



BRITISH
TRANSPORT
POLICE

Finance & Procurement Transformation Dashboard Report

NOT PROTECTIVELY MARKED
DRAFT DOCUMENT

EXECUTIVE SUMMARY

Programme Status

- Two additional workstreams added: Payroll and significant risks to the audit opinion
- Workplan re-baselined and prioritised – most significant change is the timing of the integration of finance
- Transformation Team now complete with additional resource joining in November
- Governance process established:
 - Weekly internal status reporting
 - Monthly dashboard reporting
 - Monthly review with Andrew Pollins

Key Issues

- Team capacity to clear backlog and support Transformation activities

Milestones delivered this month

- Financial Accountant, Capital Accountant and System Accountant recruited pending vetting process
- Temporary divisional resource seconded to help clear processing backlog in the transactions centre
- Bank mandate revised
- Scheme of Delegation review completed and updates identified
- Level of unallocated income has reduced from £7.7 million to £2.7 million

Milestones to be delivered next month

- Transaction Centre assistant to be recruited (maternity cover)
- As Is process and control mapping to be completed
- Systems updated with Scheme of delegation
- Revised fraud policy circulated for consultation
- Debt management policy developed
- Contract framework developed and included on the intranet

DASHBOARD

WORKSTEAM	Control Point Assessment (DfT Action Plan)		MILESTONE PRIORITY	MILSTONES ON TARGET	RISK TO DELIVERING MILESTONES	COMMENT
	RAG RANGE		High/Med/Low	Red/Amber/Green	Red/Amber/Green	
Procurement	4	16	Med			There have been minor delays in developing the procurement gateway documentation and procurement strategy.
Fraud and Error	9	9	Med			Whilst policy development is on track the implementation of policy requires cultural change which will take time to embed fully.
Grants, POCA and Other Income	9	9	Low			Workstream not commenced yet. Comparatively low value (c.£15 m) versus other risk areas.
Budget Management	4	9	Med			
Fixed Assets	4	12	High			Milestone delivery dependant on recruitment of Capital Accountant. Candidate currently going through vetting process.
Accounts Payable	4	16	High			Volume of backlog transactions, additional temporary resource being applied
Accounts Receivable	2	16	High			High value of un-matched receipts to be cleared. This has reduced from £7.7 m to £2.2m in the last period.
Projects and Programmes	9	9	Low			This covers the review of Finance support to the capital programme and workstream not commenced yet. Considered lower priority than accounting workstreams
IT Finance and Procurement Systems	9	9	Med			Capability and capacity of existing IT Systems Accountant could impact milestones. Additional system accountant being recruited, candidate currently going through vetting
Training	n/a	n/a	Low			
Roles and Responsibilities - People	6	9	High			This includes as is process and control mapping to be completed by 31 December
Roles and Responsibilities - Governance	6	9	High			This includes scheme of delegation review
Payroll	n/a	n/a	High			
Year End Accounts Key Issues	n/a	n/a	High			Some key actions dependant on recruitment of Capital Accountant

Milestone Priority key

High
Immediate start and delivery
Med
Short term start and delivery
Low
Medium start and delivery

Milestone on target RAG key

Milestones on target per workplan
 Delays in workplan but milestone still deemed achievable
 Delays in workplan and impacting milestone delivery
 Workstream not commenced

