

# Item 7

REPORT TO CABINET

14th DECEMBER 2006

REPORT OF THE HEAD  
OF FINANCIAL SERVICES

**Portfolio: STRATEGIC LEADERSHIP**

## **BUDGET FRAMEWORK – 2007/2008 TIMETABLE**

### **1. SUMMARY**

In accordance with the Council's Constitution, Cabinet is required to publicise a timetable for making proposals to the Council for the adoption of the annual Budget and its arrangements for consultation.

The attached Appendix proposes a timetable for the adoption of the 2007/2008 Budget and arrangements for consultation, which will accommodate the requirements of the Constitution.

### **2. RECOMMENDATION**

2.1 That the timetable be approved, as shown on the attached Appendix.

### **3. DETAIL**

3.1 Part 4 Section C – Budget and Policy Framework Procedure Rules of the Council's Constitution requires Cabinet to publicise a timetable for making proposals to the Council for the adoption of a Budget and its arrangements for consultation. A proposed timetable is shown in the attached Appendix.

3.2 At the Cabinet Meeting to be held on Thursday, 11<sup>th</sup> January 2007, I intend to present a report which will set the scene for next year's Budget, including a summary of the initial Budget requirements, details of the Revenue Support Grant and Housing Subsidy Settlements and suggested spending targets for each of the Cabinet portfolio areas.

3.3 In terms of the arrangements for Overview and Scrutiny of the budget process this year, I have agreed that each individual Committee will again consider their own portfolio of services and the formal consultation process will begin 4<sup>th</sup> January and end 31<sup>st</sup> January 2007. Special Overview and Scrutiny Committee meetings have been agreed with the Chairmen and Vice-Chairmen for 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> January 2007 for Overview and Scrutiny Committees 1/2/3 respectively.

3.4 Cabinet, at its meeting on Thursday 15<sup>th</sup> February 2007, will be able to consider the views expressed by the Overview and Scrutiny Committees, as well as considering the views of Council Taxpayers, who will have participated in Focus Group meeting held in accordance with the Council Taxpayers' Consultation process, which is in its fifth year.

3.5 After taking those views into account, Cabinet will then approve the Budget proposals and make recommendations to the Council at a Special Meeting to be held on Friday, 23<sup>rd</sup> February 2007, when the level of council Tax will be determined, taking into account the precept requirements of the County Council, Police Authority, Fire and Rescue Service and Town and Parish Councils. The Special Council Meeting on the 23<sup>th</sup> February 2007 is the earliest date possible for determining the Council Tax as this date is influenced by the date on which precepts of the County Council, Police Authority, Fire and Rescue Service and Town and Parish Councils are received.

3.6 The statutory deadline by which the level of Council Tax must be determined is Friday, 11<sup>th</sup> March 2007. Part 4 Section C – Budget and Policy Framework Procedure Rules (2e to 2h) of the Council's Constitution provide specific procedures where Council resolves to amend the recommendations of Cabinet (an in-principle decision). The period in between the Special Council Meeting on Friday, 23<sup>th</sup> February and the statutory deadline for determining the Council Tax on 11<sup>th</sup> March does provide sufficient time to comply with the arrangements set out in the Constitution.

#### **4. FINANCIAL IMPLICATIONS**

4.1 As the purpose of this report is to identify the timetable for the Budget process, there are no financial implications to be considered.

#### **5. CONSULTATION**

5.1 The Council's three Overview and Scrutiny Committees will be consulted as part of the Budget process. A representative sample of Council Taxpayers is also being consulted as part of the Budget process.

#### **6. OTHER MATERIAL CONSIDERATIONS**

##### **6.1 Links to Corporate Objectives/Values**

The timetable has been established to ensure that all appropriate actions are undertaken during the process of determining the 2007/08 budget in that the Council is:

- *Consulting the appropriate representatives of service users, customers and partners;*
- *Being responsible with and accountable for public finances.*
- *Being open, accessible, equitable, fair and responsive to the public.*

##### **6.2 Risk Management**

If this timetable is not met, the Council could suffer an adverse cash flow in not being able to collect Council Tax from Council Taxpayers from the beginning of the financial year on the 1<sup>st</sup> April 2007. This timetable has therefore been devised to ensure that the appropriate statutory deadline to determine the level of Council Tax can be achieved.

##### **6.3 Health and Safety**

No additional implications have been identified.

**6.4 Equality and Diversity**

No Equality and Diversity implications have been identified as the purpose of this report is to identify the timetable for the budget process.

**6.5 Legal and Constitutional**

The appropriate Legal and Constitutional implications have been taken into account in determining this timetable

No other 'Material Considerations' have been identified.

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**Background Papers:** The Constitution – Part 4 Section C – Budget and Policy Framework Procedure Rules.

**Examination by Statutory Officers:**

	<b>Yes</b>	<b>Not Applicable</b>
1. The report has been examined by the Council's Head of the Paid Service or his representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. The content has been examined by the Council's S.151 Officer or his representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The content has been examined by the Council's Monitoring Officer or his representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Management Team has approved the report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**BUDGET FRAMEWORK – 2007/2008 TIMETABLE****IN ACCORDANCE WITH THE CONSTITUTION, PART 4 – RULES OF PROCEDURE,****C – BUDGET AND POLICY FRAMEWORK PROCEDURE RULES**

<b><u>Committee</u></b>	<b><u>Report Distributed</u></b>	<b><u>Meeting Date</u></b>
<b>CABINET</b>		
• To consider Budget Framework	Wednesday 3/1/2007	Thursday 11/1/2007
<b>OVERVIEW &amp; SCRUTINY</b>		
• Consultation Process	Begins Thursday 4/1/2007	Ends Wednesday 31/1/2007
• Overview & Scrutiny 1	Monday 15/1/2007	Tuesday 23/1/2007
• Overview & Scrutiny 2	Tuesday 16/1/2007	Wednesday 24/1/2007
• Overview & Scrutiny 3	Wednesday 17/1/2007	Thursday 25/1/2007
<b>CABINET</b>		
• To consider views of the Council Taxpayers' Forums	)	
	)	
	)	
• To consider view of Overview & Scrutiny Committees	) Wednesday 7/2/2007	Thursday 15/2/2007
	)	
• To approve the Budget proposals and make recommendations to Council	)	
	)	
<b>COUNCIL</b>		
• To consider recommendations from Cabinet	)	
	)	
	)	
• To consider views from Council Taxpayers' Forums	) Thursday 15/2/2007	Friday 23/2/2007
	)	
	)	
• To determine the Council Tax level	)	