

APPENDIX 5 – Internal Officer Governance Process

An internal officer governance process is in place, in line with past activity, to scrutinise and challenge budget performance in advance of financial forecasts being presented to the Committees.

This process includes:

- Officers responsible for managing budgets (Budget Holders) should regularly examine financial data and transaction records within the Oracle finance system to ensure their accuracy and completeness.
- Budget Holders and finance staff should convene frequent meetings to rigorously assess current income and expenditure levels, as well as determine future financial obligations. This analysis will facilitate the provision of dependable forecasts within the Oracle EPM finance system.
- Directorate Management Team (DMT) review of the outcomes of the budget holder and finance staff meetings.
- Scrutiny and challenge by DMTs as to the robustness of the figures and forecast presented in the context of Directorate-wide activity.
- DMT agreement on appropriate remedial action where necessary.
- Operational Performance Group (OPG) review and challenge of the forecast position.
- Progress on approved savings items monitored through OPG.
- Regular updates to Strategic Leadership Team for Senior Officer scrutiny and agreement on latest Council financial position.
- Referral and/or escalation to SLT of potential financial pressures to provide organisational oversight in conjunction with other corporate initiatives.
- Presentation to Committees.