

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 21

meeting date: 9 SEPTEMBER 2014
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 2015/16 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 Public services continue to face uncertain times with regard to how they are funded and the services that they actually provide. The council does have an indication of what the provisional finance settlement for 2015/16 is likely to be. The actual provisional settlement announcement is likely to be made in December 2014, and will not be confirmed until early February 2015.

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

PF43-14/LO/AC
29 August 2014

Annex 1

Budget Timetable 2015/16 Task		Who?	When?
1	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	Monday 8 September 2014
2	Consideration of Budget Forecast up to 2017/18	Policy and Finance Committee	Tuesday 9 September 2014
3	Budget Working Group meeting: - Fees & Charges and budget steer 2015/16 - Consider Cost Pressures - Consider Business Rates Retention Scheme and New Homes Bonus	Budget Working Group	Tuesday 23 September 2014
4	Completion of Recharge time allocation sheets	Heads of Service/individual members of staff	Friday 26 September 2014
5	Review of Fees and Charges	Accountants / Accounting Technician / Heads of Service	September to November 2014
6	Finalise Revised Capital Programme for 2014/15	Head of Financial Services/All Heads of Service	Friday 10 October 2014
7	Calculate Capital Charges	Senior Accountant (TH)	Tuesday 14 October 2014
8	Consideration of Fees and Charges Report by Committees: Community Services Committee <u>(Date to Printing: Friday 3 October 2014. Distribution Monday 6 October 2014)</u>	Service Committees	Meeting Date: Tuesday 14 October 2014
9	Consideration of Fees and Charges Report by Committees: Planning and Development Committee <u>(Date to Printing: Friday 3 October 2014. Distribution Monday 6 October 2014)</u>	Service Committees	Meeting Date: Thursday 16 October 2014

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Budget Timetable 2015/16 Task		Who?	When?
10	Proposed Budget Working Group meeting: - Assess overall position and council tax base	Budget Working Group	Monday 27 October 2014
11	Calculation of Taxbase for council tax setting purposes for 2015/16	Director of Resources/Head of Financial Services/ Head of Revenues and Benefits	Friday 31 October 2014
12	Consideration of Fees and Charges Report by Committees: Health and Housing Committee <u>(Date to Printing: Friday 10 October 2014. Distribution Monday 13 October 2014)</u>	Service Committees	Meeting Date: Friday 31 October 2014
13	Send out Precept Letters to Parish Councils	Head of Financial Services/Accounting Technician	Friday 7 November 2014
14	Final Calculations of all Recharges	Accountants	Monday 10 November 2014
15	Consideration of Fees and Charges Report by Committees: Policy and Finance Committee <u>(Date to Printing: Friday 17 October 2014. Distribution Monday 20 October 2014)</u>	Service Committees	Meeting Date: Tuesday 28 October 2014
16	Proposed Budget Working Group meeting: - Guidance to Service Committees on their budgets	Budget Working Group	Monday 24 November 2014
17	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	December 2014
18	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2014
19	Director of Resources to agree taxbase with Chairman & Shadow Chairman of Policy and Finance Committee	Director of Resources	Early December 2014

Annex 1

Budget Timetable 2015/16 Task		Who?	When?
20	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 10 December 2014
21	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 12 December 2014
22	Proposed Budget Working Group meeting: - Consider Local Government Finance Settlement and latest budget position	Budget Working Group	Monday 15 December 2014
23	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	Head of Financial Services	Mid December 2014
24	Deadline for receipt of parish precept letters	Accounting Technician	Wednesday 24 December 2014
25	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 2015
26	Consideration of Budget Reports by Committees: Community Services Committee <u>(Date to Printing: Monday 22 December 2014. Distribution Monday 5 January 2015)</u>	Service Committees	Meeting Date: Tuesday 13 January 2015
27	Proposed Budget Working Group - Consider Overall Budget Position	Budget Working Group	Wednesday 14 January 2015
28	Consideration of Budget Reports by Committees: Planning & Development Committee <u>(Date to Printing: Monday 22 December 2014. Distribution Monday 5 January 2015)</u>	Service Committees	Meeting Date: Thursday 15 January 2015
29	Proposed Special CMT to review budgets	CMT	Monday 19 January 2015

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Budget Timetable 2015/16 Task		Who?	When?
30	Consideration of Budget Reports by Committees: Health & Housing Committee <u>(Date to Printing: Friday 9 January 2015. Distribution Monday 12 January 2015)</u>	Service Committees	Meeting Date: Thursday 22 January 2015
31	Consideration of Budget Reports by Committees: Policy & Finance Committee <u>(Date to Printing: Friday 16 January 2015. Distribution Monday 19 January 2015)</u>	Service Committees	Meeting Date: Tuesday 27 January 2015
32	Settlement Debate in Parliament	Central Government	Early February 2015
33	Meeting of Special Policy and Finance Committee to approve budget and recommend Council Tax to Full Council <u>(Date to Printing: Friday 30 January 2015. Distribution Monday 2 February 2015)</u>	Director of Resources/Head of Financial Services	Meeting Date: Tuesday 10 February 2015
34	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid February 2015
35	Set up meeting with Industrialists to consider budget	PA to Director of Resources	Mid February 2015
36	Receipt of Precept Letters from Major Precepting Authorities	Head of Financial Services	By Friday 20 February 2015
37	Full Council to agree Budget and set Council Tax <u>(Date to Printing: Friday 20 February 2015. Distribution Monday 23 February 2015)</u>	Members	Meeting Date: Tuesday 3 March 2015
38	Inform Heads of Service of agreed Budget	Director of Resources, Head of Financial Services & CMT	Mid March 2015
39	Entering of Approved Budget onto Financials system	All Accountants	February/March 2015

Budget Timetable 2015/16 Task		Who?	When?
40	Production of Budget Book	Head of Financial Services	Mid-March 2015