

Budget / Business Planning Process 2021/22 – Timetable of key stages / dates

July - November 2020	Executive Leadership Team work with the Cabinet Member for Finance to identify options for efficiencies and additional income
16th October 2020	Deadline to submit taxbase calculation - (CTB1 figure used in New Homes Bonus calculation).
22nd October 2020	Government confirmed one year spending review
TBC	Budget Scrutiny Working group - review the draft budget strategy and to consider input to interim budget proposals and report directly to Cabinet
TBC	Treasury Management Panel to consider budget estimates for treasury management budget assumptions
30th November 2020	Deadline for preparation of the budget on basis of xxxx (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.
December 2020	Provisional Finance settlement
1st December 2020	Calculate taxbase figure for Section 151 Officer. Sign off under delegated powers and production of briefing note for Cabinet Deputy after council decision on 7th December re council tax support scheme
7th December 2020	Council approves council tax support scheme.
9th December 2020	Section 151 officer signs off taxbase
15th December 2020	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 2020 to 20th January 2021	Cabinet consult on interim budget proposals including Overview and Scrutiny committee, public and the business community
December 2020	Joint Liaison Forum - Trade Union
4th January 2021	Recalculate taxbase, if necessary, and confirm or amend figure under delegated powers
4th January 2021	Advise all precepting authorities (including parishes) re. relevant taxbase figures
7th January 2021	Budget Working group - review consultation and make recs to O&S committee on budget
18th January 2021	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council
11th January 2021	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity
25th January 2021	Deadline for preparation of final council budget incorporating final proposals for savings / income and growth from partner organisations.
30th January 2021	Approve final NNDR1 estimate and advise County Council and MHCLG
30th January 2021	Deadline for submission of alternative budget proposals to Financial Services for validation.
February 2021	Final Finance Settlement
3rd February 2021	Police & Crime Panel notify level of precept
16th February 2021	Cabinet present final budget proposals including response to consultation exercise
22nd February 2021	County Council due to approve budget and set Council Tax level

22nd February 2021	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)
24th - 26th February 2021	Council tax bill processing
26th February - 9th March 2021	Council tax bills printed/packed
By 14th March 2021	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.