

Budget / Business Planning Process 2011/12 – Timetable of key stages / dates

July - September 2010	SLT / Councillor/ Service Manager reviews to identify options for savings and additional income
July - September 2010	Public Consultation exercise to prioritise services to retain, do differently or stop providing
October 2010	Members seminar - business plan prioritisation / budget position
October 2010	Focus Groups following public consultation exercise
14th October 2010	Joint Liaison Forum -CFO / HR to discuss the emerging budget and staff implications
15th October 2010	Deadline to submit taxbase calculation - applicable date is 15th October 2010 (CTB1 figure used in RSG calculation).
20th October 2010	Results announced of Government Spending Assessment Review
26th October 2010	Cabinet approve budget guidelines, timetable and estimated funding gap for 2011/12
2nd November 2010	Deadline for preparation of standstill budget on basis of no growth and further detailed analysis of under spends / additional income.
8th November 2010	Social and Community O&S committee to review & discuss the emerging 2011/12 budget
19th November 2010	CBH - deadline for review of support to CBH / HRA
22nd November 2010	Treasury Management Panel to consider budget estimates for treasury management budget assumptions.
24th November 2010	Environment O&S committee to review & discuss the emerging 2011/12 budget
29th November 2010	E&BI O&S committee to review & discuss the emerging 2011/12 budget
Week commencing 22nd November 2010	Briefing Cabinet Member on HR implications on budgets including potential redundancies
Week commencing 22nd November 2010	Posts at risk of redundancy to be confirmed by Board
Week commencing 22nd November 2010	*AD HR &OD to meet with unions to 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.
Week commencing 22nd November 2010	AD's in consultation with HR identify redundancy selection pools prior to preparation of at risk and consultation letters.
Week commencing 22nd November 2010	HR to prep consultation/at risk letters
Week Commencing 29th November 2010	Special SSSC meeting - Set up additional meeting of Staff and Support Services committee - briefing on HR implications on budgets including potential redundancies
1st December 2010	Recalculate taxbase figure for Section 151 Officer sign off under delegated powers and production of briefing note for Cabinet Deputy
1st December 2010	"at risk" and "consultation" letters distributed to line managers ready for distribution.

2nd December 2010	"at risk" and "consultation" letters issued by line managers.
14th December 2010	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).
15th December 2010 to 14th January 2011	Cabinet consult on budget proposals including Overview and Scrutiny committee, public and the business community.
January 2011	Finance Settlement.
10th January 2011	Social & Community Overview and Scrutiny committee meeting – budget consultation
14th January 2011	Recalculate taxbase and confirm or amend figure under delegated powers, if necessary.
17th January 2011	Advise all precepting authorities (including parishes) re. relevant taxbase figures
19th January 2011	Environment Overview and Scrutiny committee meeting – budget consultation
24th January 2011	Economy & Business Improvement Overview and Scrutiny committee meeting – budget consultation
27th January 2011	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity.
28th January 2011	Deadline for submission of alternative budget proposals to Financial Services for validation.
8th February 2011	Cabinet present final budget proposals including response to consultation exercise.
11th February 2011	Council meet to approve Cheltenham Borough Council budget only - approve proposed Cabinet or alternative budget (approved in principal).
14th February 2011	Potential adjourned meeting if unable to agree budget on 11th February 2011.
14th February 2011	Police Authority approve budget and council tax level.
16th February 2011	GCC meet to approve budget and council tax level.
11th - 16th February 2011	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.
25th February 2011	Council meet to approve the Council tax resolution (includes GCC and police tax) – last day for Council to approve any proposed budget.
25th February - 1st March 2011	Council tax charge calculation / bill file creation.
Week beginning 28th February 2011	Application of redundancy selection criteria by ADs/SMs where required.
25th February 2011	Final amendments to council tax leaflet/sign off for printing
1st - 3rd March 2011	Billing information sent to printers.
4th March	Redundancy notice letters (or stand down letters) prepared by HR. 4th March 2011 – redundancy notice letters (or stand down letters) distributed to managers for distribution on the 7th March 2011.

7th March 2011	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 7th March 2011 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).
4th - 8th March 2011	Council tax booklets to be delivered to printers/CBC
By 14th March 2011	Bills to be issued (14 days notice required before first payment - some payments due on 1st April)
7th April 2011	First (earliest) dismissal likely to take effect, assumes notice given on 7th March 2011

*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

22nd November 2010 – 28th January 2011 (68 days) for Cabinet proposals

22nd November 2010– 11th February 2011 (78 days) for Council decision.

Employees

1st December 2010 – 28th January 2011 (58 days) for Cabinet proposals

5th December 2010 – 11th February 2011 (63 days) for Council decision.

First dismissal – 7th April 2011

Last dismissal – 7th June 2011