

SECTION 4

BUDGET DETAILS

**OXFORD CITY
COUNCIL**

**(DRAFT)
BUDGET BOOK**

2005/2006

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General Fund

GENERAL FUND BUDGET 2005-06 TO 2007-08

	2005/2006 £	2006/2007 £	2007/2008 £
Business Unit			
B01 Strategy and Review	1,182,424	1,132,424	1,132,424
B03 Human Resources	159,375	919,375	919,375
B06 Chief Executive	645,931	752,115	462,115
B08 Corporate & Democratic Core	3,223,011	3,223,011	3,223,011
B20 Financial Management	(1,229,588)	(1,429,588)	(1,529,588)
B21 Revenues & Benefits	3,110,638	3,110,638	3,060,638
B22 Legal & Democratic Services	175,447	93,481	88,481
B23 Audit & Risk	58,596	58,596	58,596
B24 Business Systems Unit	(29,294)	(29,294)	(29,294)
B26 Facilities Management	699,081	679,081	679,081
B41 Customer Services	413,749	318,749	300,749
B44 Neighbourhood Renewal	4,634,660	4,949,660	5,129,660
B45 Environmental Health	2,323,361	2,161,209	2,161,209
B46 Housing Services	4,007,315	3,967,315	3,967,315
B60 Built Environment	951,246	951,246	951,246
B61 City Works	5,493,976	5,368,976	5,368,976
B62 Planning	1,586,541	1,681,541	1,681,541
B64 Transport & Parking	590,125	320,125	320,125
B65 & 66 Leisure & Parks	7,189,305	6,780,905	6,780,905
Total Business Unit Expenditure	35,185,899	35,009,565	34,726,565
Corporate Accounts			
B95 Appropriations Account (resources)	(5,165,443)	(5,165,443)	(5,165,443)
B97 Asset Management Revenue Account	(4,864,125)	(4,664,125)	(4,664,125)
B81 Highways Holding	36,183	36,183	36,183
Unallocated	27,670	27,670	27,670
Accommodation Costs	(50,000)	(250,000)	(250,000)
Total Expenditure	25,170,184	24,993,850	24,710,850
Funding			
External Funding (2% per annum)	14,591,781	14,882,425	15,179,425
Council Tax (4% per annum)	9,880,354	10,275,408	10,686,408
Less assumed parish precept	(132,704)	(138,012)	(138,012)
Collection Fund surplus	380,000		
Total Funding Available	24,719,431	25,019,821	25,727,821
(Surplus)/Deficit for year	450,753	(25,971)	(1,016,971)

Summary of saving and spending proposals

No.	Title	Spend or Save	2005/2006 £000's	2006/2007 £000's	2007/2008 £000's	Key risks	Lead in costs £000's	Changes since 30th Nov 2004
1	Reducing Central (and corporate) costs	Save						
1.1	Alternative procurement (professional)		0	100	200	Delivery of CPA and improvement actions; great care in contract specification needed.	(50)	
2	Deliver customer contact in different ways	Save						
2.1	Scale down scope (10% staff reduction)		35	70	70			
2.3	Push maximum contact onto web		25	25	25	May require process mapping for key processes; lower customer satisfaction if queues build up; relies on delivery and then take up of transactional web-site.		
2.4	Manage telephones by remote external provider		0	50	50			
2.5	Reduction in management OH		0	40	40			
2.6	Council wide rationalisation of peripheral service points		0	50	100			
3	Alter charges for off-road inner city car parks 15% across the board, 5% resistance factor,	Save	350	350	350	Elasticity of demand not known; potential	0	
4	Review of section 42 functions	Save	0	340	340	Successful negotiation with County Council; Members less able to define standards of service; final savings depend on rationalisation of overheads and staff transfer.	(20)	No saving in year 1
5	Investigate alternative ways of administering car parks	Save	0	220	220	Figure would need to be validated by market testing.	(50)	
6	Review delivery of museum service	Save	0	120	120		(20)	No saving in year 1
	Total saving proposals		410	1,365	1,515		(140)	
8	Street wardens	Spend						
8.1	Sustain existing service		0	(250)	(250)		0	
8.2	Expand service		(175)	(250)	(430)		0	
9	Housing procurement in Neighbourhood Renewal	Spend	(100)	(100)	(100)	Potential additional capital spending	0	
10	Discretionary HMO registration	Spend	(150)	(150)	(150)		0	
13	Extend concessionary bus fares	Spend						
13.1	Increase budget to allow for EITHER a lower or free fare OR earlier operating hours for the scheme at current rates		(400)	(400)	(400)	Extremely hard to predict cost of additional usage; £4m is best estimate of total extra cost.	0	

14	Closing the gap - policy development work on social inclusion and community cohesion	Spend	(100)	(100)	(100)		0	
15	Implementing the corporate improvement plan and managing performance management team	Spend	(170)	(290)	0		0	
16	Transfer of cleansing and grounds maintenance costs from HRA to General Fund	Spend	(183)	(183)	(183)	Equivalent saving in HRA.	0	Cost increased to equal saving in HRA budget
Total spending proposals			(1,278)	(1,723)	(1,613)		0	
Net Total Saving /(Spending) proposals			(868)	(358)	(98)		(140)	

Housing Revenue Account

HOUSING REVENUE ACCOUNT BUDGET 2005-06 TO 2007-08

	2005-06	2006-07	2007-08
	£	£	£
Business Unit			
B01 Strategy & Review	373,698	373,698	123,698
B03 Human Resources	241	241	241
B08 Corporate & Democratic Core	78,885	78,885	65,572
B41 Customer Services	343,264	343,264	343,264
B43 Oxford Building Solutions	8,541,459	8,401,976	8,576,560
B44 Neighbourhood Renewal	197,530	197,530	197,530
B46 Housing Services	28,188,845	27,834,229	27,502,073
Total Business Unit Expenditure	37,723,922	37,229,823	36,808,938
B97 AMRA	(39,127,922)	(39,127,922)	(39,127,922)
Budget (Surplus)/Deficit	(1,404,000)	(1,898,100)	(2,318,984)

HOUSING REVENUE ACCOUNT BUDGET 2005-06 TO 2007-08

	2005/06 £	2006/07 £	2007/08 £
B46 Dwellings Rental/Service Charge	(25,760,000)	(26,999,440)	(28,150,091)
Notional Surplus - To Pool	11,780,000	12,463,000	13,302,000
Leaseholders Service Charge	(175,000)	(182,000)	(189,280)
Other Property Rental/Service Charge	(2,046,511)	(2,112,771)	(2,197,282)
Discretionary & Homeless Services	(1,509,752)	(1,536,083)	(1,563,650)
Warden Services	(925,579)	(925,579)	(925,579)
Homeless Service Charges	(29,181)	0	0
Homeless Supporting People	(170,043)	0	0
Elderly Services Supporting People	(125,970)	(125,970)	(125,970)
Interest	(210,000)	(250,000)	(290,000)
Overheads Local Housing Teams	1,323,280	1,354,200	1,386,569
Tenants Forums & Grants	319,549	320,596	301,692
Elderly and Warden Services	1,175,378	1,203,171	1,232,268
Housing Services Management	161,210	173,733	186,846
Tower Blocks / Shops Services	342,108	343,937	345,852
Rent Admin / Subsidies General	1,994,694	1,830,314	1,777,594
Homeless Admin Management	1,339,945	1,372,404	1,406,387
Garden Scheme	61,795	61,795	61,795
Capital Charges	39,127,922	39,127,922	39,127,922
Item 8 Interest	1,515,000	1,715,000	1,815,000
Sub-Total B46	28,188,845	27,834,229	27,502,073
B43 Day to Day Repairs	2,955,659	2,994,329	3,084,159
Planned Maintenance	2,742,864	2,825,150	2,909,904
Contact Centre	618,316	618,316	618,316
General and Fleet Contributions	1,167,479	1,167,479	1,167,479
Caretaking Services	524,491	524,491	524,491
Target Hardening	0	0	0
Grounds Maintenance	0	0	0
Tenants Oxford Standards Services	184,000	184,000	184,000
Technical Services	439	0	0
Stock Condition Survey - Monitoring	348,211	88,211	88,211
Sub-Total B43	8,541,459	8,401,976	8,576,560
B01 Strategy and Review	373,698	373,698	123,698
B03 Training	241	241	241
B08 Corporate and Democratic Core	78,885	78,885	65,572
B41 Customer Services	343,264	343,264	343,264
B44 Neighbourhood Renewal	197,530	197,530	197,530
B97 AMRA	(39,127,922)	(39,127,922)	(39,127,922)
Sub-Total Others	(38,134,304)	(38,134,304)	(38,397,617)
Total HRA	(1,404,000)	(1,898,100)	(2,318,984)

