

IMPLEMENTATION EXECUTIVE

15 July 2008

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	Revised to reflect new structure, gross and net spend. Work is ongoing to identify all recharges and other non direct expenditure
3	To Identify in new council structure budget service areas, responsible service directors and linked finance team staff	Done	Proforma to identify key finance staff responsible for each area of the new structure	Service accountants identified for 85% of service areas, work ongoing to allocate remaining tasks
4	SFF to complete the proforma, identifying service director responsibility, linked finance staff and any gaps	29.5.08 Done	To identify and 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 Done	Team building, information sharing and knowledge exchange	Over 40 staff across the 5 councils attended this workshop and future events are planned.
6	Visits to work stream leads to assess business needs	May 2008 Done	To establish work stream leads needs and progress on financial planning of their service	This work has progressed well and is being built into the ongoing work planning.

7	Appoint Project Manager and extra support staff to deliver work stream	Done started 4.6.08	To have a project manager resource to deliver this work stream	The project manager is developing the existing plans and moving the project forward.
8	Formal budget review meetings with Service Directors/Portfolio holders to be put in the diary.	Ongoing	To ensure relevant people have the slots reserved in their diaries	This is a complex exercise with work ongoing to arrange meetings and limit diary clashes with other commitments
9	Re analysis of baseline 2008-09 analysis of 'budget data' revised to reflect new council structure	Done	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 SDs and their services. Still awaiting some of the details from the DCs
10	'Budget data' distributed to service accountants	Done	Service accountants will review data and provide feedback	Feed received to help 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	Week ending 4 th July	Second version, with overheads identified separately circulated to accountants	Service accountants have direct expenditure information to work with SDs
12	Gaps in service list proforma to be filled	Week ending 4 th July	For each SD area to identify and allocate named financial support	SDs and work stream leads need to know with whom they are going to work to develop budget proposals for 2009-10
13	Obtain HR staffing lists information	Week ending 4 th July	To enable SDs to understand the staffing position they are working with	Information is essential to develop service/ budget proposals for 2009-10
14	Programme office to realign 1C4W	Week ending 4 th	To realign work stream	To ensure that all work streams are

	work stream in line with service analysis (3i) above	July	data into new structures	working on activity and finance data reflecting new structures
15	Write paper on role and scope of Member budget sub committee to JIT	7 th July	To consider options for role of member sub committee	To agree proposed term of reference for member sub committee to be considered by IE in August
16	Draft financial plan to cabinet	15 th July	To get cabinet approval for a financial plan for 2009-10	To have an approved financial plan which will be used for the 2009-10 budget preparation exercise
17	Arrange training sessions for Members	TBA	To provide members with information on budget setting process	To provide Members with more information
18	Issue formal budget preparation guidance notes and proforma	Week ending 4 th July	To set a standard framework for service data and budget preparation (money, priorities, staff and performance and service standards)	To provide finance community and SDs with guidance on service costing and budget preparation
19	Finance teams working with service leads to develop service proposals and budget options to deliver cash freeze/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. This needs	To ensure proposed structures are consistent and fit for purpose

			to be completed by 1.10.08 to meet BMP timetable	
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 end October	To review first cut budget proposals	To discuss budget proposals, priorities, performance and service standards and options for the 2009-10 budget
24	Budget consultation meetings			The proposal is for 8 meetings, 6 public meetings and 2 for the business community. Provisional dates have been booked in November but details are still being developed
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