

CORPORATE MANAGEMENT COMMITTEE

25 JUNE 2009

AGENDA ITEM 14

SERVICE PLAN – OUTTURN – 2008/09

APPENDIX 'H'

REPLACEMENT PAGES 44 TO 47

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4.0 Financial Management

Ref	Source	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to Implementation / Additional Resources Identified	Target Outcomes	Performance	Comments
4.1	SCS (ii) FF	Achieve net reduction in expenditure of £2.6 million by the end of 2007/08	Chief Executive Officer / Director of Finance	March 2007	<p>Political considerations</p> <ul style="list-style-type: none"> • Delays in realising land receipts. • Removal of some items from the savings list. <p>No additional requirement.</p>	Achieving a balanced budget by 2010/11 agreed in the October 2005 forecast .	G	<p>Savings of £2.415m (Financial Forecast 30.10.08).</p> <p>The General Fund budget still has an annual deficit of £2m</p> <p>The Council approved a new revenues reduction target in December 2008 that aims to achieve annual savings of £712,000 by 2013/14</p> <p>As above</p>
4.2	AGS FF SIC	Achieve significant revenue reductions to balance net expenditure with income from government grant and taxpayers	Chief Executive Officer / Director of Finance	2008/09	The process of identifying achievable savings that are consistent with the aims and objectives of the Council will be difficult	Set out in financial forecast 2009/10 to 2013/14	G	Further proposals for revenue reductions will be brought forward to the September 2009 Corporate Management Committee

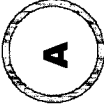
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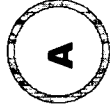
5.0 Council Tax and Non Domestic Rates Collection

Ref	Source	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to Implementation / Additional Resources Identified	Target Outcomes	Performance	Comments
5.1	Departmental target	Council Tax collection	Revenues Manager	Measured annually (end of March)	Computer down time. Unplanned staff turnover/absences. Rebiling in the event of Government capping.	Target 2008/09: 98% Top quartile for cash collection in national ranking and improved position within Surrey Revenues authorities	G	Achieved 98.3% (compared with 98.8% in 2007/08 and 98.3% in 2006/07) National statistics for 2008/09 have not yet been published
5.2	Departmental target	Non-domestic rates due for the financial year received by the authority	Revenues Manager	Measured annually (end of March)	Computer down time. Unplanned staff turnover/absences.	Target 2008/09: 99% Top quartile for cash collection in national ranking and improved position within Surrey Revenues authorities	G	Achieved 99.8% (compared with 99.54% in 2007/08 and 99.3% in 2006/07) National statistics for 2008/09 have not yet been published

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6.0 Payments

Ref	Source	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to Implementation / Additional Resources Identified	Target Outcomes	Performance	Comments
6.1	PS	Achieve the Council's target for prompt payment of invoices (to pay within 30 days of receipt of a valid invoice).	Assistant Director of Finance	Measured annually	Service managers need to process invoices in time. Although the invoice registration procedures introduced in 2008 have helped to measure performance and locate late invoices, they have not yet driven an improvement in performance. The payment process still contains too many manual processes, especially in handling invoices and options for workflow and imaging are being investigated.	Outturn performance in 2007/08 was 90.44% compared with 92.93% in 2006/07 and 92.62% in 2005/06		2008/09 (provisional) 90% Performance for 2008/09 was adversely affected by the move to the new Civic Centre. Outturn performance in 2007/08 was 90.44% compared with 92.93% in 2006/07 and 92.62% in 2005/06

Ref	Source	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to Implementation / Additional Resources Identified	Target Outcomes	Performance	Comments
6.2	Departmental target	Investigate the possibilities of closer working with the Personnel Section for the production of the payroll.	Assistant Director of Finance	March 2006	<p>Identifying a cost effective system to combine the functionality required for payroll and personnel services.</p> <p>Changing systems will be a major piece of work.</p> <p>None</p> <p>Capital budget for a combined payroll and personnel system would be required. Changes will need to be cost justified.</p>	Improvement in overall service.		<p>No action on 2008/09 because of the office move.</p> <p>The integration of the payroll and personnel systems remains a medium-term objective. Preliminary work on market for combined payroll and personnel systems has been undertaken. However, the upgrade of the personnel system prior to the office move makes it difficult to justify further investment at this stage.</p>