

**OUTCOMES OF ACCOUNTS REVIEW & MANAGEMENT STRUCTURE
CHANGE**

SCHEDULE OF ACTIONS NEEDED

<i>What</i>	<i>Involving</i>	<i>By when</i>
Structure change	JD for Director of Finance Grading for Director post Consultation - start Consultation - end Review Decide Change line management arrangements Change constitution - council	4/11 9/11 4/11 10/11 12/11 12/11 25/1
Recruitment	Retain search consultant Brief search consultant Advert Closing date Longlist Shortlist Assessment centre Appointment Panel Check with executive board members Announce Council decision on s151 In post (internal app) In post (external app)	12/11 12/11 16/11 04/12 09/12 Dec/Jan Dec/Jan Dec/Jan Dec/Jan 25/1 January April
Communications	Brief senior members Brief A&G chair Meet affected heads of service Brief their direct line reports Whole finance team meeting/information Corporate announcement All member announcement	w/b 26/10 26/10 4/11
Audit and Governance	Working group to meet Papers out Meeting 3 reports on closure issues: Interim Director's report, CE's response, and updated closure action plan	10/11 13/11 24/11
Auditors	Meet and brief DA Meet and brief internal auditors Revise 2008/09 internal audit plan	3/11 3/11 Mid Nov
Closure planning	Review draft plan and link to NP action points Decide on external assistance Trial closure December accounts Review outcomes of trial closure	9/11 11/11 January Mid Feb

Quality Assurance	Agree priorities for QA work	11/11
H of F role	Revised JD Agree split of responsibilities Agree key immediate objectives and measurable targets	4/11 12/11 17/11
Finance and efficiency structure	Review	End Feb
Interim director	Agree with CE change of remit and way of working and extend to cover induction period Strong focus on internal control, work of auditors, closure, quality, finance improvement plan, structure, handover	12/11

ntp/sh
5 November 2009