

**Agenda Item No 7(a)**

**DERBYSHIRE COUNTY COUNCIL**

**CABINET**

**26 October 2017**

**Report of the Director of Finance & ICT**

**PREPARATION OF BUDGET 2018-19**  
(STRATEGIC LEADERSHIP, CULTURE AND TOURISM)

**1 Purpose of the Report**

To seek Cabinet approval for the proposed timetable for the Council's 2018-19 budget preparation and procedures and the associated consultation arrangements.

**2 Information and Analysis**

**Preparation of Budget 2018-19**

The production of the Council's budget is undertaken in accordance with the requirements of the Council's Constitution. The Constitution requires that a timetable is publicised by Cabinet for making proposals to the full Council in relation to the annual Revenue Budget, along with arrangements for consultation with stakeholders, which should be for a period of not less than six weeks. The proposed timetable is attached at Appendix 1.

A key element of the Council's budget setting process is consultation with stakeholders.

It is proposed to undertake the following consultation activities:

- Programme of public consultation, determined by the Director of Finance & ICT and Policy and Research, in consultation with the Leader of the Council. An online survey will run from 29 September to 12 November 2017 and hard copies will be distributed in libraries across Derbyshire. The consultation will be publicised as follows:
  - Articles in Our Derbyshire employee newsletter and Derbyshire Now
  - Promotion in employee payroll letter
  - Facebook/Instagram paid for campaigns
  - E-newsletters to community groups, parish councils, partner organisations and community publications

- Media releases and blogs
- Organic social media campaigns
- Statutory consultation with business ratepayers;
- Consultation with trade unions; and
- Consultation with Improvement and Scrutiny Committees.

Cabinet will take account of the consultation when drawing up firm proposals to the Council. Results will be communicated after the consultation has ended.

### **Five Year Financial Plan**

The Council's Budget 2017-18 and Five Year Financial Plan (FYFP) have been updated during 2017-18 and a report was taken to Cabinet on 20 July 2017.

The FYFP will be updated again as part of the budget setting process, to reflect the Government's Autumn Budget and the Provisional Local Government Finance Settlement, which are expected to be announced in November 2017 and December 2017, respectively.

### **Reserves**

The Council has in place a Reserves Policy which sets out the framework within which decisions will be made regarding the level of reserves. In line with this framework the balance and level of reserves over the medium term are regularly monitored to ensure they are adequate to manage the risk of the Council. This covers both the General and Earmarked Reserves. A review of the Reserves Position was reported to Cabinet on 24 January 2017.

A further review of Earmarked Reserves has recently been undertaken and the results are included in a separate report to this meeting.

## **3 Considerations**

In preparing this report the relevance of the following factors has been considered: financial, legal, prevention of crime and disorder, equality and diversity, human resources, environmental, health, property, transport and social value considerations.

## **4 Background Papers**

Papers are held in Technical Section, Room 137, County Hall.

## **5 Key Decision**

No.

## **6 Officer's Recommendations**

That Cabinet:

- (i) Approves the timetable for completion of the 2018-19 budget, including arrangements for consultation with stakeholders.
- (ii) Notes the proposals for reviewing and updating the Five Year Financial Plan.
- (iii) Notes the arrangements for reviewing Earmarked Reserves and updating the General Reserve projections.

PETER HANDFORD

Director of Finance & ICT

**APPENDIX 1****Budget Preparation Timetable**

29 September – 12 November 2017	Public consultation.
November - December 2017	<p>Priorities for revenue and capital spending, budget savings and risks facing the Council are evaluated.</p> <p>Improvement and Scrutiny Committees consulted.</p> <p>Trades Unions consulted.</p> <p>Business Ratepayers consulted.</p> <p>Outcome of the Government's Autumn Budget analysed.</p>
<i>1 December 2017</i>	Deadline for details of 2018-19 budget savings proposals to be submitted to the Director of Finance & ICT by Strategic Directors for direct inclusion in Revenue Budget Report.
December 2017	Government announces details of Provisional Local Government Finance Settlement.
<b>15 January 2018</b>	Deadline for collection fund and business rates figures to be submitted to the Council by district/borough councils.
25 January 2018	Cabinet considers report on final revenue/capital settlements, results of consultation/budget priorities, reserves position and five year financial plan and determines budgets and Council Tax recommendations to Full Council.
<b>31 January 2018</b>	Deadline for taxbase figures to be submitted to the Council by district/borough councils.
7 February 2018	Council debates Cabinet recommendations/results of consultation and determines revenue/capital budgets and Council Tax level for 2018-19.
<b>1 March 2018</b>	Notify district/borough councils of precepts.

\* Dates in bold are statutory deadlines. Date in italics is a key milestone in the timetable. These dates must be met. The other dates are for indication only.