

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 22

meeting date: 6 SEPTEMBER 2016  
title: TIMETABLE FOR BUDGET SETTING  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To inform you of the timetable for setting the 2017/18 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

PF44-16/LO/AC  
24 August 2016

## Annex 1

Budget Timetable 2017/18 Task		Who?	When?
1	Review of Fees and Charges	Accountants / Accounting Technician / Heads of Service	August to September 2016
2	Invite Capital Bids from Heads of Service	Head of Financial Services/ All Heads of Service	Wednesday 24 August 2016
3	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	Monday 5 September 2016
4	Consideration of Budget Forecast up to 2019/20	Policy and Finance Committee	Tuesday 6 September 2016
5	<b>Budget Working Group meeting:</b> - Consider Cost Pressures	Budget Working Group	Wednesday 14 September 2016
6	Finalise Revised Capital Programme for 2016/17	Head of Financial Services/ All Heads of Service	Wednesday 21 September 2016
7	Calculate Capital Charges	Senior Accountant (TH)	Friday 23 September 2016
8	Deadline for submission of responses to <b>Self-Sufficient Local Government: 100% Business Rates Retention - Consultation Document</b>	Budget Working Group/Director of Resources/Head of Financial Services	Monday 26 September 2016
9	Deadline for submission of Capital Bids by Heads of Service	Senior Accountant (AC)/ All Heads of Service	Friday 30 September 2016

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Budget Timetable 2017/18 Task		Who?	When?
10	Completion of Recharge time allocation sheets	Heads of Service/individual members of staff	Friday 30 September 2016
11	Calculation of Taxbase for council tax setting purposes for 2017/18	Director of Resources/Head of Financial Services/ Head of Revenues and Benefits	Friday 7 October 2016
12	Consideration of <b>Fees and Charges</b> by Committees: <b>Community Services Committee</b> <b><u>(Date to Printing: Friday 30 September 2016. Distribution Monday 3 October 2016)</u></b>	Service Committees	Meeting Date: Tuesday 11 October 2016
13	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Planning and Development Committee</b> <b><u>(Date to Printing: Friday 30 September 2016. Distribution Monday 3 October 2016)</u></b>	Service Committees	Meeting Date: Thursday 13 October 2016
14	Deadline for submission of <b>Efficiency Plan to DCLG</b>	Budget Working Group/Director of Resources/Head of Financial Services	Friday 14 October 2016
15	<b>Proposed Budget Working Group meeting:</b> - Assess overall budget position and council tax base	Budget Working Group	Wednesday 19 October 2016
16	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Health and Housing Committee</b> <b><u>(Date to Printing: Friday 7 October 2016. Distribution Monday 10 October 2016)</u></b>	Service Committees	Meeting Date: Thursday 20 October 2016
17	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Policy and Finance Committee</b> <b><u>(Date to Printing: Friday 14 October 2016. Distribution Monday 17 October 2016)</u></b>	Service Committees	Meeting Date: Tuesday 25 October 2016
18	Send out Precept Letters to Parish Councils	Head of Financial Services/Accounting Technician	Friday 28 October 2016

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Budget Timetable 2017/18 Task		Who?	When?
19	Final Calculations of all Recharges	Accountants	Friday 4 November 2016
20	<b>Proposed Budget Working Group meeting:</b> - Guidance to Service Committees on their budgets	Budget Working Group	Wednesday 23 November 2016
21	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	December 2016
22	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2016
23	Director of Resources to finalise council tax base	Director of Resources	December 2016
24	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 7 December 2016
25	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 9 December 2016
26	<b>Proposed Budget Working Group meeting:</b> - Consider Local Government Finance Settlement and latest budget position	Budget Working Group	Wednesday 14 December 2016
27	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	Head of Financial Services	Mid December 2016
28	Deadline for receipt of parish precept letters	Accounting Technician	Friday 23 December 2016

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Budget Timetable 2017/18 Task		Who?	When?
29	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 2017
30	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Community Services Committee</b> <b><u>(Date to Printing: Friday 23 December 2016. Distribution Tuesday 3 January 2017)</u></b>	Service Committees	Meeting Date: Tuesday 10 January 2017
31	<b>Proposed Budget Working Group</b> - Consider Overall Budget Position	Budget Working Group	Wednesday 11 January 2017
32	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Planning &amp; Development Committee</b> <b><u>(Date to Printing: Friday 23 December 2016. Distribution Tuesday 3 January 2017)</u></b>	Service Committees	Meeting Date: Thursday 12 January 2017
33	Proposed Special CMT to review budgets	CMT	Monday 16 January 2017
34	<b>Proposed Budget Working Group</b> - Consider Overall Budget Position	Budget Working Group	Wednesday 18 January 2017
35	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Health &amp; Housing Committee</b> <b><u>(Date to Printing: Friday 6 January 2017. Distribution Monday 9 January 2017)</u></b>	Service Committees	Meeting Date: Wednesday 18 January 2017
36	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Policy &amp; Finance Committee</b> <b><u>(Date to Printing: Friday 13 January 2017. Distribution Monday 16 January 2017)</u></b>	Service Committees	Meeting Date: Tuesday 24 January 2017
37	Settlement Debate in Parliament	Central Government	Early February 2017
38	Meeting of <b>Special Policy and Finance Committee</b> to approve budget and recommend Council Tax to Full Council <b><u>(Date to Printing: Friday 27 January 2017. Distribution Monday 30 January 2017)</u></b>	Director of Resources/Head of Financial Services	Meeting Date: Tuesday 7 February 2017

Budget Timetable 2017/18 Task		Who?	When?
39	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid-February 2017
40	Set up meeting with Industrialists to consider budget	PA to Director of Resources	Mid-February 2017
41	Receipt of Precept Letters from Major Precepting Authorities	Head of Financial Services	By Friday 24 February 2017
42	<b>Full Council to agree Budget and set Council Tax (Date to Printing: Friday 17 February 2017. Distribution Monday 20 February 2017)</b>	Members	Meeting Date: Tuesday 28 February 2017
43	Inform Heads of Service of agreed Budget	Director of Resources, Head of Financial Services & CMT	Mid-March 2017
44	Entering of Approved Budget onto Financials system	All Accountants	January/February 2017
45	Production of Budget Book	Head of Financial Services	Mid-March 2017