

O&S Executive Member Presentation

Corporate Services

Councillor Richard Keeling

12 January 2021

Corporate Services – service areas

- Finance
- Payroll
- Legal
- Procurement
- Audit/Information Governance
- Democratic services

Corporate Services – key contacts

- Finance – Martin Flitcroft (CFO) / Claire Moors (Deputy CFO)/ Steve Wotton (Finance Systems Manager)
- Payroll – Pete Cutting (Payroll Manager)
- Legal – Karen Trickey (Solicitor to the Council and Monitoring Officer)
- Procurement – Rosie Wilson (Corporate Procurement Officer)
- Audit – Sue Heath (Audit & Information Governance Manager)
- Democratic Services - Sarah Selway (Democratic Services Manager)

Finance & Payroll – what do we do ?

- Budget setting and monitoring
- Year end accounts
- Treasury management
- Investment appraisal
- Insurance
- Creditors
- Pay monthly salaries/allowances/election fees/travel claims
- Various returns



Legal – what do we do ?



Legal advice & support to Council (including committees & officers) on all its principal functions:

- **Corporate Governance** (e.g. constitutional matters & conduct of councillors)
- **Estate management & regeneration**
- **Environmental services** (e.g. public nuisances, waste collection, health & safety,)
- **Housing** (e.g. homelessness & housing standards)
- **Leisure** (e.g. management of public spaces & sports facilities)
- **Planning** (e.g. development control & planning policy)
- **Support services** (e.g. finance, democratic & HR)

Procurement – what do we do ?

- Assist with the acquisition process for goods, services or works from an outside source
- Established Contract Procedure Rules – good procurement practice
- Tender process
- Waivers
- EU procurement rules
- Support for Strata



Audit – what do we do ?



- Internal Audit
 - Audit Plan & statutory Annual Assurance Opinion
 - report to Audit Scrutiny Committee
 - Financial Instructions and Waivers
 - Fraud Risk Analysis and National Fraud Initiative
- Information Governance
 - Data Protection and GDPR (Data Protection Officer role)
 - Freedom of Information (FOI) and Environmental Information Requests (EIR)

Democratic services – what do we do ?



- Day to day running of the Council's Committees
- Act as a support group for all elected Councillors
- Coordinate agenda and reports from officers for circularisation
- Attend committee meetings providing procedure advice and taking minutes
- Updating Forward Plan and timetable for meetings
- Provide constitution and procedural advice to Councillors, Officers and the public
- Oversee member workshops and training events

Key Challenges

- Business rates reform
- Fair funding review
- Covid income losses
- Budget gap
- BEST2020 process (now Better 2022)
- Business continuity & resilience
- Brexit – deal now reached

Key projects/objectives

- Payroll changes – implemented new system iTrent – still rolling out
- Financial Management system – change to new system
- Constant review of medium term financial plan
- Investment Strategy – continue to review in light of Govt concerns
- Business plan reviews and implementation – linked to recovery plan
- Pursuit of local procurement