

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 21

meeting date: 24 SEPTEMBER 2019  
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 2020/21 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

PF39-19/LO/AC  
29 August 2019

## Annex 1

Budget Timetable 2020/21 Task		Who?	When?
1	Invite all Heads of Service to submit new Capital Bids for the financial year 2024/2025 (Deadline for return Friday 13 September 2019)	Head of Financial Services	Friday 2 August 2019
2	<b>Budget Working Group meeting:</b> Fair Funding Review, Lancashire Business Rates Pilot Pool, Budget Monitoring, New Homes Bonus	Budget Working Group	Tuesday 20 August 2019
3	Meetings arranged between Accountants, Heads of Service and Budget Holders to review fees and charges in line with guidance provided by Budget Working Group	Accountants / Accounting Technicians / Heads of Service	Wednesday 21 August 2019
4	Distribution of recharge time allocation sheets to service managers for purpose of calculating departmental recharges	Senior Accountants	Monday 26 August 2019
5	Housing Benefit Mid-Year Estimate return to be submitted	Senior Accountant (AC)/Director Of Resources	Friday 30 August 2019
6	Deadline for submission of Capital Bids for 2024/25 by Heads of Service	Senior Accountant (AC)/ All Heads of Service	Friday 13 September 2019
7	<b>Budget Working Group meeting:</b> 3 Year Budget Forecast, Business Rate Reforms, Budget Setting Guidelines, Fair Funding Review, Pay Award Implications	Budget Working Group	Thursday 19 September 2019
8	Finalise proposals for the Revised Capital Programme for 2019/20	Head of Financial Services/Senior Accountant (AC) All Heads of Service	Friday 20 September 2019
9	Calculate Capital Charges and distribute	Head of Financial Services/Senior Accountant (VT)	Monday 23 September 2019

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Budget Timetable 2020/21 Task		Who?	When?
10	Consideration of Budget Forecast up to 2022/23 by Policy and Finance Committee	Policy and Finance Committee	Tuesday 24 September 2019
11	Deadline for completion of recharge time allocation sheets by all staff – All sheets to be in the Accounts Office by this date at the latest	Heads of Service/individual members of staff	Monday 30 September 2019
12	Calculation of Taxbase for council tax setting purposes for 2020/21	Director of Resources/Head of Financial Services/ Head of Revenues and Benefits	Friday 4 October 2019
13	Request VAT Shelter forecast for 2019/20 and 2020/21 from Ribble Valley Homes	Senior Accountant (AC)/Ribble Valley Homes	Friday 11 October 2019
14	Send out Precept Letters to Parish Councils (For return Friday 20 December 2019)	Head of Financial Services/Accounting Technician	Friday 11 October 2019
15	<b>Budget Working Group meeting:</b> - Fees and Charges, Budget Monitoring, Fair Funding Review	Budget Working Group	Wednesday 16 October 2019
16	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Community Services Committee</b> <b><u>(Date to Printing: Friday 18 October 2019. Distribution Monday 21 October 2019)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 29 October 2019
17	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Planning and Development Committee</b> <b><u>(Date to Printing: Friday 18 October 2019. Distribution Monday 21 October 2019)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 31 October 2019
18	Final Calculations of <b>ALL</b> Recharges – This is the final deadline for the <b>last</b> recharge to be calculated	Accountants	Friday 1 November 2019

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19	Finalise VAT Shelter budget for inclusion under Policy and Finance Committee and any associated movement in earmarked reserves	Senior Accountant (AC) /Head of Financial Services/Ribble Valley Homes	Friday 1 November 2019
20	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Health and Housing Committee</b> <b><u>(Date to Printing: Friday 25 October 2019. Distribution Monday 28 October 2019)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 7 November 2019
21	<b>Budget Working Group meeting:</b> - Council Taxbase, Autumn Statement 2019, Earmarked Reserves Review	Budget Working Group	Tuesday 12 November 2019
22	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Licensing Committee</b> <b><u>(Date to Printing: Friday 1 November 2019. Distribution Monday 4 November 2019)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 12 November 2019
23	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Economic Development Committee</b> <b><u>(Date to Printing: Friday 1 November 2019. Distribution Monday 4 November 2019)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 14 November 2019
24	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Policy and Finance Committee</b> <b><u>(Date to Printing: Friday 8 November 2019. Distribution Monday 11 November 2019)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 19 November 2019
25	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	MHCLG	December 2019
26	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2019
27	Committee budget figures to be passed to Director of Resources and Head of Financial Services	All Accountants/Head of Financial services/Director of Resources	Monday 2 December 2019

