

**Strategic Finance Service Plan 2015/16**

Action Plan							Connections	
Action Code	ACTION	What role will the service play? (Please click in the cell to select the relevant role by clicking on the drop down arrow)	Description (Target, Outcome, Critical Success Factors and Environmental Impacts)	Due Date	Lead Officer	If the action impacts on another service in terms of support/input, please specify below:	Links to partnership wide agendas:	
<p><b>Corporate Priority: Prosperity</b>  <b>Strapline: Improving the economic and social opportunities available to our communities</b></p> <p><b>Deliver value for money and reduce our reliance on central government funding</b></p>								
15-SF01	Co-ordinate an earlier start and more integrated process for service and budget planning during 2015/16.	Service Provider / Commissioner / Manager	<p><b>Target:</b> New process timetable agreed (March 2015), new process start (May 2015)</p> <p><b>Outcome:</b> Earlier production of Medium Term Financial Plan (MTFP) and budget report, better linkage between service plans and service budgets, increased and earlier Member engagement with key budget proposals, better alignment of resources to key priorities.</p> <p><b>Critical Success Factors:</b> Participation and engagement of Member and Heads of Service</p> <p><b>Environmental Impacts:</b> Results of the national elections in 2015 and the outcome of the new national Comprehensive Spending Review.</p>	Start new process in May 2015	Head of Strategic Finance / Head of Business Development	Coordination of the new process to be undertaken jointly with the new Head of Business Development. All service areas will also need to be involved.	None	
15-SF02	New format Corporate Healthcheck report produced for 2015/16 along with a change to quarterly rather than monthly monitoring for Members.	Service Provider / Commissioner / Manager	<p><b>Target:</b> New report format agreed by CMT (February 2015), new quarterly monitoring for Members to start June 2015</p> <p><b>Outcome:</b> More emphasis on the big picture and the bottom-line position (by monitoring all of the Council's revenue budget) and improved financial information.</p> <p><b>Critical Success Factors:</b> Corporate input in a timely manner</p> <p><b>Environmental Impacts:</b> None</p>	First new report format for members in June 2015	Head of Strategic Finance / Head of Business Development	Coordination of the new process to be undertaken jointly with the new Head of Business Development. All service areas will also need to be involved.	None	
15-SF03	Development of a Resource Allocation Model.	Service Provider / Commissioner / Manager	<p><b>Target:</b> New process agreed by CMT (February 2015), rollout to SMG in March 2015</p> <p><b>Outcome:</b> Resource allocation model used to prioritise resources and better linked to service plans</p> <p><b>Critical Success Factors:</b> Input from service departments and critical challenge from Finance and CMT</p> <p><b>Environmental Impacts:</b> None</p>	Resource allocation model feeds into the MTFP process	Head of Strategic Finance	Coordination of the new process to be undertaken jointly with the new Head of Business Development. All service areas will be involved.	None	
15-SF04	Produce a revised Asset Management Plan (AMP).	Service Provider / Commissioner / Manager	<p><b>Target:</b> AMP revised and in place by 31 December 2015.</p> <p><b>Outcome:</b> AMP to inform office accommodation strategy, property disposal and acquisition strategies, and capital investment decisions.</p> <p><b>Critical Success Factors:</b> Input from service departments and critical challenge from Finance and CMT</p> <p><b>Environmental Impacts:</b> None</p>	31 December 2015	Head of Strategic Finance	All service areas will need to be involved	None	

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15-SF05	Develop a Business Case for the Council to invest in commercial/investment property.	Service Provider / Commissioner / Manager	<p><b>Target:</b> Business case drafted and presented to relevant committee for approval by 31 March 2016.</p> <p><b>Outcome:</b> Production of a Business Case for the Council to invest in commercial property in order to maximise revenue income streams and/or fulfil other key priorities such as conservation of historic buildings and enhanced service provision.</p> <p><b>Critical Success Factors:</b> Skills available in Strategic Finance to produce the Business case.</p> <p><b>Environmental Impacts:</b> None</p>	31 March 2016	Head of Strategic Finance	All service areas will need to be involved	None