

Agenda Item 12

Enclosure 9

**Health and Care Professions Council
19 September 2018**

Budget timetable 2019-20

For approval

From Tian Tian, Director of Finance

Council, 19 September 2018

Proposed 2019-20 budget setting timetable

Executive summary and recommendations

Introduction

As part of the internal audit review of the budget and forecasting process, Grant Thornton identified that the 2018-19 budget process resulted in an increased number of iterations over previous years. They recommended the Executive team to review the budget setting process and through consultation with the Audit Committee and Council, decide on the level of input required by each to ensure a more streamlined process.

Following discussions with the Deputy Chair of Council, the senior management team (SMT) have created a revised timetable for the 2019-20 budgeting process (Appendix 1).

The timetable removes the Audit Committee from the review process but includes an additional Council meeting in February. This will enable the budgets to be informed by the 9+3 reforecast and subsequent reviews by SMT before being presented to Council.

Prior to the submission of the draft budget to the February Council meeting, a further review meeting will be set up between the SMT, Chair of Council and Chair of Audit Committee, where each SMT member presents their budget areas for discussion.

This will enable Council to have an early review of the draft version of the budget which will have had more scrutiny, before the final approval in March.

The Audit Committee reviewed the proposed timetable at their meeting on 4 September. The Committee recommends that the timetable should be approved.

Decision

Council is asked to review and approve the proposed budget setting timetable.

Background information

See Appendix 1

Resource implications

None

Financial implications

None

Appendices

Appendix 1 Proposed timetable for 2019-20 budget setting process

Date of paper

5 September 2018

Appendix 1: Proposed timetable for 2019-20 budget setting process

Date	Parties Responsible	Description
October	Budget holder + Finance	6+6 Forecast
Mid November	Finance	Budget template issued
23-Nov-17	Budget holder	Project prioritisation + work plan meeting
30-Nov-18	Budget holder	Submission of 1st version of budget
18-Dec-18	SMT	SMT review 1st version of budget
09-Jan-19	Finance	9+3 reforecast template issued
17-Jan-19	Budget holder + Finance	Complete 9+3 forecast plus 2nd version of budget (based on 9+3 forecast)
22-Jan-19	SMT/Budget holder	Budget review meeting to scrutinise departmental budgets.
28-Jan-19	SMT/ Chair of Council and Chair of Audit Committee	Budget presentation and discussion with Chair of Audit Committee and Chair of Council.
07-Feb-19	Finance	3rd draft 2019-20 budget circulated to Council
14-Feb-19	Council	Council first review of the draft budget
22-Feb-19	Budget holder + Finance	Complete 4th version of budget following Council
08-Mar-19	Finance	Submission of 4th version of budget to Council
20-Mar-19	Council	Final sign off