

## Budget / Business Planning Process 2015/16 – Timetable of key stages / dates

July - November 2014	SLT / Service Managers work with the Bridging the Gap programme to identify options for savings and additional income
9th October 2014	Budget Working group - review the draft budget strategy before the reporting to Cabinet in October
14th October 2014	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2015/16 and the Cabinet's approach to the budget / MTFS
17th October 2014	Deadline to submit taxbase calculation - applicable date is 18th October 2014 (CTB1 figure used in RSG calculation).
23rd October 2014	Joint Consultative Committee - briefing on funding projections and estimated budget gap and strategy for closing the gap
4th November 2014	Budget Working group - consider input to interim budget proposals and report direct to Cabinet
17th November 2014	Treasury Management Panel to consider budget estimates for treasury management budget assumptions
22nd November 2014	Deadline for preparation of a 'standstill budget' on basis of no growth incorporating interim standstill budget projections / management fees for partner organisations (e.g. Ubico, Lesire & Culture Trust, CBH and shared services). In addition, proposals for savings / income and growth to be identified for the council and its partner organisations.
1st December 2014	Recalculate taxbase figure for Section 151 Officer sign off under delegated powers and production of briefing note for Cabinet Deputy
15th December 2014	Report to Council - Council Tax Discounts on Empty Properties for 2015/16
16th December 2014	Cabinet present interim budget proposals for consultation incorporating partner organisations budgets including proposals for growth, savings and levels of fees and charges and projection of the Medium Term Financial Strategy (MTFS)
19th December 2014 to 18th January 2015	Cabinet consult on interim budget proposals including Overview and Scrutiny committee, public and the business community
January 2015	Finance Settlement
6th January 2015	Budget Working group - review consultation and make recs to O&S committee on budget
9th January 2015	Recalculate taxbase, if necessary, and confirm or amend figure under delegated powers
9th January 2015	Advise all precepting authorities (including parishes) re. relevant taxbase figures
12th January 2015	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council
19th January 2015	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity
23rd January 2015	Deadline for preparation of final council budget incorporating final proposals for savings / income and growth from partner organisations.
30th January 2015	Approve final NNDR1 estimate and advise County Council and DCLG
30th January 2015	Deadline for submission of alternative budget proposals to Financial Services for validation.
10th February 2015	Cabinet present final budget proposals including response to consultation exercise

13th February 2015	Council meet to approve Cheltenham Borough Council budget only - approve proposed Cabinet or alternative budget (approved in principal)
16th February 2014 (currently anticipated)	Police Authority approve budget and council tax level
16th February 2015	Special council meeting (if required) – meets the requirement for the proper officer to call a council meeting to discuss objections to an alternative budget within 7 days of receipt of objections.
18th February 2015	County Council due to approve budget and set Council Tax level
26th February 2015	Council meet to approve the Council tax resolution (includes GCC and police tax) – last day for Council to approve any proposed budget
28th February - 3rd March 2015	Council tax charge calculation / bill file creation
27th February 2015	Final amendments to council tax leaflet/sign off for printing
4th March 2015	Billing information sent to printers
6th - 9th March 2015	Council tax booklets to be delivered to printers/CBC
By 16th March 2015	Bills to be issued (14 days notice required before first payment - some payments due on 1st April)

\*Throughout the process, GOSS and senior managers will work with trade unions for the purpose of ensuring genuine consultation around proposals which may have HR implications.