

SERVICE DESCRIPTION FORM

Department: CORPORATE SERVICES	
Service: Payments	
Income	(£000s)
Fees/Charges	8
Description:	
<u>Procurement</u>	
<ul style="list-style-type: none">• Procurement team• Central Purchasing Unit• Purchase Ledger (Creditors)	
The management and support for the recently developed DBS Centralised Procurement Operation, overseeing the council's spending on goods and services that totals in excess of £100M a year.	
<u>Payroll</u>	
<ul style="list-style-type: none">• Salary payments to Employees and Members• Travel and Expenses payments	
The processing and payment of all employee payments - 6,150 employees with 65,224 payslips a year.	
<u>Banking & Income</u>	
<ul style="list-style-type: none">• Banking Services• Treasury Management• Insurance• Sales Ledger (Debtors)	
The management and processing of banked income (9M), invoiced income (£12.2M), treasury transactions (£218M) and insurance claims (237) per annum.	
<u>Taxation</u>	
<ul style="list-style-type: none">• PAYE (Annual) (Income tax & NI)• VAT (Monthly)• CIS (Monthly) (Construction Industry Scheme)• Landfill (Quarterly) (Waste management tax)• S18 (Annual) (Investment tax)	
The management of the above HMRC statutory returns.	
<u>Miscellaneous</u>	
For each of the above services the section also provides: Guidance and training across the Council Reconciliation Policy (where appropriate) Compliance to regulation The service is heavily dependant on IT systems to deliver the various outcomes and has assumed the lead for financial systems support and development (FMS and Payroll).	
Outcomes / impacts:	
Support for front line services. Through procurement the section also supports corporate social responsibilities (sustainable) issues - carbon management, renewable energy and employability. The Government measures improvements in procurement from all public bodies.	

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