Capital Programme

Table 1: Capital Funding Statement 2005 - 2010

General Fund	2004/05	2005/06	2006/07	2007/08	2008/09	2009/2010	Total £000's
	EST £000's	EST £000's	EST £000's	EST £000's	EST £000's	EST £000's	
As per Capital Prog:	9,590	7,073	9,268	3,074	1,550	1,050	31,605
Contingency		1,150					
Estimated GF Spend	9,590	8,223	9,268	3,074	1,550	1,050	
Financing							
Supported Borrowing	1,452	1,508	0	0	0	0	2,960
SCA - DFG	354	347	200	200	200	200	1,501
Developer Confs	833	1,942	2,802	400	0	0	5,977
DRF	65	60	60	25	25	0	235
Other Confs	595	236	77	0	0	0	907
Cap Receipts b/fwd	9,458	0	0	0	0	0	9,458
Estimated Cap Receipts	335	4,550	5,000	0	0	0	9,885
Sub total	13,091	8,643	8,138	625	225	200	30,923
Shortfall/(Surplus)	(3,501)	(420)	1,130	2,449	1,325	850	1,833
cummulative shortfall/(surplus)	(3,501)	(3,921)	(2,791)	(342)	983	1,833	
Housing Revenue Account							
Housing Revenue Account	2004/05	2005/06	2006/07	2007/08	2008/09	2009/2010	Total £000's
	EST £000's	EST £000's	EST £000's	EST £000's	EST £000's	EST £000's	
Estimated HRA Spend	9,822	11,626	11,359	11,296	11,296	11,868	67,267
Financing							
Supported Borrowing	1,452	1,509	0	0	0	0	2,961
MRA	4,849	5,948	5,000	5,000	5,000	5,000	30,797
HRA - drf	44	0	0	0	0	0	44
Cap Receipts b/fwd	3,867	0	0	0	0	0	3,867
Actual Cap Receipts 04/05	1,632	0	0	0	0	0	1,632
Est Cap Receipts - RTB	1,278	1,125	1,000	500	500	500	4,903
Est Cap Receipts - other	0	2,000	3,000	0	0	0	5,000
Sub total	13,122	10,582	9,000	5,500	5,500	5,500	49,204
Shortfall/(Surplus)	(3,300)	1,044	2,359	5,796	5,796	6,368	18,063
cummulative shortfall/(surplus)	(3,300)	(2,256)	103	5,899	11,695	18,063	
Overall Summary							
Overall Summary	2005/06	2006/07	2007/08	2008/09	2009/2010		
	£000's	£000's	£000's	£000's	£000's		
Available (funding)/shortfall brought forward	(6,802)	(6,177)	(2,688)	5,557	12,678		
Shortfall in year	624	3,489	8,245	7,121	7,218		
Available (funding)/shortfall carried forward	(6,177)	(2,688)	5,557	12,678	19,896		

Table 2: Capital Schemes 2005 - 2010

GENERAL FUND Scheme Name	Code	Business Unit	2005/2006 £'000	2006/2007 £'000	2007/2008 £'000	2008/2009 £'000	2009/2010 £'000
Museum	B9012	Built Environment	25.0	65.0	0.0	0.0	0.0
Covered Market - internal cleaning / decoration	B9029	Built Environment	8.3	0.0	0.0	0.0	0.0
Wolvercote Cemetery - Chapel waiting room	B9047	Built Environment	0.0	11.8	0.0	0.0	0.0
Blackbird Leys Swimming Pool - filters	B9049	Built Environment	0.0	88.0	0.0	0.0	0.0
Turl St, 18a refurbish 03/04	B9054	Built Environment	0.0	56.4	0.0	0.0	0.0
Covered Market Avenues - internal decoration 03/04	B9064	Built Environment	11.4	0.0	0.0	0.0	0.0
Covered Market - security improvements 03/04	B9067	Built Environment	0.0	11.7	0.0	0.0	0.0
Town Hall - print unit refurb/redecoration 03/04	B9071	Built Environment	0.0	90.8	0.0	0.0	0.0
Peers Sports Centre - replace flat roofing cover 03/04	B9077	Built Environment	35.3	0.0	0.0	0.0	0.0
Wolvercote Cemetery Chapel - masonry works 03/04	B9081	Built Environment	3.5	0.0	0.0	0.0	0.0
Building Improvements (General Fund)	TBC	Built Environment	250.0	250.0	250.0	250.0	250.0
18a Turl Street - refurbishment & improvement	B9101	Built Environment	0.0	47.0	0.0	0.0	0.0
Covered Market - roof replacement	B9104	Built Environment	0.0	11.8	0.0	0.0	0.0
Parks Pavilions - refurbishments and improvements	B9110	Built Environment	58.2	0.0	0.0	0.0	0.0
Wolvercote Cemetery Chapel - new waiting room	B9111	Built Environment	5.9	0.0	0.0	0.0	0.0
Town Hall - various 2002/03	B8011	Built Environment	0.0	48.4	0.0	0.0	0.0
Town Hall - civic chamber access 02/03	B8015	Built Environment	12.7	0.0	0.0	0.0	0.0
Town Hall - office security 02/03	B8016	Built Environment	0.0	25.3	0.0	0.0	0.0
Temple Cowley Pools - stair lift to sauna	B8021	Built Environment	15.1	0.0	0.0	0.0	0.0
Temple Cowley Pools - lift 02/03	B8022	Built Environment	25.3	0.0	0.0	0.0	0.0
Northway Community Centre - various	B8050	Built Environment	13.8	0.0	0.0	0.0	0.0
Cash Office - auto entrance door 02/03	B8180	Built Environment	4.3	0.0	0.0	0.0	0.0
Blackbird Leys Pool - disabled changing facilities 02/03	B8200	Built Environment	0.0	19.0	0.0	0.0	0.0
Blackbird Leys Pool - auto entrance doors 02/03	B8201	Built Environment	0.0	12.7	0.0	0.0	0.0
Risinghurst Community Centre - various 02/03	B8230	Built Environment	6.3	0.0	0.0	0.0	0.0
East Oxford Community Centre - various 02/03	B8240	Built Environment	15.0	0.0	0.0	0.0	0.0
Blackbird Leys Community Centre - lift 02/03	B8250	Built Environment	28.9	0.0	0.0	0.0	0.0
South Oxford Adventure Playground - various 02/03	B8260	Built Environment	0.0	1.3	0.0	0.0	0.0
Cotteslowe Lower Pavilion - disabled changing facilities 02/03	B8310	Built Environment	0.0	12.7	0.0	0.0	0.0
Cotteslowe Lower Pavilion - various 02/03	B8311	Built Environment	0.0	2.5	0.0	0.0	0.0
Northway Centre - various 04/05	B8322	Built Environment	11.4	0.0	0.0	0.0	0.0
Ice Rink - replace entrance doors 04/05	B8324	Built Environment	12.3	0.0	0.0	0.0	0.0
Ice Rink - amend reception desk 04/05	B8325	Built Environment	12.5	0.0	0.0	0.0	0.0
Peers Sports Centre - various 04/05	B8326	Built Environment	15.0	0.0	0.0	0.0	0.0
Peers Sports Ctr - new toilets to inc. disab 04/05	B8327	Built Environment	12.5	0.0	0.0	0.0	0.0
Peers Sports Centre - replace main doors 04/05	B8328	Built Environment	12.5	0.0	0.0	0.0	0.0

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GENERAL FUND							
Scheme Name	Code	Business Unit	2005/2006 £'000	2006/2007 £'000	2007/2008 £'000	2008/2009 £'000	2009/2010 £'000
East Oxford Games Hall - various 04/05	B8333	Built Environment	6.0	0.0	0.0	0.0	0.0
East Oxford Games Hall - disabled changing 04/05	B8334	Built Environment	12.5	0.0	0.0	0.0	0.0
Blackbird Leys Pool - various 04/05	B8335	Built Environment	0.0	2.0	0.0	0.0	0.0
Blackbird Leys Pool - stair lift to 1st flr 04/05	B8336	Built Environment	0.0	15.0	0.0	0.0	0.0
Risinghurst Community Centre - various 04/05	B8344	Built Environment	8.5	0.0	0.0	0.0	0.0
Rose Hill Community Centre - various 04/05	B8345	Built Environment	6.5	0.0	0.0	0.0	0.0
South Oxon Community Centre - various 04/05	B8346	Built Environment	12.9	0.0	0.0	0.0	0.0
South Oxon Comm. Centre - install new lift 04/05	B8347	Built Environment	31.5	0.0	0.0	0.0	0.0
Northway Sports Centre - various 04/05	B8348	Built Environment	9.9	0.0	0.0	0.0	0.0
Northway Sports Centre - stair lift to gym 04/05	B8349	Built Environment	0.0	15.0	0.0	0.0	0.0
Northway Sports Ctr - new disabled chging 04/05	B8350	Built Environment	0.0	19.0	0.0	0.0	0.0
South Oxford Adventure Playground - various 04/05	B8361	Built Environment	0.0	9.5	0.0	0.0	0.0
Court Place Farm R G Pavilion - disbl'd chng 04/05	B8366	Built Environment	0.0	18.8	0.0	0.0	0.0
Court Place Farm R G Stadium - disbl'd chng 04/05	B8368	Built Environment	0.0	19.0	0.0	0.0	0.0
Alexandra Courts RG Chg Rms - refurb disbl'd 04/05	B8370	Built Environment	0.0	19.0	0.0	0.0	0.0
Alexandra Courts R G Chg Rms - various 04/05	B8371	Built Environment	0.0	0.7	0.0	0.0	0.0
Banbury Rd North R G Pavilion - various 04/05	B8372	Built Environment	0.0	3.4	0.0	0.0	0.0
Banbury Rd North R G Pavilion - disabled chg 04/05	B8373	Built Environment	0.0	19.0	0.0	0.0	0.0
Barton R G Pavilion - various 04/05	B8374	Built Environment	0.0	2.5	0.0	0.0	0.0
Barton R G Pavilion - create disabled chg/wc 04/05	B8375	Built Environment	0.0	19.0	0.0	0.0	0.0
BB Leys R G Pavilion - various 04/05	B8376	Built Environment	0.0	3.2	0.0	0.0	0.0
BB Leys R G Pavilion - create disbl'd chg/wc 04/05	B8377	Built Environment	0.0	19.0	0.0	0.0	0.0
Cotteslowe Park Upper Pavilion - disbl'd chg 04/05	B8379	Built Environment	19.0	0.0	0.0	0.0	0.0
Cotteslowe Park Bowls Pavilion - various 04/05	B8380	Built Environment	0.7	0.0	0.0	0.0	0.0
Cotteslowe Park Bowls Pavilion - disbl'd chg 04/05	B8381	Built Environment	12.7	0.0	0.0	0.0	0.0
Cotteslowe Park Toilets - create disabled wc 04/05	B8382	Built Environment	26.0	0.0	0.0	0.0	0.0
Five Mile Drive R G Pavilion - various 04/05	B8383	Built Environment	0.0	6.3	0.0	0.0	0.0
Five Mile Drive R G Pavilion - disabled chg 04/05	B8384	Built Environment	0.0	19.0	0.0	0.0	0.0
Horspath R G Pavilion - create disbl'd chg/wc 04/05	B8385	Built Environment	12.7	0.0	0.0	0.0	0.0
Horspath R G Pavilion - various 04/05	B8386	Built Environment	0.7	0.0	0.0	0.0	0.0
New Marston R G Pavilion - various 04/05	B8387	Built Environment	0.0	3.2	0.0	0.0	0.0
New Marston R G Pavilion - disabled chg/wc 04/05	B8388	Built Environment	0.0	19.0	0.0	0.0	0.0
Sandy Lane R G Pavilion - disabled chg/wc 04/05	B8389	Built Environment	0.0	12.7	0.0	0.0	0.0
Sandy Lane R G Pavilion - various 04/05	B8390	Built Environment	0.0	2.5	0.0	0.0	0.0
Quarry Fields R G Pavilion - dsbl'd chg/wc 04/05	B8398	Built Environment	0.0	19.0	0.0	0.0	0.0
DDA Additional Approval		Built Environment	300.0	0.0	0.0	0.0	0.0
Howard Street / Magdalen Road	F1040	Built Environment	1.7	0.0	0.0	0.0	0.0
Horspath Road - anti-skid/TC (drf £40,000)	F1139	Built Environment	4.0	0.0	0.0	0.0	0.0
Allotments - improvements to five sites	B1018	Built Environment	15.2	0.0	0.0	0.0	0.0

