

Annex 1: Chartered Institute of Public Finance and Accounting (CIPFA) Report

CIPFA Key Recommendations – Financial Recovery Plan

HL Recommendation	Update	Owner	Target Date	Status
Define and Implement FRP Action Plan	<ul style="list-style-type: none"> Latest July MTFS set out achievable capital receipt position and implications for revenue. Plan to be presented to Cabinet on 15th Oct 	Chief Executive	Oct 24 (Cabinet)	In Progress – on track
Define and implement Governance procedures for FRP (Member oversight etc)	<ul style="list-style-type: none"> FRP Working group established as a result of Cabinet Meeting on the 23rd July 2024. ELT to continue with Financial Recovery Project meetings on a 2-weekly basis with project management support. 	Executive Director (Monitoring Officer)	Sept 24	Complete
Include Financial Implications Section in Cabinet Reports	<ul style="list-style-type: none"> Template updated to make section clearer 	Chief Executive	July 24	Complete
Review alternative UY Options for disposal of 82 units / Review and sign off of RHL Business Plan (RHL transfer principles including - RHL interest and MRP repayment)	<ul style="list-style-type: none"> Knight Frank has been commissioned to review the current proposals. Alternative sale options being explored. 	Chief Executive	Oct 24	In Progress – on track
	<ul style="list-style-type: none"> RHL in process of updating business plan. Timescales revised due to delay in practical completion of UY 	Chief Executive	Nov 24	In Progress – on track
Define plan for identifying and implementing £40m capital receipts - at asset level	<ul style="list-style-type: none"> Proposed alternative action which is to define realistic plan to deliver maximum value of capital receipts. 	Executive Director (Place)	Oct 24	In Progress – on track
Review of Asset Disposal Skills within RBC - Capacity and Experience	<ul style="list-style-type: none"> LSH and JLL currently supporting Frimley disposal. Need for external resources for other disposals will be considered on a project-by-project basis and procured accordingly. 	Executive Director (Place)	Ongoing	Complete

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CIPFA Key Recommendations – Finance Function

HL Recommendation	Update	Owner	Target Date	Status
Understand latest regulations on capital flexibilities and impact to RBC	<ul style="list-style-type: none"> Dependent on Government and will require the delivery of some capital receipts Will need a review of current savings strategy to divert capital receipts to the application of temporary revenue savings. 	Executive Director (Monitoring Officer)	TBC	Not Started
Review Finance team structure & capacity	<ul style="list-style-type: none"> Draft Paper due to be considered by ELT & Head of Paid Service Two qualified accountant posts have been job evaluated, to be funded from within existing budget, with potential to release base budget immediately and further savings over the MTFS period. 	Executive Head of Finance	Nov 24	In Progress – on track
Review of treasury operations & Skills	<ul style="list-style-type: none"> Arlingclose providing TM support. Regular meetings in place 	Executive Head of Finance	Ongoing	Complete
Revised MTFS	<ul style="list-style-type: none"> Presented to council in July, next update due in December 	Executive Head of Finance	Dec 24	In Progress – on track
Review of capital (and other project) business case approval methodology	<ul style="list-style-type: none"> Needs to be "project planning" as it also includes revenue projects. Focus is on treasury 5 cases model and capturing all resource implications and risks, including Project initiation, outline and full business case process. Not an urgent priority 	Executive Head of Finance	Mar 2025	Not Started
Maintenance and improvement of suitable expenditure controls into the medium term	<ul style="list-style-type: none"> Action to be considered by the Cabinet working group depending on the revenue forecast to end of September. 	Executive Head of Finance	Dec 25	Not Started

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	<ul style="list-style-type: none"> Requires financial analysis by an experienced accountant 			
Management of the Council's balance sheet	<ul style="list-style-type: none"> Requires approval of new qualified accountant post and successful recruitment. Interim experienced accountant will be required to avoid delay 	Executive Head of Finance	Jan 25	Not Started
Update presentation of financial information to improve clarity and consistency of financial reporting. Specifically, Improvements in the quality of working papers, documents, and reconciliations through establishment of new standards for these materials	<ul style="list-style-type: none"> Work commenced. Finance Team discussed Q1 24/5 reporting with ELT and is revising the way information is presented. Audit working papers being reviewed by Ernst Young (external auditors). Lines of enquiry completion specifically on the planned maintenance, and Commercial property income as key risks. 	Executive Head of Finance	Dec 24 (Audit Completion)	In Progress – on track

CIPFA Other Suggested Actions – Finance Function

HL Action	Update	Owner	Target Date	Status
Update Budget reporting format (Net)	<ul style="list-style-type: none"> Presentational change in General Fund Budget to show drawdown of reserves as last item on the I+E schedule – it is a cosmetic adjustment. 	Executive Head of Finance	Feb 25 (Budget Council)	Not Started
Undertake detailed reserves review. Review and improve governance and transparency for drawdown of earmarked reserves	<ul style="list-style-type: none"> Report Fin 2413 that will be presented to Cabinet in Sept 24 as Q1 reporting carries a specific section on current use of earmarked reserves and seeks approval to all movements as part of the recommendations - this 	Executive Head of Finance	Jul 24	Complete

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	will be adopted as the default way that this is presented and governed			
<p>Complete audit of Statement of Accounts for 2020/21, 2021/22 and 2022/23</p> <p><i>– No longer relevant 2023/24 audited accounts are in play – key issue is to gain certainty on useable reserves available from 1st April 2023, i.e. current financial year.</i></p>	<ul style="list-style-type: none"> Ernst Young - Council's Auditors reported to CGAS on 31st July to present their provisional audit planning report for the accounts period ended on 31st March 24. The timeline for completion of this work was noted as Jan 25. The Government have recently reintroduced legislation to deal with the outstanding backlogged audits - which will assist in closing down previous accounts prior to 23/24 	Executive Director (Monitoring Officer)/ Executive Head of Finance	Feb 2025 (CGAS sign off of 2023/24 audited account)	In Progress – on track
<p>Revision of a regular timetable for financial reporting and budget setting and review</p>	<ul style="list-style-type: none"> Budget/MTFS will be updated at each Full Council meeting. No longer doing one off annual budget setting. Changes will be approved as we go. 	Executive Head of Finance	Ongoing	Complete