

# Finance & Asset Management Service Business Plan 2018-19

## 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 such as cemeteries and car parking enforcement. The service is also responsible for the client monitoring of the leisure centre contract. 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 2017-18

Non Council Plan actions only, see Performance Tracker for progress against 2017-18 Council Plan actions.

Action	Progress made	Date to be achieved	Complete ✓ or ✗
<b>Finance</b>			
Financial systems improvements <b>(brought forward from 2016-17)</b>	Purchase ordering system went live on 1 <sup>st</sup> April 2017 and has been successfully rolled out across the Council	November 2017	✓
Financial systems improvements - replacement of income management systems	New income channel launched in December 2017 and income management system replaced in March 2018	December 2017	✓
Appointment of new external auditors	Grant Thornton appointed as external auditor in December 2017. Contract is five years.	January 2018	✓
Production of statement of accounts in line with new quicker closedown requirements	Statement of Accounts completed by 31 <sup>st</sup> May	July 2017	✓
Establishment of Counter Fraud Unit	Counter Fraud Unit successfully embed into Council structure and first year work plan delivered	June 2017	✓
Ensure effective management of off payroll working arrangements	Monitoring and management of requirements delivered throughout the year	March 2018	✓
Fees and charges	Strategy approved in April and all fees and charges reviewed during budget process	February 2018	✓
Review the organisational responsibilities for employee	New policy approved	July 2017	✓

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business travel			
Support Management Team in the production of an agreed and effective deficit reduction programme	Balanced budget for 18-19 achieved	July 2017	✓
<b>Asset Management</b>			
Progress transfer of land to Tewkesbury Nature Reserve	Agreement to be sought for transfer of land prior to designation of nature reserve	December 2017	✗
Develop a long-term asset maintenance programme <b>(brought forward from 2016-17)</b>	Contractor now commissioned to review assets and produce a 10 year programme	January 2018	✗
Renew expiring leases for existing PSC tenants	Leases with the County Council and DWP renewed	June 2017	✓
Retained garages sites	3 garage sites approved for disposal	June 2017	✓
MAFF site	Options review of site progressing	September 2017	✗
Refurbishment of Vineyards play area	New equipment installed in September 2017	August 2017	✓
Support 'One Public Estate' programme within Gloucestershire	Ongoing support to national programme	March 2018	✓
Car Park signage	Not delivered	March 2018	✗

### 3. Work programme 2018-19

#### Non Council Plan actions only for 2018-19.

Action	What difference will it make?	Date to be achieved
<b>Finance</b>		
Understand, comment on and inform the Council of the Government's proposals to move to 75% business rates retention	Support long term planning of Council finances	March 19
To update treasury and investment strategies in line with new CIPFA and Government guidelines	Compliance with new guidance	February 19
Ensure the Accounts are closed and audited by 31 <sup>st</sup> July and an unqualified opinion issued	Compliance with statutory deadlines	July 18

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Ensure the treasury borrowing strategy is affordable in the short term and cost effective in the long term	Optimise the treasury position to support the budget of the council	September 18
Support, if required, a review of the Council's pay and grading structure	Ensure the Council's pay and grading structure is aligned to the revised national spinal column point structure	March 19
Add additional payment channels to our income taking structure	More choice for customers such as recurring card payments and kiosk	December 18
Implementation of new GDPR module within finance system	Compliance with regulation	May 18
<b>Asset Management</b>		
Progress transfer of land to Tewkesbury Nature Reserve	Support transfer of land from TBC in order to complete TNR's aspirations	March 19
Develop a long-term asset maintenance programme	Provide a planned and resourced approach to the maintenance of the Council's major assets	September 18
Car park signage replacement	Improvements to external parking signage to ensure motorists are aware of all opportunities for parking	December 18
Review viability of introducing electric vehicle charging points within car parks and PSC	Provision of value added service to staff, residents and visitors	September 18
Undertake next phase of works required at Lower Lode depot	Increased use of facility to meet parking needs of PSC	October 18
Produce a car park management strategy for the PSC	Support the parking requirements of the PSC	November 18
Refresh meeting rooms and staff lounge at PSC	Provide modern work space to meet business needs	August 18
Implement new procurement system	Compliance with requirements to accept tender documentation electronically	October 18
Support development of grounds maintenance service delivery and standards	Development of SLA's and KPI's	December 18
Option appraisal of car park enforcement provision	Evaluate best method of service provision in readiness for the end of the current contract	September 18
Develop commercial property management programme	Ensure our investment in property is protected through pro-active maintenance and tenant management	June 18

### 4. Factors that may affect future service delivery

# Finance & Asset Management Service Business Plan 2018-19

Factor
• Major projects within Council plan will reduce capacity available to meet service plan aspirations
• 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
• Increasing asset portfolio following new developments placing strain on existing resources to maintain portfolio
• Finance available to support asset management and maintenance requirements
• Government policy with regards to local government finance is uncertain
• Governments desire for a quicker production of the Statement of Accounts will require concentrated resources in April through to July which will impact on capacity to progress any other target
• Supporting the delivery of service projects for others will reduce the capacity within financial services to deliver its own projects