

PRIORITY ACTION PLAN

PRIORITY	Use of Resources
PRIORITY CATEGORY	Category A
PRIORITY PORTFOLIO HOLDER	Finance and Assets lead but requires corporate ownership from whole cabinet as it is a cross cutting priority
PRIORITY LEAD OFFICER	Corporate Head of Finance & Resources but requires corporate ownership from whole management board as it is a cross cutting priority
PRIORITY PROJECT TEAM	
<p>The priority project team will be drawn from representatives of the following groups, taking account of the cross cutting and corporate nature of the priority:</p> <ul style="list-style-type: none"> ○ Strategic Management Team ○ Operational Management Team ○ Finance and Resources Management Team ○ Partnerships and Organisational Improvement 	
PRIORITY SCOPE & DEFINITION	<p>Brilliant management of what we have and own achieved by a Corporate Improvement programme to aim to achieve level 4</p> <p>Phase 1 – to achieve level 3 at 2007/8 assessment in September 2008 (published in Jan 2009)</p> <p>Phase 2 – to achieve level 4 at 2008/9 assessment in September 2009 (published in Jan 2010)</p>
CONTEXT	<p>Annual Use of Resources Assessment by Audit Commission</p> <p>5 Themes scored individual and overall on basis of 1 to 4 (1 being inadequate and 4 being Excellent/Beacon standard)</p> <p>Theme 1 – Financial Reporting</p> <p>Theme 2 – Financial Standing</p> <p>Theme 3 – Financial Management</p> <p>Theme 4 – Internal Control</p> <p>Theme 5 – Value for Money</p> <p>A consultation paper has been issued on the introduction on the Comprehensive Area Assessment. This includes a revision to the UofR assessment for 2009 assessment. It is proposed the new assessment will cover broader resource themes:</p> <p>Theme 1 – Managing money</p> <p>Theme 2 – Managing the business</p> <p>Theme 3 – Managing other resources</p> <p>For example, the new assessment will assess the effective use of technology and the impact of the use of resources on Climate Change.</p>
LINKS TO OTHER STRATEGIES	<p>Corporate Plan</p> <p>Medium Term Financial Strategy</p> <p>Asset Management Plan</p> <p>Capital Strategy</p> <p>Value for Money Strategy</p> <p>Market Testing Strategy</p> <p>ICT Strategy</p> <p>Human Resources (People) Strategy</p>

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OUTCOMES	TARGETS	Point of assessment /assessment measure	
Working towards brilliance in all Use of Resources Themes resulting in excellent use of all Council resources – Money, People, Assets, and Information Technology; achieving Value for Money and being recognised for provide excellent Value for Money; Governance	Overall level 3 2008 assessment	Annual Use of Resources Assessment	
Achieving brilliance in the above	Overall level 4 – 2009 assessment	Annual Use of Resources Assessment	
Achieving Value for money and being recognised for providing VFM	50% of residents recognise the Council provides VFM 66% (2009) 75% (2010) staff recognise Council provides VFM	Survey of Residents 2009/10 Staff annual survey 2009 Staff annual survey 2010	
MEASURES OF SUCCESS/KEY ACTIONS	Improvement in annual Use of Resources assessment	Detailed corporate action plan accompanies this priority plan	
	Good standard of comments within Annual Audit Letter	Annual Audit Letter – published in Spring each year	
	Good standard of comments within Governance Report	Governance report – published in September each year – the report should also include an unqualified opinion on Annual Accounts	
	Improved scores in Service Inspections	Forthcoming inspections - Housing Inspection	
CAPITAL & REVENUE REQUIREMENTS (3 YEARS)	YEAR 1 £k Capital – £0 Revenue Corporate Invest to save budget £150k Interim capacity Closure A/cs £20k VFM training £10k	YEAR 2 £k Capital - £0 Revenue Corporate – Use Pay back from Invest to Save from previous years to fund Invest to Save in year	YEAR 3 £k Capital -£0 Revenue Corporate - Use Pay back from Invest to Save from previous years to fund Invest to Save in year
	PEOPLE RESOURCE o Fully developed and embedded People Strategy		

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IMPLICATIONS	<ul style="list-style-type: none"> ○ Corporate buy in and implementation. ○ Programme ownership by Members and Officers ○ Member development programme to include training in: understanding/interpreting/scrutinising financial information; risk management; assessing value for money; corporate governance ○ Recruitment, retention and development of brilliant staff: ○ Development areas: - financial and service planning; corporate governance; risk management; value for money ○ Management board coaching and financial services support to enable the further development of Service Managers understanding of UofR 		
ICT RESOURCE IMPLICATIONS	<ul style="list-style-type: none"> ○ Fully developed and embedded Information Technology and Communications Strategy ○ Assessment of appropriateness and fitness for purpose of core systems including opportunities for rationalisation, where there are multiple systems with similar functionality ○ Programme to fully implement DIP/ERDMS ○ ICT support to assist Service Managers in assessing future ICT needs 		
RISK ASSESSMENT	<ul style="list-style-type: none"> ○ Future proof action plan to ensure it remains fit for purpose in light of changing UofR requirements and increasing benchmark requirements ○ Resource requirements based on current arrangements – need for review ○ Corporate ownership of plan ○ Ability to recruit, develop & retain brilliant staff to deliver programme in key areas ○ Need to ensure statutory deadlines are met & work is done to high degree of accuracy with appropriate quality control mechanisms – particularly for financial reporting 	Likelihood High High Medium Medium Medium	Impact High Medium Medium Medium High
KEY COMPONENTS OF COMMUNICATION	<ul style="list-style-type: none"> ○ External communications – success stories and promote understanding of what Council tax actually buys you at a district level – promote understanding of level of VFM – communication mediums – Sktoday; press releases; radio features ○ Internal communications – defining what Uof R is, what it means – Staff briefings; workshops; intranet; posters 		
PROPOSED DELIVERY METHODS	<ul style="list-style-type: none"> ○ Embed within Service and Financial planning ○ Evaluate opportunities for shared services 		

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	<ul style="list-style-type: none"> ○ Evaluate opportunities for formal market testing
EQUALITY ASSESSMENT	<ul style="list-style-type: none"> ○ Equality impact assess – priority plan and action plan ○ Equality impact assess – service and financial plans
RELATED PROJECTS	<ul style="list-style-type: none"> ○ Brilliance programme ○ Corporate improvement programme ○ Annual service and financial planning cycle
RELATED PRIORITIES	<ul style="list-style-type: none"> ○ Communications ○ Customer Services ○ Public Asset Management ○ Climate Change (new requirement in UofR assessment with effect from 2009) ○ Housing Management (particularly in preparation for housing inspection – as the corporate themes within the inspection include VFM) ○ Broad linkage to all priorities – as each priority should be able to demonstrate effective use of the Council's resources