

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 20

meeting date: 8 SEPTEMBER 2015
title: TIMETABLE FOR BUDGET SETTING
submitted by: DIRECTOR OF RESOURCES
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1 PURPOSE

1.1 To inform you of the timetable for setting the 2016/17 budget.

2 BACKGROUND

2.1 Part of our Corporate Governance arrangements is to set out clearly to both officers and members the Council's budget timetable.

3 BUDGET TIMETABLE

3.1 Attached at Annex 1 is a comprehensive timetable covering the main elements of the Council's budget setting progress together with key dates and responsibilities.

3.2 The timetable includes what are foreseen as being the most important tasks ahead. As the budget setting process proceeds the timetable will be reviewed and updated for any items which may have an impact on progress.

3.3 The timetable will be circulated to Heads of Service and the Corporate Management Team.

4 CONCLUSION

4.1 The timetable has been set for the forthcoming budget setting period

4.2 You will see this timetable is considerably detailed and clearly indicates who is responsible for which actions. We have used our experience from previous year's budget setting process to inform this year's deadlines. Again we intend to monitor when we actually achieve each individual task in order to inform future timetables.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF48-15/LO/AC
26 August 2015

Annex 1

Budget Timetable 2016/17 Task		Who?	When?
1	Review of Fees and Charges	Accountants / Accounting Technician / Heads of Service	August to September 2015
2	Invite Capital Bids from Heads of Service	Head of Financial Services/ All Heads of Service	Monday 10 August 2015
3	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	Monday 7 September 2015
4	Consideration of Budget Forecast up to 2018/19	Policy and Finance Committee	Tuesday 8 September 2015
5	Budget Working Group meeting: - Consider Cost Pressures - Guidance to Service Committees on their budgets	Budget Working Group	Thursday 10 September 2015
6	Deadline for submission of Capital Bids by Heads of Service	Senior Accountant (AC)/ All Heads of Service	Tuesday 22 September 2015
7	Completion of Recharge time allocation sheets	Heads of Service/individual members of staff	Friday 25 September 2015
8	Finalise Revised Capital Programme for 2015/16	Head of Financial Services/ All Heads of Service	Wednesday 30 September 2015
9	Calculate Capital Charges	Senior Accountant (TH)	Monday 5 October 2015
10	Consideration of Fees and Charges and Capital Reports by Committees: Community Services Committee (Date to Printing: Friday 2 October 2015. Distribution Monday 5 October 2015)	Service Committees	Meeting Date: Tuesday 13 October 2015

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Budget Timetable 2016/17 Task		Who?	When?
11	Consideration of Fees and Charges and Capital Reports by Committees: Planning and Development Committee <u>(Date to Printing: Friday 2 October 2015. Distribution Monday 5 October 2015)</u>	Service Committees	Meeting Date: Thursday 15 October 2015
12	Calculation of Taxbase for council tax setting purposes for 2016/17	Director of Resources/Head of Financial Services/ Head of Revenues and Benefits	Friday 9 October 2015
14	Proposed Budget Working Group meeting: - Assess overall budget position and council tax base	Budget Working Group	Thursday 22 October 2015
13	Consideration of Fees and Charges and Capital Reports by Committees: Health and Housing Committee <u>(Date to Printing: Friday 9 October 2015. Distribution Monday 12 October 2015)</u>	Service Committees	Meeting Date: Thursday 22 October 2015
15	Send out Precept Letters to Parish Councils	Head of Financial Services/Accounting Technician	Friday 30 October 2015
16	Final Calculations of all Recharges	Accountants	Friday 6 November 2015
17	Consideration of Fees and Charges and Capital Reports by Committees: Policy and Finance Committee <u>(Date to Printing: Friday 16 October 2015. Distribution Monday 19 October 2015)</u>	Service Committees	Meeting Date: Tuesday 27 October 2015
18	Proposed Budget Working Group meeting: - Consider impact of the Spending Review	Budget Working Group	Thursday 26 November 2015
19	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	December 2015
20	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2015

Annex 1

Budget Timetable 2016/17 Task		Who?	When?
21	Director of Resources to finalise council tax base	Director of Resources	December 2015
22	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 9 December 2015
23	Budget Reports for All Committees completed and passed to Director of Resources and Head of Financial Services	All Accountants/Head of Financial services/Director of Resources	Friday 11 December 2015
24	Proposed Budget Working Group meeting: - Consider Local Government Finance Settlement and latest budget position	Budget Working Group	Thursday 17 December 2015
25	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	Head of Financial Services	Mid December 2015
26	Deadline for receipt of parish precept letters	Accounting Technician	Thursday 24 December 2015
27	Notify Lancashire County Council, Police and Crime Commissioner Lancashire and Lancashire Combined Fire Authority of the Collection Fund Surplus/Deficit and Taxbase	Head of Financial Services	Mid-January 2016
28	Consideration of Revenue and Capital Budget Reports by Committees: Community Services Committee <u>(Date to Printing: Monday 21 December 2015. Distribution Monday 4 January 2016)</u>	Service Committees	Meeting Date: Tuesday 12 January 2016
29	Proposed Budget Working Group - Consider Overall Budget Position	Budget Working Group	Thursday 14 January 2016
30	Consideration of Revenue and Capital Budget Reports by Committees: Planning & Development Committee <u>(Date to Printing: Monday 21 December 2015. Distribution Monday 4 January 2016)</u>	Service Committees	Meeting Date: Thursday 14 January 2016

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Budget Timetable 2016/17 Task		Who?	When?
31	Proposed Special CMT to review budgets	CMT	Monday 18 January 2016
32	Proposed Budget Working Group - Consider Overall Budget Position	Budget Working Group	Thursday 21 January 2016
3	Consideration of Revenue and Capital Budget Reports by Committees: Health & Housing Committee <u>(Date to Printing: Friday 8 January 2016. Distribution Monday 11 January 2016)</u>	Service Committees	Meeting Date: Thursday 21 January 2016
34	Consideration of Revenue and Capital Budget Reports by Committees: Policy & Finance Committee <u>(Date to Printing: Friday 15 January 2016. Distribution Monday 18 January 2016)</u>	Service Committees	Meeting Date: Tuesday 26 January 2016
35	Settlement Debate in Parliament	Central Government	Early February 2016
36	Meeting of Special Policy and Finance Committee to approve budget and recommend Council Tax to Full Council <u>(Date to Printing: Friday 29 January 2016. Distribution Monday 1 February 2016)</u>	Director of Resources/Head of Financial Services	Meeting Date: Tuesday 9 February 2016
37	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid-February 2016
38	Set up meeting with Industrialists to consider budget	PA to Director of Resources	Mid-February 2016
39	Receipt of Precept Letters from Major Precepting Authorities	Head of Financial Services	By Wednesday 24 February 2016
40	Full Council to agree Budget and set Council Tax <u>(Date to Printing: Friday 19 February 2016. Distribution Monday 22 February 2016)</u>	Members	Meeting Date: Tuesday 1 March 2016

Budget Timetable 2016/17 Task		Who?	When?
41	Inform Heads of Service of agreed Budget	Director of Resources, Head of Financial Services & CMT	Mid-March 2016
42	Entering of Approved Budget onto Financials system	All Accountants	February/March 2016
43	Production of Budget Book	Head of Financial Services	Mid-March 2016