

Bury Metropolitan
Borough Council
Financial Management in
Social Services

AGREED ACTION PLAN

Reference:	BU007 Financial Management in Social Services AP
Date:	October 2004

Financial Management in Social Services: Agreed Action Plan

Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
R1 Clarify the actions and proposed outcomes for each Project Board subgroup.	3	Director of Social Services, Health and Housing	Yes	Each sub-group chair will produce a project plan which will be endorsed by the main Project Board.	January 2004
R2 Ensure that unfunded budget pressures are fully considered and managers are informed of action to be taken to contain expenditure within budget.	3	Executive Councillor for Health and Social Services Director of Social Services, Health and Housing	Yes	Councillors receive information regarding the risks associated with budget pressure areas. If these are not funded, the Director and the Finance Manager will re-align budgets to minimise risk, and advise managers where alternative cuts will have to be made.	April – June each year
R3 Develop and communicate the social services medium term financial strategy.	2	Director of Social Services, Health and Housing	Yes	Further refinement, then presentation to Management Board, and to managers within the Directorate. This model has now been adopted as good practice across the Council.	July 2004
R4 Investigate the reasons for the projected Learning Disability Partnership overspend in conjunction with partner agencies and ensure that the budget and policy intentions are consistent.	3	Assistant Director, Adults	Yes	The overspend appears to relate to historical practices which will take some time to re-balance. An 8 per cent target reduction in overspend has been set for 2004/2005, and a programme of individual service user review will ensure that each case has been considered over this period. The sub-group project plan details this work.	March 2005
R5 Establish interim arrangements for budget monitoring covering current gaps pending the implementation of the new ledger system.	3	Director of Finance and E-Government	Yes	This covers the work of the "systems" sub-group which is due to report on progress in September.	September 2004
R6 Review the method of projecting expenditure on salaries and wages.	3	Financial Services Manager, Social Services and Housing	Yes	Salaries and wages will project at 96 per cent expenditure unless managers request variation of this for known adjustments.	

Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
R7 Evaluate the support given by Finance staff and consider extending this in other areas. Take the opportunity to review and clarify the roles and reporting arrangements.	2	Director of Finance and E-Government and Director of Social Services, Health and Housing	Yes	Finance Workshop to be held at Managers' Conference on 18 November to consider these aspects.	November 2004
R8 Introduce budget monitoring against individual specific grants.	3	Financial Services Manager, Social Services and Housing	Yes	In hand.	April 2004
R9 Review the budget monitoring timetable to ensure that data is provided to managers promptly.	1	Financial Services Manager, Social Services and Housing	No	Difficult to do this before the new system is in place, but will be enacted then.	April 2005
R10 Identify areas of good practice referred to in "Making Ends Meet" that will improve financial management in Social Services and implement changes.	1	Financial Services Manager, Social Services and Housing	Yes	Report to Social Services Management Team on options for improvement.	December 2004