

## Appendix B

### Budget Setting Process: Timetable

Date	Group	Detail	Responsible Officer
21 Apr 10	Chief Executive/ Directors	<b>Priorities &amp; Outcomes</b> Development of the critical outcomes to be achieved over the medium term under each of the Council's five priorities.	Ian Porter
27 Apr 10	Directors & Cabinet Members	<b>Priorities &amp; Outcomes</b> Development of the critical outcomes to be achieved over the medium term under each of the Council's five priorities.	Ian Porter
28 Apr 10	Chief Executive/ Directors	<b>2011/12 Process</b> Proposals for 2011/12 process discussed and agreed.	Matt Bowmer
May 10	Conservative Group	<b>Budget Timetable &amp; Update</b>	Cllr Maurice Jones
12 May 10	SMG	<b>SMG Budget event</b>	Matt Bowmer/Ian Porter
12 May 10	Financial Services	Detailed <b>Budget Guidance</b> sent out to Directors, Assistant Directors and Heads of Service (deadline for completion 16 June)	Adrian King

12 May 10	Efficiencies Implementation Group	<b>Efficiency Proposals</b> required for: <ul style="list-style-type: none"> <li>• Review of income streams;</li> <li>• Invest to save;</li> <li>• Procurement/contract review;</li> <li>• Initiatives arising through DECATS work;</li> <li>• Energy efficiency initiatives;</li> <li>• Migration of services to the Contact Centre; and</li> <li>• Total Place (deadline for completion 16 Jun)</li> </ul>	EIG Leads
12 May 10	Directors	<b>Proposals required for:</b> <ul style="list-style-type: none"> <li>• Reconfiguration of service provision; and</li> <li>• Stop doing.</li> </ul> (deadline for completion 16 Jun)	
14 May 10	Directors & Cabinet Members	<b>Budget Timetable &amp; Update</b>	Cllr Maurice Jones
19 May 10	Chief Executive/ Directors	<b>Budget Setting Process</b>	Matt Bowmer
8 Jun 10	Executive	<b>Budget Setting Process</b>	Matt Bowmer
16 Jun 10		<b>Directorate Pressures and Savings</b> identified	Directors
16 Jun 10		<b>Efficiency Proposals</b> identified.	EIG Leads
16 Jun 10		<b>Service Reconfiguration Proposals</b> identified.	Directors
30 Jun 10	Chief Executive/ Directors	<b>Budget Strategy</b> including broad efficiency proposals considered.	Matt Bowmer

7 Jul 10	Chief Executive/ Directors	<b>Budget Strategy</b> including broad efficiency proposals considered further.	Matt Bowmer
20 Jul 10	Cabinet Members and Chairs of Scrutiny Committees	<b>Budget 2011/12: Budget Strategy; Efficiency Proposals and Pressures and Savings; and Priorities &amp; Options</b> presented. <i>(Effectively first round of budget challenge/review)</i>	Matt Bowmer/Ian Porter
	Conservative Group	<b>Budget 2011/12: Budget Strategy; Efficiency Proposals and Pressures and Savings; and Priorities &amp; Options</b> presented to Group.	Cllr Maurice Jones/Cllr Richard Stay
21 Jul 10	Chief Executive/ Directors	<b>Review of Capital Programme</b> report considered.	Matt Bowmer
17 Aug 10	Executive	<b>Budget Strategy</b> considered.	Matt Bowmer
18 Aug 10		<b>Directorate Pressures and Savings</b> identified	Directors
18 Aug 10		<b>Efficiency Proposals</b> identified.	EIG Leads
18 Aug 10		<b>Service Reconfiguration Proposals</b> identified.	Directors
1 Sep 10	Chief Executive/ Directors	<b>Initial detailed budget Proposals</b> Considered (including output from review of capital programme).	Matt Bowmer
8 Sep 10	Chief Executive/ Directors	<b>Initial detailed budget Proposals</b> Further considered.	Matt Bowmer

9 Sep -16 Sep 10	Portfolio Holders	<b>Initial detailed budget Proposals</b> shared.	Directors
21 Sep 10	Cabinet Members and Chairs of Scrutiny Committees	<b>Initial detailed budget Proposals</b> Considered. <i>(Effectively second round of budget challenge/review)</i>	Matt Bowmer
23 Sep 10	Conservative Group	<b>Initial detailed budget Proposals</b> Considered.	Cllr Maurice Jones
October 10		<b>Consultation</b> workshop with Citizen's Panel	
22 Oct 10		<b>Equality Impact Assessments</b> in place for all proposals.	Directors
2 Nov 10	Executive	<b>Draft Budget 2011/12</b> (Medium Term Financial Plan and Capital Programme 2011/12 to 2015/16) approved for consultation.	Cllr Maurice Jones
15 Nov 10	Customer & Shared Services Overview & Scrutiny	<b>Overview &amp; Scrutiny</b> consideration of the budget proposals	Richard Ellis/Matt Bowmer
16 Nov 10	Sustainable communities Overview & Scrutiny	<b>Overview &amp; Scrutiny</b> consideration of the budget proposals	Gary Alderson/Matt Bowmer
22 Nov 10	Social Care Health & Housing Overview & Scrutiny	<b>Overview &amp; Scrutiny</b> consideration of the budget proposals	Julie Ogle/Matt Bowmer
23 Nov 10	Children's Services Overview & Scrutiny	<b>Overview &amp; Scrutiny</b> consideration of the budget proposals	Edwina Grant/Matt Bowmer

24 Nov 10	Chief Executive/ Directors	<b>Statutory Review of Fees &amp; Charges</b>	Adrian King
30 Nov 10	CLG	<b>Local Government Finance Settlement</b>	Minister
Early Dec 10		<b>Consultation</b> with LSP, business, Equality & Diversity Forum, and Schools Forum	Matt Bowmer
1 Dec 10	Chief Executive/ Directors	<b>Treasury Management Strategy</b>	Adrian King
7 Dec 10	Executive	<b>Statutory Review of Fees &amp; Charges</b>	Adrian King
13 Dec 10	Corporate Overview & Scrutiny	<b>Treasury Management Strategy</b>	Adrian King
Late Dec 10	Chief Executive/ Directors	<b>Review Proposals</b>	Matt Bowmer
Late Dec 10	Portfolio Holders	<b>Review Proposals</b>	Directors
Jan 11	Directors & Cabinet Members	<b>Review Proposals</b>	Matt Bowmer
11 Jan 11	Executive	<b>Treasury Management Strategy</b>	Cllr Maurice Jones
8 Feb 11	Executive	<b>Draft Budget 2011/12</b> (Medium Term Financial Plan and Capital Programme 2011/12 to 2015/16) recommended to Council.	Cllr Maurice Jones
	Overview & Scrutiny	<b>Draft Budget 2011/12</b> (Medium Term Financial Plan and Capital Programme 2011/12 to 2015/16),	Cllr Maurice Jones
24 Feb 11	Council	<b>Draft Budget 2011/12</b> (Medium Term Financial Plan and Capital Programme 2011/12 to 2015/16) approved.	Cllr Maurice Jones

31 Mar 11	Financial Services	<b>Council Tax Bills</b> sent out	Head of Revenues & Benefits
30 Apr 11	Financial Services	<b>Budgets to managers for sign off</b>	Nyree Hone
15 Apr 11	Financial Services	<b>Revenue Estimate (RA) forms</b> completed	Emma Burton
15 May 11		Budget Book published	Emma Burton
May 11	Chief Executive/ Directors	<b>Review</b>	Matt Bowmer