

Budget / Business Planning Process 2020/21 – Timetable of key stages / dates

July - November 2019	Executive Leadership Team work with the Cabinet Member for Finance to identify options for efficiencies and additional income
4th September 2019	Chancellor delivers 1 year spending review for 2020/21
8th October 2019	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2020/21 and the Cabinet's approach to the budget / MTFS
11th October 2019	Deadline to submit taxbase calculation - (CTB1 figure used in New Homes Bonus calculation).
12th November 2019	Budget Working group - review the draft budget strategy and to consider input to interim budget proposals and report directly to Cabinet
25th November 2019	Treasury Management Panel to consider budget estimates for treasury management budget assumptions
30th November 2018	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, Publica and shared services). In addition, proposals for savings / income and growth to be identified for the council and its partner organisations.
1st December 2019	Calculate taxbase figure for Section 151 Officer. Sign off under delegated powers and production of briefing note for Cabinet Deputy after council decision on 9th December re council tax support scheme
9th December 2019	Council approves council tax support scheme.
9th December 2019	Section 151 officer signs off taxbase
17th December 2019	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)
18th December 2019 to 20th January 2020	Cabinet consult on interim budget proposals including Overview and Scrutiny committee, public and the business community
To be confirmed	Joint Consultative Committee - briefing on funding projections and estimated budget gap and strategy for closing the gap
January 2020	Finance Settlement
4th January 2020	Recalculate taxbase, if necessary, and confirm or amend figure under delegated powers
4th January 2020	Advise all precepting authorities (including parishes) re. relevant taxbase figures
7th January 2020	Budget Working group - review consultation and make recs to O&S committee on budget
13th January 2020	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council
20th January 2020	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity
24th January 2020	Deadline for preparation of final council budget incorporating final proposals for savings / income and growth from partner organisations.
31st January 2020	Approve final NNDR1 estimate and advise County Council and MHCLG
31st January 2019	Deadline for submission of alternative budget proposals to Financial Services for validation.
3rd February 2020	Police & Crime Panel notify level of precept

11th February 2020	Cabinet present final budget proposals including response to consultation exercise
12th February 2020	County Council due to approve budget and set Council Tax level
17th February 2020	Council meet to approve Cheltenham Borough Council budget - approve proposed Cabinet or alternative budget (approved in principal) and the Council tax resolution (includes GCC and police tax)
21st February 2020	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.
21st - 24th February 2020	Council tax bill processing
25th February - 9th March 2020	Council tax bills printed/packed
By 14th March 2020	Bills to be issued (14 days notice required before first payment - some payments due on 1st April)

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