

**CANNOCK CHASE COUNCIL**  
**COUNCIL**

**16<sup>TH</sup> FEBRUARY 2011**

**JOINT REPORT OF THE HEAD OF FINANCIAL MANAGEMENT AND COUNCIL SOLICITOR**  
**2011-12 TO 2013-14 - BUDGET PROCESS – PROCEDURAL ISSUES**

**1. Purpose of Report**

- 1.1 To update Members on the Timetable for determining the Budget and overall levels of Council Tax for 2011-12.

**2. Recommendations**

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| 2.1 That Council notes that the Council will be required to meet on the 2 March 2011 to set the overall Council Tax for 2011-12. |
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**3. Options**

- 3.1 There are no alternative options available to Council in setting the overall Council Tax for 2011-12.

**4. Reasons for Recommendations**

- 4.1 The overall level of council Tax cannot be set before 1 March 2011 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act 1992 have been determined.
- 4.2 At present Stoke on Trent and Staffordshire Fire Authority are due to meet the day before Council whereas all Parish Precept details have not been received.

**5. Key Issues**

- 5.1 In setting a budget for any year the Council must comply with the Budget and Council Tax setting requirements as reflected in the Local Government Finance Act 1992. In particular the Council is required to:
- a) Calculate its budget requirement (section 32)
  - b) Determine the District Council element of Council Tax (Section 33 to 36)
  - c) Set the overall level of Council Tax inclusive of Staffordshire County Council; Staffordshire Police; Stoke on Trent & Staffordshire Fire Police and other precepts (Section 30)

- 5.2 The determination of the Budget Requirement (Requirement a) and related Council Tax level (Requirement b) is a function of all authorities however requirement c) is purely a function of this Council as a billing authority
- 5.3 The overall level of Council Tax must be set before the 11 March each year however the overall level of Council Tax cannot be set before 1 March 2011 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act 1992 have been determined.
- 5.4 The current budget timetable was amended this year to ensure that sufficient time existed between Budget Council Meetings to enable both Cabinet and Council sufficient time to undertake their duties if a budget was referred back to Cabinet.
- 5.5 The 2010-11 Calendar of meetings timetable being as follows:
- |                       |                  |
|-----------------------|------------------|
| Council (Budget)      | 16 February 2011 |
| Cabinet (Provisional) | 23 February 2011 |
| Council               | 2 March 2011     |
- 5.6 Although it may be possible in future years to fulfil all its Budget and Council Tax setting requirements at one meeting, the timetable is ultimately dependant upon the Calendar of Meetings for the other precepting bodies'

**6. Report Author Details**

Bob Kean      Head of Financial Management

Alistair Welch      Council Solicitor

**SCHEDULE OF ADDITIONAL INFORMATION**

**INDEX**

|  |                          |
|--|--------------------------|
| <b>Contribution to Council Priorities (i.e. CHASE, Corporate Priorities)</b> | <b>Section 1</b>         |
| <b>Contribution to Promoting Community Engagement</b>                        | <b>Section 2</b>         |
| <b>Financial Implications</b>  | <b>Section 3</b>         |
| <b>Legal Implications</b>  | <b>Section 4</b>         |
| <b>Human Resource Implications</b>   | <b>Section 5</b>         |
| <b>Section 17 (Crime Prevention)</b>   | <b>Section 6</b>         |
| <b>Human Rights Act Implications</b>   | <b>Section 7</b>         |
| <b>Data Protection Act Implications</b>                                      | <b>Section 8</b>         |
| <b>Risk Management Implications</b>  | <b>Section 9</b>         |
| <b>Equality and Diversity Implications</b>                                   | <b>Section 10</b>        |
| <b>List of Background Papers</b>   | <b>Section 11</b>        |
| <b>Report History</b>  | <b>Section 12</b>        |
| <b>Annexes to the Report i.e. copies of correspondence, plans etc.</b>       | <b>Annex 1, 2, 3 etc</b> |

**Section 1**

**Contribution to Council Priorities (i.e. CHASE, Corporate Priorities)**

There are no implications arising from the report

**Section 2**

**Contribution to Promoting Community Engagement**

There are no implications arising from the report

**Section 3**

**Financial Implications**

The financial implications have been referred to throughout the report

**Section 4**

**Legal Implications**

**Section 5**

**Human Resource Implications**

There are no implications arising from the report

**Section 6**

**Section 17 (Crime Prevention)**

There are no implications arising from the report

**Section 7**

**Human Rights Act Implications**

There are no implications arising from the report

**Section 8**

**Data Protection Act Implications**

There are no implications arising from the report

**Section 9**

**Risk Management Implications**

In setting a budget in advance of the 1 March the Council would be responsible for any difference between its estimated Parish Precepts and the actual precept received by 1 March

**Section 10**

**Equality and Diversity Implications**

There are no implications arising from the report

**Section 11**

**List of Background Papers**

**Section 12**

**Report History**

| Council Meeting | Date |
|-----------------|------|
|                 |      |
|                 |      |

**Annexes to Report**