

Appendix A

FM Code Action Plan

Completed previously

Code Ref	FM Standard	Action identified	Plan	Original Target Date	New target date	Result	Date completed
1A	The leadership team is able to demonstrate that the services provided by the authority provide value for money	Identify and use appropriate statistics and benchmarks for comparative analysis at a service level	Look at CIPFA Stats and other benchmarking to see whether it offers meaningful insight into VFM. Take to Transform.	Sep-23	Nov-24	The new benchmarking facility through LG Futures contains a lot of data which we need to analyse to understand the usefulness. This can then be used to provide information to Transform Working Group for consideration of value for money.	
1B	The authority complies with the CIPFA <i>Statement on the Role of the Chief Finance Officer in Local Government (2016)</i>	Continue to support and encourage professional development within the finance team.	Ensure team regularly complete CPD and attend relevant training courses	Ongoing	Ongoing	The team complete their required CPD and attend training courses relevant to the role.	Ongoing
2C	The leadership team demonstrates in its actions and behaviours responsibility for governance and internal control	Offer additional training for officers on the FPRs and CPRs.	The Financial Procedure rules have been updated and are being taken to Council as part of the revised Constitution. Training will be needed for all staff on the new rules.	Sep-23	Nov-24	The Financial Procedure rules have been updated and are being taken to Council as part of the revised Constitution. Training for staff on the rules will take place after this date as part of the HPO work.	
2E	The financial management style of the authority supports financial sustainability	Officers to review options for integrated financial and performance reports at a service level.	Quarterly budget reports to Executive and Overview and Scrutiny now include debt levels by service, Treasury indicators and staff vacancies.	Mar-23	n/a	Quarter 3 financial update taken to Executive Committee on 1 March 2023 included these additional factors	01/03/2023
3F	The authority has carried out a credible and transparent financial resilience assessment	The CIPFA Financial Resilience index should be reported to members	The annual budget report includes CIPFA's Financial Resilience index.	Ongoing	Ongoing	Included within annual budget report	01/02/2023
3F	The authority has carried out a credible and transparent financial resilience assessment	The medium-term Financial Strategy to be enhanced by direct reference to the resilience index, more detail around different financial scenarios and the inclusion of a sensitivity analysis	The current MTFS includes scenario planning and a sensitivity analysis on the deficit reduction plan to ensure savings are realistic	Jan-23	n/a	MTFS approved by full Council on 24 January 2023	24/01/2023
3G	The authority understands its prospects for financial sustainability in the longer term and has reported this clearly to members	A more robust understanding of long-term financial sustainability will only come when the current uncertainties and risks are reduced as part of the medium-term financial planning process. Longer term financial settlements and clarity over funding reform will enable the Council to prepare more meaningful longer-term plans.	The government still has not clarified local government funding over the longer term which is imperative for a robust longer term financial plan.	Unknown	Unknown	Government policy still uncertain with no long term quantum of funding proposed.	
3I	The authority has a rolling multi-year medium-term financial plan consistent with sustainable service plans	The Council's Asset Management Plan requires refreshing to support the MTFS of the Council	The Asset Management Plan 2024-2029 is going to Executive on 20 March 2024.	Mar-24	Mar-24	Asset Management plan is due next year.	20/03/2024
4K	The budget report includes a statement by the chief finance officer on the robustness of the estimates and a statement of the adequacy of the proposed financial reserves	Annual report to Executive Committee to approve the reserves should also contain commentary on the adequacy of reserves to meet any unexpected budget gaps.	Hierarchy of reserves now added to statement of accounts but will be incorporated into approval of reserves by Executive Committee in July 2024	Jul-23	Jul-24	The statement of accounts for 2022-23 and 2023-24 included a hierarchy of reserves which outlined those which could be used or re-purposed for unexpected demands. The Executive report in July will contain this as well.	
5L	The authority has engaged where appropriate with key stakeholders in developing its long-term financial strategy, medium-term financial plan, and annual budget	Consider use of the Citizen Panel for specific financial engagement. When the Government are able to provide more financial certainty, the Council will consider earlier engagement of the public in budget consultations.	Nothing to consult on as one year rollover and late settlement announcement. Will do more once we can consult properly.	Unknown	Unknown	Annual budget consultation was published on website for 2023-24 budget. Long term consultation will take place once government provide more certainty over the longer term. New consultation platform can be used for more meaningful consultation.	
5M	The authority uses an appropriate documented option appraisal methodology to demonstrate the value for money of its decisions	Consideration should be given to compiling a standard set of option appraisal templates that comply with the guidance set out in the IFAC/PAIB publication <i>Project and Investment Appraisal for Sustainable Value Creation: Principles in Project and Investment Appraisal</i> (2013).	This is currently being worked on but we do adhere to the guidance set out in the IFAC/PAIB publication. Options appraisals are evaluated in detail which mirrors the complexity of the decision.	Mar-24	Mar-24	Currently we do appraisals differently depending on the project. Programme Board documentation is designed to identify value for money.	01/03/2024
6O	The leadership team monitors the elements of its balance sheet which pose a significant risk to its financial sustainability	Officers are currently reviewing if other major balance sheet items can be made more visible in financial reporting.	Debts are monitored and old debts are reported to Leadership Team.	Mar-24	Mar-24	Formal debt monitoring now takes place with service managers and the level of old debt is reported as part of the quarterly financial monitoring report taken to Executive Committee. Also debts over a year are reported to Leadership Team with details on debt recovery taking place.	01/03/2024