

KEY SERVICE OBJECTIVES AND LINKS TO CORPORATE OBJECTIVES

Unit Objective 1 FMU1 - To provide financial advice	This helps to deliver Council corporate objectives 1 and 2
Unit Objective 2 FMU2 - To optimise the use of available resources	This helps to deliver Council corporate objectives 1 and 2
Unit Objective 3 FMU3 - To maximise the Councils cash flow	This helps to deliver Council corporate objectives 1 and 2
Unit Objective 4 FMU4 - To meet our statutory requirements on Timeliness of Accounts, Budgets and returns	This helps to deliver Council corporate objectives 1 and 2
Unit Objective 5 FMU5 - To maintain strong Financial Management	This helps to deliver Council corporate objectives 1 and 2
Unit Objective 6 FMU6 - To minimise losses caused by error and Fraud	This helps to deliver Council corporate objectives 1 and 2
Unit Objective 7 FMU7 - To pay the correct Benefit to the correct Person at the correct time	This helps to deliver Council corporate objectives 1 and 2

ACTION PLAN

Objective	Outcomes required	High level actions	Measure of success	Target	Lead Officer
1. FMU 5	Medium Term Financial Plan and Strategy prepared and maintained	Review the Plan and Strategy in line with the policy aspirations of the Council	Reports to Executive and full Council	31 st March each year and quarterly review	TB/DT/JH/EH
2. FMU 1-6	Self Assessment for the "Use of Resources" exercise prepared	Complete self assessment exercise in readiness for review by the Audit Commission	Report to Management Team	Annual review 31 st December 2008	TB/DT/JH/EH
3. FMU 5,6	Annual Internal Audit work plan and three year strategy completed and maintained respectively	Complete 100% of Plan and complete a review of the three year Strategy	Regular reports to Audit Committee	Quarterly reports with plan completed by March 2009	DT/GF
4. FMU 5	To maintain actual spend to within 2% of budget	Regularly review Financial monitoring with budget holders	Reports to Executive and full Council	March 2009	TB/DT
5. FMU 4	Final Accounts, Grant claims and Government returns prepared within statutory timescales	Complete Final Accounts by 30 th June and meet numerous Grant claims' and Returns' deadlines	Reports to Executive and full Council	Statutory deadlines (various)during 2008-9	DT/JH/EH

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6. FMU 7	Improved Performance in the Benefits section	Re-align staffing resources to achieve improved performance as required by the Council and in line with DWP standards together with the requirements of the Best Value Service Improvement Plan 2005-2010. Where appropriate review Contact Centre arrangements	Regular reports to Community Services Scrutiny Committee and where applicable present any mini staffing reports to Executive Committee	BVPI'S and local indicators prepared quarterly s by March 2009	DT/CT
7. FMU 3	Improved Collection rates and performance in the Revenues section	Consider an extension of the present generic working arrangements Review the impact of the Contact centre arrangements together with realignment of staffing resources Review the impact on performance in connection with the further extension of the Concessionary Bus Fare Scheme in to a National Scheme from 1 st April 2008	Regular reports to Community Services Scrutiny Committee and any staffing reports to Executive Committee Regular reports to Council and Executive on progress	BVPI'S and local indicators prepared quarterly and achievemt's by March 2009 March 2009	DT/JC/DB TB/DT/DB
8. FMU 3,5	Sustainment of high % on Invoices paid within 28 days (Target 100 %)	Regular heightening of awareness with all sections who process invoices and continued full compliance with the Late Payments Act.	Regular reports to Community Services Scrutiny Committee	BVPI's prepared quarterly and by March 2009	DT/JH
9. FMU 5	Improved Financial Awareness in the Council	Re-engage the Chartered Institute of Public Finance and Accountancy (CIPFA) and continue with Training together with the use of internal staff and establish this training as a regular event.	Financial Training continued for Members and officers	31 st March 2009	TB/DT/JH in conjunction with CIPFA
10. FMU 5	Establish Prudential Code indicators	Regularly report actual performance against set targets	Periodic reports to Executive committee	31 st March 2009	TB/DT/EH