

Budget / Business Planning Process 2012/13 – Timetable of key stages / dates

July - September 2011	SLT / Councillor/ Service Manager reviews to identify options for savings and additional income
October 2011	Members seminar - business plan prioritisation / budget position
20th October 2011	Joint Liaison Forum -CFO / HR to discuss the emerging budget and staff implications
14th October 2011	Deadline to submit taxbase calculation - applicable date is 14th October 2011 (CTB1 figure used in RSG calculation).
18th October 2011	Cabinet approve budget guidelines, timetable and estimated funding gap for 2012/13
1st November 2011	Deadline for preparation of standstill budget on basis of no growth and further detailed analysis of under spends / additional income.
18th November 2011	CBH - deadline for review of support to CBH / HRA
21st November 2011	Treasury Management Panel to consider budget estimates for treasury management budget assumptions.
Week commencing 21st November 2011	Briefing Cabinet Member on HR implications on budgets including potential redundancies
Week commencing 21st November 2011	Posts at risk of redundancy to be confirmed by Directors
Week commencing 21st November 2011	Directors in consultation with HR identify redundancy selection pools prior to preparation of at risk and consultation letters.
Week commencing 21st November 2011	HR to prep consultation/at risk letters
Week Commencing 21st November 2011	Joint Consultative Committee - briefing on HR implications on budgets including potential redundancies, consult on areas being considered for redundancy, issue statutory S188 notification of posts being considered for redundancy, present the draft "at risk" and "consultation" letters for information
1st December 2011	Budget Working Group
1st December 2011	Recalculate taxbase figure for Section 151 Officer sign off under delegated powers and production of briefing note for Cabinet Deputy
1st December 2011	"at risk" and "consultation" letters distributed to line managers ready for distribution.
2nd December 2011	"at risk" and "consultation" letters issued by line managers.
13th December 2011	Cabinet present interim budget proposals for consultation including proposals for growth, savings and levels of fees and charges and projection of the Medium Term Financial Strategy (MTFS).
14th December 2011 to 13th January 2012	Cabinet consult on budget proposals including Overview and Scrutiny committee, public and the business community.
January 2012	Finance Settlement.
9th January 2012	Social & Community Overview and Scrutiny committee meeting – budget consultation
13th January 2012	Recalculate taxbase and confirm or amend figure under delegated powers, if necessary.

16th January 2012	Advise all precepting authorities (including parishes) re. relevant taxbase figures
18th January 2012	Environment Overview and Scrutiny committee meeting – budget consultation
23rd January 2012	Economy & Business Improvement Overview and Scrutiny committee meeting – budget consultation
24th January 2012	Budget Working Group - review responses from O&S
26th January 2012	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity.
27th January 2012	Deadline for submission of alternative budget proposals to Financial Services for validation.
7th February 2012	Cabinet present final budget proposals including response to consultation exercise.
10th February 2012	Council meet to approve Cheltenham Borough Council budget only - approve proposed Cabinet or alternative budget (approved in principal).
13th February 2012	Potential adjourned meeting if unable to agree budget on 10th February 2012.
9th February 2011	Police Authority approve budget and council tax level.
22nd February 2012	GCC meet to approve budget and council tax level.
10th - 15th February 2012	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.
24th February 2012	Council meet to approve the Council tax resolution (includes GCC and police tax) – last day for Council to approve any proposed budget.
24th February - 1st March 2012	Council tax charge calculation / bill file creation.
Week beginning 27th February 2012	Application of redundancy selection criteria by ADs/SMs where required.
24th February 2012	Final amendments to council tax leaflet/sign off for printing
28th February - 1st March 2012	Billing information sent to printers.
2nd March 2012	Redundancy notice letters (or stand down letters) prepared by HR. 2nd March 2012 – redundancy notice letters (or stand down letters) distributed to managers for distribution on the 5th March 2012.
5th March 2012	Managers issue redundancy notification (or stand down letters) to those for whom redundancy selection criteria need not apply (maximum notice periods = 12 weeks/3 months)
Week commencing 5th March 2012 and through notice periods	HR guide and support managers to work with their employees under notice of redundancy to seek alternative CBC employment (for those with little service their notice might only be 1 month, therefore redeployment prospects significantly reduced).
2nd - 6th March 2012	Council tax booklets to be delivered to printers/CBC
By 12th March 2012	Bills to be issued (14 days notice required before first payment - some payments due on 1st April)
5th April 2012	First (earliest) dismissal likely to take effect, assumes notice given on 5th March 2012

*Need to make staff available at short notice, for meetings with the trade unions for the purpose of ensuring genuine consultation i.e. to receive and continue discussions around ways of reducing the number of potential redundancies, mitigating or avoiding them in the run up to week before the papers final budget papers are distributed. This is essential to demonstrate a genuine approach to consultation and to be willing to explore those alternatives before decisions are made.

Consultation Timetable

Trade Unions

21st November 2011 – 27th January 2012 (68 days) for Cabinet proposals

21st November 2011– 10th February 2012 (82 days) for Council decision.

Employees

1st December 2011 – 27th January 2012 (58 days) for Cabinet proposals

5th December 2011 – 10th February 2012 (68 days) for Council decision.

First dismissal –5th April 2012

Last dismissal – 5th June 2012