshop consideration.	24/11/2014	EDCS/DOF
11	Leaders Budget Workshop 2 nd December.	27/11/2014	Leader
12	Local Government Finance Settlement (LGFS) implications - to CMT on 1 st December / Executive Management Team 15 th December.	01/12/2014	DOF/Accountants
13	Draft Budget & MTFs Report to Executive Management Team 12 th January / Cabinet 15 th January and Joint Scrutiny Committee (Budget) 27 th January.	06/01/2015	EDCS/DOF
14	Final Business Rates forecast for 2015/16 - to Cabinet 15 th January.	06/01/2015	EDCS/DOF/ Head of Revenues
15	Implications of the final Business Rates forecast & LGFS information to be considered/built into the budget proposals (as soon as available).	January 2015	EDCS/DOF/Accountants
16	Final Budget & MTFs Report to CMT on 26 th January / Executive Management Team 9 th February.	23/01/2015	EDCS/DOF
17	Final budget reports considered by Cabinet on 19 th February who would recommend a budget to the Council meeting on 24 th February.	10/02/2015	EDCS/DOF