

**Committee:** Finance and Administration Committee

**Agenda Item**

**Date:** 15 November 2007

**5**

**Title:** LEAD OFFICER'S REPORT

**Author:** Adrian Webb, Acting Chief Financial  
Officer 01799 510421

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. Two members of Finance staff who were on short term contracts have now been made permanent. Two external candidates have been interviewed and offered positions in the team as Service Accountants. It is hoped the remaining person on a short term contract, covering maternity leave, will shortly join the council on a permanent basis as the HRA accountant.
6. The Audit Commission final report on the 2006/07 Statement of Accounts will now be presented at a special meeting of the Performance Select Committee on 11<sup>th</sup> December 2007 at 6pm and then onto Full Council later the same day.
7. Progress on the 2007/08 budget challenges is continuing. Attached at Appendix 1 is the timetable with the current position. It is planned to present the revised 2007/08 budget position to Full Council on 11 December
8. The original timetable had Full Council meeting on 14 February 2008 to set the council tax. A report will be going to Full Council in December requesting that the date is moved to Tuesday 19 February 2008 as Essex Police Force have changed their budget setting date to Monday 18 February 2008.
9. There has been a considerable amount of time taken up in trying to resolve audit issues around the 2006/07 accounts.

## **Risk Analysis**

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

Appendix 1

**Work of the Finance Section**

SMB – Senior Management Board

HoD's – Heads of Divisions

HRA – Housing Revenue Account

	<b>Tasks</b>	<b>Completion Date</b>	<b>% Completed</b>
1.	Inflation rates to be agreed	Thu 28 Jun 07	100
2.	Issue salary estimates to SMB/HoD's	Fri 21 Sep 07	100
3.	Issue working papers to SMB/HoD's	Fri 21 Sep 07	100
4.	SMB to monitor new orders/savings/vacancies	Ongoing	Ongoing
5.	Guidance notes for budget managers to be circulated to Directors/HoD's	Fri 21 Sep 07	100
6.	HoD's to check & certify salary estimates, and return to Finance by:	Fri 5 Oct 07	100
7.	HoD's to return certified budget working papers to Finance by:	Fri 5 Oct 07	90
8.	Leased Car estimates completed	Fri 19 Oct 07	75
9.	Insurance recharge estimates completed	Fri 19 Oct 07	100
10.	HoD's/Budget Mgrs to notify Finance of new proposed fees & charges	Fri 26 Oct 07	100
11.	HRA base budget completed	Fri 26 Oct 07	90
12.	Staff time allocations to be returned by HoD's to Finance by :	Mon 29 Oct 07	75
13.	<b>Budget update report to Finance Committee to be completed</b>	<b>Mon 5 Nov 07</b>	<b>100</b>
14.	Issue 7 months 2007/08 revenue actuals to HoD's	Thu 8 Nov 07	100
15.	Issue 7 months capital actuals to date to relevant HoD's	Thu 8 Nov 07	100
16.	New revenue bids to be returned	Fri 9 Nov 07	
17.	Depreciation & interest payable to be calculated	Fri 9 Nov 07	
18.	Run support services recharges	Fri 9 Nov 07	
19.	New Capital Programme bid requests to be returned to Finance	Fri 9 Nov 07	
20.	Finance & Administration Committee to consider budget update	Thu 15 Nov 07	
21.	First draft of HRA budget to be prepared	Fri 23 Nov 07	

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22.	Complete preparation of General Fund base budgets	Fri 23 Nov 07	20
23.	Complete draft capital programme	Fri 30 Nov 07	
24.	Capital funding assumptions to be drafted	Fri 30 Nov 07	
25.	Prepare draft reserves schedule	Fri 30 Nov 07	
26.	New Concessionary Fares Settlement expected	Fri 30 Nov 07	
27.	Identify specified pressures/ savings	Fri 30 Nov 07	
28.	Provisional settlement figure received from DCLG	Fri 7 Dec 07	
29.	Updated revised Investment Interest Estimate	Fri 7 Dec 07	
30.	Completion of draft Budget Pages	Fri 7 Dec 07	
31.	Budget summaries produced per Division and sent to HoDs	Fri 14 Dec 07	
32.	Completed Council Tax base for 2008/09 to be passed to Finance	Fri 14 Dec 07	
33.	Contact major preceptors re payment dates precepts for 08/09	Fri 21 Dec 07	
34.	Rent setting - preparation of spreadsheets + report	Fri 21 Dec 07	
35.	Budget consultation exercise	Fri 21 Dec 07	
36.	Prepare Draft CRA & Budget Summary	Fri 21 Dec 07	
37.	<b>Reports- Licensing Committee</b>	<b>Mon 31 Dec 07</b>	
38.	Letters to be received from Parish Councils re Precepts	Fri 4 Jan 08	
39.	<b>Reports- Development Control Committee</b>	<b>Mon 7 Jan 08</b>	
40.	Licensing Committee	Wed 9 Jan 08	
41.	<b>Reports- Environment Committee</b>	<b>Fri 11 Jan 08</b>	
42.	Deadline for receipt in Finance of details of w/o, collection rate & new debits	Mon 14 Jan 08	
43.	Collection fund surplus estimated	Tue 15 Jan 08	
44.	<b>Reports- Community Committee</b>	<b>Tue 15 Jan 08</b>	
45.	Tenants Group meeting	No later than 15/01/2008	
46.	Development Control Committee	Wed 16 Jan 08	
47.	Prudential indicators + report	Fri 18 Jan 08	
48.	<b>Reports- Finance Committee 31/01/08-Own Budget</b>	<b>Mon 21 Jan 08</b>	
49.	<b>Report- Finance Committee - Treasury Management Strategy</b>	<b>Mon 21 Jan 08</b>	
50.	Environment Committee	Tue 22 Jan 08	
51.	Notify major preceptors of Collection Fund estimated balance	Tue 22 Jan 08	

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52.	Community Committee	Thu 24 Jan 08	
53.	Rent setting - Community Committee approval	Thu 24 Jan 08	
54.	<b>Full Budget Reports to Finance Committee 07/02/08</b>	<b>Thu 31 Jan 08</b>	
55.	Finance Committee	Thu 31 Jan 08	
56.	Final settlement figures received	Fri 1 Feb 08	
57.	<b>Consolidate all reports for Council</b>	<b>Mon 4 Feb 08</b>	
58.	Complete spreadsheet of draft financial data for Council Tax Leaflet	Thu 7 Feb 08	
59.	Finance Committee	Thu 7 Feb 08	
60.	Essex CC to issue precept	Thu 14 Feb 08	
61.	Essex PA to issue precept	Mon 18 Feb 08	
62.	Council	Thu 14 Feb 08	
63.	Submit Budget Requirement Return (BR1)	Fri 22 Feb 08	
64.	Production of financial data for Council Tax Leaflet	Fri 22 Feb 08	
65.	Budget book to be printed and made available on Internet	Fri 14 Mar 08	
66.	General Fund/HRA Budget figures copied/ uploaded to Integra	Fri 14 Mar 08	
67.	Capital budgets copied/ uploaded to Integra	Fri 14 Mar 08	
68.	RA Forms to be completed	Mon 31 Mar 08	