GENERAL FUND							
Scheme Name	Code	Business Unit	2005/2006 £'000	2006/2007 £'000	2007/2008 £'000	2008/2009 £'000	2009/2010 £'000
Tesco / Blackbird Leys Cycle Link	F1096	Built Environment	0.0	180.2	0.0	0.0	0.0
Garsington Road / Watlington Road Cycle Route	F1110	Built Environment	138.6	0.0	0.0	0.0	0.0
George St/New Inn Hall St/Gloucester St - junct. improvements	F1152	Built Environment	8.0	0.0	0.0	0.0	0.0
Paradise Street to Fisher Row - cycle improvements	F1156	Built Environment	13.5	0.0	0.0	0.0	0.0
Wdstck.Rd./Bev.Rd./St.B's Rd./Obsv. St. - junction improvements	F1175	Built Environment	0.0	5.0	0.0	0.0	0.0
Oxford Utd. to Windale Sch. - special surfacing of cycle track	F1183	Built Environment	3.0	0.0	0.0	0.0	0.0
Folly Bridge-Donnington Bridge towpath improvements	F1201	Built Environment	0.0	27.8	0.0	0.0	0.0
Warneford Fields - cycle track link to Churchill Hospital	FNew	Built Environment	0.0	138.2	0.0	0.0	0.0
Marston Road to Longwall Cycle Track	Fnew	Built Environment	0.0	446.9	0.0	0.0	0.0
Blue Boar Street Cycle parking	Fnew	Built Environment	1.3	0.0	0.0	0.0	0.0
West Oxford Cycle Route	F5008	Built Environment	35.6	0.0	0.0	0.0	0.0
Cornmarket Street - environmental enhancements	F1193	Built Environment	30.3	0.0	0.0	0.0	0.0
Woodlands Road / Sandfield Road Junction Calming	F1084	Built Environment	0.0	11.8	0.0	0.0	0.0
Wytham Street - Traffic safety measures	F1108	Built Environment	0.0	23.2	0.0	0.0	0.0
Barns Road Area - traffic management (incl. drf £26,800)	F1111	Built Environment	5.0	0.0	0.0	0.0	0.0
Thompson Terrace - traffic calming	F1170	Built Environment	13.7	0.0	0.0	0.0	0.0
Frenchay Road Area - traffic management measures	F1195	Built Environment	28.9	0.0	0.0	0.0	0.0
Home Zone - contribution to county scheme	TBC	Built Environment	0.0	75.0	0.0	0.0	0.0
		Built Environment Total	1,353.6	1,928.3	250.0	250.0	250.0
Customer Relationship Management	C3034	Business Systems	161.7	0.0	0.0	0.0	0.0
Server Replacements (DRF)	C3035	Business Systems	35.0	35.0	0.0	0.0	0.0
		Business Systems Total	196.7	35.0	0.0	0.0	0.0
Area Committees 2003/04	TBC	Chief Executive	450.4	347.9	311.0	0.0	0.0
		Chief Executive Total	450.4	347.9	311.0	0.0	0.0
IS Data Capture	TBC	City Works	30.0	0.0	0.0	0.0	0.0
		City Works Total	30.0	0.0	0.0	0.0	0.0
Private Housing Grants	E3100	Environmental Health	800.0	800.0	800.0	800.0	800.0
		Environmental Health Total	800.0	800.0	800.0	800.0	800.0
Barton SRB/Headington Swimming Pool	A2802	Leisure & Parks	952.0	0.0	0.0	0.0	0.0
Temple Cowley Pools	Bnew	Leisure & Parks	0.0	415.0	414.8	0.0	0.0
Blackbird Leys Leisure Centre	Bnew	Leisure & Parks	127.6	382.8	0.0	0.0	0.0
Ferry Sports Centre - community centre	B9085	Leisure & Parks	50.0	0.0	0.0	0.0	0.0
BBL Pool - plant & maintenance work	TBC	Leisure & Parks	0.0	38.6	0.0	0.0	0.0
Ice Rink - plant & maintenance work	TBC	Leisure & Parks	0.0	279.8	0.0	0.0	0.0

GENERAL FUND							
Scheme Name	Code	Business Unit	2005/2006 £'000	2006/2007 £'000	2007/2008 £'000	2008/2009 £'000	2009/2010 £'000
Temple Cowley - plant & maintenance work	TBC	Leisure & Parks	0.0	222.6	0.0	0.0	0.0
Blackbird Leys Leisure Centre - plant & maintenance work	TBC	Leisure & Parks	107.9	0.0	0.0	0.0	0.0
Replace temporary changing rooms at Sports Grounds	TBC	Leisure & Parks	200.0	200.0	0.0	0.0	0.0
Hinksey Pools - changing facilities	A1212	Leisure & Parks	100.0	0.0	0.0	0.0	0.0
Shotover Toilets	TBC	Leisure & Parks	50.0	0.0	0.0	0.0	0.0
New Christmas Lights		Leisure & Parks	50.0	0.0	0.0	0.0	0.0
Improving Power supply in Parks & Streets		Leisure & Parks	60.0	0.0	0.0	0.0	0.0
Fry's Hill Leisure Development	A1161	Leisure & Parks	157.1	0.0	0.0	0.0	0.0
Hollow Way Recreation Ground - upgrading facilities	A1162	Leisure & Parks	4.0	0.0	0.0	0.0	0.0
St. Sepulchre's Cemetery - upgrading cemetery	A1167	Leisure & Parks	4.2	0.0	0.0	0.0	0.0
Spindleberry Park - improvements	A1168	Leisure & Parks	10.0	0.0	0.0	0.0	0.0
Bowls Club - BBL	A1170	Leisure & Parks	3.7	0.0	0.0	0.0	0.0
Facilities to serve Little Bury Area	A1172	Leisure & Parks	21.6	0.0	0.0	0.0	0.0
Wayneffete Rd Recreation Ground - improvements	A3101	Leisure & Parks	15.0	0.0	0.0	0.0	0.0
New Marston Recreation Ground - club house for community use	ANew	Leisure & Parks	108.7	0.0	0.0	0.0	0.0
Paradise Square - garden improvements	Anew	Leisure & Parks	2.8	0.0	0.0	0.0	0.0
Sandhills Play Area	Anew	Leisure & Parks	34.1	0.0	0.0	0.0	0.0
Bayswater Brook - environmental improvements	Anew	Leisure & Parks	3.3	0.0	0.0	0.0	0.0
Marston Road Scout Hut Community faculty for recreation	Anew	Leisure & Parks	31.4	0.0	0.0	0.0	0.0
Croft Road recreation ground imp	new	Leisure & Parks	4.1	0.0	0.0	0.0	0.0
Cowley Marsh Play Area	new	Leisure & Parks	51.3	0.0	0.0	0.0	0.0
Cowley Marsh Habitat Creation	new	Leisure & Parks	5.1	0.0	0.0	0.0	0.0
Agwar Stone Road	new	Leisure & Parks	25.0	0.0	0.0	0.0	0.0
Replacement Sports Facilities	new	Leisure & Parks	202.2	0.0	0.0	0.0	0.0
		Leisure & Parks Total	2,381.1	1,538.8	414.8	0.0	0.0
Warren Crescent		Neighbourhood Renewal	0.0	375.0	0.0	0.0	0.0
Scout Hut - BBL	A1171	Neighbourhood Renewal	5.9	0.0	0.0	0.0	0.0
Oxford Automotive Components Site East	new	Neighbourhood Renewal	0.0	1,050.2	0.0	0.0	0.0
Littlemore Baptist Church	TBC	Neighbourhood Renewal	400.0	286.7	0.0	0.0	0.0
African-Caribbean Design	A3035	Neighbourhood renewal	0.0	0.0	398.4	0.0	0.0
Wolvercote Hall	M5003	Neighbourhood renewal	44.0	0.0	0.0	0.0	0.0
PSA Partnership: Key Worker Housing	TBC	Neighbourhood Renewal	410.0	0.0	0.0	0.0	0.0
Osney Court Day Care	TBC	Neighbourhood Renewal	0.0	500.0	0.0	0.0	0.0
Orlit Redevelopment (LASHG Bid)	TBC	Neighbourhood Renewal	0.0	1,000.0	0.0	0.0	0.0
Jericho Community Centre (OCC Contribution)	TBC	Neighbourhood Renewal	0.0	100.0	0.0	0.0	0.0
Community Centres	TBC	Neighbourhood Renewal	133.0	500.0	500.0	500.0	0.0
Retail Crime scheme programme 04/05	TBC	Neighbourhood Renewal	35.0	0.0	0.0	0.0	0.0
		Neighbourhood Renewal Total	1,027.9	3,811.9	898.4	500.0	0.0

