

## APPENDIX TWO

### Summary 2018/19 Budget Setting and MTFS Update Timetable

#### May 2017

- 1 Discussion of the Leisure Review and agreement on Leisure Services options
- 2 Discussion and draft Budget and MTFS Implementation Plan and 2018/19 Budget Setting timetable
- 3 Set up Member Budget Working Group
- 4 Member Budget and MTFS Working Group -- Scoping and Budget Training Sessions to be arranged
- 5 2017/18 Implementation actions on: the Investment Strategy; Garden Waste; BT to be discussed and progressed by Senior Responsible Officer in consultation with SMT

#### June 2017

- 1 Finalisation and approved Budget and MTFS Communications Strategy (Internal and External) (perhaps in an informal session prior to Cabinet)
- 2 Member Learning Hour
- 3 Governance Committee - 2016/17 Out-turn Report
- 4 Garden Waste Terms and Conditions to be approved by Cabinet
- 5 Policy for Charging for Replacement Bins approved by cabinet
- 6 Launch of Member Budget and MTFS Member Working Group and approval of Terms of Reference

#### July 2017

- 1 First refresh of the Budget and MTFS forecasts and progress to date - start
- 2 First refresh of the Corporate Plan
- 3 Final Leisure Review proposals to Cabinet for approval
- 4 Leisure services Consultation
- 5 Cabinet to discuss and agree proposed Council Tax strategy for 2018/19 to 2020/21
- 6 Cabinet to approve new Car parking Charges policy as per 2017/18 MTFS
- 7 Scoping and project mandates approved by Cabinet for Business Transformation; Business Analysis and Review of Non-Statutory functions

#### August 2017

- 1 First refresh of the Budget and MTFS forecasts and progress to date - finish
- 2 1st Quarter Budget Monitoring and Management Report to Governance
- 3 2017/18 and 2018/19 MTFS update and monitoring report
- 4 Draft 2018/19 Capital Programme
- 5 Draft Budget Consultation Proposal Paper
- 6 Revised MTFS containing the draft financial implications of the Leisure Service Review
- 7 Go Live for Charging for replacement bins

#### September 2017

- 1 2018/19 updated for the projected out-turn performance of delivering the 2017/18 MTFS
- 2 Deadline for including the approved Leisure Services arrangements in the 2018/19 Budget and MTFS
- 3 Public Budget Consultation Exercise (Residential and Business)
- 4 Governance Committee - Budget Monitoring Report
- 5 2017/18 MTFS Monitoring Reporting
- 6 Corporate Risk Register to Governance Committee
- 7 Deadline for Cabinet decision on level of Council Tax Rises in 2018/19 and draft for 2019/20 to 2020/21
- 8 Deadline for including Shared Services expansion programme into the 2018/19 MTFS
- 9 Garden Waste Communications Strategy finalised
- 10 Cabinet finalise decision making on non-statutory functions

#### October 2017

- 1 Draft 2018/19 MTFS - Summary Only
- 2 Approve Draft 2018/19 Budget and MTFS
- 3 Draft 2018/19 MTFS for Group Consultation Finish
- 4 Public Budget Consultation Result to Group for Information
- 5 Refreshed 2018/19 Corporate Plan finalised for incorporation into 2018/19 MTFS
- 6 Implementation of non-statutory functions review
- 7 Deadline for Cabinet to agree the 2018/19 Capital Programme to 2020/21

#### November 2017

- 1 Draft Budget Cabinet Papers to Cabinet Workshop for approval and sign off
- 2 Potential Member Learning Hour
- 3 Governance Committee - 2nd Quarter Budget Monitoring Report Dispatch
- 4 Communication Strategy for Garden Waste implemented
- 5 Deadline for Cabinet to approve the new Reserves Strategy for inclusion in the 2018/19 updated MTFS
- 6 Cabinet to agree alternative options for any 2017/18 MTFS projects that will not be delivery as planned

#### December 2017

- 1 Provisional LG Finance Settlement
- 2 Internal Consultation with Group
- 3 Deadline for realising the Property Investment income for inclusion in the 2018/19 MTFS

#### January 2018

- 1 Final (with provisional Settlement) Budget Cabinet Papers to be approved for dispatch
- 2 Cash Receipting system for Garden Waste charges open

#### February 2018

- 1 Final Settlement and budget and MTFS updated - risk of change from January - low
- 2 Budget Cabinet
- 3 Council Tax Setting Council - Papers Dispatched
- 4 Council Tax Setting Council

#### March 2018

- 1 Members' Learning Hour - 2018/19 Budget and MTFS
- 2 Staff Briefings and Connect Articles
- 3 External Media Comms
- 4 Council Tax bills issued