

Budget / Business Planning Process 2013/14 – Timetable of key stages / dates

July - September 2012	SLT / Service Managers work with the Bridging the Gap programme to identify options for savings and additional income
1st October - 14th December 2012	Calculate provisional NNDR1 estimate 2013/14
2nd October 2012	Budget Working group - review the draft budget strategy before the reporting to Cabinet in October.
18th October 2012	Joint Liaison Forum - Section 151 Officer / HR to discuss the emerging budget and staff implications
12th October 2012	Deadline to submit taxbase calculation - applicable date is 12th October 2012 (CTB1 figure used in RSG calculation).
16th October 2012	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2012/13 and the Cabinet's approach to the budget / MTFS
1st November 2012	Deadline for preparation of standstill budget on basis of no growth and further detailed analysis of under spends / additional income.
tba - mid November 2012	Budget Working group - consider input to interim budget proposals and report direct to Cabinet.
18th November 2012	CBH - deadline for review of support to CBH / HRA
19th November 2012	Treasury Management Panel to consider budget estimates for treasury management budget assumptions.
Week commencing 19th November 2012	Briefing Cabinet Member on HR implications on budgets including potential redundancies
Week commencing 19th November 2012	Posts at risk of redundancy to be confirmed by Directors
Week commencing 19th November 2012	Directors in consultation with HR identify redundancy selection pools prior to preparation of at risk and consultation letters.
Week commencing 19th November 2012	HR to prep consultation/at risk letters
22nd November 2012	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
1st December 2012	Recalculate taxbase figure for Section 151 Officer sign off under delegated powers and production of briefing note for Cabinet Deputy
3rd December 2012	"at risk" and "consultation" letters distributed to line managers ready for distribution.
3rd December 2012	"at risk" and "consultation" letters issued by line managers.
14th December 2012	Confirm provisional NNDR1 estimate to County Council and DCLG
17th December 2012	Council to approve Council Tax Support Scheme and the New Council Tax Discounts on Empty Properties for 2013/14
18th December 2012	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).
19th December 2012 to 18th January 2013	Cabinet consult on budget proposals including Overview and Scrutiny committee, public and the business community.
January 2013	Finance Settlement.
7th January 2013	Budget Working group - review consultation and make recs to O&S committee on budget
10th January 2013	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council
11th January 2013	Recalculate taxbase and confirm or amend figure under delegated powers, if necessary.

14th January 2013	Approve final NNDR1 estimate and advise County Council and DCLG
14th January 2013	Advise all precepting authorities (including parishes) re. relevant taxbase figures
28th January 2013	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity.
1st February 2013	Deadline for submission of alternative budget proposals to Financial Services for validation.
5th February 2013	Cabinet present final budget proposals including response to consultation exercise.
8th February 2013	Council meet to approve Cheltenham Borough Council budget only - approve proposed Cabinet or alternative budget (approved in principal).
8th February 2013	Police Authority approve budget and council tax level.
11th February 2013	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.
22nd February 2013	Council meet to approve the Council tax resolution (includes GCC and police tax) – last day for Council to approve any proposed budget.
23rd February - 27th February 2013	Council tax charge calculation / bill file creation.
Week beginning 25th February 2013	Application of redundancy selection criteria by Directors/Service Managers where required.
22nd February 2013	Final amendments to council tax leaflet/sign off for printing
26th February - 28th February 2013	Billing information sent to printers.
Week Commencing 25th February 2013	Redundancy notice letters (or stand down letters) prepared by HR. 1st March 2013 – redundancy notice letters (or stand down letters) distributed to managers for distribution on the 4th March 2013.
4th March 2013	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 4th March 2013 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).
1st - 4th March 2013	Council tax booklets to be delivered to printers/CBC
By 12th March 2013	Bills to be issued (14 days notice required before first payment - some payments due on 1st April)
7th April 2013	First (earliest) dismissal likely to take effect, assumes notice given on 4th March 2013
Summer 2014	Budget Working group - seminars with Directors to educate members on service direction of travel / issues

*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

19th November 2012 – 5th February 2013 (79 days) for Cabinet proposals

19th November 2012 – 8th February 2013 (82 days) for Council decision.

Employees

3rd December 2012 – 5th February 2013 (65 days) for Cabinet proposals

3rd December 2012 – 8th February 2013 (68 days) for Council decision.

First dismissal – 7th April 2013

Last dismissal – 9th June 2013