



Main responsibilities:

Audit and Risk

- Provide an independent and objective assurance on the control environment established to help the council achieve its objectives.
- Develop, promote and implement good practice in risk management and project management to help the council achieve its objectives.
- Co-ordinate the council's response to an emergency, develop integrated plans with all departments and partner agencies.
- Develop, promote and implement good practice in business continuity planning.

Financial Development and Financial Management

- Provide overall strategic financial management of the council's finances.
- Maximise the council's financial resources within levels of acceptable risk.
- Promote efficient and effective stewardship of assets and resources.
- Ensure compliance with statutory financial obligations.

Benefits and Student Support

- Provide an integrated and inclusive benefits service that is prompt, accurate, secure and sensitive to the needs of the citizens of Leeds and other stakeholders.
- Provide accurate and timely assessments in respect of council's Fairer Charging Scheme.
- Determine the appropriate level of financial support for all higher education students in Leeds.
- Working with key partners, to promote and improve access and take-up of financially assessed services.

Leeds Revenues Services

- Maximise the collection of local taxation and other income from residents and businesses in Leeds.
- Ensure proper banking arrangements are in place.
- Provide a range of modern payment options for citizens to use.

Corporate Information and Communication Technology (ICT) Services

- Key stakeholder and contributor in the formulation and delivery of the Council's Strategic Plans.
- To maintain and develop the council's ICT infrastructure and software application portfolio to support changing business needs which enable all users to have access to the required information and systems in order to provide excellent services to the citizens of Leeds and beyond.



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- Support, develop and implement technical solutions which underpin all council services.
 - Support 20,000 telephones, 530 council sites, over 14,000 pc's, all schools and children in Leeds and remote connections to partners, crossing Council boundaries.

Human Resources

- Undertake modern recruitment and planning processes to ensure we have a workforce that meets the current and future needs of services and reflects the diversity of Leeds.
- Ensure that pay and reward packages are fair and sustainable and support the delivery of flexible services. Review and update the council's employment terms and conditions in line with national agreements providing flexibility when feasible.
- Ensure employees are safe with health and welfare interests protected and attendance properly managed so that they can provide excellent services. Help managers properly manage attendance and significantly reduce absence.
- Develop the council and its workforce to have the capacity and capability to achieve excellent performance. Develop a culture of high performance and improvement and support all employees to maximise their contribution to the council's aims.
- Provide people management policies and procedures that enable excellent service delivery and are applied fairly and consistently across the council.

Support Services and the Employee Administration Service

- Provide an efficient support service that adds value to the department.
- Pay all council employees, provide pensions advice and administration and maintain employees records.
- Develop the council and its workforce to have the capacity and capability to achieve excellent performance. Develop a culture of high performance and improvement and support all employees to maximise their contribution to the council's aims.

Budget highlights 2007/08:

Funding of £798k has been allocated to fund a shortfall in grant funding from the DWP on benefits administration. This has arisen as a result of the DWP amalgamating several grants into one and changing the method of allocating the overall grant.

A new team has been established to deal with the Equal Pay agenda at a cost of £200k. In addition a budget for legal charges of £221k has been provided for.

Essential improvements to the resilience of the ICT network through Novell premium support and web filtering have been provided for (£73k).

Leeds Benefits Service and Student Support have identified £140k of savings on IT consumables, postage and stationery due to more efficient use of resources. Leeds Benefits Service has also changed their supplier of legal advice. This is expected to produce savings totalling £100k.

The ICT Innovations team are expecting to generate additional income off £65k, mainly through the sale of digital pens.



Corporate Services



ICT has identified savings of £339k across the authority following the review and renegotiation of telecoms contracts.

As a result of work by Corporate HR, savings of £301k across the authority on recruitment are expected mainly from use of e-recruitment and a reduction in external advertising costs.