

Budget and Policy Framework Timetable 2015/16

APPENDIX A

	SERVICES	SCRUTINY & CONSULTATION	CABINET	COUNCIL
On-going, throughout the process	<p>Revision of current year's budget and future years' draft base budgets and key strategies, in context of service plans.</p> <p>Alongside this, the Council's Change Management Programme is being developed (initial target date of 31 December for completion), which will help:</p> <ul style="list-style-type: none"> • Development of savings options (efficiencies, income generation, service reductions) • Identification of potential growth / redirection of resource needs. • Further development of strategies to support organisational change (HR/OD ICT and property etc). 	<p>Consultation to be developed and undertaken as appropriate, for specific budget proposals.</p> <p>Budget and Performance Panel to consider Budget and Policy Framework matters as appropriate.</p>	<p>Appraise, redefine and reduce actions against existing corporate priorities as budget and planning develops and in view of future funding prospects, for referral on to Council as and when appropriate.</p> <p>Consideration of associated budget options.</p>	<p>Consideration of any referrals arising.</p>
02 September	Take forward decisions of Cabinet, subject to call-in.		<p>Cabinet meeting – Current year Quarter 1 monitoring; approve 2015/16 Budget & Policy Framework timetable.</p> <p>Budget/policy implications of any other agenda items to be picked up.</p>	
09 September		Budget and Performance Panel meeting (Qtr 1 monitoring and timetable to be presented).	Cabinet budget briefing (provisional).	
30 September			Cabinet briefing (including any budget briefing).	
07 October	Take forward decisions of Cabinet, subject to call-in.		Cabinet meeting - budget/policy implications of any agenda items to be picked up.	
21 October			Cabinet budget briefing (provisional).	

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22 October				Consider whether existing Localised Council Tax Scheme (LCTS) be retained for 2015/16, or whether revised options be developed.
28 October			Cabinet briefing (including any Budget Briefing).	
04 November	Take forward decisions of Cabinet, subject to call-in.		Cabinet meeting - budget/policy implications of any agenda items to be picked up. Quarter 2 monitoring reported.	
11 November		Budget & Performance Panel meeting.	Cabinet budget briefing (provisional).	
13 November	Take forward decisions of Council.			Receive any Budget or Policy Framework updates.
25 November			Cabinet briefing (including any budget briefing).	
Early December	Assumed timing for receiving and appraising provisional Local Government Finance Settlement (for General Fund).			
03 December	Take forward decisions of Cabinet, subject to call-in.		Receive Budget and Policy Framework updates / half yearly reviews (General Fund and Council Housing): <ul style="list-style-type: none"> • Draft revenue budget • Capital programme update • Provisions and Reserves • Draft corporate priorities and implications • Fees and Charges Policy Consider other budget proposals (savings/efficiencies/redirection/growth) in context of any emerging policy changes.	

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16 December		Budget & Performance Panel meeting.	Specific Cabinet Budget Briefing.	
17 December	<p>Take forward any decisions of Council.</p> <p>Provide general budgetary update for staff, taking into account Provisional Settlement.</p>			<p>Approve Members Allowances Scheme</p> <p>Approve MTFS review (including capital investment) and any changes to council tax targets.</p> <p>Consider any 2015/16 LCTS options (subject to October Council).</p>
By 31 December	<p>Council tax base calculated and notified to precepting authorities, taking account of Charging Policy & LCTS Scheme.</p> <p>Draft Organisational Change Programme completed.</p>		Any specific budget reviews completed, in conjunction with Chief Officers.	
06 January			Cabinet Budget Briefing (provisional)	
13 January			Cabinet briefing (including any budget briefing).	
By 15 January	Council Tax Collection Fund Surplus or Deficit position determined and notified to relevant major precepting authorities.			
20 January	Take forward decisions of Cabinet, subject to call-in.		<p>Consider any draft Corporate Plan changes and their budgetary implications.</p> <p>Approve Housing Rents and recommend Housing Revenue Account (HRA) budget / MTFS proposals for Council.</p> <p>Agree council tax, General Fund Revenue Budget and Capital Programme proposals for initial consideration by Council.</p>	

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27 January		Cabinet's budget proposals presented to Budget and Performance Panel, other Members and economic stakeholders (and other major preceptors to present, as appropriate).		
By 30 January	<p>Assumed timescale for receiving final Local Government Settlement.</p> <p>Business Rates Collection Fund Surplus or Deficit position determined and notified to relevant major precepting authorities (with associated returns to Government).</p>			
03 February		Cabinet Budget Briefing (provisional).		
04 February	Implement decisions of Council.	<p>Consider Cabinet's initial proposals regarding the Budget and Policy Framework:</p> <ul style="list-style-type: none"> • Draft Corporate Plan implications. • Capital and Revenue proposals for General Fund and Housing Revenue Account. • Any other Policy Framework updates (following review). <p>Approved (City's) council tax increase (%).</p>		
10 February		Cabinet briefing (including any budget briefing).		

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17 February	Implement resolutions of Cabinet and produce referral reports for Council.		<p>Reconsider Budget and other Policy Framework proposals in light of feedback from Council, Budget and Performance Panel and any further consultation undertaken.</p> <p>Make full recommendations back to Council to complete Budget setting and corporate planning.</p>	
20 February	Deadline for completing council tax setting report (Final Settlement and all precept notices required head of this).			
24 February		Budget and Performance Panel meeting (treasury management framework, and any budget and planning updates).	Cabinet	
03 March			Cabinet Budget Briefing (provisional)	
04 March	Implement decisions of Council.			<p>Approve Budget: 3yr Revenue Budget and 5yr Capital Programme for both General Fund and Housing Revenue Account (latter if not already approved).</p> <p>Treasury Management Framework including Prudential Code Limits.</p> <p>Medium Term Financial Strategy (including future years' Council Tax Targets and incorporating future years' housing rents targets).</p> <p>Approve full Council Tax rates.</p> <p>Approve Policy Framework: Corporate Plan. Any other Policy Framework Updates (following review).</p>

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By 30 April	<p>Complete the updating of service business plans to fit with approved Budget and Policy Framework.</p> <p>Establish financial and performance reporting arrangements for new year.</p>			