

Committee: FINANCE & ADMINISTRATION COMMITTEE

Agenda Item

Date: 31 January 2008

5

Title: LEAD OFFICER'S REPORT

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

Item for decision

Summary

1. This report updates Members on matters arising from the minutes that are not otherwise on this Agenda and proposes performance indicators for Finance that will go forward to Performance Select.

Recommendations

2. That the report is noted.
3. That the corporate indicators for Finance are approved.

Background Papers

1. The following papers were referred to by the author in the preparation of this report.
 - Minutes of Finance & Administration Committee 15 November 2007 & 15 January 2008.
 - Minutes of Full Council 11 December 2007.
 - Council Meeting 11 December 2007/Corporate Plan.

Situation/Update

There are updates from the November 2007 meeting followed by items for information.

4 Replacement Noise Monitoring Equipment

The equipment has been ordered, delivery and installation is expected to have occurred by the date of this meeting.

5 Uttlesford In 2011 Transformation Programme – Progress Report

This item had been withdrawn from the last meeting due to the absence of the author. Since that date numerous changes have occurred and the author has now left the authority. The way in which this information is presented is currently under review.

6 Voluntary Redundancy and Early Retirement

At the last meeting it was announced that 10 people have been accepted for redundancy or early retirement. The list of these people is shown below

Elisabeth Blackie	Tourism Officer
Ruth Fulton	Elderly Persons Officer (HRA)
Kath Hedley	Right to Buy and Leasehold Officer (HRA)
Jane McKie	Members' Assistant
Elaine Baynes	Secretary PA to the Chief Executive
Linda Grinnell	Principal Accountant
Sue Lawrie	Area Services Officer
Mick Purkiss	Committee & Communication Manager
Jo Ware	Human Resources Officer
Carly Walker	Lead Officer Mailroom

Most of these people have now left with the remainder leaving before the end of the financial year.

The following is a new item for Member decision

7 Measurements and Targets for the Finance Section

At the Council meeting of 11 December 2007 members approved the Corporate Plan 2007-09 and in addition resolved that the responsible committees be requested to determine the measurement and targets of the associated corporate indicators for approval by the Performance Select Committee, with monitoring commencing in April 2008. The following Housing Corporate Indicator, along with its associated calculation and proposed target is therefore presented for discussion and agreement'.

INDICATOR	CALCULATION	REPORTING FREQUENCY	TARGET FOR 2008/2009
Professionally qualified finance staff (FTE's) as a percentage of total finance staff (FTE's) undertaking reporting, controls and decision support processes (i.e. excludes those staff involved in transactional processes)	a) The number of Accountancy staff with a professional Finance qualification b) The number of Accountancy staff who are qualified CCAB Accountants	Quarterly	a) 90% b) 30%
Payroll admin cost per employee paid	Cost of payroll service divided by the total number of employees	Quarterly	N/A
% of invoices paid on time	Number of invoices paid within 30 days or within the available discount period	Quarterly	93%
(a) Cycle time in working days from year-end closure to submission of audited accounts (b) Was the last set of annual accounts qualified by external audit?	a) As described b) As described	a) Annual (September) b) Annual (December)	a) 63 days b) No
Amount of spend against budget	Actual expenditure against profiled budget	Quarterly	100%
% of budgets not overspending	Budget reports will show traffic lights of compliance. Notes for reasons of non-compliance will be supplied by budget holder	Quarterly	100%