

VERSION CONTROL

Last Updated On	Name	Comments
17/11/11 14.35	K. Cowell	Removed non performance measures added planned action
18/11/2011 14:47	K. Mehta	Added to Sections 1,3,4,5 and made changes to text .
1/12/2011	K.cowell	Added to performance indicators
20/12/2011	Beccy	Changes as identified by BDG
12/01/2012	K. Mehta	Added under EIA and Consultation re: Cease taking Payments at Council Offices

DRAFT

Portfolio Development Plan 2012-13

Finance

Portfolio Holder: Cllr Spendlove-Mason

Lead Officers: Kamal Mehta, Matt Bradford, Beverley Jolly

Corporate Vision

That the residents of Harborough District live in safe, prosperous, sustainable, self-reliant and well informed communities, where they are happy to take the decisions and empowered to take the actions that shape their own lives.

That Harborough District Council is felt to support and assist residents in a cost effective way to build the communities they choose.

Priorities

Work with communities;

- 1) To develop places in which to live and be happy.
- 2) To provide the right public services to the right standard and at the right price.
- 3) To encourage a vibrant and sustainable business community, intent on wealth creation.
- 4) To support the vulnerable in our society at the heart of the communities where they live.

1. Portfolio Remit

- Strategic Financial and Business Planning.
- Finance Services
- Contracts & Commissioning
- Markets

2. Budget Figures:

	<i>Approved Budget 2011/12 £</i>	<i>Approved Budget 2012/13 £</i>
Direct Expenditure		
Direct Income		
Net Direct Expenditure		

3. Planned Portfolio Actions

Portfolio Action	Priority Link	Lead Head of Service	Service Areas Involved to Achieve Action	Planned Start & Finish Dates	Outcome (including performance measurement)	Major Project? (Y/N)	EIA Required? (New, Review or No) <i>If yes, include details in Section 6 below</i>	Consultation Required? (Y/N) <i>If yes, include details in Section 7 below</i>	Are Risks included in Section 5 below? (Y/N)
Implement the outcomes of the Service Transformation Review of Finance Services	Dependent on the outcome of the review								
Implement any impacts from the Service Transformation Review of other services	Dependent on the outcome of the review								
Implement the requirements of the Localism Act									
eFinancials Upgrade to v.4.1		Deputy Chief Executive	Finance, ICT, other areas where there are interfaces ie Revenues and Benefits (Capita Academy); Planning (Idox Uniform v.8.1) Idox DMS;	September to December 2012	Ensure that there is a fully functioning supported Financial Management and Information System that meets the statutory and business needs of the Council.	Y	No	No	Y

Portfolio Action	Priority Link	Lead Head of Service	Service Areas Involved to Achieve Action	Planned Start & Finish Dates	Outcome (including performance measurement)	Major Project? (Y/N)	EIA Required? (New, Review or No) <i>If yes, include details in Section 6 below</i>	Consultation Required? (Y/N) <i>If yes, include details in Section 7 below</i>	Are Risks included in Section 5 below? (Y/N)

DRAFT

4. Performance Measurements

KPI Reference	Performance Measurement	Purpose for Measurement	Priority Link	2010-2011 Actual Outturn	2011-2012 Predicted Outturn	Target 2012-2013
LPI 530	Overdue Sundry Debt arrears (excl S106)	To reduce level of sundry debt outstanding at year end.		£0.34	£0.4m	£0.4m
LPI 531	Payment of Creditors	Timely payment of creditors		N/A	N/A	95% within 30 days of receipt of invoice unless disputed
LPI 532	Treasury Management (Net rate of return on investments)	To ensure that the council is maximising the returns from its investment when benchmarked against the 7 day LIBOR rate which is the traditional measurement for this purpose.		N/A	N/A	0.2% above average 7 Day LIBOR rate prevailing at 31 st March 2013.

5. Risk Analysis (including Partnership Risks)

Detail of risk	Impact Negligible = 1 Marginal = 2 Critical = 3 Catastrophic = 4	Likelihood Almost Impossible = 1 Very Low = 2 Low=3 Significant=4 High = 5 Very High =6	Rating (Impact x Likelihood)	Lead Responsibility	Mitigation
eFinancials upgrade to v4.1 not done	3	2	6	Deputy Chief Executive	System will be maintained to ensure continuity.
Service Transformation Reviews – Resource capacity to undertake and implement as it is a small team	3	5	15	Interim Chief Executive and Deputy Chief Executive	Additional short term resources for review and implementation. Agreement on priorities and workload of Finance Services.
Morale of staff in the Service	3	5	15	Deputy Chief Executive	Support from Manager and HR Additional short term resources for review and implementation. Agreement on priorities and workload of Finance Services

DRAFT

6. Equalities & Planned Equality Impact Assessments

(From Year 2 of HDC's 3 Year EIA Plan and section 3 : Portfolio Actions above)

Equality Impact Assessments			
Name of Policy or Function to be Assessed	Service Area / Lead HoS	Start Date	Finish Date
EIA Medium Term Financial Strategy	<u>All Service areas / Kamal Mehta</u>	<u>October 2012</u>	<u>January 2013</u>
EIA Corporate Debt Strategy	<u>Finance Services (and Revenues & Benefits?)</u>	<u>July 2012</u>	<u>October 2012</u>
EIA – Cease taking Payments at Council Offices (withdrawal)	Head of Customer and Community Services	September 2012	October 2012

What are you doing to ?

- *Eliminate discrimination, harassment and victimisation?*
- *Advance equality of opportunity between people who share a protected characteristic and those who do not*
- *Foster good relations between people who share a protected characteristic and those who do not*

Through practise and operation of existing corporate debt recovery policy which requires taking account of and giving due regard to a debtors specific circumstances in our dealings with them.

7. Planned Communication / Consultation

Communication / Consultation			
Communication / Consultation Exercise	Purpose	Planned Date	Method
Budget / Business plan	To determine budget & business plans	Between October 2012 and January 2013	To be determined by Members.
Cease taking Payments at Council Offices	To contribute to the decision making process.	June 2012 to August 2012	Face to Face forms for existing users