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Budget Timetable 2020/21 Task		Who?	When?
28	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 4 December 2019
29	Budget Reports for <b>ALL</b> Committees completed and passed to Director of Resources and Head of Financial Services for review	All Accountants/Head of Financial services/Director of Resources	Friday 6 December 2019
30	<b>Budget Working Group meeting:</b> - Local Government Grant Settlement, Draft Revenue Budget 2020/21	Budget Working Group	Thursday 12 December 2019
31	Director of Resources to finalise council tax base	Director of Resources	Mid December 2019
32	Calculate Collection Fund (Council Tax) Surplus/Deficit and apportion between Precepting Authorities	Director of Resources/Head of Financial Services	Mid December 2019
33	Anticipated publication of NNDR1 Return by Central Government	Director of Resources/Head of Revenues and Benefits	Mid December 2019
34	Deadline for return of parish precept letters	Parish Clerks/Accounting Technician	Friday 20 December 2019
35	Consideration of <b>Revenue Budget Reports</b> by Committees: <b>Community Services Committee</b> <b>(Date to Printing: Friday 13 December 2019. Distribution Monday 16 December 2019)</b>	Service Committees	Meeting Date: Tuesday 7 January 2020
36	Consideration of <b>Revenue Budget Reports</b> by Committees: <b>Planning &amp; Development Committee</b> <b>(Date to Printing: Friday 13 December 2019. Distribution Monday 16 December 2019)</b>	Service Committees	Meeting Date: Thursday 9 January 2020
37	Proposed Special CMT to review Revenue and Capital budgets	CMT	Monday 13 January 2020

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<b>Budget Timetable 2020/21 Task</b>		<b>Who?</b>	<b>When?</b>
<b>38</b>	Notify Lancashire County Council, Police and Crime Commissioner Lancashire and Lancashire Combined Fire Authority of the Collection Fund (Council Tax) Surplus/Deficit and Taxbase	Head of Financial Services	Mid-January 2020
<b>39</b>	Final review of salaries budgets/vacancies, key income sources such as planning fees and any grant budgets in order to inform the budget report to Special Policy and Finance Committee on any budget changes required since service committees reports produced.	All Senior Accountants/Head of Financial Services/Director of Resources	Monday 13 January 2020
<b>40</b>	<b>Budget Working Group</b> - NNDR1, Revenue Budget 2020/21, Collection Fund, Forward Capital Programme	Budget Working Group	Thursday 16 January 2020
<b>41</b>	Consideration of <b>Revenue Budget Reports</b> by Committees: <b>Health &amp; Housing Committee</b> <b><u>(Date to Printing: Friday 3 January 2020. Distribution Monday 6 January 2020)</u></b>	Service Committees	Meeting Date: Thursday 16 January 2020
<b>42</b>	Consideration of <b>Revenue Budget Reports</b> by Committees: <b>Policy &amp; Finance Committee</b> <b><u>(Date to Printing: Friday 10 January 2020. Distribution Monday 13 January 2020)</u></b>	Service Committees	Meeting Date: Tuesday 21 January 2020
<b>43</b>	Consideration of <b>Revenue Budget Reports</b> by Committees: <b>Economic Development Committee</b> <b><u>(Date to Printing: Friday 10 January 2020. Distribution Monday 13 January 2020)</u></b>	Service Committees	Meeting Date: Thursday 23 January 2020
<b>44</b>	Anticipated return date for NNDR1 (To Central Government and local preceptors)	Director of Resources/Head of Revenues and Benefits/Head of Financial Services	Friday 31 January 2020
<b>45</b>	Forecasts of potential outturn position for the Lancashire Business Rates Pilot Pool based on NNDR1 returns submitted by the Pilot Pool members.	Director of Resources/Head of Financial Services	Monday 3 February 2020
<b>46</b>	Settlement Debate in Parliament	Central Government	Early February 2020

Budget Timetable 2020/21 Task		Who?	When?
47	Meeting of <b>Special Policy and Finance Committee</b> to approve budget and recommend Council Tax to Full Council <b>(Date to Printing: Friday 24 January 2020. Distribution Monday 27 January 2020)</b>	Director of Resources/Head of Financial Services/Members	Meeting Date: Tuesday 4 February 2020
48	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid-February 2020
49	Arrange formal budget consultation meeting with Representatives of Business Rates Payers	PA to Director of Resources	Mid-February 2020
50	Entering of Proposed/Approved Budget onto Financials system	All Accountants	Mid-February 2020
51	Receipt of Precept Letters from Major Precepting Authorities – Date yet to be confirmed for Lancashire County Council Meeting	Head of Financial Services	Mid-February 2020
52	Receipt of Precept Letters from Major Precepting Authorities – Date yet to be confirmed for Police and Crime Commissioner Meeting	Head of Financial Services	Mid-February 2020
53	Receipt of Precept Letters from Major Precepting Authorities – Date yet to be confirmed for Lancashire Combined Fire Authority Meeting	Head of Financial Services	Mid-February 2020
54	Production of Summary Budget Books for Full Council	Head of Financial Services	Mid-February 2020
55	<b>Full Council</b> to agree Budget and set Council Tax <b>(Date to Printing: Friday 21 February 2020. Distribution Monday 24 February 2020)</b>	Director of Resources/Head of Financial Services/Members	Meeting Date: Tuesday 3 March 2020
56	Inform Heads of Service of approved Budget	Director of Resources, Head of Financial Services & CMT	Wednesday 4 March 2020

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Budget Timetable 2020/21 Task		Who?	When?
57	Publish Fees and Charges on website	Accounting Technician	Wednesday 4 March 2020
58	Production of Final Budget Book	Head of Financial Services	Wednesday 4 March 2020