

## Budget / Business Planning Process 2017/18 – Timetable of key stages / dates

July - November 2016	SLT / Service Managers work with the Bridging the Gap programme to identify options for savings and additional income
11th October 2016	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2017/18 and the Cabinet's approach to the budget / MTFS
12th October 2016	Budget Working group - review the draft budget strategy
14th October 2016	Deadline to submit taxbase calculation - applicable date is 3rd October 2016 (CTB1 figure used in New Homes Bonus calculation).
14th November 2016	Treasury Management Panel to consider budget estimates for treasury management budget assumptions
22nd November 2016	Budget Working group - consider input to interim budget proposals and report direct to Cabinet
30th November 2016	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, Leisure & 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 2016	Recalculate taxbase figure for Section 151 Officer sign off under delegated powers and production of briefing note for Cabinet Deputy
13th December 2016	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)
14th December 2016 to 13th January 2017	Cabinet consult on interim budget proposals including Overview and Scrutiny committee, public and the business community
16th December 2016	Joint Consultative Committee - briefing on funding projections and estimated budget gap and strategy for closing the gap
January 2017	Finance Settlement
9th January 2017	Budget Working group - review consultation and make recs to O&S committee on budget
6th January 2017	Recalculate taxbase, if necessary, and confirm or amend figure under delegated powers
6th January 2017	Advise all precepting authorities (including parishes) re. relevant taxbase figures
16th January 2017	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council
23rd January 2017	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity
27th January 2017	Deadline for preparation of final council budget incorporating final proposals for savings / income and growth from partner organisations.
31st January 2017	Approve final NNDR1 estimate and advise County Council and DCLG
30th January 2017	Deadline for submission of alternative budget proposals to Financial Services for validation.
5th February 2017	Police notify level of precept
7th February 2017	Cabinet present final budget proposals including response to consultation exercise
10th February 2017	Council meet to approve Cheltenham Borough Council budget only - approve proposed Cabinet or alternative budget (approved in principal)

15th February 2017	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.
15th February 2017	County Council due to approve budget and set Council Tax level
23rd February 2017	Council meet to approve the Council tax resolution (includes GCC and police tax) – last day for Council to approve any proposed budget
23rd February 2017	Final amendments to council tax leaflet/sign off for printing
24th February - 1st March 2017	Council tax bill processing
2nd - 13th March 2017	Council tax bills printed/packed
By 14th March 2017	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.