GENERAL FUND							
Scheme Name	Code	Business Unit	2005/2006 £'000	2006/2007 £'000	2007/2008 £'000	2008/2009 £'000	2009/2010 £'000
St. Aldates - cycling improvements	F1117	Planning	0.0	31.0	0.0	0.0	0.0
Banbury Road - North Of St. Margarets Road Cycle Lane	F1150	Planning	0.0	20.3	0.0	0.0	0.0
High Street area - cycle measures	F1151	Planning	0.0	9.2	0.0	0.0	0.0
Iffley Rd - cycle safety measures	F1163	Planning	0.0	19.7	0.0	0.0	0.0
Oxford Stn. to Jericho - cycle link incl. towpath improv.	F1180	Planning	0.0	87.3	0.0	0.0	0.0
Headington and Marston Area - transport strategy	F1206	Planning	24.7	0.0	0.0	0.0	0.0
St Giles - traffic management	Fnew	Planning	0.0	21.4	0.0	0.0	0.0
Cumberland Rd - cycle measures	FNew	Planning	4.5	0.0	0.0	0.0	0.0
Wolfson College Cycle facilities in vicinity	fnew	Planning	3.3	0.0	0.0	0.0	0.0
Bartlemas Improvements for cycling/walking	fnew	Planning	24.7	0.0	0.0	0.0	0.0
Bartlemas Improvements to transport measures	fnew	Planning	11.0	0.0	0.0	0.0	0.0
Oxford Business Park - highway measures to improve access	Fnew	Planning	193.0	0.0	0.0	0.0	0.0
Oxford Canal - towpath improvements	F1077	Planning	0.0	4.2	0.0	0.0	0.0
Oxford Canal - improv. towpath (Aristotle Lane to St.Edward's Sch.)	F1186	Planning	8.6	0.0	0.0	0.0	0.0
Osney Lane/Beckett Street - improvements	FNew	Planning	0.0	66.2	0.0	0.0	0.0
Aristotle Lane Area - Residents Parking Zone	FNew	Planning	0.0	35.4	0.0	0.0	0.0
Redesign of Bonn square - (Link with M5002)	M****	planning	160.0	0.0	0.0	0.0	0.0
		Planning Total	429.8	294.7	0.0	0.0	0.0
Westgate Car Park - improvements	TBC	Transport & Parking	0.0	98.0	0.0	0.0	0.0
Redbridge Park & Ride - additional facilities	F4039	Transport & Parking	402.3	0.0	0.0	0.0	0.0
Pear Tree - additional facilities	TBC	Transport & Parking	0.0	0.0	400.0	0.0	0.0
Seacourt - additional facilities	TBC	Transport & Parking	0.0	413.5	0.0	0.0	0.0
		Transport & Parking Total	402.3	511.5	400.0	0.0	0.0

HOUSING REVENUE ACCOUNT							
Scheme Name	Code	Business Unit	2005/2006 £'000	2006/2007 £'000	2007/2008 £'000	2008/2009 £'000	2009/2010 £'000
Refurbishment Homeless Hostels	N6346	OBS	330.0	0.0	0.0	0.0	0.0
Additional Funding for Decent Homes		OBS	6,017.0	6,296.0	6,296.0	6,296.0	6,868.0
Heating/Rewiring Square Blocks (MRA 04/05)	N6364	OBS	600.0	0.0	0.0	0.0	0.0
Windows (MRA 04/05)	N6365	OBS	200.0	0.0	0.0	0.0	0.0
Rewiring Works (MRA 04/05)	N6368	OBS	100.0	0.0	0.0	0.0	0.0
MRA (Future Years - unconfirmed)	TBC	OBS	4,379.3	5,000.0	5,000.0	5,000.0	5,000.0
		OBS Total	11,626.3	11,296.0	11,296.0	11,296.0	11,868.0
Peugeot Garage - site demolition	TBC	Neighbourhood Renewal	0.0	63.0	0.0	0.0	0.0
		Neighbourhood Renewal Total	0.0	63.0	0.0	0.0	0.0

Business Units

Chief Executive

STRATEGY AND REVIEW – Business Unit Profile

Business Unit:	Strategy and Review
Business Manager:	Janet Banfield
Portfolio Holders	All portfolio holders
Core Functions of Business Unit	<p>Strategy and Review is one of two strategic business units in the Chief Executive's Directorate delivering a range of services that provide corporate and strategic focus and co-ordination. The main areas of work within the Unit are:</p> <ul style="list-style-type: none"> • Developing and reviewing strategic and corporate policy initiatives and the projects that stem from them • The development and maintenance of strategic partnerships to meet Oxford's needs and the Council's objectives • Internal and external communications, including media relations • The co-ordination and management of the Council's Overview and Scrutiny function • The management and development of the Crime and Disorder Reduction Partnership, and associated activities • The promotion of local prosperity and social inclusion to support economic competitiveness and reduce social inequalities within the city.
Key objectives 2005-06	<p>The key objectives for Strategy and Review in 2005-06 are shown below. They are significant developments of existing activities, and do not include actions already highlighted in the Council's Improvement Plan.</p> <ul style="list-style-type: none"> • Promotion and development of Oxford City as an Anti-Social Behaviour Action Area; and enhanced promotion of NightSafe. • Agree terms of reference for a new "Oxford Business Network", and agree action plan for priority issues stemming from the Oxford City Futures work. • Secure registration for the Credit Union • Improve integration of strategies and policies into the corporate planning framework • Implementation of work on East Oxford and Dunnock Way sites; and discussions underway about tranche 2 LIFT schemes.
Link to OCC Core Policies	<p>The unit contributes primarily to Oxford City Council's core commitments of restoring financial stability, building high quality services, and making access to our services easier. The remit of the unit and its initiatives reach across all seven strategic aims.</p> <p>The Business Unit co-ordinates strategic policy development and integration across the council and with partner organisations.</p> <p>It provides the focus for communications and consultation with the people of Oxford and co-ordinates research which underpins service development.</p>

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Business Unit:	Strategy and Review
Key Performance Measures	<p>Performance measures for the objectives outlined above are:</p> <ul style="list-style-type: none"> • Oxford known as ASB Action Area and flagship for NightSafe by March 06. • Terms of Reference agreed for the business network by April 2005. Action plan/s and priority issues agreed June 05. • Credit Union registered by Sep 05. • Key strategies / policies identified by July 05. Strategic and policy influences built into the Oxford Plan by Feb 06. <p>Site work underway on tranche 1 LIFT schemes by Sep 05</p>

Business Unit	Strategy and Review		
Key Performance Measures		2004/05 result (estimated)	2005/06 Target
	Local contribution to BV 008: Percentage of undisputed invoices paid within 30 days	80% as at Sep	100%
	Local contribution to BV 12: Number of working days lost to sickness absence per FTE	6.01 days as Dec	6
	BV 01: Does the authority have a community strategy developed in collaboration with the local strategic partnership, for improving the economic, social and environmental well being in a way that is suitable?	Yes	Yes
	BV 114: Score against Cultural Strategy checklist	BVPI deleted	
	BV 126: Domestic burglaries per 1,000 households	On target as at Nov	19.9
	BV 127a: Violent crimes per 1,000 population – Violent offences committed by a stranger per 1000 population*	Awaiting data	11.8
	BV 127b: Violent crimes per 1,000 population – Violent offences committed in a public place per 1000 population*	Awaiting data	14
	BV 127c: Violent crimes per 1,000 population – Violent offences committed in connection with licensed premises per 1000 population*	Awaiting data	1.37
	BV 127d: Violent crimes per 1,000 population – Violent offences committed under influence per 1000 population*	Unreliable data, therefore not published	N/A
	BV 128: Vehicle crimes per 1,000 population	On target as at Nov	18.2

* BV127: due to problems with the reliability of data, these BVPIs may have been deleted. Confirmation pending.

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Strategy and Review Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Strategic Policy	291,258	52,109	816	111,997	456,180	-71,369	384,811	47,025	0	431,836
Partnerships & Communication	125,023	2,158	579	331,634	459,394	-37,510	421,884	3,855	0	425,739
Review	108,038	0	264	20,482	128,784	0	128,784	2,425	0	131,209
Information Centre	211,352	22,385	608	240,715	475,060	-390,205	84,855	29,049	0	113,904
Team Management	77,407	172	254	33,598	111,431	0	111,431	113,988	-33,600	191,819
Media & Communications	150,241	86	663	99,862	250,852	0	250,852	4,330	-367,265	-112,083
Totals	963,319	76,910	3,184	838,288	1,881,701	-499,084	1,382,617	200,672	-400,865	1,182,424

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**Strategy & Review Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	2005-06	2006-07	2007-08
	£	£	£
<i>Strategic Policy</i>	384,811	341,519	349,645
<i>Partnerships & Communication</i>	421,884	424,193	427,681
<i>Review</i>	128,784	130,643	133,657
<i>Information Centre</i>	84,855	90,448	96,344
<i>Team Management</i>	111,431	91,986	67,270
<i>Media & Communications</i>	250,852	253,828	258,020
<i>Internal Recharges</i>	(200,193)	(200,193)	(200,193)
Total for Business Unit	1,182,424	1,132,424	1,132,424

£50K is one off in 2005/06

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Strategy and Review Business Unit

Housing Revenue Account Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Housing Policy	37,735	52	421	4,400	42,608	0	42,608	1,090	0	43,698
Housing Stock Options	168,500	0	200	161,300	330,000	0	330,000	0	0	330,000
Totals	206,235	52	621	165,700	372,608	0	372,608	1,090	0	373,698

Strategy & Review Business Unit
Housing Revenue Account

The Table below shows the proposed 3 year housing revenue account budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	2005-06	2006-07	2007-08
	£	£	£
<i>Housing Policy</i>	42,608	42,608	42,608
<i>Stock Options</i>	330,000	330,000	80,000
<i>Internal Recharges</i>	1,090	1,090	1,090
<i>Total for Business Unit</i>	373,698	373,698	123,698

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HUMAN RESOURCES – Business Unit Profile

