

Finance & Asset Management Service Business Plan 2015-16

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 2014-15

Non Council Plan actions only, see Performance Tracker for progress against 2014-15 Council Plan actions.

Action	Progress made	Date to be achieved	Complete ✓ or ✗
Finance			
Production of statement of accounts including incorporation of new accounting requirements	Unqualified opinion issued by Grant Thornton at Audit Committee on 24 Sept 2014.	30.09.14	✓
Financial management training for staff <i>(Brought forward from 2013-14)</i>	Training on some aspects delivered and staff handbook produced. Further training and new budget management framework delayed due to other commitments.	31.12.14	✗
Production of medium term financial projection and balanced budget for 2015/16	MTFS approved by Council In Dec 14 and Budget approved on 19 th Feb 2015.	28.02.15	✓
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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3. Work programme 2015-16

Non Council Plan actions only

Action	What difference will it make?	Date to be achieved
Finance		
Production of statement of accounts including incorporation of new accounting requirements	Unqualified opinion from auditors Grant Thornton leading to continued status of a low risk authority	30 Sept 2015
Financial management training for staff <i>(Brought forward from 2013-14)</i>	Improved understanding, knowledge and accountability of financial requirements	31 Dec 2015
Production of medium term financial projection and balanced budget for 2015/16	A robust and deliverable budget in line with council requirements on a financial level and service delivery role	28 Feb 2016
Procurement of Bankers and cash collection agents	Improved service delivery and reduced costs	31 Mar 2016
Financial systems upgrade and improvements	Automation of a number of processes and improved delivery of information	31 Mar 2016
Asset Management		
Develop a long-term asset maintenance programme	Programme detailing asset requirements over long term to allow for forward planning. Will require financial support.	30 Dec 2015
Riverside Walk and signage	Signage installed for three walks around Tewkesbury	30 Sept 2015
Roses Theatre – asset refurbishment and long-term lease	To meet the landlord obligations of the current lease in respect of the roof, heating and ventilation. To secure a new 21 year lease for the building	30 Sept 2015
Procurement – numerous services including confidential waste, access control and security	Improved service delivery and reduced costs	31 Mar 2016
Health and Safety arrangements for authority assets	Improved management and monitoring of requirements in relation to fire, electrical, asbestos and legionella responsibilities	31 Dec 2015

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4. Factors that may affect future service delivery

Factor

- Condition of Cascades' building may effect service delivery in period prior to the opening of a new leisure facility
- Economy – impact on disposable income to spend on leisure
- 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 in wake of general election
- Supporting the delivery of major projects may effect core service delivery
- Service areas subject to transformational review