

Financial Services - Service Delivery Plan 2018-19

Overview of the service

Financial Services comprises; Accountancy, Exchequer, Payroll, Internal Audit and Procurement services.

The purpose of the Service is to provide for the proper administration of the Council and its trading companies financial affairs and the effective stewardship and accountability of public money. The Service is also responsible for monitoring the overall financial health of the Council and ensuring that there is a stable financial base from which the Council's service delivery can be maximised.

The key functions and responsibilities of each sub-team within Financial Services are:

Accountancy

- Medium Term Financial Strategy (MTFS) – The purpose of this Strategy is to set a robust overall financial framework for the Council's plans over the next four years which supports the delivery of the Council's priorities within the context of an annual balanced budget. The MTFS is reviewed throughout the financial year and is revised and presented to Full Council with the budget every February.
- Annual Revenue and Capital Budgets – It is a legal requirement for a Council to set a balanced budget prior to the financial year to which it relates. The accountants liaise with all budget managers to identify whether there are any additional budget requirements for growth items and whether any savings can be identified, while analysis takes place of Government funding to ensure that spend and income remain in balance.
- Budget Monitoring – This is carried out on a monthly basis with budget managers throughout the year, with then quarterly reports presented to committees showing their forecast outturn position against budget.
- Annual Financial Report – The Statement of Accounts must be produced in line with statutory requirements and International Financial Reporting Standards and is subject to External Audit opinion.
- Treasury Management – The Council's cashflow is monitored on a daily basis in order to determine the investment or borrowing requirements of the Council. These decisions must be in accordance with the approved Treasury Management Strategy and Prudential Indicators.
- Banking – This includes the correct allocation of income to services and producing monthly bank reconciliations.

Exchequer

- Administration of creditor payments and debtor billing and Council mortgages.
- Arranging and administering the Council's insurance requirements and liaising with the insurance provider regarding claims from the public.
- Management of taxation issues which are mainly VAT.

Payroll

- Payment of salaries, Member's allowances and expenses, and election payments.

Internal Audit

- Internal Audit is an independent appraisal (statutory) function established to review and report improvements to the Council's internal control system. In addition to the statutory functions, Internal Audit acts as the Council's lead in fraud and corruption awareness, detection, prevention and investigation. This service also facilitates operational risk management, the Council's key contact on the National Fraud Initiative, the Council's Money Laundering Reporting and Bribery Act Compliance.

Procurement

- To ensure that the Council maximises value for money in its purchasing of goods and services, by ensuring that procedures are in place, and followed, that allow appropriate competition to take place between suppliers, thus ensuring prices paid are competitive.

Cost of service

The budgeted cost of running the Service in 2017-18 is £431,971 which includes staffing costs, the service level agreements for Internal Audit and Procurement with LGSS, supplies and services (but not internal recharges).

Staffing information

These services are provided by 9.87 full time equivalents (FTE) staff as follows; Accountancy - 4.87 FTE, Exchequer - 2.9 FTE, Payroll - 1.6 FTE

