

# Cabinet Member for Finance and Assets Portfolio Summary 2017/18

26<sup>th</sup> March 2018

Responsibilities	Corporate Plan Priorities 2016 -19 (as updated for year Q3) Position at March 2018	Successes and challenges, performance summary	Forthcoming Decisions (Forward Plan)
<p>a) General supervision and control of the finances of the Council and the auditing of the Council's accounts.</p> <p>b) Overall responsibility for the production of the draft budget and jointly with the Cabinet, its proposal to the Council.</p> <p>c) Overall responsibility for the Council's insurances.</p> <p>d) The determination of requests for transfer of funds within budgets (virements) exceeding £100,000 but not exceeding £250,000.</p> <p>e) The writing off of debts in excess of £5,000.</p> <p>f) Overall responsibility for the administration of benefits.</p> <p>g) Overall responsibility for the development, implementation and review of policies for the procurement of services, supplies and works to the Council.</p> <p>h) Overall responsibility for the proper management of the Council's property assets including authorisation, subject to the key decision framework, of the acquisition, disposal and dealing with any property assets and the development, implementation and review of the Council's Asset Management Plan.</p> <p>i) Overall responsibility for the provision of facilities management to the Council's offices.</p> <p>j) Overall responsibility for risk management throughout the Council.</p> <p>k) The determination of applications for discretionary rate relief.</p> <p>l) Overall responsibility for the development, implementation and review of the Council's Information and Communication Technology Strategy.</p>	<p><b>Theme: Communities</b></p> <p><b>1. Deliver the new Broadbridge Heath Leisure Centre and associated sports and cultural facilities on time and within budget</b></p> <p><i>Work progressing well on site. Some difficulties experienced due to soil conditions but these have been resolved and the walls and roof of the centre are going up quickly.</i></p> <p><i>The MUGAs are open for daytime use but more work is required on floodlighting etc.</i></p> <p><i>The process for the procurement of the fitness equipment has been agreed. Overall the project remains within budget.</i></p> <p><b>Theme: Efficiency</b></p> <p><b>2. Implement the Medium Term Financial Strategy to deliver a balanced budget over the medium term</b></p> <p><i>SLT working with Cabinet and service managers to identify potential ways to increase income and reduce costs. This has been consolidated into the Future Horsham Programmes: Income and New Businesses, and Service Efficiency and Cost.</i></p> <p><i>To be supported by introduction of new FMS system in Autumn 2017. New FMS went live on 5th Sept 2017, work is continuing to support users and move historical data across to new system.</i></p> <p><i>The Council's 2016/17 statutory accounts were completed before the end of July, two months earlier than in 2015/16, and received an unqualified audit report. This is on track to meet the brought forward statutory deadline next year.</i></p> <p><b>3. Grow the council's property portfolio to increase income</b></p> <p><i>Development of 17 apartments built at the Bishopric, Horsham. The apartments, owned and managed by the Council, for short stay temporary accommodation significantly reducing the need to use bed and breakfast accommodation. This will provide a revenue increase: rental income plus saving on B&amp;B. Funded through Section 106 contributions received by the Council for the provision of affordable housing in the District. Completed summer 2017.</i></p> <p><i>Further development at Peary Close and Rowan Drive to provide 17 further units planned.</i></p> <p><i>Additional investment for purchase of The Forum, Horsham completed in 2017.</i></p>	<p>Portfolio performance summary as reported in the Corporate Plan Priorities and Finance Report March 2018.</p> <p>FS07: % of invoices paid on time</p> <p>FS07a: % of invoices paid within 10 days</p> <p>FS13: Business Rates: Rateable Value</p> <p>R05: % of Council Tax collected in a year</p> <p>R06: Percentage of Non-domestic rates collected in a year</p> <p>R09a: HB -Speed of processing - new HB claims</p> <p>R09b:CTB - Speed of processing - new CTB claims</p> <p>R10a: HB - Speed of processing - changes of circumstances for HB claims</p> <p>R10b: CTB- Speed of processing - changes of circumstances for CTB claims</p> <p>R15: Benefits accuracy rate – check of at least 10% of benefit assessments to establish an accuracy rate of at least 98%</p> <p>VE01a: Percentage of total HDC owned and managed commercial and industrial estate space occupied</p> <p>VE01b: Income from HDC owned and managed commercial and industrial estate space</p> <p><i>Full Finance and Performance Report available as part of the O&amp;S agenda on 26<sup>th</sup> March 2018.</i></p>	<p>Funding strategy for the Forum maintenance</p> <p><i>Policy Development Advisory Group 12<sup>th</sup> March 2018</i></p> <p><i>Cabinet 24<sup>th</sup> May</i></p>