

REPORT NO 343/98**ANGUS COUNCIL****POLICY & RESOURCES COMMITTEE - 24 MARCH 1998****Report by the Chief Executive and Director of Finance****ANNUAL REPORT AND ACCOUNTS 1997/98****PROGRESS WITH ANNUAL REPORT AND ACCOUNTS 1996/97****ABSTRACT**

This report outlines the proposals for the production of the Annual Report and Accounts for 1997/98 and notes a further delay with regard to the production of the 1996/97 document for reasons outwith the Council's control.

1. RECOMMENDATION

- 1.1 note the terms of this report and proposal for the production of the Annual Report Accounts for 1997/98;
- 1.2 remit to the Chief Executive and the Director of Finance to ensure a corporate input to the document to achieve timeous production; and
- 1.3 note the delay in the publication of the 1996/97 document for reasons outwith the Council's control.

2. BACKGROUND

Preparations are in hand for the publication of the Council's Annual Report and Accounts for the financial year 1 April 1997 to 31 March 1998.

The proposals are for an eighty-page document with four sections, dealing with corporate matters, individual service reports, performance indicators and the accounts. As an option, tenderers will also be asked to quote for a separate section for Performance Indicators to be inserted in a pocket on the back cover. It is proposed to invite some five outside contractors as well as the Council's printing/graphic section to tender.

It is proposed that tenders should be lodged during week beginning 18 May, with the production schedule running through to the week beginning 19 October.

This timescale has been set in the light of difficulties experienced in the course of the production of the 1996/97 Annual Report and Accounts which are still to be published. Originally it had been intended that this document should be delivered by September 1997. However, as a result of delay in the finalisation of the accounts for Tayside Regional Council, responsibility for which lies with Dundee City Council, the timetable has had to be extended. There have been continuing delays as the audit process has required further confirmation with regard to the allocation of balances from the former Regional Council. Until these matters have been resolved, there is further delay in the provision of the Audit Certificate from the External Auditors, the Accounts Commission for Scotland.

3. DETAIL

The proposals are to have a high quality easily read document which will be used as a showcase for the Council's achievements during the year.

The document will be widely distributed within the area, copies being made available in all public libraries. They will also be sent to other offices such as doctors' surgeries etc., where members of the public are likely to read it.

4. In light of the tight timescale required, it is recommended that it be remitted to the Chief Executive and Director and Finance to open tenders and thereafter arrange for the contract to be carried out with a publisher.

5. FINANCIAL IMPLICATIONS

Provision has been made in the budgets for 1998/99 for publication of the report.

6. CONSULTATION

All departments involved in the preparation of the Report have been consulted.

A B Watson
Chief Executive

D Sawers
Director of Finance

Note: No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 other than any containing confidential or exempt information were replied upon to any material extent in preparing this report.