

FINANCE ADVISORY COMMITTEE
02 June 2015 at 7.00 pm

At the above stated meeting the attached presentation was shown:

8. **Scope of Officer Responsibilities**

(Pages 1 - 8)

*Adrian
Rowbotham*

This page is intentionally left blank

Finance Advisory Committee

Responsibilities and Challenges

June 2015

Financial Services

Chief Officer: Adrian Rowbotham

Audit Risk & Anti-Fraud (Bami Cole) – Areas of Responsibility

- **Internal Audit**
- **Anti-Fraud**
- **Risk**

Issues and Future Challenges

- **IA adding more value – review of service – action plan**
- **Single Fraud Investigation Service (Feb 16)**

Shared service with Dartford BC

Financial Services

Chief Officer: Adrian Rowbotham

Finance (Helen Martin) – Areas of Responsibility

- **Accountancy**
- **Treasury**
- **Exchequer**

Issues and Future Challenges

- **Balancing the 10-year budget**
- **Becoming financially self-sufficient**
- **Closure of annual accounts**

Financial Services

Chief Officer: Adrian Rowbotham

Revenues (Nick Scott / Sue Cressall) – Areas of Responsibility

- **Council Tax**
- **Business Rates**

Issues and Future Challenges

- **Maximising Council Tax returns**
- **Retention of Business Rates**
- **CT £56m BR £35m (SDC amounts only)**

Shared service with Dartford BC

Financial Services

Chief Officer: Adrian Rowbotham

Benefits (Nick Scott / Heather Gaynor) – Areas of Responsibility

- **Housing Benefit**
- **Council Tax Support**

Issues and Future Challenges

- **Welfare Reform changes including Universal Credit**
- **Major impact on future service**
- **HB subsidy £30m (SDC amount only)**

Shared service with Dartford BC

Environmental & Operational Services

Chief Officer: Richard Wilson

Procurement Strategy

Issues and Future Challenges

- **Further embedding of good procurement practise across the Authority via the Officer Procurement working group and the annual review of the Procurement Strategy**

Corporate Support

Chief Officer: Jim Carrington-West

Facilities Management (Emma Vincent) – Areas of Responsibility

- **Facilities Services**
- **Post Room/Scanning**
- **Maintenance of operational assets**

Issues and Future Challenges

- **Ensure the Argyle Road offices are fit for purpose, well maintained and generating income where possible**
- **Increase the proportion of information we are required to hold that is kept in electronic format, not hard copy**
- **Ensure key operational assets are maintained as required within budgetary constraints**

This page is intentionally left blank