

Labour Group Draft Budget for Consultation

Executive Board 12th December 2001

Notes

1. The Labour Group budget is shown by Business Unit.
2. The Business Unit figures are taken from the set of Business Plans released on 21st November 2001 to councillors. Throughout the period since then there has been no official notification that these figures have changed, although it is clear that many of them may actually have been changed.
3. In addition, lines and summaries are included for: "**Other**", a set of budgets not allocated to any Business Plan either directly or indirectly; "**Democratic Core**", a largely recharged set of budgets which nonetheless turned out to contain non-recharged items which therefore did not appear in any business plan; and "**Deferred Charges**" which was reported to the Labour Group as being simply deferred charges linked to the capital costs of environmental health grants, but which turned out to contain considerable amounts of recharges from one of the supposedly wholly HRA business units
4. The Labour Group budget is a draft for consultation. The Group is well aware that with the constantly shifting position with regard to the business plans that some figures may need to be updated, and this is allowed for in the budget.
5. The bottom line shows a **surplus of around £200,000**. This is to allow for errors in the original business plans that have not yet been reported by officers, and for increases in spending in particular areas which may be required as a result of the consultation process.
6. The proposed **Council Tax increase is 4%**.
7. Inflation figures are given for all employees together, as is the supplies and service budget, rather than the contracts being split out.
8. The draft budget funds a phased move to **NJC conditions for all staff** across all relevant business units, with Leisure staff taking first priority.
9. One key change proposed is the merger of Customer Services, Revenues and Benefits into a **single Customer Services business unit**. The savings from this process are shown across all three summaries.

Summary

The budget has been verified by members of the Financial Services team and has been confirmed as being correct. Further work will need to be done to confirm that the initial figures taken from the business plans were correct, but this is a problem that affects all budgets equally.

Alex Hollingsworth
Leader, Labour Group

Business Plans Summary Sheet

Business Unit	Gross Cost	Net Cost	Business Plan base budget	Unfunded items	Reductions	Revised Total
Audit & Risk Management	£392,626	£375,126	£4,606	-£17,500	£0	-£12,894
Building Repairs	£0	£0	£0	£0	£0	£0
City Centre Management	£502,705	£485,235	£277,403	-£77,168	-£50,000	£250,235
Community Development	£962,406	£655,914	£603,914	£0	£159,000	£444,914
Corporate Strategy	£1,018,694	£753,694	-£82,473	£45,740	£23,000	-£59,733
Customer Services	£1,307,237	£1,307,237	£312,500	£2,000	£320,000	-£5,500
Deferred Charges etc	£6,553,477	£6,514,477	£6,444,477	£0	£200,000	£6,244,477
Democratic Core	£3,082,574	£3,082,574	£3,082,574	£0	£100,000	£2,982,574
Domicillary and Environmental Health	£2,015,582	£2,642,114	£1,361,098	£72,000	£230,000	£1,203,098
Environmental Quality	£1,200,155	£438,338	£105,752	£10,000	£40,000	£75,752
Financial Services	£5,576,183	-£11,377,861	-£13,771,650	£0	£150,000	-£13,921,650
Homelessness	£7,145,470	£5,635,296	£4,958,315	£50,854	£538,600	£4,470,569
Housing & Elderly Persons	£0	£0	£0	£0	£0	£0
HR & Diversity	£1,166,411	£1,079,260	£231,626	£10,000	£190,000	£51,626
IS	£2,693,802	£2,693,802	-£68,780	£200,000	£200,000	-£68,780
Legal	£1,100,625	£672,518	-£249,681	£0	£35,000	-£284,681
Legal - Facilities Management	£1,929,804	£1,487,373	£507,047	£500	£139,000	£368,547
Leisure	£8,215,219	£5,563,624	£3,972,554	£278,000	£650,000	£3,600,554
Modernisation & Member Services	£2,554,469	£2,544,615	£759,648	£245,850	£124,000	£881,498
Other	£424,719	£424,719	£498,665	£0	£125,000	£373,665
Parks & Green Spaces	£3,523,653	£2,835,143	£3,070,843	-£235,700	£125,000	£2,710,143
Planning	£2,579,409	£2,121,184	£1,798,107	£164,450	£70,000	£1,892,557
Property Investment	£9,628,769	£4,585,688	£952,632	£0	£145,000	£807,632
R&B - Benefits	£29,600,194	£3,876,178	£3,574,362	£230,616	£230,500	£3,574,478
R&B - Revenues	£1,990,870	£1,616,778	£1,225,920	£6,847	£115,000	£1,117,767
Strategic Policy & Research	£1,954,703	£1,067,235	£995,235	£0	£300,000	£695,235
Traffic Management	£6,472,253	£1,155,398	£952,137	£76,000	£140,000	£888,137
Waste Management	£11,077,000	£9,153,100	£4,599,795	£149,000	£75,000	£4,673,795
	£114,276,383	£51,388,759	£26,116,626	£1,211,489	£4,374,100	£22,954,015
		Inflation:	Employees	3.00%		£800,000
			General	0.00%		£0
			Contract	n/a		£0
			Fees	5.00%		-£102,000
			Total Inflation			£698,000
			Exec Board 12 Dec pressures			£787,000
			Capitalise repairs			-£500,000
		Council Tax	4.00%			£0
		Staff turnover	2.00%			-£300,000
		Administration				-£300,000
			Total			£23,339,015
			Available			£23,542,004
			Surplus/(Deficit)			£202,989

