

**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

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**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<br>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.  |
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| 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 <sup>th</sup> July  | To get meetings in diary   |  |
| 9  | Re analysis of baseline 2008-09 analysis of 'budget data' revised to reflect new council structure | 12 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> July  | To consider options for role of member sub committee   | Agree term of reference for member sub committee   |
| 16 | Financial plan to cabinet  | 15 <sup>th</sup> July | To get cabinet approval  | To confirm financial plan for budget   |

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|    |   |  | 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.            |
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| 18 | Issue formal budget preparation guidance notes and proforma   | 30 <sup>th</sup> 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 <sup>th</sup> June to 18 <sup>th</sup> 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 <sup>st</sup> July to 11 <sup>th</sup> 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 <sup>th</sup> august                          | Services first cut data available   | Needed to meet overall budget timetable   |
| 23 | Budget review meetings  | 20 <sup>th</sup> august to                       | To review first cut   | To discuss budget proposals , priorities,   |

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|    |                                       | 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 <sup>th</sup> November |   | First cut corporate budget   |
| 26 | Complete budget paperwork for cabinet | 24 <sup>th</sup> 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   |