

# **Neath Port Talbot County Borough Council**

## **Policy and Resources Scrutiny Committee**

**2<sup>nd</sup> November 2016**

### **Report of the Head of Financial Services – David Rees**

#### **Matter for Monitoring**

#### **Wards Affected:**

All Wards

#### **Internal Audit Service and Benefits Service Report Cards**

#### **Purpose of report**

1. To present the Service Report Cards for the Internal Audit Service and the Benefits Service covering the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

#### **Service Report Card**

2. The Council introduced a revised Performance Management Framework in 2014 / 2015. One of the requirements within that framework is the production of business plans by heads of service. Members endorsed the 2016/17 Business Plan for the Financial Services Division at the May meeting of this committee.
3. Report cards must then be developed by each Accountable manager containing information on performance indicators and targets for improvement. These will be reviewed by the Head of Financial Services and respective managers on a quarterly basis to ensure that each team is on track to deliver the actions set out in the business plan.
4. The Report Cards attached at Appendix 1 have been developed by the Internal Audit Manager and the Principal Benefits Officer.

#### **Financial Impact**

5. There are no financial impacts arising from this report.

## **Equality impact assessment**

6. There is no requirement for an equality impact assessment.

## **Workforce impacts**

7. The Business Planning Framework, including the Service Report Card, seeks to ensure that all employees within the Finance Division have clear priorities and objectives, as part of the Council's performance management framework.

## **Legal impacts**

8. There are no legal impacts arising from this report.

## **Risk management**

9. There are no risk management issues arising from this report.

## **Consultation**

10. There is no requirement under the Constitution for external consultation on this item.

## **Recommendations**

11. The report is for information only.

## **Reasons for proposed decisions**

12. The report is for information only.

## **Implementation of decision**

13. The report is for information only.

## **Appendices**

14. Appendix 1 – Service Report Cards for the Internal Audit Service and the Benefits Service 2016 / 2017.

## **List of background papers**

15. Financial Services' Business Plan.

## **Officer contact**

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