Labour Group Draft Budget 2002/2003: Summary by Business Unit

Audit and Risk Management

Funded Budget			£4,606
Unfunded Items	Insurance Commission	(£12,500)	
	Prosecution Income	(£5,000)	
Budget Reductions			[none]
Total New Budget			(£12,894)

Democratic Core

Funded Budget			£3,082,574
Unfunded Items		[none]	
Budget Reductions	Former Asst Chief Exec Post		(£55,000)
	Chief Executive and Directors support costs		(£45,000)
Total New Budget			£2,982,574

Financial Services

Funded Budget			(£13,771,650)
Unfunded Items		[none]	
Budget Reductions	Financial support staffing costs		(£150,000)
Total New Budget			(£13,921,650)

Notes Where unfunded items are cost neutral, or less than £5k, support funding from within existing budgets.

Information Systems

Funded Budget			(£68,780)
Unfunded Items	PC Replacement Programme	£200,000	
Budget Reductions	Reduce staffing costs across BU		(£200,000)
Total New Budget			(£68,780)

Legal

Funded Budget			(£249,681)
Unfunded Items		[none]	
Budget Reductions	Reduce support staff		(£35,000)
Total New Budget			(£284,681)

Legal: Facilities Management

Funded Budget			£507,047
Unfunded Items	Tender Print Service	£500	
Budget Reductions	Staffing Services Co-ordinator		(£24,500)
	Courier		(£21,500)
	Cleaner		(£6,000)
	Caretaking post		(£16,000)
	Cleaning materials		(£10,000)
	Print unit		(£18,000)
	Increase use of Town Hall		(£25,000)
	Cleaning/courier restructure		(£8,000)
	External print buying		(£10,000)
Total New Budget			£368,547

Other (includes Agency residual, CEL costs, St Giles Fair)

Funded Budget			£498,665
Unfunded Items		[none]	
Budget Reductions	Remaining CEL Posts		(£70,000)
	H&R Admin and Training (CD46 and CD47)		(£55,000)
Total New Budget			£373,655

Property Services

Funded Budget			£952,632
Unfunded Items		[none]	
Budget Reductions	Asset Management Post		(£40,000)
	Estates Management Post		(£25,000)
	Building Surveying Post		(£35,000)
	Structural Engineering Post		(£35,000)
	Maintenance efficiency savings		(£10,000)
Total New Budget			£807,632

R&B: Benefits

Funded Budget			£3,574,362
Unfunded Items	WIBS Shortfall (part)	£210,000	
	Supported Persons Grant	£10,930	
	Document Imaging Licence	£9,686	
Budget Reductions	Telephone Staff		(£48,000)
	End Temporary Contracts		(£54,500)
	Cut Overtime		(£15,000)
	Redeploy Scanning Team		(£40,000)
	Scanning Team Supervisor Post		(£20,000)
	Technical Support Group Post		(£20,000)
	PO21 Post saving from merger with Customer Services		(£33,000)
Total New Budget			£3,574,478

R&B: Local Taxation

Funded Budget			£1,225,920
Unfunded Items	Document Imaging Licence	£6,847	
Budget Reductions	Former Poll Tax Post		(£30,000)
	Court Costs		(£5,000)
	Increased Collection Rate		(£80,000)
Total New Budget			£1,117,767

Strategic Policy and Research

Funded Budget			£995,235
Unfunded Items		[none]	
Budget Reductions	OWTS Grant		(£255,000)
	Re-organise Economic Development posts		(£45,000)
Total New Budget			£695,235

Community Development

Funded Budget			£603,914
Unfunded Items		[none]	
Budget Reductions	Play Provision additional income from Early Years		(£25,000)
	Youth Council		(£6,000)
	Community Recreation external funding		(£25,000)
	Health Promotion seconded post		(£26,500)
	Health Promotion Post		(£36,000)
	Childcare. End direct provision		(£40,000)
Total New Budget			£444,914

Corporate Strategy

Funded Budget			(£82,473)
Unfunded Items	Best Value Performance Plan	£20,000	
	Community Strategy	£30,000	
	Talkback Revenue	(£4,260)	
Budget Reductions	Internal newsletter reduced number		(£10,000)
	City News reduced number and distribution costs		(£13,000)
Total New Budget			(£59,733)

HR & Diversity

Funded Budget			£231,626
Unfunded Items	Occupational Health Scheme	£10,000	
Budget Reductions	Redeployment budget		(£70,000)
	Reduce Positive Action programme		(£25,000)
	Postpone job evaluation		(£60,000)
	Two personnel posts		(£35,000)
Total New Budget			£51,626

