

## CAPITAL STRATEGY 2006-07

<b>CAPITAL STRATEGY 2006/2007 ACTION PLAN - KEY TASKS</b>			<b>PROGRESS MADE TO DATE</b>
<b>Task (paragraph number refers to capital strategy)</b>	<b>Completed by</b>	<b>Designated officer(s)</b>	
Establish framework for capital programme bidding process and forward guidance notes to all spending managers ( <i>para. 2.5</i> ).	July 2001 (COMPLETED)	Chief Accountant & Auditor (CAA)	A formal bidding process established during the year and all managers were informed of the new process, including the provision of detailed guidance notes.
Set up Capital Programme Peer Review Assessment Group (CPPRG) ( <i>para 2.6</i> )	September 2001 (COMPLETED)	CAA	Peer review group established consisting the Chief Accountant, Finance Services Manager, Planning Services Manager (non-spending manager) Policy Support Manager (advice on corporate strategies) and engineer (advice on scheme feasibility), to provide advice on assessment process and objective assessment of bids against criteria.
Develop assessment scheme for all capital schemes and inform managers. Includes consultation with CPPRG to agree assessment scheme ( <i>Para. 2.10</i> ).	September 2001 (COMPLETED)	CAA/Finance Services Manager (FSM)/CPPRG	Formal assessment criteria developed, incorporating weighted scoring scheme. Details forwarded to all spending managers making capital bids. All managers asked to attend meetings with Peer Review Group to discuss bids in detail.
Provide guidance to managers/members on likely level of capital resources to support new strategies and plans ( <i>para 2.6</i> )	Ongoing	CAA/CPPRG	Spending managers informed of spending targets during process. Details will be formally included in guidance notes issued for budget cycle. Details are obtained from the Director of Resources based on the level of Capital Receipts.
Finalise 5 year rolling programme of capital schemes for 2001/02, using the assessment criteria established above (Previously was 3 year rolling programme of schemes) ( <i>Para. 2.6</i> ). Including approval my Management Team and members.	February 2002 (COMPLETED)	CAA/FSM/ CPPRG	Schemes profiled to spending target. All managers informed of the outcome of the results of the development of the programme and the scores that their bids achieved.
Review process used in previous budget cycle and seek feedback from managers ( <i>Para 2.11</i> )	March 2002 (COMPLETED)	CAA/FSM	Meeting with all interested managers to be held in March 2002 to receive their feedback on progress made to date on the development of the formal bidding process.
Incorporate the Capital Strategy into the Authority's Best Value Performance Plan ( <i>para 1.8</i> )	June 2002 (COMPLETED)	Policy Support Unit	This will ensure that a Corporate approach is adopted to the implementation of the Capital Strategy.
Update system for prioritising proposals ( <i>para 2.11</i> )	July 2002 (COMPLETED)	CAA/FSM/ CPPRG	To reflect the feedback received from spending managers and also the Peer Review Group.
Put in place new arrangements for managing and			Guidance notes on the monitoring of the capital scheme have already been forwarded

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monitoring the programme ( <i>para 8.3</i> ). Establish as a 3 year strategy.	July 2002 (COMPLETED)	CAA	to all spending managers. Monthly and quarterly budget reports are forwarded to spending managers. Variances are reported to MT quarterly and to Corporate Finance Scrutiny Sub Committee. Budget reports will also be taken to Resources Executive Committee at regular intervals
Develop new approach to procurement incorporating <i>Egan</i> principles ( <i>para 2.15</i> )	July 2002 (COMPLETED)	Director of Resources (CFO)	New procurement strategy has been adopted.
Review and roll forward strategy ( <i>para. 8.4</i> )	Ongoing	Information Services Manager	
Corporate Performance Management Project ( <i>para. 6.1</i> ) to introduce a corporate wide reporting and performance management system – this will be used to report performance all areas of the authorities performance to the Strategic Management Team and Members	December 2002 (COMPLETED)	Policy Support Unit	Project team has been established and are in the process of selecting an appropriate IT package. Corporate performance reporting using Lotus Notes
Finalise 5 year rolling programme of capital schemes for 2002/03 using the assessment criteria established above (Previously was 3 year rolling programme of schemes) ( <i>Para. 2.6</i> ). Including approval my Management Team and Members.	February 2003 (COMPLETED) And now ongoing each year	CAA/FSM/ CPPRG	Schemes profiled to spending target. All managers informed of the outcome of the results of the development of the programme and the scores that their bids achieved.
Develop benchmarking with other authorities on Capital Strategy ( <i>para. 6.7</i> ).	Ongoing	CAA/FSM	Completed DTLR return on Completion of Capital Strategies & AMP's. Involved in process benchmarking exercise on Capital Management Best Practice co-ordinated by Wakefield Metropolitan District Council. This identified that a practice of bidding for funds based on local and national strategies, measured against a formal scoring scheme was best practice. This is the approach that has been adopted by Kennet District Council.
Consultation on strategy ( <i>para 4.4</i> )	On going	CFO	To date this has been achieved through feedback and review with spending officers.