

<p><b>Service Definition: FINANCIAL SERVICES</b>          Financial services provide the following support services across the Council, to Grampian Valuation Joint Board and – in partnership with NHS colleagues - contribute towards the support of Moray Integration Joint Board:</p> <p>Accountancy, Accounts Payable and Accounts Receivable, Banking, Insurance, Payroll, Procurement, Treasury Management</p>	
<p><b>Service Resources: FTE 54.8</b>  <b>Budget: Capital £nil. Revenue £1,641,000.</b></p>	
What priorities have we identified for 2019/20?	What evidence did we use to identify these priorities?
<p>Strengthen the financial planning process</p> <ul style="list-style-type: none"> <li>Review and develop the council's financial strategy</li> <li>Agree a medium term (3 years) financial plan</li> </ul>	<p>Corporate Plan and audit recommendation</p>
<p>Implement legislative / regulatory changes</p> <ul style="list-style-type: none"> <li>Making Tax Digital /</li> <li>CIS reverse charge</li> <li>IFRS 16</li> </ul>	<p>These are requirements which the council has no choice but to comply with and which will involve significant work to ensure compliance.</p>
<p>Support major projects</p> <ul style="list-style-type: none"> <li>Expansion of Early Learning and Childcare</li> <li>NESS energy from waste project</li> <li>Moray Growth Deal</li> <li>Mainstream Participatory Budgeting</li> <li>Community Asset Transfer (CAT)</li> </ul>	<p>These are all major council projects which require financial support – they link to various National and Corporate priorities. Finance role will to a certain extent be dependent on the project plan for each project.</p>
<p>Implement external audit recommendations</p>	<p>As agreed with auditor and reported to members</p>
<p>Implement the Procurement Strategic Action Plan</p>	<p>A process of continuous improvement, this has links to improving the council's financial planning</p>
<p>Continue to develop the new HR / Payroll system</p>	<p>Brought forward from 2018/19</p>

Appendix 1

Strategic Outcome	Action	Planned Outcome	Outcomes measures	Completion target	Lead	Priority Rating (1 high 3 low and 4 for ongoing, 5 for on hold?)
Corporate Plan	Creating a sustainable council					1
	Review and develop the council's financial strategy	Financial planning set in a longer term context.	Draft Financial Strategy approve by the council	October 2019	LP	1
	Agree a medium term (3 years) financial plan	Financial planning set in a longer term context, capital projects have a longer agreed lead-in period so can preparatory work can be done without the risk of being abortive.	Balanced budget for each of three years with a sustainable budget at end of three year period.	February 2020	LP	1
	Economic Development					
	Support the Moray Growth Deal	Dependent on project lead.	Dependent on project lead.	Dependent on MGD profile	LP	1
	Empowering Communities					
	Participatory Budgeting (PB)	Successful implementation of PB projects within the community	1% of budget (as defined by CoSLA) allocated via PB process	31 March 2021	PC	2
	Continue to provide advice and support to Community Asset Transfer (CAT) process	Sufficient time is prioritised to support CAT process successfully	CATs approved by Members and responsibility for asset transferred to Community/Group	Dependent on individual applications	PC	2

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Service Outcome	Action	Planned Outcome	Outcomes measures	Completion target	Lead	Priority Rating (1 high 3 low and 4 for ongoing, 5 for on hold?)
Implement legislative / regulatory changes	Making Tax Digital/CIS Reverse Charge	Full compliance with HMR&C requirements.	Implementation of Financial Management system new "Business Tax Portal"  Acceptance by HMRC of our submissions	Stage 1 – Oct 19 Stage 2 – April 20	DB	1
	IFRS 16	Fully compliant accounts.	Audit opinion.	June 2021	DO'S	1
Support major projects	Expansion of Early Learning and Childcare	Dependent on ELC plan.	Dependent on ELC plan.	Dependent on ELC plan.	LP	1
	NESS	Dependent on NESS plan.	Dependent on NESS plan.	Dependent on NESS plan.	PC	1
Implement external audit recommendations	Implement the agreed actions from the audit report.	Dependent on finalised report.	Dependent on finalised report.	Dependent on finalised report.	DO'S	2
Implement the Procurement Strategic Action Plan	Implement the actions identified as priority improvements by the Plan	Various improvements to project outputs, including communication, market engagement, contract management	Increase in performance as measured by the PCIP (every second year)	2020 – date to be determined by assessor (SXL)	DB	4
Continue to develop the new HR / Payroll system	The joint Development Group (HR, Payroll, ICT and Accountancy) to lead the implementation of the directions from the Project Board	Progress with the delivery of long standing project aims	Project Board to review progress against plan and to review efficiencies as they are delivered	Project targets	DB	3