Modernisation

Funded Budget			£759,648
Unfunded Items	Postal Vote costs	£5,000	
	Mayoral Referendum consultation	£10,000	
	Overview and Scrutiny (salaries from existing seconded budgets)	£14,100	
	Area Co-ordinators	£216,750	
Budget Reductions	Staffing in committee section, in line with number of meetings		(£70,000)
	Mayoral referendum on same day as local elections		(£40,000)
	Committee papers printing cost		(£8,000)
	Chauffeur post overtime error in base budget		(£6,000)
Total New Budget			£881,498

City Centre Management

Funded Budget			£277,403
Unfunded Items	[none]	(£77,168)	
Budget Reductions	Restore one salary and fixed costs		£50,000
Total New Budget			£250,235

Notes - The effect of not agreeing unfunded items is a net decrease in the overall budget, because of the way the business plan was constructed

Planning

Funded Budget			£1,798,107
Unfunded Items	Advertising	£7,000	
	Uniform Licences	£10,000	
	Customer Satisfaction	£5,000	
	Area Committee Attendance	£7,500	
	Data input to Uniform	£21,000	
	Digital Cameras	£750	
	Appeals and Inquiries	£90,000	
	Aboroscope	£400	
	Tree Grants	£2,500	
	Survey Advice	£1,000	
	Compensation re TPOs	£5,000	
	Historic Buildings Grant	£3,000	
	Structural Engineers Surveys	£2,000	
	Leaflets and Printing	£700	
	Digital Scanner	£200	
	Digital Camera	£300	
	Design Awards	£600	
	Article 4 Window Grant	£2,000	
	Nature Surveys	£5,000	
	Research and Monitoring	£500	
Budget Reductions	Planning Bank		(£45,000)
	Adjust LEAF funding to actual spend		(£25,000)
Total New Budget			£1,892,557

Traffic Management

Funded Budget			£952,137
Unfunded Items	Concessionary Fares	£75,000	
	Gloucester Green	£1,000	
Budget Reductions	Restructure P&R security service		(£140,000)
Total New Budget			£888,137

Leisure

Funded Budget			£3,972,554
Unfunded Items	Exchange Gallery	£10,000	
	Arts Support	£9,000	
	BBL Leisure Centre Rates	£26,000	
	NJC Conditions (from 1/4/02)	£100,000	
	Working Time Directive	£80,000	
	Revised conditions for pt-timers	£30,000	
	Re-tender plant maintenance	£20,000	
	BBL Community Centre Rates	£19,000	
Budget Reductions	Postpone closure of Ferry Pool		(£250,000)
	Postpone closure of T. Cowley		(£250,000)
	Closure of leisure centre shops		(£29,000)
	Revised sessions at Ice Rink		(£121,000)
Total New Budget			£3,600,554

Parks

Funded Budget			£3,070,843
Unfunded Items	Incremental budget decreases in current financial year	(£235,000)	
	NJC Conditions (from 1/10/02)	£0	
Budget Reductions	Further housekeeping cuts across all areas		(£100,000)
	Parks Events move to break-even		(£25,000)
Total New Budget			£2,710,143

Domicillary Health

Funded Budget			£1,361,098
Unfunded Items	Income projection realignment (to reflect reality)	£55,000	
	Home Energy Conservation	£12,000	
	Contaminated Land	£5,000	
Budget Reductions	Staffing reductions throughout		(£137,000)
	Waste management policy posts		(£70,000)
	Various house-keeping		(£23,000)
Total New Budget			£1,203,098

Environmental Quality

Funded Budget			£105,752
Unfunded Items	Upgrade IT Services	£5,000	
	Print 'Accessible Oxford' leaflet	£5,000	
Budget Reductions	Use external structural checking service		(£20,000)
	Charges increase		(£10,000)
	Increased work		(£10,000)
Total New Budget			£75,572

Waste Management etc

Funded Budget			£4,599,795
Unfunded Items	37-hour week from 1/10/02	£119,000	
	Free bulky items collection	£20,000	
	Ditch/waterway clearance	£10,000	
Budget Reductions	Various housekeeping		(£75,000)
Total New Budget			£4,673,795

Customer Services

Funded Budget			£312,500
Unfunded Items	St Aldates improvements	£2,000	
Budget Reductions	Summertown and Northway shops		(£233,000)
	BU Manager post		(£43,000)
	Agresso seconded post		(£23,000)
	ACT6 post		(£21,000)
Total New Budget			(£5,500)

Homelessness

Funded Budget			£4,958,315
Unfunded Items	Housing Advice Service	£50,854	
Budget Reductions	Use of hard-to-lets and one reasonable offer policy		(£350,000)
	End furniture storage		(£20,000)
	Internal housing advice service		(£168,600)
Total New Budget			£4,470,569

Deferred Charges etc

Funded Budget			£6,444,477
Unfunded Items		[none]	
Budget Reductions	Foyer Staff		(£120,000)
	Housing Policy staff costs		(£80,000)
Total New Budget			£6,244,477

Alex Hollingsworth
9th December 2001