






# Commitments towards our Vision




Appendix A

## Six Month Update – 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	Status (at 6 month stage)	Outcome or output (at 6 month stage)
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	<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 2018</p>	100%	LGSS		A full review of the Council's strategic audit plan was undertaken during the financial year 2016/17 engaging with the Corporate Management Team, Service Leads and the Corporate Governance & Finance Committee with a two year operational plan being approved in April 2017. Delivery of the audit plan by 31 <sup>st</sup> March 2018 is on track
		<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- <i>New target to reflect performance measure within the Risk Register section</i></p>	Completed and presented to Council in February 2017	Ian Smith - Finance Manager		Work is underway developing the MTFS for the coming four year period
<p>Produce the detailed budget for 2018-19 to a time frame that allows the Council to set a legal budget</p> <p>To hit the Full Council meeting in February 2018-</p>		Completed and presented to Council in February 2017	Ian Smith - Finance Manager		Budget build is under way	
<p>Produce quarterly budget monitoring reports to Committees, (both revenue and capital) and an Outturn report at yearend</p> <p>Quarterly reports to hit Committee deadlines</p>		Quarterly	Ian Smith – Finance Manager John Steel - Management Accountant Amy Jeal - Management Accountant		Outturn report for 2016-17 and first quarter monitoring reports for 2017-18 produced in a timely manner and presented to next available Committee	
<p>To provide continued financial support to the East Cambs Trading Company, including the production of monthly budget monitoring reports and quarterly cash flow reports.</p> <p>On-going general support. Reporting to hit respective Company Board meetings.</p>		Quarterly	Amy Jeal - Management Accountant		Monthly reports introduced for management purposes and presented to Board meetings as appropriate	
To ensure the long term financial sustainability of the 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)
To effectively monitor and report identified fraud		Support the financial process of Cambridgeshire devolution	On-going	Ian Smith - Finance Manager		Little work undertaken on this, Peterborough City Council are undertaking the finance function for the Combined Authority and have been provided with all information requested
		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 ARP Fraud Team		The main thrust of fraud work during 2017-18 is responding to the data matches arising from the most recent National Fraud Initiative exercise
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		LGSS Internal Audit & Risk Management attended a staff induction for new employees in June 2017 covering fraud awareness  Review of Counter Fraud procedures, hotline and poster campaign are included in Internal Audit Plan for 2018-19	
Pay 99% of undisputed invoices within 30 days		99%	Eleanor Fretwell -Senior Accountancy Assistant		99.59% of undisputed invoices were paid within 30 days during the first six months of the year, with the average time taken to pay an invoice being 16.9 days	
Collect 90% of income due on external invoices within 30 days		New indicator	Eleanor Fretwell -Senior Accountancy Assistant	New target	Work is taking place with an Agresso consultant in an attempt to gather the necessary information to quantify this new indicator, but this is proving to be more difficult than initially thought	
Review the operation of the Payroll Service and implement a revised service design to mitigate the risk of service failure and allow greater use of workflow to improve efficiency as we move to a more self-service delivery model  New Payroll Service model implemented by March 2018		Tenders are being sought for a new HR and Payroll management system.	Ian Smith - Finance Manager		The contract for a new outsourced payroll solution has been awarded to Midland HR and work is on-going in conjunction with them, to ensure that this is ready and well tested in advance of the transfer date of 1 <sup>st</sup> April 2018	
To ensure the continued efficiency of 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	Status (at 6 month stage)	Outcome or output (at 6 month stage)
To maintain an effective and well-maintained service	Delivering a financially sound & well managed council	Review the processes and use of technology within the Financial Services Team, to determine if, as a result of advances in technology and the use of modern working practices, there are opportunities to achieve greater efficiencies within the team and to provide an improved service to our customers  To up-grade Agresso to version milestone 6 by September 2017, making best use of the additional functionality this release brings	A partial upgrade of the Paris system.	Ian Smith - Finance Manager		All opportunities continue to be explored with regard to using greater technology to improve the efficiency of the processes within the Finance Team  Work is on-going with user acceptance testing on the new version of Agresso and it is now hoped to implement this in December 2017
		Improve the process for the production of the Statement of Accounts, as an initial step in the move towards earlier close in 2018  Prepare the draft Statement of Accounts for 2016-17 by the end of May 2017	1 <sup>st</sup> phase of the process has been completed including moving the Statement of Accounts from an Excel document to Word. Further work to be undertaken.	Ian Smith - Finance Manager		Considerable further work was undertaken de-cluttering the Statement of Accounts for 2016-17, which should make the process for 2017-18 easier  The initial draft of the 2016-17 accounts was completed by the end of May 2017, although not signed off by the acting Section 151 Officer until the 14 <sup>th</sup> June
		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		Opportunities to up-skill the Finance Team to improve efficiency continue to be reviewed  Significant on-the-job training has been undertaken as part of the up-grade of the Agresso system and it is expected that this will significantly improve efficiency once the new version is implemented
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	New target	Ian Smith- Finance Manager	New target	These risks are picked up when preparing the MTFS and budget. See section on ensuring the long term financial stability of the Council

**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.