

TIMETABLE FOR BUDGET PROCESS 2007/08

DATE	TASK	RESPONSIBILITY
12 June 06	Discuss Strategy & process for 2007/08	BWP
22 June 06	Issue templates for bids, savings and efficiencies	Accountancy Services
4 July 06	Approve Budget Strategy & outline timetable	Executive
17 July 06	Consider prioritisation matrix and agreed strategy	OSC P&R
By 24 July 06	Consider process to put in place to meet strategy. Agree on consultation process	Resource Steering Group (RSG)
28 July 06	Resources available reported for consideration Discuss, consultation process and action plan	Budget Working Party
28 July 06	All bids for growth returned to Finance – fully supported by risk assessment/PID's. All savings identified All efficiencies identified	Corporate Team
15 Aug 06	BWP to consider bids,savings identified to date and any further actions as necessary	Budget Working Party
End Aug 06	Budget Working papers set up and system ready	Accountancy
Aug/Sept 06	Challenge a head of service in how they prioritise and addressed the efficiency agenda	OSC P&R
Sept –Oct	Consultation process	Neighbourhood forums etc
29 Sept 06	All SLA info gathered	Accountancy/Managers
6 October 06	Establishments calculated, agreed and input. Recharge structure fixed	Accountancy
13 Oct 06	Options reported to BWP	Resource Steering Group to BWP

APPENDIX A

DATE	TASK	RESPONSIBILITY
24 Oct 06 ??? special	Options proposed and challenged with OSC's	OSC P&R (Chairs/vice chairs of all OSC's to be invited)
27 Oct 06	All budget data, incl SLA's, input to working papers as known.	Accountancy
November	Bids scored and prioritisation agreed	BWP (RSG support)
November	All OSC well-being members to be invited to a workshop to challenge prioritisation	OSC's
November	OSC P&R to "randomly check" bids to ensure process applied correctly	Accountancy
8/12/06	Consider results of OSC's (Wellbeing). Review resources available and agree final recommendations to Executive	BWP
10 Jan 07	Rate Payers consultation	Tim Capper/ Sue Borwick
16 Jan 07	Recommendations made to Executive –	Accountancy/BWP
23 Jan 07	Required to consider Executive proposals for agreement –If Council disagree then leader to reconsider	Council
Jan 07	OSC to challenge Executive report – in particular the consultation process	OSC P&R
20 Feb 07	Final report to Executive	Executive
27 Feb 07	Council make final budget resolution	Council
July 07	Revisit three random bids if successful – to check outcomes – have they been delivered	OSCs