

Advisory Committee responsibilities
 Anti-fraud, audit & corporate governance, budget & financial strategy, housing benefit, local tax and strategic risk

Objectives

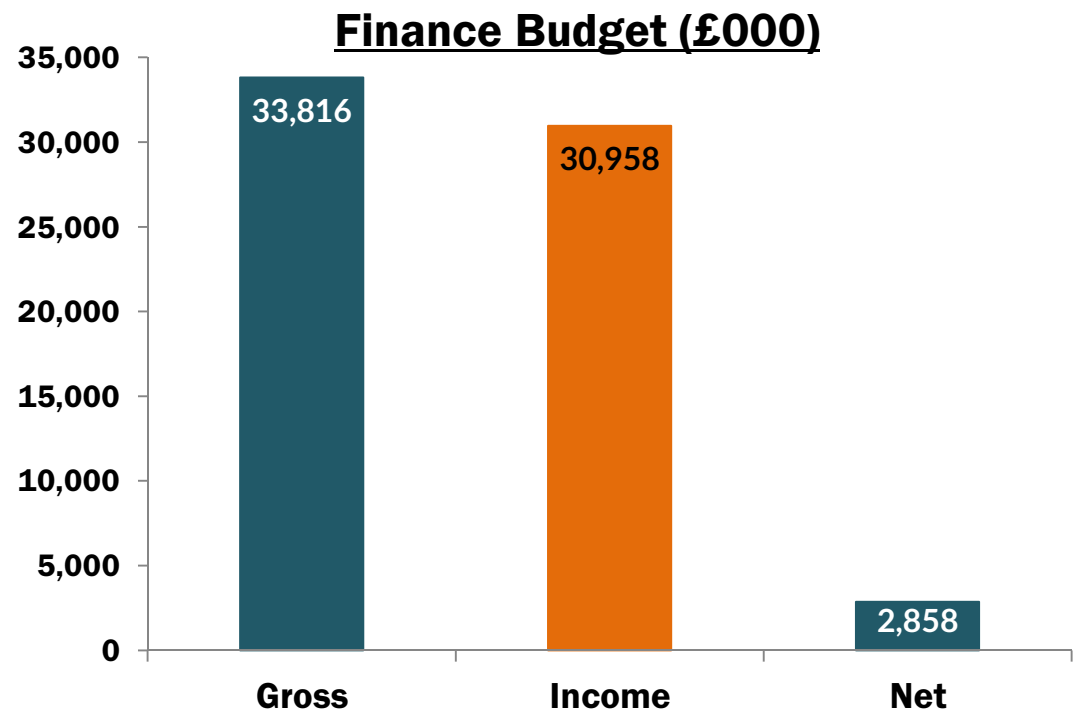
- To deliver on the Council's financial strategy and continuing to set a balanced 10 year budget that remains financially self-sufficient
- To manage the Council's Treasury Management function, process and pay creditor invoices and ensure prompt and full recovery of sundry debtor accounts
- Deliver the Council's Internal Audit Plan & risk management processes and give an overall opinion on internal control through the Annual Governance Statement
- To collect council tax and business rates and ensure the full and accurate payment of housing benefits and council tax support to claimants
- Investigate cases of council tax support and other areas of fraud

Achievements & Opportunities

- Achieved financial self sufficiency and continuing to deliver a balanced 10 year budget
- Delivering savings in excess of £250,000 a year by providing services in audit, fraud, housing benefit and local tax in partnership with Dartford Borough Council
- Completed a restructure of the Finance Team and delivered improved annual financial statements
- Internal Audit plan completed for 2015/16
- Council tax direct debit take up has continued to increase
- Counter Fraud and Compliance Team put in place following the transfer of benefit fraud work to the DWP

Challenges & Risks

- Continuing to deliver on the Council's financial strategy for self-sufficiency taking account of Government changes to localised business rates
- Meeting the shorter deadlines imposed for the completion of the annual financial statements
- Improving the value added by the internal audit service
- Managing the financial consequences of Quercus 7 and the Property Investment Strategy
- Preparing the Council and residents for the implementation of Universal Credit and wider Welfare Reform
- Reviewing the Revenues & Benefits service to further improve the service provided to customers



