

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 09 (20/21)

Chief Officer:	Adrian Rowbotham	Service:	Finance
Activity	Finance	No. of Staff:	10.17 fte

Activity Budget Change	Year: 2020/21 Growth £000	Later Years Comments (ongoing, one-off, etc.)
Finance Team restructure	35	ongoing

Reasons for and explanation of proposed change in service

The demands and challenges on the Finance team have been reviewed following the commencement of a new Head of Finance in early 2018 and more recent changes within the team and SMT restructure.

A staff finance questionnaire was undertaken in October 2018 which sought to identify the areas in which Finance operated well and those in which it did not. The feedback from that questionnaire suggested that system development and training were areas requiring development / resource.

A restructure of the team is proposed to meet the evolving demands on the service. The proposed structure aims to:

- ensure the demands on the service are met by re-distributing work appropriately amongst the Accountancy and Systems parts of the team.
- align the team to effectively support the newly restructured SMT.
- to promote empowerment of staff and ensure future succession planning and greater resilience.
- improve interactions with customers to provide proactive and progressive support (rather than reactionary), contributing to developing opportunities at an early stage.
- allow time for greater system development and customer training.
- support career progression opportunities ensuring retention of knowledge within the service.

SERVICE CHANGE IMPACT ASSESSMENT

	The proposal would increase the number of staff in the Finance team from 11 (10.17 fte) to 12 (11.17 fte).
Key Stakeholders Affected	All Council services
Likely impacts and implications of the change in service (include Risk Analysis)	<p>The new structure will enable staff to have greater focus on the areas that will help to continue to drive the council forward. These areas include property investment, the two companies, shared services viability and income generation.</p> <p>Without this change in resources, there is a risk that opportunities will be missed if there is not adequate focus on these key areas.</p> <p>The proposed changes should also result in the finance system being used more effectively and therefore improving budget monitoring.</p>
Risk to Service Objectives (High / Medium / Low)	Medium

2019/20 Budget	£'000	Performance Indicators		
Operational Cost	451	Code & Description	Actual	Target
Income	-	LPI_FS 001 The percentage of undisputed invoices paid within 30 days or agreed terms	99%	99%
Net Cost	451	LPI_FS 003 Debts outstanding more than 61 days	£30,195	£30,000

Equality Impacts

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

SERVICE CHANGE IMPACT ASSESSMENT

SCIA 10 (20/21)

Chief Officer:	Adrian Rowbotham	Service:	Finance
Activity	Insurance	No. of Staff:	n/a

Activity Budget Change	Year: 2020/21 (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Insurance contract renewal	(87)	For 3 years

Reasons for and explanation of proposed change in service

The existing contract was due for renewal on 31/10/19 after a 3-year contract.

In preparation for the tender process a review of the Council's major assets was conducted and as appropriate revalued for insurance purposes. An insurance audit was also undertaken. This looked in great detail at the cover currently in place and also considered the excess levels and balanced this with the Council's risk appetite.

The results of the insurance audit meant that when conducting the insurance tender, we were able to be very clear on our insurance requirements. In order to obtain the most competitive quality/price combination the tender was conducted via a broker and on a "lot" basis allowing insurance companies to bid for particular parts of the contract rather than its entirety. This greatly increased the number of insurers bidding for the contract and enable significant savings to be realised.

Key Stakeholders Affected

All council services

Likely impacts and implications of the change in service (include Risk Analysis)

The comprehensive process ensures that the Council is appropriately covered and has also delivered large savings over the life of the contract.

The saving proposed is for the 3-year term of the new contract to be reviewed when the following

SERVICE CHANGE IMPACT ASSESSMENT

contract is issued.

Risk to Service Objectives (High / Medium / Low)

Low

2019/20 Budget	£'000	Performance Indicators		
Operational Cost	415	Code & Description	Actual	Target
Income	-	n/a		
Net Cost	415			

Equality Impacts

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