Business Unit:	Human Resources
Business Manager:	Anne-Marie Scott
Portfolio and Portfolio Holder	Councillor Bill Baker
Core Functions of Business Unit	<p>The unit comprises the following areas:</p> <ul style="list-style-type: none"> ▪ Recruitment and selection ▪ Employee relations ▪ Advice and guidance ▪ Policy development ▪ Learning and development ▪ Health and safety ▪ Occupational health <p>Key objectives for 2005/6</p> <ul style="list-style-type: none"> a) Implement medium-term human resources strategy and underpinning policies b) Develop leadership skills and capacity c) Enhance learning throughout the organisation d) Deliver against the pay modernisation agenda e) Develop tools to help managers plan for the future
Link to OCC Core Policies	<ul style="list-style-type: none"> ▪ Build high quality services – by helping to ensure we can recruit and retain committed and capable staff. ▪ Invest in our staff – by providing development opportunities and appropriate rewards. ▪ Restore financial stability – by increasing capacity through reducing absenteeism and developing skills.
Service Level Agreement – Basis of Apportionment	

Human Resources Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Employee Services	539,744	470	2,509	54,528	597,251	0	597,251	134,923	-867,535	-135,361
Recruitment	0	0	0	0	0	0	0	0	0	0
Occupational Health	0	0	0	42,181	42,181	0	42,181	3,595	0	45,776
Central Training	480,138	60	40,000	75,000	595,198	0	595,198	1,685	-468,155	128,728
Redeployment	42,448	0	0	0	42,448	0	42,448	225	0	42,673
Diversity	9,014	0	0	8,500	17,514	0	17,514	45	0	17,559
Job Evaluation	60,000	0	0	0	60,000	0	60,000	0	0	60,000
Totals	1,131,344	530	42,509	180,209	1,354,592	0	1,354,592	140,473	-1,335,690	159,375

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**Human Resources Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	2005-06	2006-07	2006-07
	£	£	£
Employee Services	597,251	601,186	609,922
Recruitment	0	0	0
Occupational Health	42,181	42,181	42,181
Central Training Budget	595,198	603,562	603,084
Redeployment	42,448	30,149	21,891
Diversity	17,514	17,514	17,514
Job Evaluation	60,000	820,000	820,000
Internal Recharges	(1,195,217)	(1,195,217)	(1,195,217)
Total for Business Unit	159,375	919,375	919,375

Job evaluation deferred from 2005/6 to 2006/7

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Human Resources Business Unit

Housing Revenue Account Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Learning & Development (HRA)	42,196	0	0	0	42,196	0	42,196	225	-42,180	241
Totals	42,196	0	0	0	42,196	0	42,196	225	-42,180	241

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**Human Resources Business Unit
Housing Revenue Account**

The Table below shows the proposed 3 year housing revenue account budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	2005-06	2006-07	2007-08
	£	£	£
<i>Central Training Budget</i>	42,196	42,196	42,196
<i>Internal Recharges</i>	(41,955)	(41,955)	(41,955)
<i>Total for Business Unit</i>	241	241	241

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CHIEF EXECUTIVE'S – Business Unit Profile

Business Unit:	Chief Executive's
Business Manager:	Michael Newman
Portfolio and Portfolio Holder	Leader and Strategic Finance Portfolio Holder Cllr. Alex Hollingsworth
Core Functions of Business Unit	<p>The Chief Executive's Business Unit comprises:</p> <p>Chief Executive and Three Strategic Directors</p> <ul style="list-style-type: none"> • Delivery of the Council's Vision and priorities • Influencing, initiating and developing corporate issues • Considering corporate issues at service level • Responsible for the effective performance of the Business Units <p>Chief Executive</p> <ul style="list-style-type: none"> • Head of the Paid Service • Responsibility for managing the organisation • Providing strategic leadership • Responsibility for the Human Resource and Strategy Business Units <p>Strategic Director, Finance and Corporate Services</p> <ul style="list-style-type: none"> • Responsibility for the Financial & Asset Management, Audit & Risk, Revenues & Benefits, Legal & Democratic Services, Business Systems and Facilities Management Business Units • Responsibility for the proper administration of the Council's finances in accordance with Section 151 of the Local Government Act 1972 • Providing strategic leadership <p>Strategic Director, Physical Environment</p> <ul style="list-style-type: none"> • Responsibility for the Built Environment, Planning, Transport & Parking, City Works, and Leisure and Parks Business Units • Providing strategic leadership <p>Strategic Director, Housing, Health & Community</p> <ul style="list-style-type: none"> • Responsibility for the Housing Services, Customer Services, Oxford Building Solutions, Neighbourhood Renewal and Environmental Health Business Units, and the Area Co-ordinators • Providing strategic leadership

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Business Unit:	Chief Executive's
	<p>Area Co-ordinators</p> <ul style="list-style-type: none"> • Responsibility for the effective management and performance of the Council's Area Committees • Addressing the needs of the most disadvantaged communities by working with key groups and agencies • Taking the lead on the development of across-service area working <p>Corporate Secretariat</p> <ul style="list-style-type: none"> • Responsibility for co-ordinating the management of the officer arm of the Council, including corporate complaints • Administration of the Corporate officer decision making bodies • Providing of secretarial and administrative support for the Chief Executive and Strategic Directors <p>Performance Improvement Team</p> <p>Responsibility for embedding performance management within the Council</p> <ul style="list-style-type: none"> • Provision of support for the implementation of the Council's improvement programme
Link to OCC Core Policies	<p>The Chief Executive and Strategic Directors are responsible for ensuring the delivery and review of the Council's strategic vision within the resources available.</p> <p>Area Co-ordinators act as a catalyst for the Council and its partners to join up issues, services and neighbourhoods, improve consultation and tackle local problems.</p> <p>The Unit is an integral part of decision-making and policy formation. It supports the core commitments of Restoring Financial Stability and Building High Quality Services, and directly contributes to each of the seven strategic aims.</p>
Service Level Agreement – Basis of Apportionment	<p>For Finance & Administration, directors' cost is recharged to Corporate Management based on time allocation. The remaining balance will be spread equally across all the business units. As for the Area Co-ordinators, 25% of cost is recharged to Corporate Management. The remaining charge will be split equally to each Area Committee.</p>

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Chief Executive Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Chief Exec, Strategic Directors & Corp Secretariat	594,541	280	2,301	29,692	626,814	0	626,814	88,940	-662,465	53,289
City Centre Management Company	0	0	0	13,611	13,611	0	13,611	4,025	0	17,636
Area Co- Ordinators	168,209	0	204	31,228	199,641	0	199,641	13,780	0	213,421
Performance Management Team	249,585	0	0	16,000	265,585	0	265,585	0	0	265,585
Area Committees	0	0	0	96,000	96,000	0	96,000	0	0	96,000
Totals	1,012,335	280	2,505	186,531	1,201,651	0	1,201,651	106,745	-662,465	645,931

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**Chief Executive Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit. The figures shown are the net budget before recharges for each function within the Business Unit. The net effect of internal recharges and internal income is shown separately.

	2005-06	2006-07	2006-07
	£	£	£
<i>Chief Exec, Strategic Directors & Corp Secretariat</i>	626,814	626,814	626,814
<i>City Centre Management Company</i>	13,611	(205)	(205)
<i>Area Co-Ordinators</i>	199,641	199,641	199,641
<i>Performance Management Team</i>	265,585	385,585	95,585
<i>Area Committees</i>	96,000	96,000	96,000
<i>Internal Recharges</i>	(555,720)	(555,720)	(555,720)
<i>Total for Business Unit</i>	645,931	752,115	462,115

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Finance and Corporate Services

Corporate & Democratic Core Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Corporate & Democratic Core	1,012,876	0	0	0	1,012,876	0	1,012,876	2,210,135	0	3,223,011
Totals	1,012,876	0	0	0	1,012,876	0	1,012,876	2,210,135	0	3,223,011

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**Corporate & Democratic Core Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	<i>2005-06</i>	<i>2006-07</i>	<i>2007-08</i>
	£	£	£
<i>Corporate & Democratic Core</i>	1,012,876	1,012,876	1,012,876
<i>Internal Recharges</i>	2,210,135	2,210,135	2,210,135
<i>Total for Business Unit</i>	3,223,011	3,223,011	3,223,011

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Corporate and Democratic Core

Housing Revenue Account Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Corporate and Democratic Core	78,200	0	0	0	78,200	0	78,200	685	0	78,885
Totals	78,200	0	0	0	78,200	0	78,200	685	0	78,885

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Corporate Democratic Core Business Unit
Housing Revenue Account

The Table below shows the proposed 3 year housing revenue account budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	2005-06	2006-07	2007-08
	£	£	£
<i>Internal Recharges</i>	78,885	78,885	65,572
<i>Total for Business Unit</i>	78,885	78,885	65,572

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FINANCIAL AND ASSET MANAGEMENT – Business Unit Profile

Business Unit:	Financial & Asset Management
Business Manager:	Sarah Fogden/ Penny Gardner (job share)
Portfolio and Portfolio Holder	Leader of the Council Cllr Alex Hollingsworth
Overview of Business Unit and its Services:	<p>The Council is required by law to conduct its business in an efficient and effective manner. One of the cornerstones in achieving this is ensuring that there is a system of robust financial management in operation. Financial & Asset Management are key players in providing financial information and support to Members, Strategic and Operational Managers and our other stakeholders. This information aids the delivery of the Council's Vision on sustaining financial stability to Oxford City council.</p> <p>Current Services</p> <p>Accountancy Services: Accountancy provides a number of key services including budget setting, budget monitoring and closure of accounts for all key funds of the Council including the HRA and Collection Fund. Other services are treasury management, VAT advice, creditor payments, raising and calculation of debtor accounts, rent setting for Council tenants, leasing, contract appraisal and contract procedures, grant claims, production of the statement of accounts and completion of statutory returns and government statistics.</p> <p>Asset Management: The service provides both strategic and day to day (estates) management of the Council's property. Strategic functions include production of the Asset Management Plan, review of the asset base, and acquisition and disposals of property. Estates functions include undertaking valuations (including Right To Buy valuations), rent reviews and lease renewals. A key task is meeting the Council's income and capital funding requirements through effective management of the Council's assets.</p> <p>Cashiers/Payments/Counting House/Cash Van/Parking Shop: The Payments and Parking Shop undertakes collection of income (cash, cheques, cards) for all Council's accounts, encashment of Housing Benefit cheques and agency work on behalf of the County Council on parking fines and the issue of parking permits. Some of the former centralised creditor section functions have been moved to this team.</p> <p>Payroll: The service provides a full payroll service to all members of staff and some external clients. The unit deals with all deductions from pay and administers Council schemes such as car loans and subsidised bus passes.</p> <p>Other Corporate Miscellaneous Expenditure Budgets: The business unit has responsibility for Bank Charges, External Audit Fees and provision for bad debts.</p>
Short Term Objectives	Objectives for 2005/06:

