

INTERIM PROGRAMME OF WORK

EXECUTIVE MEMBER: Cllr A Holliday
LEAD OFFICER: Liam Murphy, Chief Executive
REPORT AUTHOR: Marilyn Robinson, Acting Head of Finance and Management Information Systems

Summary:

This report proposes an interim programme of work, pending the permanent Head of Finance & Management Information Systems taking up her post at the end of October.

Recommendation:

That Members approve the interim programme of work.

1 INTRODUCTION

- 1.1 Revised Terms of Reference for the Resource Planning Working Group (RPWG) were approved by Full Council on 29 July 2008. These Terms of Reference included the requirement for the RPWG to take a planned approach to its work and to timetable its programme of works.
- 1.2 The permanent Head of Finance & Management Information Systems (MIS) will be taking up her post at the end of October. In the meantime, work needs to begin on the 2009/10 budget.

2. PROPOSED INTERIM PROGRAMME OF WORK

- 2.1 The interim programme of work is outlined below. This will then be subject to review and progression by the permanent Head of Finance & MIS, who will produce a detailed budget timetable.

TASK	MEETING DATE
Review Council Priorities	14 August
Review Medium Term Financial Strategy / Resources / Pressures	14 August
Discuss Community Consultation	14 August
Review Guidance to Managers on budget process	28 August
Update on Job Evaluation Financial Modelling	28 August
Update on Medium Term Financial Strategy	11 September
Identification of strategic business risks	11 September
Options for savings	25 September
Review Half-Year 2008/09 budget monitoring position	23 October
Service Reviews	6 November
Service Reviews	20 November
Review of Fees and Charges	20 November
Review Reserves Strategy	20 November

3 FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)

- 3.1 The budget process will address the financial constraints as summarised in the Medium Term Financial Strategy

4 PROJECT AND RISK MANAGEMENT

- 4.1 A detailed budget timetable will be prepared and progress monitored and reported. Risks will be identified and recorded in the strategic and/or operational risk registers.

5 IMPACT ON CORPORATE PLAN

- 5.1 The budget process is fully integrated into the planning processes of the Council, to ensure resource allocation is in line with priorities detailed in the Corporate Plan.

List of Appendices: None

List of Background Documents: None

List of Consultees: Corporate Team