

Finance & Asset Management Service Business Plan 2016-17

1. Service purpose and objectives

Financial Services

Financial Services supports the council in delivery of its statutory financial reporting and budget setting. The service provides advice to the council and its officers supports the corporate projects of the council and delivers a wide range of financial services including payroll and treasury management.

Asset Management

Asset Management is responsible for maintaining and improving the asset portfolio of the council as well as the direct delivery of services including Cascades Leisure Centre, cemeteries and car parking enforcement. To do this we aim to provide a quality service which meets the needs of our customers, satisfies statutory requirements and is value for money.

2. Progress against actions, projects, tasks or targets 2015-16

Non Council Plan actions only, see Performance Tracker for progress against 2015-16 Council Plan actions.

Action	Progress made	Date to be achieved	Complete ✓ or ✗
Finance			
Production of statement of accounts including incorporation of new accounting requirements	Statement completed and approved by Audit Committee in September 2015.	30 September 2015	✓
Financial management training for staff (<i>Brought forward from 2013-14</i>)	Training delivered to managers and key staff in September 2015.	31 December 2015	✓
Production of medium term financial projection and balanced budget for 2016/17	MTFS approved by Council in December 2015. Balanced budget signed off by Council in February 2016.	28 February 2016	✓
Procurement of Bankers and cash collection agents	Procurement of bankers carried out resulting in cashable savings for the council. Cash collection will be concluded in the New Year.	31 March 2016	✓
Financial systems upgrade and improvements	System upgraded and a number of system improvements made during the year.	31 March 2016	✓
Asset Management			
Asset management actions such as the build of the new leisure centre and office refurbishment and rationalisation are reported through the council plan performance tracker.	n/a	n/a	n/a

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Develop a long-term asset maintenance programme	Asset maintenance programme delayed until 2016 due to other priorities.	30 December 2015	✘
Riverside Walk and signage	Missing link for walk acquired and works carried out. Signage contractor in place and agreed timescale for delivery by September 2016. Successful funding applications for both aspects of project.	30 September 2015	✔
Roses Theatre – asset refurbishment and long-term lease	Asset refurbishment completed. Heads of terms for new lease agreed.	30 September 2015	✔
Procurement – numerous services including confidential waste, access control and security	Procurement carried out resulting in cashable savings for the council.	31 March 2016	✔
Health and Safety arrangements for authority assets	Management plan for asbestos, legionella, electrical and fire now in place.	31 December 2015	✔

3. Work programme 2016-17

Non Council Plan actions only for 2016-17.

Action	What difference will it make?	Date to be achieved
Finance		
Successful implementation of Construction Industry Scheme	Due to the ongoing level of expenditure on construction projects, the council is required by HMRC to operate CIS in its payments to contractors.	April 2016
Production of statement of accounts including incorporation of new accounting requirements	Unqualified opinion from auditors Grant Thornton leading to continued status as a low risk authority	September 2016
Develop new timetable for quicker closure of accounts in 2017 in line with government requirements	Closure of accounts to be completed by May in 2018. A new timetable will be given a dry-run in 2017 to make sure it is suitable.	January 2017
Production of medium term financial projection and balanced budget for 2016/17	To formulate financial and service delivery plans over the medium term to ensure the council is in a position to set balanced budgets on an annual basis	February 2017
Financial systems improvements	Continued programme of improvements to automate processes, improve control and accountability	March 2017

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Develop proposals for service sustainability and development	To ensure service continuity within the set budget over the medium term	December 2016
Procurement of cash collection agents. (brought forward from 2015-16)	Joint procurement with neighbouring authorities for a value for money solution to cash collection requirements	October 2016
Asset Management		
Develop a long-term asset maintenance programme (brought forward from 2015-16)	Programme detailing asset requirements over the long term to allow for forward planning and resource allocation	September 16
Demolish the Cascades structure	Removal of structure relieves security requirements and paves the way for future development proposals	June 16
Options appraisal and procurement of car parking enforcement contract	To ensure an effective and value for money service for the councils car parks	November 16
Options appraisal for continued cemetery service delivery in Tewkesbury	To ensure plans are in place for the long term service provision	September 16
Develop on-line help desk facility for facilities management	To provide increased support for all users of the Public Service Centre and an effective management tool for service delivery	March 17
Develop proposals to ensure service sustainability and development	To ensure service continuity within the set budget over the medium term	December 16
Explore extended use of asset inspection system including commercial potential	To understand the full capabilities of the technology in relation to inspections and provide a service to partner agencies, capacity permitting	September 16
Review the Procurement Strategy.	Update the existing strategy to reflect new requirements and practices	October 16
Delivery of the Riverside Walk and Signage project.	Delivery of three walks tourist attraction	September 16

4. Factors that may affect future service delivery

Factor

- Ability to retain or recruit sufficiently qualified and experienced staff to meet council requirements
- Growing council requirements for service delivery, particularly in asset management, may not equate to resource levels available
- Insufficient planning and prioritisation of projects may lead to non-delivery

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- Increasing asset portfolio following new developments placing strain on existing resources to maintain portfolio
- Reliance on third parties and partner organisations in delivering asset management aspirations
- Finance available to support asset management and maintenance requirements
- Government policy with regards to local government finance is uncertain
- Supporting the delivery of major projects may affect core service delivery