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Business Unit:	Financial & Asset Management
	<ul style="list-style-type: none"> • Production of the budget book within 1 month of Council agreeing the budget • Closure of accounts by the revised (earlier) statutory deadline (31.7.05) • Achieve at least LIBID (London InterBank Offered Rate) on counterparty loans • Update Financial Regulations and procedures • Review SLAs and charging structure for central services • Review Council's asset base and property database • Continue to progress the implementation of commitment accounting on the Agresso financial information system • Contribute to the achievement of a single debtors system • Enhance financial information provided via the intranet • Implementation of the Accountancy restructure • Implement CPD training for the Business Unit • Provide Finance training for Business Managers as part of Governance
Long Term Objectives	<p>Objectives for 2006-08 are:</p> <ul style="list-style-type: none"> • To meet new statutory deadline for closure of accounts (30/6 from 2006) • Achieve 20% savings over 3 years • Support, develop and implement e-Government initiatives in relation to payments and receipts • Office Accommodation review • Review options for delivering the Cashier's service
Link to OCC Core Policies	The varied finance related functions undertaken by the unit contribute to the Council's vision of Restoring Financial Stability.
Service Level Agreement – Basis of Apportionment	In the area of Accountancy, part of the cost is charged to Corporate Management based on recorded time spent, and the Gross Expenditure and Gross Income Budget will allocate the remaining cost. The cashiers' services are calculated based on the transactions. The Payroll is charged based on the number of contracts it had entered with the number of staff.

Financial and Asset Management		
Key Performance Measures	2004/05 result (estimated)	2005/06 Target
Local contribution to BV 008: Percentage of undisputed invoices paid within 30 days	87.5% (to Oct 04)	100%
Local contribution to BV 12: Number of working days lost to sickness absence per FTE	9 days	8 days
% Suppliers invoices paid by Direct Credit	76.4% (to Oct 04)	100%

Financial Management Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Business Manager	110,843	8,125	423	9,973	129,364	0	129,364	56,880	-146,915	39,329
Accountancy & Financial Support	913,316	160,784	2,875	59,891	1,136,866	-710	1,136,156	347,690	-1,406,695	77,151
41 Payments & Parking Shop	202,430	55,401	785	128,920	387,536	-116,918	270,618	68,011	-269,045	69,584
Payroll	77,857	4,097	147	4,526	86,627	-11,488	75,139	27,569	-104,780	-2,072
Commercial Properties	0	2,933,042	11,968	48,120	2,993,130	-5,160,234	-2,167,104	620,560	0	-1,546,544
Corporate Finance	50,000	0	102,771	349,662	502,433	-5,815	496,618	6,505	-311,575	191,548
Asset Management (Strategic)	178,075	164,888	1,405	31,846	376,214	0	376,214	27,851	-221,210	182,855
Asset Management (Contract)	231,999	0	3,480	42,439	277,918	0	277,918	39,889	-296,695	21,112
Markets	169,112	321,182	18,059	54,923	563,276	-930,507	-367,231	104,680	0	-262,551
Totals	1,933,632	3,647,519	141,913	730,300	6,453,364	-6,225,672	227,692	1,299,635	-2,756,915	-1,229,588

**Financial and Asset Management Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit. The figures shown are the net budget before recharges for each function within the Business Unit. The net effect of internal recharges and internal income is shown separately.

	2005-06 £	2006-07 £	2007-08 £
<i>Business Manager</i>	129,364	132,679	136,150
<i>Accountancy & Financial Support</i>	1,136,156	1,163,591	1,192,314
<i>Payments & Parking Shop</i>	270,618	276,471	282,760
<i>Payroll</i>	75,139	77,494	79,960
<i>Commercial Properties</i>	(2,167,104)	(2,167,104)	(2,167,104)
<i>Corporate Finance</i>	496,618	296,618	196,618
<i>Asset Management (strategic)</i>	376,214	381,573	387,183
<i>Asset Management (contract)</i>	277,918	227,626	175,726
<i>Markets</i>	(367,231)	(361,256)	(355,915)
<i>Internal Recharges</i>	(1,457,280)	(1,457,280)	(1,457,280)
Total for Business Unit	(1,229,588)	(1,429,588)	(1,529,588)

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REVENUES AND BENEFITS – Business Unit Profile

Business Unit:	Revenues and Benefits
Business Manager:	Paul Warters
Portfolio and Portfolio Holder	Social Inclusion Dan Paskins
Core Functions of Business Unit	<p>The purpose of Revenues and Benefits is to maximise the collection of income to the Council through Council Tax, Business Rates, sundry debtors, commercial rents from our portfolio of commercial properties and to recover over paid Housing Benefit. To pay accurately and timely Housing benefit and Council Tax Benefit</p> <p>Revenues The service collects a variety of incomes under complex legislation. This includes Council Tax, National Non-domestic Rates (NNDR), Periodic Rents e.g. for rents on business premises owned by the authority, sundry debts e.g. housing repairs for council tenants, overpaid housing benefit and mortgages.</p> <p>Benefits The service processes claims for Housing and Council Tax benefit, making payments to individual claimants and landlords. Around 18,000 new and renewal applications are processed each year. In December 2004 there were a total of 10,355 households receiving Benefits</p> <p>The cost of Housing and Council Tax benefit is, in the main met by subsidy from the Government. However, there are circumstances where subsidy is not paid and the cost of paying benefit falls on the authority. As payment of Housing and Council Tax benefit is a statutory duty, the unit has no option re providing the service but works to minimise any subsidy loss.</p>
Key objectives in 2004/05	<p>The objectives of Revenues and Benefits:</p> <ul style="list-style-type: none"> • Improve services to meet Vision priorities • Improve all BVPIs • Work towards the DWP performance standards for the administration of benefit • Meet budget challenges • Review and agree revised procedures in revenues to maximise the effect of the Corporate debt collection policy and

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Business Unit:	Revenues and Benefits
	<p>improve collection rates</p> <ul style="list-style-type: none"> • To minimise subsidy loss • Improve corporate working to deliver a seamless service to customers <p>Longer term objectives 2005-2007</p> <ul style="list-style-type: none"> • Continue to improve the efficiency and effectiveness of the service • Explore alternative ways of delivering the service • Develop the partnership working already started with neighbouring authorities • Develop accessibility to improved services through E-government
Link to OCC Core Policies	<p>The Unit will contribute to achieving the administrations core commitments:</p> <ul style="list-style-type: none"> • Restore financial stability - by improving cash flow and collection rates on NNDR, Council Tax and Income. • Build high quality services - by investing in technology and training to raise productivity.

Revenues and Benefits		
Key Performance Measures	2004/05 result (estimated)	2005/06 Target
Local contribution to BV 008: Percentage of undisputed invoices paid within 30 days	92%	100%
Local contribution to BV 12: Number of working days lost to sickness absence per FTE	8days	8 days
BV 09: The percentage of Council Tax collected	96.5%	97%
BV 10: The percentage of non-domestic rates due for the financial year which were received by the authority	99%	99%
BV 78a: Speed of processing: a) Average time for processing new claims	35 days	32 days
BV 78b: Speed of processing: a) Average time for processing notifications of changes of circumstance	15 days	15 days
BV 79a: Accuracy of processing a) Percentage of cases for which the calculation of the amount of benefit due was correct on the basis of the information available for the determination for a sample of cases checked post-determination	95%	96%
BV 79b: Accuracy of processing: b) The percentage of recoverable overpayments (excluding Council Tax Benefit) that were recovered in the year	55%	60%

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Revenues and Benefits Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Income & Collection	726,178	426	9,553	138,313	874,470	-425,300	449,170	407,043	-180,035	676,178
Housing Benefit Administration	1,361,876	770	4,147	92,084	1,458,877	-1,064,900	393,977	1,590,483	0	1,984,460
Local Cost Of Benefits	0	0	0	27,000,100	27,000,100	-26,550,100	450,000	0	0	450,000
Totals	2,088,054	1,196	13,700	27,230,497	29,333,447	-28,040,300	1,293,147	1,997,526	-180,035	3,110,638

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**Revenues & Benefits Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	<i>2005-06</i>	<i>2006-07</i>	<i>2007-08</i>
	£	£	£
<i>Income and Collection</i>	449,170	449,170	449,170
<i>Housing Benefit Administration</i>	393,977	393,977	343,977
<i>Local Cost of Benefits</i>	450,000	450,000	450,000
<i>Internal Recharges</i>	1,817,491	1,817,491	1,817,491
<i>Total for Business Unit</i>	3,110,638	3,110,638	3,060,638

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LEGAL AND DEMOCRATIC SERVICES – Business Unit Profile

