

Budget / Business Planning Process 2016/17 – Timetable of key stages / dates

July - November 2015	SLT / Service Managers work with the Bridging the Gap programme to identify options for savings and additional income
13th October 2015	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2015/16 and the Cabinet's approach to the budget / MTFS
15th October 2015	Budget Working group - review the draft budget strategy
16th October 2015	Deadline to submit taxbase calculation - applicable date is 5th October 2015 (CTB1 figure used in New Homes Bonus calculation).
16th November 2015	Treasury Management Panel to consider budget estimates for treasury management budget assumptions
24th November 2015	Budget Working group - consider input to interim budget proposals and report direct to Cabinet
30th November 2015	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 2015	Recalculate taxbase figure for Section 151 Officer sign off under delegated powers and production of briefing note for Cabinet Deputy
15th December 2015	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)
16th December 2014 to 20th January 2016	Cabinet consult on interim budget proposals including Overview and Scrutiny committee, public and the business community
17th December 2015	Joint Consultative Committee - briefing on funding projections and estimated budget gap and strategy for closing the gap
January 2016	Finance Settlement
5th January 2016	Budget Working group - review consultation and make recs to O&S committee on budget
8th January 2016	Recalculate taxbase, if necessary, and confirm or amend figure under delegated powers
8th January 2016	Advise all precepting authorities (including parishes) re. relevant taxbase figures
18th January 2016	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity
25th January 2016	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council
27th January 2016	Deadline for preparation of final council budget incorporating final proposals for savings / income and growth from partner organisations.
29th January 2016	Approve final NNDR1 estimate and advise County Council and DCLG
29th January 2016	Deadline for submission of alternative budget proposals to Financial Services for validation.
9th February 2016	Cabinet present final budget proposals including response to consultation exercise
12th February 2016	Council meet to approve Cheltenham Borough Council budget only - approve proposed Cabinet or alternative budget (approved in principal)

15th February 2016	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.
17th February 2016	County Council due to approve budget and set Council Tax level
25th February 2016	Council meet to approve the Council tax resolution (includes GCC and police tax) – last day for Council to approve any proposed budget
25th February 2016	Final amendments to council tax leaflet/sign off for printing
26th February - 1st March 2016	Council tax charge calculation / bill file creation
2nd March 2016	Billing information sent to printers
3rd - 10th March 2016	Council tax bills printed/packed
By 11th March 2016	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.