

TOWARDS ONE COUNCIL – FINANCIAL UPDATE

Executive Summary

This report identifies a draft schedule of key finance activity which needs to take place between now and January 2009

Proposal

There are no specific proposals in the report. However members are invited to comment on any of the activities identified

Reasons For Proposals

See above

Author

Sandra Farrington
Chief Financial Officer

Work Plan for next stages of the Towards One Council 2009-10 finance issues and budget plans

	Task	Timescale	Purpose	Objective / comments
1	Baseline 2007-08- analysis of base budget data in assumed budget blocks	Done	To provide base line position for 2007- 08	To give base position for memorandum calculation of 1C4W savings and comparative information for 2008 -09
2	Baseline 2008-09 analysis of base budget data in assumed budget blocks	Done	at high level to total budgets gross and net	Needs revising to reflect new structure and service splits
3	Proforma designed to Identify , in new council structure budget service areas , responsible service directors , and linked finance team staff	Done	Proforma discussed and distributed to SFF 3.5.08	To identify clarify which key finance staff are linked to which SD
4	SFF to complete the proforma , identifying service director responsibility, linked finance staff and any gaps	29.5.08 Done	To identify clarify which key finance staff are linked to which SD	Finance Staff linked to SD roles.
5	Finance away day briefing for finance teams	30.5.08	Team building , information sharing and knowledge exchange	To progress the team building across the 5 councils finance staff community
6	Visits to work stream leads to assess business needs	May 2008	To establish work stream leads needs and progress on financial planning of their service	To identify work stream leads/ SD support needs.

7	Appoint project manager and extra support staff to deliver work stream	AR started 4.6.08	To have a project manager resource to deliver this work stream	To have a project manager to deliver the project plan for the finance stream of 1C4W
8	Get into diary Formal budget review meetings with S Directors / Portfolio holders etc	4 th July	To get meetings in diary	
9	Re analysis of baseline 2008-09 analysis of 'budget data' revised to reflect new council structure	12 th June	Revision of 2 above to reflect new service structures and incorporate more information about DC services	Basis for start of service and budget preparation for new SD's and their services Still awaiting some of the details from the DC's
10	'Budget Data' distributed to service accountants	12 th June	Service accountants will review data and provide feedback	To refine analysis, to ensure allocations and descriptions are as correct as possible.
11	'Budget data' reworked to pull out indirect budget lines and distribute to service accountants	30 th June	Second version, with overheads identified separately circulated to accountants	Service accountants have direct expenditure information to work with SD
12	Gaps in service list proforma to be filled	30 th June	To complete proforma	To identify staff linked to all SD roles. In interim will use work stream leads
13	Get copies of HR staffing lists	30 th June		Need to merge staffing data into new structure / financial analysis
14	Programme office to realign 1C4W work stream in line with service analysis (3i) above	30 th June	To realign work stream data into new structures	To ensure that all work streams are working on activity and finance data reflecting new structures
15	Paper on role and scope of Member budget sub committee to JIT	7 th July	To consider options for role of member sub committee	Agree term of reference for member sub committee
16	Financial plan to cabinet	15 th July	To get cabinet approval	To confirm financial plan for budget

			for Financial plan	preparation exercise
17	Arrange training sessions for Members	TBA	To provide members with information on process	Members are better informed and are able to more effectively take part in process.
18	Issue formal budget preparation guidance notes and proforma	30 th June	To issue standard framework for service data and budget preparation (money ,priorities , staff and performance and service standards)	To provide finance community and SD's with guidance on service costing and budget preparation
19	Finance teams working with service leads to develop budget options to deliver cash freeze/ 1C4W savings targets	12 th June to 18 th August	Service design and preparation for budget workshops. Linking to the corporate performance/ priority work.	Detailed budget and service options for 2009-10 budget
20	Officer meetings re budget proposals	1 st July to 11 th august	To support work on service design, priorities, service standards etc	As requested by service directors
21	Workshops to review structures	August?	To allow JIT to consider the proposed structures needs to be completed by 1.10.08 to meet BMP timetable	To ensure proposed structures are consistent and fit for purpose
22	Draft budget submissions to Corporate finance	18 th august	Services first cut data available	Needed to meet overall budget timetable
23	Budget review meetings	20 th august to	To review first cut	To discuss budget proposals , priorities,

		end October	budget proposals	performance and service standards and options for the 2009-10 budget
24	Budget consultation meetings			
25	Produce draft consolidated budget	15 th November		First cut corporate budget
26	Complete budget paperwork for cabinet	24 th December	Papers for publication and circulation	Meet circulation deadlines for cabinet
27	Review meetings	November to January 2009	To refine first cut budget to reflect resources, priorities and service proposals for 2009-10	To refine budget proposals