Business Unit:	Legal and Democratic Services
Business Manager:	Brian Johnson (Interim till end January 2005)
Portfolio and Portfolio Holder	Corporate Governance and Procurement: Cllr. Bill Baker (Deputy Leader)
Core Functions of Business Unit	<p>Committee Services</p> <ul style="list-style-type: none"> ▪ Providing the administrative and clerking support to ensure that meetings of the Authority are convened and conducted in accordance with the law. ▪ Ensuring that the decisions of the meetings are correctly recorded and distributed. ▪ Providing advice and support to other Business Units on the Council's Constitution so that they can deliver front line services, having complied with the Council's own internal procedural requirements. ▪ Managing the call-in process <p>Electoral Services</p> <ul style="list-style-type: none"> ▪ Maintaining the statutory register of those eligible to vote within the administrative area. ▪ Organising elections that are held periodically for the Council, the County Council, national and European elections. ▪ Organising/conducting referenda when they are needed. <p>Legal Services</p> <ul style="list-style-type: none"> ▪ Advising the Council on its statutory powers and duties. ▪ Advising on the probity of the Council through the Monitoring Officer. ▪ Performing and/or co-ordinating much of the legal representation of the Council in courts and tribunals. ▪ Provides or facilitates a full range of legal services in the following key areas:- ▪ Licensing; environmental health; highways and traffic; housing; homelessness;; benefits; debt recovery; commercial and residential property transactions; town and country planning; procurement ▪ <p>Local Land Charges</p> <ul style="list-style-type: none"> ▪ Maintaining the statutory register of Local Land Charges and answering search enquiries about property within the administrative area. <p>Members' Services</p> <ul style="list-style-type: none"> ▪ Providing support to the Civic Office Holders ▪ Providing advice and support to elected members of the Authority. ▪ Maintaining the statutory public registers of members' interests. ▪ Managing the Members' Allowance Scheme
Key objectives in 2005/06	<p>The overall aim of Legal and Democratic Services is to contribute towards achieving the Council's Vision by working with others to improve the Council's performance and deliver shared goals.</p> <ul style="list-style-type: none"> ▪ Offer proactive advice and training to Business Units. ▪ Identify bottlenecks, simplify processes and procedures to increase efficiency and throughput of work. ▪ Explore the provision of Legal and Democratic Services in partnership with others. ▪ Provide information and support about the decision making process to partners and stakeholders. ▪ Provide efficient and effective administration of meetings. ▪ Redefine the role, composition and range of services provided by Committee and Members' Services. ▪ Successfully manage the County election in May 2005 and the probable General Election ▪ Encourage improved turnout figures at elections. ▪ Increase uptake of telephone registration during annual canvass. ▪ Help clients make better informed decisions by providing accurate and comprehensive legal advice that embraces risk management tools. ▪ Implement and manage new licensing functions. ▪ Complete revision of the Constitution and implement changes.

	<ul style="list-style-type: none"> ▪ Prepare for implementation of Freedom of Information Act 2000; ▪ Achieve LEXCEL re-accreditation, the Law Society's quality mark for legal services by January 2007 . ▪ Establish Legal Services' clients needs and review services delivered ▪ Raise the profile of the Business Unit with members and officers and be seen as a value adding service and an integral part of the Council's service delivery mechanism. ▪ Sign up to level 3 NLIS (electronic land charges service). ▪ Address the issues raised in the Business Unit review
Link to OCC Core Policies	<p>"The Business Unit works with all the other Business Units to deliver services to all who live or work in or visit Oxford.</p> <p>The Unit provides advice to other Business Units in their endeavours to achieve:-</p> <ul style="list-style-type: none"> • A vibrant economy • Affordable housing • A clean and safe environment • Affordable leisure facilities • Improved transport and mobility <p>The Unit advises on:-</p> <ul style="list-style-type: none"> • Agreements that other Business Units enter into to deliver services • Ways to achieve strategic aims in an efficient, effective and risk-minimal manner <p>The Unit seeks in its own right and with other Business Units to bring about financial stability. It regularly monitors its own budget and takes measures to ensure it remains within allocated resources. It regularly monitors its performance indicators to ensure that, over time, there is real improvement in service delivery".</p>
Service Level Agreement – Basis of Apportionment	<p>With the internal management charge based on the cost of the Business Manager, the sum is allocated on the headcount basis. Based on commissions, the 2002/03 actual will be used as the recharge of Legal Services for 2004/05. As for the Members and Committee Services, Members Allowances, Committees and Monitoring Officer, there will be 100% recharges to the corporate management.</p>

Legal and Democratic		
Key Performance Measures	2004/05 Result (estimated)	2005/06 Target
Local contribution to BV 008: Percentage of undisputed invoices paid within 30 days	83.48%	100%
Local contribution to BV 12: Number of working days lost to sickness absence per FTE	6.04	8 days
BV 179: The percentage of standard searches carried out in 10 working days	90%	90%
Percentage of electoral registration from 'A's returned	97.7%	98%
Lodge housing possession proceedings within 10 working days of receipt of sufficient evidence and full instructions	100%	100%
Lodge proceedings for unlawful trespassers within 5 working days of receipt of sufficient evidence and full instructions	100%	delete
Lodge proceedings to recover overpaid housing benefit, periodic charges and 1 off sundry charges within 10 working days of receiving sufficient evidence	New for 04/05	100%
Lodge injunction proceedings for anti social behaviour within 10 working days of receiving sufficient evidence and full instructions	New for 04/05	100%
Dispatch RTB documents within 7 working days of receipt of full instructions	88%	100%
Dispatch draft licenses to assign to the client/tenant within 10 working days of receipt of full instructions	72%	100%
Action sheets to be produced within 2 working days of a meeting	97%	100%
Unconfirmed minutes to be available to members with 10 working days of a meeting	93%	95%
Draft agenda to be circulated at least 5 working days before the report deadline	85%	90%
Updates of changes of Councillors personal details to be available to members of the public within 24 hours of the information being received	100%	100%

Legal and Democratic Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Legal	760,607	35,733	1,792	69,598	867,730	-39,273	828,457	114,052	-871,505	71,004
Land Charges	80,752	1,598	0	17,924	100,274	-386,834	-286,560	120,802	0	-165,758
Committees (incl. Area Committees)	236,601	19,985	794	91,151	348,531	-4,601	343,930	116,993	-542,515	-81,592
Member Services	352,207	45,531	5,631	80,863	484,232	-197	484,035	189,640	-595,570	78,105
Election Services	119,803	11,711	1,371	35,226	168,111	-5,928	162,183	87,760	0	249,943
Monitoring Officer	0	0	0	10,200	10,200	0	10,200	13,545	0	23,745
Totals	1,549,970	114,558	9,588	304,962	1,979,078	-436,833	1,542,245	642,792	-2,009,590	175,447

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**Legal & Democratic Services Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	2005-06	2006-07	2007-08
	£	£	£
<i>Legal</i>	828,457	806,583	810,568
<i>Land Charges</i>	(286,560)	(284,325)	(281,985)
<i>Committees</i>	343,930	308,315	296,491
<i>Member Services</i>	484,035	449,798	452,654
<i>Election Services</i>	162,183	169,708	167,351
<i>Monitoring Officer</i>	10,200	10,200	10,200
<i>Internal Recharges</i>	(1,366,798)	(1,366,798)	(1,366,798)
Total for Business Unit	175,447	93,481	88,481

One off increase in elections in 2006/7 for postal votes

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AUDIT & RISK – Business Unit Profile

Business Unit:	Audit and Risk
Business Manager:	Richard Josephs
Portfolio and Portfolio Holder	Finance and Strategy
Core Functions of Business Unit	<p>The Audit and Risk business unit provides independent assurance on the Council's arrangements for governance to members, the section 151 Officer, management and the Public, designed to improve and add value to all of the Council's operations. It's core function is;</p> <p>To assist the Council in achieving its objectives by bringing a systematic approach to evaluate and improve the effectiveness of risk management, control and governance processes.</p> <p>To create an anti-fraud culture within the Council and to prevent and detect fraud and corruption.</p> <p>Internal Audit</p> <p>The Accounts and Audit Regulations 2003 require the Council's section 151 officer maintains adequate and effective internal audit of the accounts. The Internal Audit service delivers that continuously, driven by a 5 year Strategic Audit Plan. The service complies with CIPFA's Code of Practice for Internal Audit in Local Government. Auditors undertake a programme of system-based audits providing an independent review of systems of control to ensure compliance with sound financial objectives, the effective use of resources, and statutory responsibilities and Council policy is delivered.</p> <p>Risk Management</p> <p>The Risk Co-ordinator provides a pro-active advisory and support service drawing on best practice outlined in CIPFA's guidance note, 'Corporate Governance in Local Government'. The service will develop, promote and monitor a risk management strategy. It will oversee the management of the Council's strategic and operational business risks, as required by the Accounts and Audit Regulations 2003. All the Council's insurance cover is arranged through the service, including that part provided by the Council's internal insurance fund. The Emergency Planning officer maintains plans for, and will co-ordinate, the Council's response in the event of a civil emergency.</p> <p>Fraud Prevention and Detection</p> <p>The unit investigates suspected irregularity or fraud referred in accordance with the Council's Anti-fraud and Corruption policy, within a framework of legislation and good practice proscribed by the Department for Work and Pensions and the Benefit Fraud Inspectorate. The investigation team co-ordinates the Council's participation in Data Matching exercises with the DWP and the Audit Commission and pursues legal sanctions, including prosecution, against offenders in suitable cases.</p>
Key objectives in 2005/06	<p>By bringing a systematic approach to evaluating and improving the effectiveness of governance, risk management and internal control processes the Unit will;</p> <ul style="list-style-type: none"> • Monitor the Council's system of internal control to ensure the proper conduct of its affairs • Review arrangements to achieve the Council's core commitments and policy objectives, and to deliver its statutory responsibilities

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Business Unit:	Audit and Risk
	<ul style="list-style-type: none"> • Review the arrangements to secure economy, efficiency and effectiveness in the Council's use of resources • Co-ordinate the management and control of risks which threaten the Council's core commitments, corporate strategies and operational objectives • Respond to the forthcoming Civil Contingencies Act • Raise grant income from the Government anti-fraud scheme through detection and deterrence of Benefit fraud
Link to OCC Core Policies	The Unit's objectives are geared towards the delivery of the Council's core commitments of maintaining financial stability and improving Council services year on year.
Service Level Agreement – Basis of Apportionment	Internal audit and risk management costs are charged to services based on the Audit Plan. The plan targets audit resources to the areas of highest risk. Costs relating to benefit investigation are charged to the Benefits Service.

