

Appendix 2

Redditch Borough Council---Action Plan

Action	Who	Dε Dates												Comments	
		Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10		Mar-10
A. 2009/10 Budget															
Determine 2009/10 budget	Cabinet	√													Budget agreed by full Council on 6th April
Profile 2009/10 budget	Head of Fin		√	√											Work currently progressing
B. Interim Fin Director															
Appoint Interim Finance Director	C.Ex/Cab		√												Not accepted - felt by the Senior Management Team that as the Acting Joint Chief Executive is a qualified accountant and with Serco due to report at end of July it would be a waste of tax payers money to appoint an Interim Director of Finance. Monthly meetings will be set up between Acting Joint Chief Executive, Acting Deputy Chief Executive and Head of Financial, Revenues and Benefits to oversee progress.
Initial work for new Interim FD Set out impact of pensions	Interim FD			√											The impact of pensions increase (based on the current actuarial valuation) was included in the base estimates.
Oversee closure of Accounts	Interim FD	√	√	√	√										Undertaken by Acting Deputy Chief Executive and Head of Financial, Revenues and Benefits
Update Med Term Fin Plan	Interim FD				√										Undertaken by Head of Financial, Revenues and Benefits but overseen by Acting Joint Chief Executive
Present draft budget decisions 2010/11 & 2011/12 to Cabinet based on new MTFP	Interim FD				√										Will be undertaken as part of the outturn report.
Oversee new budget setting timetable	Interim FD					√	√	√	√	√	√	√	√	√	Undertaken by Head of Financial, Revenues and Benefits but overseen by Acting Joint Chief Executive
Review risk management arrangements and ensure it is embedded	Interim FD						√								Work currently being undertaken - includes review of corporate and departmental risk registers as well as identification and management of risks in reports.

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Undertake review with CEx of property assets	Interim FD					√										Asset Management Plan sets out the timetable for this - currently working with County to establish feasibility of working more closely with them.
Demonstate achievements on efficiency savings	CMT				√											Undertaken by Head of Financial, Revenues and Benefits but overseen by Acting Joint Chief Executive
C Future Planning																
Make draft budget decisions 2010/11& 11/12	Cabinet				√											Undertaken by Head of Financial, Revenues and Benefits but overseen by Acting Joint Chief Executive
Propose future Business Planning Process and Annual Timetable to Cabinet	C.EX			√												Report to Executive Committee in June setting out new Performance Management Framework.
Approve & publish new arrangements	Cabinet			√												Report to Executive Committee in June setting out new Performance Management Framework.
Commence 2010/11 to 12/13 budget process	Interim FD					√	√	√	√	√	√	√	√	√	√	As per attached business planner.
D. Monitoring																
Propose content and style of future financial monitoring to cabinet and agree with members	CMT			√												As per attached format
Demonstrate firm grip on staffing budgets	Head of Fin				√											As part of budget monitonng
Adopt exception based reporting	CMT					√										First reports to Executive in new style from end of June.
Commence new style monitoring	CMT					√										First reports to Executive in new style from end of June.
Integrate financial & non financial information	CMT							√								To be incorporated into single report from September to align budget and financial information.
Monthly monitoring to CMT and Cabinet but then switch to quarterly for Cabinet	CMT				√	√	√	√	√	√	√					Agreed
Give particular focus to 2009/10 savings	Head of Fin					√			√				√			As part of budget monitonng but specific plans formulated for more difficult savings.

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E. Financial Practice															
Determine pro forma for future bidding processes and savings	Head of Fin							√							Agreed.
Assess regularly the impact of monitoring information on future plans	Head of Fin				√	√			√			√			As part of monitoring information the estimated outtrn will be assessed removing the need to undertake a revised estimates process.
Always identify the earliest date to find potential savings	Head of Fin		√												Agreed.
Ensure savings proposals always identify redundancy cost	Head of Fin		√												Agreed.
Review achievement against new KLOE'S	Head of Fin		√	√											Will be incorporated into Improvement Plan which will underpin delivery of Corporate Plan and Service Business Plans.
Determine future officer structure	Cabinet				√										Agreed but timescales need to be end of July to align with production of Serco report.
Determine strength of Finance function	Int FD& Cex			√											As part of business case.
Cabinet to reassess progress with shared services and outsourcing	Cabinet					√									As part of business case and regular updates to Shared Services Board.
F. Administrative action															
Be clear about to whom, when and in what form reports are needed	CMT		√												Highlight reports will be submitted to CMT and Executive on a monthly basis.
Determine in detail future style of reporting	CMT		√												As per attached format - more work will be needed for Capital and this will be agreed by end of June.
Set out report writing quality standards and importance of audience awareness	CMT		√												CMT to provide quality check.
Set out future officer training needs for															
a) Financial skills	CMT				√										Agreed
b) Communication skills	CMT				√										Agreed
c) Other	CMT				√										Agreed
Review members financial training needs	CMT			√											Currently being reviewed by Member Development Group.