

High level 2020/21 Budget and Council Plan timetable

Task	Who	Due date	Gatekeeping
Update the Medium Term Financial Plan and Budget Strategy	SMT and Cabinet Members/ FS Manager	O&S 12 July; Cabinet 17 July; Council 23 July	
Preparation of detailed base budgets	Budget Holders and Finance	August – 28 November Cabinet	n/a
Service Development Proposals & Review of Council Plan			
Complete Capital Bid Pro Forma Revenue Growth Bid Pro Forma Revenue Savings/Increased Income Vehicle and Plant budget proposals	Lead Officers in consultation with Finance, Portfolio Holders and appropriate Members	20 September 2019	n/a
SMT Bid consideration	Special SMT	26 September 2019	24 September 2019
Informal Cabinet/SMT Meeting – Budget Prioritisation Meeting •review savings proposals •consider fees and charges proposals •consider score the Revenue and Capital bids •consider consultation process	Leadership Team, Cabinet Members and Finance	09 October 2019	n/a
Fees and Charges - Lake Admin	Jim Maguire	04 October 2019	19 September 2019
Fees and Charges - Licensing	Fiona Inston	04 November 2019	
Quarter 2 Monitoring and Capital Programme phasing update	Finance Specialist, Finance & Resources PH and Cabinet Members	O&S tbc Cabinet 27/11, and Council 17/12	12 November 2019
1st Draft Budget Report including: 1) Updated MTFP 2) Draft 5 year detailed Base Revenue and Capital Budgets 3) Draft 5 year Budget Options for Service Growth and Savings (including increases in income) 4) Draft Fees and Charges Options 5) Repairs and Maintenance Budget	Leadership Team and Finance	Cabinet 27 November Cabinet 20 December	12 November 2019 5 December 2019
Final draft Council Plan	Cabinet Members		
Consultation as per Constitution	4 weeks (statutory) consultation period commences		n/a
Budget Briefing before Council with Draft Council Plan Budget update as appendix to Q2 monitoring Approve Council Plan		17 December 2019	n/a 02 December 2019
Provisional Local Government Finance Settlement - late December?			
1 st Draft Service Budget Update for provisional settlement Draft Treasury Management Strategy Procurement Schedule Relevant Service Budget Report extracts including Fees and Charges	O&S Planning Committee Licensing Committee Lake Admin Committee	17 January (02/01 GK) 30 January 2020 20 January 2020 24 January 2020	02 January 2020
Final Local Government Finance Settlement - late January? (at least 4 weeks after provisional settlement)			
Quarter 3 Monitoring	Finance Specialist/Finance and Resources PH and Cabinet Members	O&S tbc Cabinet 5 Feb and Council 25 Feb (GK 14/01)	14 January 2020
Formulation of Final Budget proposal (including impact of final settlement, if announced) Consideration of O&S and other consultees comments from 20 Dec draft Budget proposals Final Treasury Management Strategy Procurement Schedule	Cabinet	05 February 2020	21 January 2020
Approval of Budget, Council Tax, Procurement Schedule and Treasury Management Strategy	Council	25 February 2020	10 February 2020

Additional reports may be taken to meetings in addition to this timetable if required e.g. spending review, significant changes to funding settlement