Service contribution

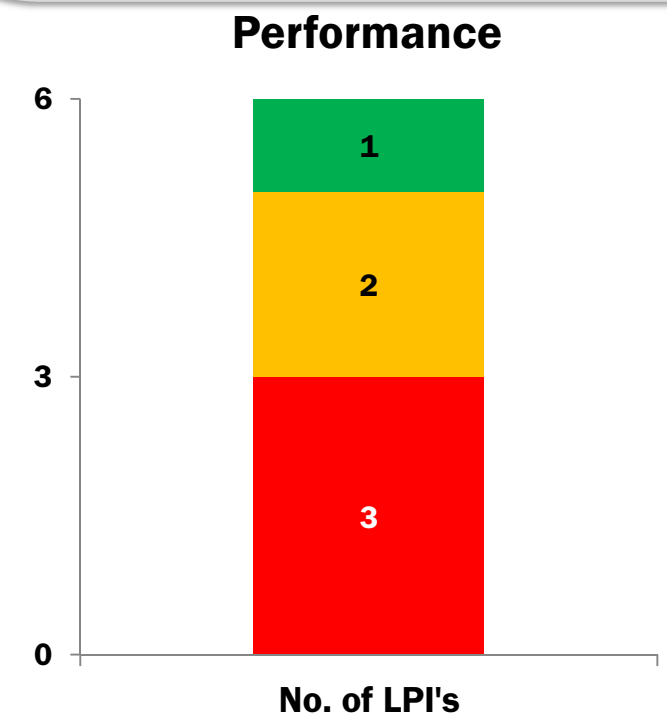
Statutory service

Income generating

Working in partnership

Corporate priorities

Self sufficiency ✓	Value for Money ✓
Safe district ✓	Collect rubbish effectively ✗
Green Belt ✗	Local Economy ✓



Advisory Committee responsibilities

Facilities Management including facilities services, asset maintenance, post and scanning

Objectives

- Ensure key operational assets are maintained as required within budgetary constraints
- Ensure that the Argyle Road offices are fit for purpose, well maintained and generating income where possible
- Scan incoming correspondence and historical documentation to ensure the effective storage and delivery of electronic information
- Maintain the flow of incoming and outgoing post for the organisation
- To offer office services such as office moves, copier paper, cleaning, ID/entacards to ensure a safe and adequate office environment

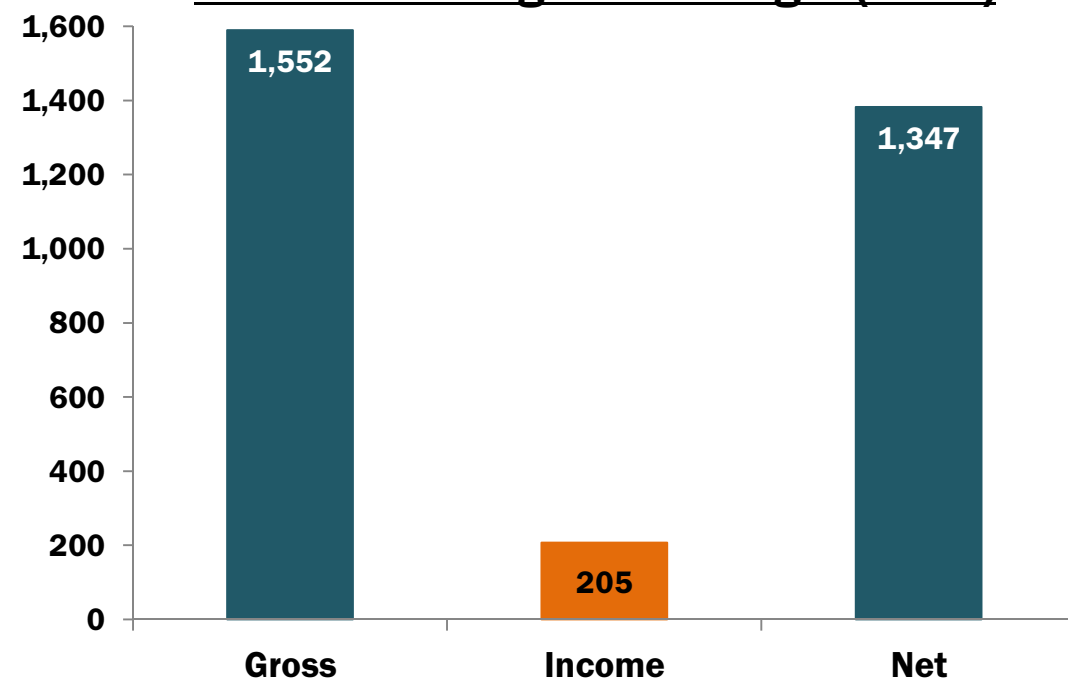
Achievements & Opportunities

- Reduction in energy costs through the installation of LED lighting within Council Offices
- Identified and procured works required for the stabilisation of a Scheduled Monument at Otford Palace
- Scanning and removal of historical paper documentation – currently the equivalent of nearly 3 million sheets of paper
- Worked in conjunction with tenants to maintain over 100 Council owned assets
- Supported the delivery of the election in May 2016 and the EU Referendum, dealing with many of the associated logistical challenges

Challenges & Risks

- Asset maintenance – Leisure Centres
- Continued maintenance and commencement of options appraisal for the Otford Palace Tower
- Supporting changing scanning requirements to ensure the effective use of electronic information
- Continue to ensure the Council Offices are accessible, working with relevant groups in relation to specific areas

Facilities Management Budget (£000)



Service contribution

- Statutory service
- Income generating
- Working in partnership

Corporate priorities

- Self sufficiency ✓
- Value for Money ✓
- Safe district ✓
- Collect rubbish effectively ✗
- Green Belt ✗
- Local Economy ✗

Performance

