

**Committee:** Finance and Administration Committee

**Agenda Item**

**Date:** 20 September 2007

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**Title:** LEAD OFFICER'S REPORT

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Item for information

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### Summary

- 1 This report updates the Committee on matters of general interest in relation to its responsibilities.

### Recommendations

- 2 That the report is noted.

### Background Papers

- 3 None

### Impact

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Communication/Consultation	No specific issues
Community Safety	No specific issues
Equalities	No specific issues
Finance	No specific issues
Human Rights	No specific issues
Legal implications	No specific issues
Ward-specific impacts	No specific issues
Workforce/Workplace	No specific issues

## **Situation/Update**

5. David Bradley, working for PSC Consultants has been appointed Acting Head of Finance. Adrian Webb, Head of Information Technology, continues as Deputy Section 151 officer.
6. The Audit Commission report on the 2006/07 Statement of Accounts will now be presented at a special meeting of the Performance Select Committee on 17<sup>th</sup> October 2007, rather than at the scheduled meeting on 27<sup>th</sup> September.
7. Recent external inspections from HM Customs and Excise have looked at the Council's VAT and income tax procedures. Reports will be issued to the Performance Select Committee in due course.
8. The Audit Commission are currently undertaking work on the Council's Use of Resources Assessment and will issue their report in December 2007.
9. The Council's corporate debts team is now being constructed, with general debtors having joined council tax, benefits and business rates. Housing rents will be joining the team in the next few months.
10. The Procurement Hub is now a year old. In that time the Hub has provided a wealth of support and expertise on things like e-procurement, the EU procurement regulations, best practice and general guidance. Over the past year the Hub has saved the Council over £20,000 through joint procurement activity and negotiating with our suppliers. We are also due income from the Hub as a result of revenue earned from other organisations that have taken advantage of our Framework Agreements. That said there remains a lot more to do on e-procurement (such as a contracts register and supplier portal) and the Council's policy framework (such as sustainable and ethical procurement).
11. We also now have our Department of Work and Pensions funding (£77,500) for setting up and developing the Local Housing Allowance. A Project Officer has been appointed and a project plan developed to ensure we are ready to start next April.
12. We have finished our council tax consultation on long term empty property and will be presenting a report for the Committee's November meeting.

## **Risk Analysis**

13. No risks have been identified based on the items included in this report.