

Finance & Asset Management - Service Plan 2022-23

1. Service 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 and the management of tenants across the commercial portfolio. 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 of 2021/22 service plan and Covid-19 recovery actions

Recovery actions are marked with a 'r'.

Action	Progress made	Date to be achieved	Complete ✓ or ✗
Finance			
Introducing and complying with CIPFA's new Financial Management Code.	Report taken to Audit and Governance Committee in March 2022.	Dec 21	✓
To understand the replacement New Homes Bonus and ensure the Council is prepared to maximise the return from the new scheme	The release of a replacement scheme has been postponed by the Government	Mar 22	✗
Produce a Medium-Term Financial Strategy, which ensures that council tax remains low for our residents.	MTFS delayed given lack of clarity from the Government on funding reform	Jan 22	✗
Ensure the Accounts are closed and audited by 30 th September and an unqualified opinion issued	We prepared the accounts by the deadline given and all main audit work was completed however full sign off has been delayed due to Value for Money audit still outstanding.	Sep 21	✓

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Action	Progress made	Date to be achieved	Complete ✓ or ✗
Completion of all financial data returns relating to Covid-19 as required including business grants	All financial data returns have been completed by the deadlines given. This is still ongoing due to ongoing COVID-19 measures in place.	Dec 21	✓
Post payment assurance for COVID-19 business grants	This has been ongoing however new grant schemes have been introduced by the government meaning additional assurance checks. Remaining assurance checks to be completed by the business cell in early 22/23	Dec 21	✗
Reintegrate resources deployed to support business grants back into Finance	With the extension of the Test and Trace Support payment scheme, a new Omicron Grant scheme, a COVID-19 business rates relief scheme and an energy rebate scheme due in April 2022, the Finance Manager is still supporting the work in the business cell.	Jan 22	✗
Ensure financial rules and process are known and diligently followed throughout the organisation	Delayed due to other work pressures	Mar 22	✗
Support the delivery of any new business grant scheme the Council is required to administer	18 business grants schemes delivered	Mar 22	✓
To ensure the Council meets the Payment Card Industry Security Standards	Delayed due to other work pressures	Mar 22	✗
To understand and implement any changes to the local government finance framework	No changes introduced by the Government	Mar 22	✗
To support the understanding and delivery of major council projects such as the JCS delivery projects and CIL	Support given where necessary	Mar 22	✓
Install kiosk at PSC for customer payments	To be reconsidered in light of post covid operations	Mar 22	✗

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Action	Progress made	Date to be achieved	Complete ✓ or ✗
Develop SmartPay 6	Delayed due to supplier issues	Dec 21	✗
HR21/CHRIS 21 additional modules development	Partially complete but with further modules to be delivered	Mar 22	✓
Refresh the Council's Money Laundering Policy	Completed	Sep 21	✓
Refresh the Council's Capital and Treasury suite of strategies	Completed	Jan 22	✓
Implement and provide training on new off-payroll working changes brought in from April 2021	Delayed due to other work pressures	Sep 21	✗
Improve and streamline data sharing processes with Revenues and Benefit team (joint project)	Completed	Dec 21	✓
Asset Management			
Update the council's Asset Management Strategy	Delayed due to other work pressures	Mar-22	✗
Approve a new planned maintenance programme.	Delayed due to other work pressures	Jun-22	✗
Let vacant units within the commercial property portfolio	4 new leases agreed in year	Dec-21	✓
In-source the management of our homeless property portfolio.	Completed	Apr-21	✓
Bring forward plans for the redevelopment of Spring Gardens.	Project on hold	n/a	✗
Explore the opportunity for an online offering for our cemeteries function.	Delayed due to other work pressures	Dec-21	✗

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Action	Progress made	Date to be achieved	Complete ✓ or ✗
To replace the heating system at the Council offices with an Air Source Heating System	Funding insufficient to progress the project.	Oct-21	✗
To develop the and deliver the second year of the Climate Change Action Plan	Action plan agreed and many actions delivered	Jun-22	✓
High Streets reopening - support the requirements of the Welcome Back fund	Support given to project team as required	Sep-21	✓
Continue to work with Places Leisure to ensure the Leisure Centre usage is maximised within government guidelines for social distancing	Completed	Mar-22	✓
To ensure the offices are reopened in line with the legislation and guidance for staff and visitors	Completed	Jun-21	✓
To support the development of a hybrid approach to staff working practices and ensure the public offices are laid out and furnished accordingly	Initial phase completed	Sep-22	✓
Complete planned works within the Borough car parks including signage replacement, lighting and replacement payment machines	Completed	Jun-21	✓
Support the Head of Development Services to complete the review of the car parking strategy	Delayed due to other work pressures	Mar-22	✗
Delivery of additional parking within Priors Park	Awaiting planning permission for the site	Oct-21	✗

