



Report No CAI.10 11/12
Challenge and Improvement Committee
1 September 2011

**Subject: Budget Timetable**

Report by:	Deputy Chief Executive and Director of Resources
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Purpose / Summary:	To present Members with details of the timetable to be followed for activity and decision making around setting the MTFP 2012/13 to 2015/16.

**RECOMMENDATION(S):**

**1) That Members consider and comment on the budget timetable.**

**IMPLICATIONS**

**Legal: None as a result of this report**

**Financial : None as a result of this report**

**Staffing : None as a result of this report**

**Equality and Diversity including Human Rights : N/A**

**Risk Assessment : N/A**

**Climate Related Risks and Opportunities :**

**Title and Location of any Background Papers used in the preparation of this report:**

**Call in and Urgency:**

**Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?**

**Yes**

**No**

**Key Decision:**

**Yes**

**No**

## **1 Introduction**

- 1.1 This report sets out the detailed timetable of activity and decisions required to deliver the annual budget and council tax requirement for 2012/13 along with the updated Medium Term Financial Plan (MTFP) for the period 2012/13 to 2015/16.

## **2 Key activity**

- 2.1 It is expected that there will be overlaps between the activity required to deliver a balanced and sustainable financial position however the timetable can be split in to four key strands of activities,

### **2.1.1 Option identification, development and appraisal**

This stage is primarily an officer activity which builds on the work undertaken in previous years and also generates new proposals for consideration.

### **2.1.2 Engagement**

As in last year it is intended that engagement activity will be tailored to focus on areas which are likely to have an impact on the relevant groups and will be undertaken with officers, Members / Committees and the public.

### **2.1.3 Option selection**

Based on feedback from the engagement sessions the range of options will be considered to form a recommended set of measures to deliver a balanced and sustainable financial position.

### **2.1.4 Formal decision making**

This package of measures will then be taken through the committee process for final consideration and will culminate in the setting of the MTFP and Council Tax on 5<sup>th</sup> March 2012.

## **3 Timescales**

- 3.1 The timescale below is, to an extent, flexible as it is possible that some stages within the plan may need to be altered to reflect the findings at each stage results, for example, additional time may be required to develop options or the need for engagement may be reduced if the options identified have either already been consulted upon or are considered to be of a 'none-sensitive' nature.
- 3.2 The table below sets out the key activities and timescales required for completion of the work outlined above:

<b>Activity</b>	<b>Start Date</b>	<b>End Date</b>
<b>Option identification, development and appraisal</b>		
Service redesign	April '11	October '11
Service option presentations	August '11	September '11
Officer option analysis / review	September '11	October '11
<b>Engagement</b>		
Officer engagement	August '11	October '11
Community engagement	October '11	December '11
Committee / Member engagement	November '11	December '11
<b>Option selection</b>		
Development of package of measures	October '11	January '12
<b>Decision making</b>		
Council Tax Base	November '11	January '12
Collection Fund Surplus / Deficit	November '11	January '12
Draft Revenue Estimates and Fees and Charges to Committees	January '12	February '12
Medium Term Financial Plan 2012/13 to 2015/16 and Council Tax requirement 2012/13	February '12	March '12

#### **4 Conclusion**

- 4.1 The information above is intended to provide Members with an overview of the timetable of activity proposed, it is recognised that each stage is, to an extent, dependant on the results of the previous stages and as such the process needs to remain flexible.