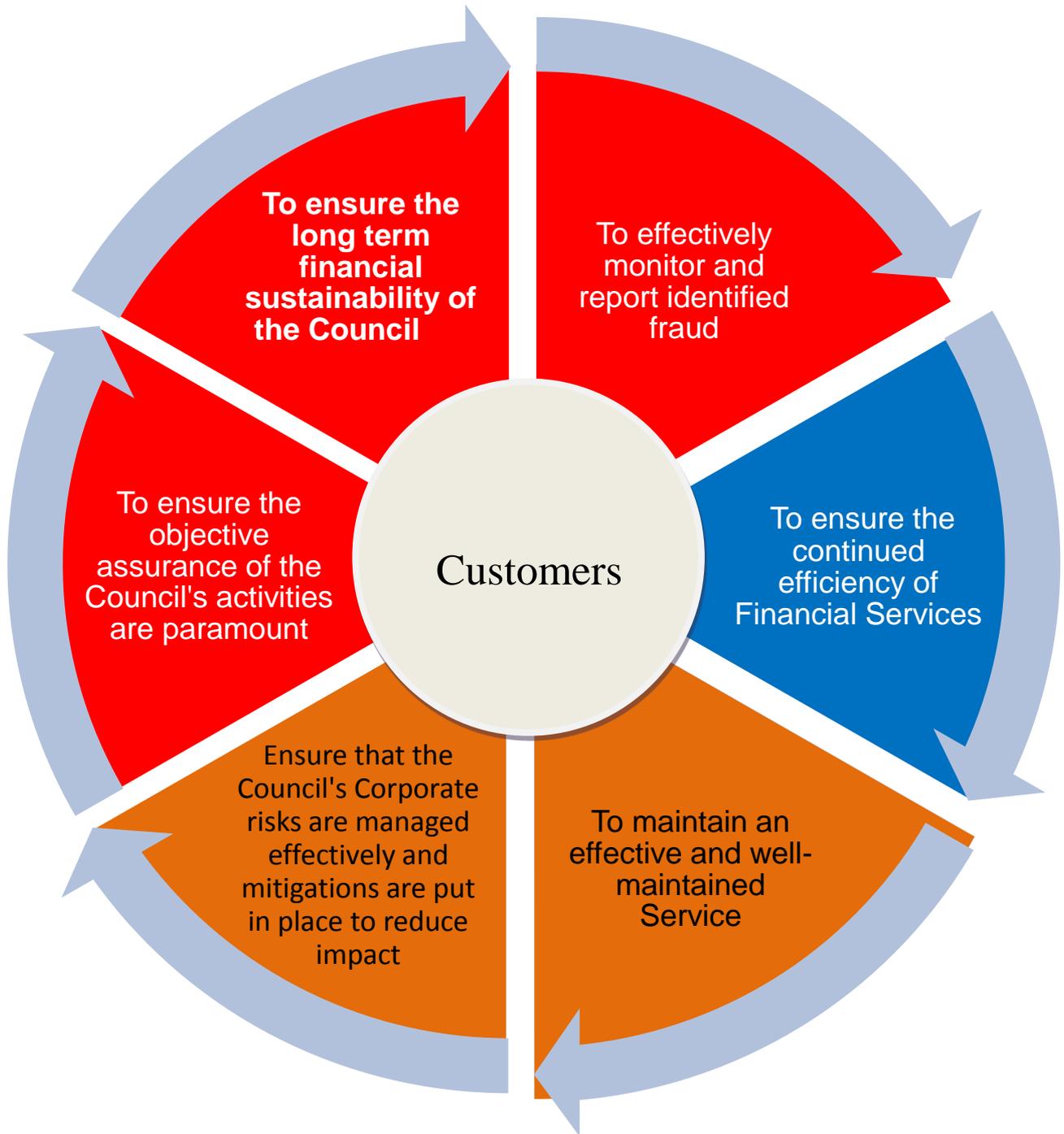
Internal Audit and Procurement Services are provided via an SLA with LGSS and as such, there are no staff directly employed by East Cambridgeshire District Council.

Forward planning for Councillors

Proposed date of decision	Item	Service Area	Service Delivery Champion	Committee
June 2018	2017-18 Outturn Report to Committee	Budget Monitoring	Cllr Chris Morris	Resources & Finance
June 2018	Internal Audit Annual Report & Opinion 2017-18	Internal Audit	Cllr Chris Morris	Resources & Finance
July 2018	Quarter 1 Budget Monitoring Reports for 2018-19 to Committees	Budget Monitoring	Cllr Chris Morris	Community, Regulatory and Resources & Finance Committees
July 2018	Approval of the 2017-18 Statement of Accounts	Annual Financial Report	Cllr Chris Morris	Resources & Finance
July 2018	Approval of the 2017-18 Annual Governance Statement	Internal Audit	Cllr Chris Morris	Resources & Finance
November 2018	Quarter 2 Budget Monitoring Reports for 2018-19 to Committees	Budget Monitoring	Cllr Chris Morris	Community, Regulatory and Resources & Finance Committees
November 2018	Internal Audit Interim Report 2018-19	Internal Audit	Cllr Chris Morris	Resources & Finance
December 2018	Annual Fraud Report	Internal Audit	Cllr Chris Morris	Resources & Finance

December 2018	Council Tax Base Setting	Annual Budget	Cllr Chris Morris	Resources & Finance
January 2019	Quarter 3 Budget Monitoring Reports for 2018-19 to Committees	Budget Monitoring	Cllr Chris Morris	Community, Regulatory and Resources & Finance Committees
January 2019	Draft Revenue & Capital Budgets 2019/20 Report	Annual Budget	Cllr Chris Morris	Resources & Finance
January 2019	Approval of the Medium Term Financial Strategy	Annual Budget	Cllr Chris Morris	Resources & Finance
January 2019	Approval of the Treasury Management Strategy	Annual Budget	Cllr Chris Morris	Resources & Finance
February 2019	Setting of the Council Tax 2019/20	Annual Budget	Cllr Chris Morris	Full Council
February 2019	Approval of the 2019/20 Revenue Budgets, the Capital Programme, Reserves, and Fees and Charges	Annual Budget	Cllr Chris Morris	Full Council
March 2019	Internal Audit Charter and Annual Internal Audit Plan	Internal Audit	Cllr Chris Morris	Resources & Finance Committee

