



## **DRAFT** PORTFOLIO HOLDER DECISION NOTICE

### **PROPOSED** INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR **FINANCE AND ORGANISATIONAL DEVELOPMENT**

#### **TOPIC – FINANCE AND ORGANISATIONAL DEVELOPMENT PORTFOLIO PLAN 2013/14**

#### **PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Chief Operating Officer, the Chief Executive and the Chief Finance Officer are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed request, the Leader may require the matter be referred to Cabinet for determination.

**If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Committee Administrator by 5.00pm on Thursday 18 July 2013.**

#### **Contact Officer:**

Alexis Garlick, Tel 01962 848 224, Email [agarlick@winchester.gov.uk](mailto:agarlick@winchester.gov.uk)

Alison Gavin, Tel 01962 848 233, Email [agavin@winchester.gov.uk](mailto:agavin@winchester.gov.uk)

#### **Committee Administrator:**

Nancy Graham, Tel: 01962 848 235, Email: [ngraham@winchester.gov.uk](mailto:ngraham@winchester.gov.uk)

#### **SUMMARY**

Approval is sought for the attached Finance and Organisational Development Portfolio Plan 2013/14.

The concept of producing Portfolio Plans was approved by Cabinet as part of the Change Plans 2012/13: Consultation Draft report ([CAB2249](#), 9 November 2011 refers).

Positioned alongside the four Change Plans which capture only the most significant actions to which the Council is committed, the Portfolio Plans include many of the other actions, though less significant that still contribute to the overall delivery of the three outcomes included in the Community Strategy and the Council's own outcome to be an "Efficient and Effective Council".

Portfolio Holders will be responsible for monitoring the actions included in their respective Portfolio Plan through their regular discussions with the relevant Heads of Team.

### **PROPOSED DECISION**

That the Finance and Organisational Development Portfolio Plan 2013/14 be approved as attached at Appendix 1.

### **REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

The attached Portfolio Plan forms part of a suite of Plans with one for each Portfolio Holder. Each Plan includes the significant actions put forward by Heads of Teams that have not been included in relevant Change Plans which were approved by the Council in January 2013.

### **RESOURCE IMPLICATIONS**

The resources allocated to the delivery of individual actions are largely contained within existing resources commitments for individual teams as part of the budget setting process. However, where insufficient resources are available, including either capital or revenue funding, this may be the subject of a future growth bid (which will of course require the funding to also be identified) which will require appropriate Member approval before the project can be progressed.

### **CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION**

The Portfolio Holder for Finance and Organisational Development has been consulted on the projects included in the attached Portfolio Plan.

### **FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

N/A

### **DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

N/A

### **DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

N/A

**Approved by: (signature)**

**Date of Decision**

**Councillor Stephen Godfrey**

**Portfolio Holder for Finance and Organisational Development**

## Draft Finance and Organisational Development Portfolio Plan 2013/14



Financial Services						
Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
FIN/2013/001 Create a capital programme which prioritises projects for delivery once financing becomes available	Create a capital programme which prioritises projects for delivery once financing becomes available.	Capital spending managed within available funding	Capital requirements assessed, consulted upon and prioritised.	31-Jan-2014	31-Mar-2014	Chief Finance Officer
			Capital budget approved by Council.	28-Feb-2014		
FIN/2013/002 Support staff and systems development to manage the Council's approach to treasury management and borrowing to deliver the capital strategy	Support staff and systems development to manage the Council's approach to treasury management and borrowing to deliver the capital strategy	Effective management of the Council's borrowing to support the delivery of the Capital Strategy	Specification of requirements agreed	June 2013	31-Mar-2014	Principal Treasury Accountant
			Cashflow management model fully operational	Sept 2013		
			Treasury Management staff trained	Dec 2013		

**IMT Team**

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
EE/003.3 Further opportunities for savings pursued via shared IT service with Test Valley	Further opportunities for savings pursued via shared IT service with Test Valley	Skills and resources are shared between the two authorities, building long term efficiencies and providing a platform to sell capacity to other partners if agreed.	Finance departments at both WCC and TVBC to agree final terms toward shared ownership of assets and ongoing refresh plans	01-Oct-2012	31-Mar-2014	Head of IM&T
HQE/001.10 Continued implementation of Thin Client	Continued implementation of Thin Client	Easier support, less power usage with Thin Client devices, the ability to staff to work from any location with the same desktop	Roll out Remote-IT to all staff	29-Jun-2012	28-Dec-2013	Head of IM&T
			Rollout Citrix Phase II to staff	29-Jun-2012		
			Continued roll out of citrix devices and update to newer model T10 devices	28-Dec-2013		
IMT/PROJ/012 Replacement of MFD's	Replacement of current Multi Function Devices (MFD's) at the end of the contract	Efficient replacement devices at the end of the current contract.	Included in Project Plan.		01-May-2013	Head of IM&T
IMT/PROJ/013 Implement Microsoft SharePoint	Implement Microsoft SharePoint as the Council's electronic document management system as a more efficient	Implementation of MS SharePoint completed on time and within budget. All staff using the software and reducing the amount of	Included in Project Plan		31-Mar-2014	Head of IM&T

