

# Commitments towards our Vision





## Financial Services- 2018-2019- Six month report



East Cambridgeshire  
District Council

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	Status (at 6 month stage)	Outcome or output (at 6 month stage)
<p>To ensure the objective assurance of the Council's activities are paramount.</p> <p>To ensure the long term financial sustainability of the Council</p>	<p>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</p> <p>Delivering a financially sound &amp; well managed council</p>	<p>Ensure that the Annual Internal Audit Plan adds value to the organisation</p> <p>Meet with 100% of Service Managers to assist in the preparation of the annual Internal Audit Plan</p> <p>To deliver the agreed Internal Audit Plan by 31<sup>st</sup> March 2019</p>	100%	LGSS Audit	↔	<p>A two year operational Audit Plan was approved in April 2017. The 2018/19 plan was amended following consultation with senior management and the Corporate Risk Group and was approved by Resources &amp; Finance Committee in March 2018.</p> <p>Delivery of the 2018/19 Audit Plan by 31<sup>st</sup> March 2019 is on track.</p>
		<p>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</p> <p>Regularly reviewing high level corporate risks, including public sector funding and the loss of major income streams</p>	Completed and presented to Council in February 2018	Ian Smith - Finance Manager	↔	<p>Detailed budget work is now starting, although work has gone on throughout the summer updating the budget build templates as information has become available.</p>
		<p>Produce the detailed budget for 2019-20 to a time frame that allows the Council to set a legal budget</p> <p>To hit the Full Council meeting in February 2019</p>	Completed and presented to Council in February 2018	Ian Smith - Finance Manager	↔	See above
		<p>Produce quarterly budget monitoring reports to Committees, (both revenue and capital) and an Outturn report at yearend for Resources and Finance Committee</p> <p>Quarterly reports to hit Committee deadlines</p>	Quarterly	Anne Wareham – Senior Accountant John Steel - Management Accountant	↔	<p>The 2017-18 Outturn Report was presented to timeframe and the quarter 1 reports have all been to their respective committees.</p>

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To effectively monitor and report identified fraud		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.  On-going general support. Reporting to hit respective Company Board meetings.	Monthly reports introduced for management purposes and presented to Board meetings as appropriate	Anne Wareham – Senior Accountant Amy Jeal- Management Accountant	↔	Quarter 1 budget monitoring reports have been presented to the Company Board of both trading companies and the cashflow statement of ECTC maintained to provide the Council with information regarding the likelihood of the payback of the £5 million loan.
		Work with partners to provide a co-ordinated approach to tackling fraud (in accordance with the Cambridgeshire Anti-Fraud Network priorities)  As required - On-going	The Cambridgeshire Anti-Fraud Network has been established and provides the means for a co-ordinated approach to tackling fraud	LGSS Audit ARP Fraud Team	↔	The main thrust of LGSS fraud work during 2018/19 has been co-ordinating the submission of data for the latest National Fraud Initiative exercise. The ARP Fraud Team are on track to exceed targets set across the Partnership. Performance is reported through the ARP Joint Committee.
		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 Audit	↑	LGSS Internal Audit presented to the staff induction seminar for new employees in April 2018 covering fraud awareness. LGSS Internal Audit has recently completed an assessment of the Council's counter fraud arrangements against the Code of Practice on Managing the Risk of Fraud and Corruption. The Council will participate in the International Fraud Awareness Week (11 <sup>th</sup> –17 <sup>th</sup> November 2018).
		Pay 99% of undisputed invoices within 30 days	99%	Eleanor Fretwell - Senior Accountancy Assistant	↔	Performance in the first six months of 2018-19 was 98.76%
To ensure the continued efficiency of Financial Services		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	↔	Average collection time in the first six months of 2018-19 was 21 days

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To maintain an effective and well-maintained service		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 <sup>st</sup> April 2018 and at time of writing work was continued in order to achieve this deadline	Ian Smith - Finance Manager		There has been more teething problems with the new payroll system than would have been hoped for, but we continue to work through these. Meanwhile the self-service elements have been set up and are being used by all staff and many Members.
		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 <sup>st</sup> 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		The 2017-18 accounts were prepared by the 31 <sup>st</sup> May deadline, but unfortunately the external auditors were unable to sign these off until the 3 <sup>rd</sup> August (missing the deadline by 3 days) A full debrief has since taken place with the external auditors and learning will be put in place, to further speed the process in future years.
		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		Training has been identified in areas such as VAT and insurance and relevant staff will be attending courses on these functions in the coming months.
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		As detailed above the MTFS is being prepared at the moment and all information relating to medium term funding will be detailed within this.

**Name of Service Delivery Champion: Councillor Chris Morris**

**Comments**

I have reviewed this, and report that the document has been well received and no need to change any of the content. Well done Ian and congratulations for producing an excellent document.