Strategy map - 2018/2019



Commitments towards our Vision

Service Delivery Plan – Financial Services



Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners
To ensure the objective assurance of the Council's activities are paramount.	A customer driven efficient Council with a "can do" attitude and pro-business approach and commercially focused to ensure financial self-sufficiency for the tax payer	Ensure that the Annual Internal Audit Plan adds value to the organisation	100%	LGSS
		Meet with 100% of Service Managers to assist in the preparation of the annual Internal Audit Plan		
To ensure the long term financial sustainability of the Council	Delivering a financially sound & well managed council	To deliver the agreed Internal Audit Plan by 31 st March 2019	Completed and presented to Council in February 2018	Ian Smith - Finance Manager
		Produce a Medium Term Financial Strategy (MTFS) with balanced budgets for two years, i.e. the budget year and the subsequent year, with a trajectory which will allow the Council to remain financial secure		
		Regularly reviewing high level corporate risks, including public sector funding and the loss of major income streams		
		Produce the detailed budget for 2019-20 to a time frame that allows the Council to set a legal budget		
To effectively monitor and report identified fraud	Delivering a financially sound & well managed council	To hit the Full Council meeting in February 2019	Completed and presented to Council in February 2018	Ian Smith - Finance Manager
		Produce quarterly budget monitoring reports to Committees, (both revenue and capital) and an Outturn report at yearend	Quarterly	Anne Wareham – Senior Accountant John Steel - Management Accountant
		Quarterly reports to hit Committee deadlines		
To effectively monitor and report identified fraud	Delivering a financially sound & well managed council	To provide continued financial support to East Cambs Trading Company and East Cambs Street Scene, including the production of monthly budget monitoring reports and cashflow projections for a number of years.	Monthly reports introduced for management purposes and presented to Board meetings as appropriate	Anne Wareham – Senior Accountant Amy Jeal- Management Accountant
		On-going general support. Reporting to hit respective Company Board meetings.		
To effectively monitor and report identified fraud	Delivering a financially sound & well managed council	Work with partners to provide a co-ordinated approach to tackling fraud (in accordance with the Cambridgeshire Anti-Fraud Network priorities)	The Cambridgeshire Anti-Fraud Network has been established and provides the means for a co-ordinated approach to tackling fraud	LGSS ARP Fraud Team
		As required - On-going		

Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners
		Raise awareness of fraud and corruption across the organisation Review of Counter Fraud procedures, hot line and poster campaign	Fraud mail shot issued October 2016.	LGSS
		Pay 99% of undisputed invoices within 30 days	99%	Eleanor Fretwell - Senior Accountancy Assistant
		Average time taken to collect income in relation to external invoices (this indicator does not include Council Tax and Business Rates)	25 days	Eleanor Fretwell - Senior Accountancy Assistant
To ensure the continued efficiency of Financial Services		Review the operation of the new Payroll Service, in its first year of operation, to ensure that this is working as efficiently as possible and best advantage is being achieved from the greater use of self-service and workflow within the systems functionality	System implementation date is the 1 st April 2018 and at time of writing work was continue in order to achieve this deadline	Ian Smith - Finance Manager
		Improve the process for the production of the Statement of Accounts following the introduction of earlier close in 2018 Prepare the draft Statement of Accounts for 2017-18 by the end of May 2018 and then support the external auditors in undertaking their review by 31 st July	The 2016-17 Accounts were completed to a quicker timeframe than previously, and lessons learnt are already being implemented in the 2017-18 process	Anne Wareham – Senior Accountant
To maintain an effective and well-maintained service		Support the continued development of the Financial Services Team to ensure that they are meeting with personal and professional career development opportunities To provide training to staff in line with the their personal training and development plan as detailed in their appraisal document (90% of training needs to be met)	Successfully completed – work will be on-going moving forward	Ian Smith - Finance Manager
Ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact.	Delivering a financially sound & well managed council	To regularly review higher level corporate risks, including: Public Sector Funding Loss of major income streams	These risks are picked up when preparing the MTFS and budget. See section on ensuring the long term financial stability of the Council	Ian Smith - Finance Manager