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
	alternative to upgrading the current system	paper and storage requirements.				

**Organisational Development**

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
OD/2013/002 A training programme for senior officers within the new organisational structure is put in place to support culture change	A training programme for senior officers within the new organisational structure is put in place to support culture change	Fit for purpose training programme in place to assist with the new organisational structure.	To be agreed	tba	31-Mar-2014	Head of Organisational Development
OD/OD/018 Senior Managers' roles and responsibilities are reviewed to ensure responsibility for good governance is shared	Senior Managers' roles and responsibilities are reviewed to ensure responsibility for good governance is shared	To enable more efficient working by developing more streamlined internal processes, and developing officer roles to be flexible and responsive to Member priorities	To be agreed	tba	31-Mar-2014	Head of Organisational Development

Revenues						
Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
REV/001 Welfare Reform - Changes to Housing Benefit	Publicise and administer changes to Housing Benefit	Customers are informed and aware of changes which will affect the level of Housing Benefit they receive	Monitor impact of changes on customers affected	30-Jun-2013	31-Dec-2013	Head of Revenues; Deputy Head of Revenues
			Benefit cap - software changes to be implemented and tested	30-Sep-2013		
			Monitor impact of changes on customers affected	31-Dec-2013		
REV/002 Welfare Reform - Implementation of Universal Credit	Universal Credit, administered by DWP, is to replace Housing Benefit for new customers from October 2013 with all existing customers transferred by March 2017	All customers are informed and successfully transferred to DWP and new system of Universal Credit	To be agreed	tba	31-Mar-2017	Head of Revenues; Deputy Head of Revenues
REV/004 Implementation of Single Fraud Investigation Service	Fraud investigation services of LA's, HMRC & DWP to be merged to a single investigation service managed by DWP	Implementation of the initial phase of project which involves the implementation of DWP working practices and protocols	To be agreed	tba	01-Apr-2014	Head of Revenues; Deputy Head of Revenues

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
REV/010 Council Tax discounts	Review the changes made to Council Tax discounts / exemptions in 2012/13	Review impact and consider further changes for 2013/14 if appropriate	Review financial and customer impact	28-Jun-2013	31-Mar-2014	Head of Revenues; Local Taxes Manager
			Consider changes to existing discounts	30-Sep-2013		
			Formal approval	31-Dec-2013		
			Implement changes	24-Feb-2014		
REV/011 Local Retention of Business rates	Monitor impact of Retention and consider any action needed	Maintain income levels	Monitor income levels	17-May-2013	31-Mar-2014	Head of Revenues; Local Taxes Manager
			Monitor income levels	14-Jun-2013		
			Monitor income levels	12-Jul-2013		
REV/012 Discretionary Rate Relief	Review of current Policy	Ensure that the Policy meets the Council's requirements			31-Mar-2014	Head of Revenues; Local Taxes Manager
REV/014 Review of Council Tax Reduction scheme	Review of Council Tax Reduction scheme	Ensure that the Scheme meets the Council's requirements	Commence review	31-May-2013	31-Dec-2013	Deputy Head of Revenues

**Performance Measures**

The following performance measures will be used to demonstrate the progress that is made during the year against the actions and projects included in this Portfolio Plan. Regular updates for these performance measures will be provided on the Council’s website.

**Finance and Administration Portfolio Holder**

<b>Performance Measure</b>	<b>Rationale for Performance Measure</b>	<b>Update Frequency</b>	<b>What is good?</b>	<b>2013/14 target</b>
Average number of working days lost per member of staff due to staff sickness absence	The result from this performance indicator provides the Council with information relating to the numbers of days lost due to staff sickness absence. By monitoring this information indicator, issues around sickness absence can be realised quickly and acted upon. This performance indicator contributes to the Council’s priority to be an Efficient and Effective Council.	Monthly	A lower figure is good	tba