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Action	Progress made	Date to be achieved	Complete ✓ or ✗
Work with Housing Services to source and secure the appropriate mix of homeless property provision	Awaiting confirmation of requirements	Mar-22	✗
Roll out programme of procurement fraud training	Delayed due to other work pressures	Dec-21	✗
Refresh the Council's Procurement Strategy	Completed	Dec-21	✓
Continue to work with Pump 17 to agree the delivery of a new skate park in Tewkesbury	Delayed due to other work pressures	Mar-22	✗
Refresh the Tree Safety Management Policy	Completed	Nov-21	✓
Support the delivery of new community buildings within Bishops Cleeve	Ongoing support given	Mar-22	✓
Highnam footpath delivery	Completed	Dec-21	✓
Refurbishment works to homeless properties and Horsford Trust	Completed	Nov-21	✓
Consider opportunities for the future of the procurement service	No current appetite amongst partners	Mar-22	✓
Consider in-sourcing the management of Tipton industrial units	Specification being drawn up for support required	Mar-22	✗

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3. Key service plan actions for 2022-23

Ongoing Covid-19 recovery actions are marked with 'r'.

Action	Purpose	Date to be achieved	Governance
Finance			
Implement and train staff on the Council's revised Money Laundering Policy	Ensure staff fully understand and implement requirements of Policy	Dec 22	Corporate Governance Group
Implement any actions identified in CIPFA's Financial Management Code review.	Ensuring best practice and sound financial management.	Mar 23	Audit & Governance Committee
Ensure financial rules and process are known and diligently followed throughout the organisation	Ensuring compliance with the Financial Procurement rules.	Dec 22	Corporate Governance Group
Support the delivery of the energy rebate scheme	As required by the government	Sep 22	S151 Officer
Implement and provide training on new off-payroll working changes brought in from April 2021	Ensure the Council remains compliant with requirements	Dec 22	Corporate Governance Group
To ensure the Council meets the Payment Card Industry Security Standards	Compliance with requirements	Mar 23	S151 Officer
Ensure the Accounts are closed and audited by 30 November and an unqualified opinion issued	Compliance with standard deadlines	30 Nov	Audit & Governance Committee
Refresh the Council's Capital and Treasury suite of strategies	Update the Council's strategies to ensure compliance with requirements	Feb 23	Council

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Produce a Medium-Term Financial Strategy, which ensures that council tax remains low for our residents and incorporates any changes made from funding reform	To provide an estimate of the financial landscape facing the Council over the next 5 years	Feb 23	Council
Implement an electronic Barclaycard system for card holders to submit spend information.	Efficiency of process	Sep 22	S151 officer
To understand the replacement New Homes Bonus and ensure the Council is prepared to maximise the return from the new scheme	New Homes Bonus is the second largest finance stream available to the council and understanding the operation of the replacement scheme will be crucial to the Council's sustainability	Feb 23	Council
HR21/CHRIS 21 additional modules development	Working with HR to maximise the use of our payroll/HR system and reduce back office admin processes.	Sep 22	Programme Board
Develop SmartPay 6	Working with our current income system provider, Adelante, we are developing their new income system with them to make ongoing annual licence savings and to ensure it is fit for our purpose.	Mar 23	Programme Board
Asset Management			
Update the council's Asset Management Strategy	To outline the long term optimized approach to the management of the Council's assets	Mar 23	Executive Committee
Approve a new planned maintenance programme	Provide a 20 year plan of expected maintenance needs and the estimated costs	Jun 23	Executive Committee
Explore the opportunity for digitisation of a number of service areas	To provide efficient online access to our services	Mar 23	Programme Board

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To develop and deliver the third year of the Carbon Reduction Action Plan, including the sourcing of funding to support the replacement of the PSC's heat system	To aid achievement of our 2030 carbon neutral target	Jun 23	Executive Committee
Support the Head of Development Services to complete the review of the car parking strategy	To update the 2015 parking strategy	Jul 22	Executive Committee
Delivery of additional parking within Priors Park	Community benefit	Aug 22	Head of Service
Work with Housing Services to source and secure the appropriate mix of homeless property provision	Provide a cost effective property portfolio to meet homeless needs	Mar 23	Council
Roll out programme of procurement fraud training	Increase understanding of fraud risks within procurement activities	Dec 22	Head of Service
Re-engage local user groups to agree the delivery of a new skate park in Tewkesbury	Pro-active working with local groups to jointly deliver a new community asset	Mar 23	Head of Service
Agreed programme of refurbishment works to homeless properties and Horsford Trust	To provide a higher standard of living and support the carbon neutral programme	Nov 22	Climate Change & Flood Risk Management Group Horsford Trust
Consider the arrangements for the management of the commercial property portfolio	Ensure effectiveness and value for money within our arrangements	Nov 22	Commercial Investment Board
Develop monitoring and reporting arrangements for commercial property portfolio	Ensure members are aware of past performance and future events within the portfolio	Jun 22	Commercial Investment Board
Scope, design and deliver the refurbishment of the 1 st floor offices at the PSC	Creation of a modern working environment that fosters collaboration and innovation and supports the hybrid working philosophy	Jun 23	Executive Committee

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Develop plans in conjunction with Development Services and the Garden Town to re-start plans for the regeneration of Tewkesbury	To provide a deliverable project plan that will take forward the Council's ambitions for Tewkesbury	Mar 23	Council
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