Audit and Risk		
Key Performance Measures	2004/05 Result (estimated)	2005/06 Target
Local contribution to BV 008: Percentage of undisputed invoices paid within 30 days	90%	100%
Local contribution to BV 12: Number of working days lost to sickness absence per FTE	8 days	8 days
Completion of audit plan	75%	90%
Issue of final audit report within 10 days of completion of audit	60%	80%
Average time taken to complete fraud investigations	70 days	65 days
Achieve deterrent action against benefit fraud offenders	£66,000	£66,000

Audit and Risk Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Audit	235,524	8,729	1,531	6,935	252,719	0	252,719	36,771	-331,880	-42,390
Benefit Investigation	152,743	0	1,913	9,817	164,473	-67,238	97,235	70,791	-180,920	-12,894
Risk Management	44,700	2,215	189	1,729	48,833	-12,500	36,333	27,535	0	63,868
Emergency Planning	19,639	38	724	14,213	34,614	0	34,614	15,398	0	50,012
Totals	452,606	10,982	4,357	32,694	500,639	-79,738	420,901	150,495	-512,800	58,596

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**Audit & Risk Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	2005-06	2006-07	2007-08
	£	£	£
<i>Audit</i>	252,719	259,770	267,152
<i>Benefit Investigation</i>	97,235	88,249	78,841
<i>Risk Management</i>	36,333	37,678	39,086
<i>Emergency Planning</i>	34,614	35,204	35,822
<i>Internal Recharges</i>	(362,305)	(362,305)	(362,305)
Total for Business Unit	58,596	58,596	58,596

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Business Systems – Business Unit Profile

Business Unit:	Business Systems
Business Manager:	Chris Brooke
Portfolio and Portfolio Holder	Corporate Governance and Procurement Bill Baker
Core Functions of Business Unit	<p>The purpose of the unit is to enable the achievement of modern electronic service delivery across Oxford City Council by driving forward the implementation of e-Government and providing the supporting technology and systems environment.</p> <p>We support the majority of IT users in the Council through the provision of:</p> <ul style="list-style-type: none"> • The Helpdesk – as a main point of contact for any ICT requests and provide support, troubleshooting and initial set up. • The ICT infrastructure – the networks that connect Council offices to the central IT servers and the management of the servers which range from those used to provide major systems across the Council to those used to store users' files • Data security – via password and systems access control, virus checking software and backing up of data held on the servers • Core systems support - ensuring the smooth and efficient operation of major business systems, such as Housing, Revenues & Benefits and Planning, managing scheduling of work and bulk printing • IT Disaster Recovery- this Plan covers most of the major systems, ensuring provision of off-site disaster recovery services that are regularly tested • Internal and external e-mail services, with firewall and anti-virus protection • The Council's website and Intranet - developing and improving these as Council-wide tools for effective communication and interaction within and between business units and between the Council and the public; providing advice and training to Council officers to ensure that they can effectively manage the content on the website and intranet and assist them in making information and services available to the public via the website. • Advice and assistance with tendering for and evaluation of alternative ICT equipment and systems - including liaison with suppliers on behalf of Business Units. We will manage the installation and implementation of new systems and systems upgrades, as required. • The unit also provides the lead for the Council's e-Government programme, providing project management, technical advice and a knowledge base to the joint Implementing e-Government and Customer Care Steering Group and to business units/service areas as required. Business Systems are responsible for compiling and submitting the annual Implementing Electronic Government (IEG) statement to ODPM and the annual BV157 assessment. • Responsible for the advice, guidance and management of the Councils' Data Protection and Freedom of information services.

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Business Unit:	Business Systems		
Key objectives in 2005/06	<ol style="list-style-type: none"> 1. To contribute to the development of Oxford City Council as an effective and efficient organisation <ol style="list-style-type: none"> 1.1. To establish and manage the Council's e-Government programme 1.2. To establish and manage a corporate ICT framework that is planned, invested in and regularly reviewed 2. To support and encourage the development of e-business systems <ol style="list-style-type: none"> 2.1. To provide support and management for existing systems and encourage their review and development 2.2. To provide advice and assistance to business units investing in new or improved business systems 2.3. To ensure the continuity of service through effective security and disaster recovery facilities 3. To ensure the provision of appropriate enabling technologies and access channels for effective and efficient service delivery <ol style="list-style-type: none"> 3.1. To ensure that Council's ICT infrastructure is well managed, maintained and kept up-to-date 3.2. To provide and manage access to internal and external e-mail services 3.3. To provide and manage access to the Intranet and Internet 3.4. To ensure that desktop PCs are well managed, maintained and kept up-to-date 3.5. To provide advice and assistance to all staff using Council IT via the helpdesk. 4. To ensure Data Protection and Freedom of Information requirements are fully met <ol style="list-style-type: none"> 4.1. To ensure the Councils' Data Protection and Freedom of Information services operate as required 4.2. To implement the requirements for the implementation of the Freedom of Information Act January 2005 		
Link to OCC Core Policies	<p>The Business Systems Business Unit will support the core commitments of the Council's Strategic Vision by:</p> <ul style="list-style-type: none"> ▪ Managing the business planning framework and contributing to the changes required to restore financial stability to Oxford City Council ▪ Helping to build high-quality council services, and contributing to the development of the three-year service improvement plans <p>Indirect contributions to each of the seven strategic aims will be achieved through:</p> <ul style="list-style-type: none"> ▪ Improved focus of resources to deliver service improvements, aligned with the Council's objectives ▪ Improved decision-making, based on reliable information from effective business planning ▪ More efficient and effective service provision, supported by up to date technology ▪ Better communication and access channels, both internally and externally 		
Key Performance Measures		2004/5 result (estimated)	2005/6 Target
	Local contribution to BV 008: Percentage of undisputed invoices paid within 30 days	98%	99%
	Local contribution to BV 12: Number of working days lost to sickness absence per FTE	8 days	8 days
	BV 157: The number and type of interactions that are enabled for electronic delivery as a percentage of the types of interactions that are legally permissible/appropriate for electronic service delivery	75%	85%
	The percentage of help desk calls resolved within agreed timescales	89%	92%

Business Systems Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Core Systems	0	972	0	169,832	170,804	0	170,804	1,320	0	172,124
Enabling Technology	0	0	6,186	159,208	165,394	0	165,394	0	0	165,394
Staff/Running Costs	1,054,136	0	2,660	30,988	1,087,784	0	1,087,784	201,677	-1,732,840	-443,379
Performance Development	13,690	0	2,000	70,429	86,119	-13,792	72,327	4,240	0	76,567
Totals	1,067,826	972	10,846	430,457	1,510,101	-13,792	1,496,309	207,237	-1,732,840	-29,294

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**Business Systems Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	<i>2005-06</i>	<i>2006-07</i>	<i>2007-08</i>
	<i>£</i>	<i>£</i>	<i>£</i>
<i>Core Systems</i>	<i>170,804</i>	<i>170,804</i>	<i>170,804</i>
<i>Enabling Technology</i>	<i>165,394</i>	<i>165,394</i>	<i>165,394</i>
<i>Staff/Running Costs</i>	<i>1,087,784</i>	<i>1,087,380</i>	<i>1,086,957</i>
<i>Performance Development</i>	<i>72,327</i>	<i>72,731</i>	<i>73,154</i>
<i>Internal Recharges</i>	<i>(1,525,603)</i>	<i>(1,525,603)</i>	<i>(1,525,603)</i>
<i>Total for Business Unit</i>	<i>(29,294)</i>	<i>(29,294)</i>	<i>(29,294)</i>

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FACILITIES MANAGEMENT – Business Unit Profile

Business Manager:	Jane Lubbock
Portfolio Holder	Councillor Bill Baker
Key objectives in 2004/05	<p>The overall aim of Facilities Management is to provide all building users with a clean and secure environment in which to work and visit and to meet the needs of Business Units through high quality, cost-effective support. The Town Hall aims to improve and increase the range of services that it is able to provide within the resources available.</p> <p>Management of the Town Hall: to promote all opportunities for use and develop the provision of a more diverse range of services and to raise the Town Hall profile as a superior building for hosting events</p> <p>Caretaking, Cleaning, Courier and Building Security: to continually align the service delivery objectives in conjunction with the Council's long term accommodation strategy.</p> <p>Central Administration, Post Room , Copier Unit and Procurement: implement the Procurement Strategy to achieve Council wide efficiencies and streamline the work of the central post room and Copier Unit..</p> <p>Reception and Telephone Services: to improve the work of the teams in line with the Customer Contact Strategy. Carry out an equalities impact assessment on telephone services and develop ways to improve.</p>
Link to OCC Core Policies	<p>Through its work the unit is fundamentally supportive of the Council's two core commitments and seven key pledges.</p> <p>The services provided support all the other business units upon which the Council's sound management and decision-making is based.</p>

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	<p>Financial stability</p> <ul style="list-style-type: none"> • The setting up of generic procurement contracts and streamlining the reduction of the administrative processes together with the proposals for changes in the Town Hall supports the Council's core commitment to restore financial stability. • Procurement through contract arrangements is proving that we can buy more effectively and make substantial savings on core essential items. • The Town hall proposals would generate additional income through increased and more diverse use. <p>High quality services</p> <ul style="list-style-type: none"> • The unit has set up several purchasing contracts which are providing savings to the Council • Now has in place a single high speed copier and Council Post room • The Town Hall is exceeding its income target each year and is now hosting many high profile cultural events and a range of community, civic and commercial events.
<p>Service Level Agreement – Basis of Apportionment</p>	<p>The SLA recharge to business units using the reception facilities is based upon the number of visitors they receive each week. Cost for postage-related activities is recharged to the different cost centres based upon the ratio of their postage expenses. Charges on caretaking and cleanliness of the Council buildings are allocated to the different business units based on the size of the premises that each business unit occupies.</p> <p>The hire of Town Hall rooms for Council use are free to officers during weekdays. A charge is made for refreshments</p>

Facilities Management		
Key Performance Measures	2004/05 result to date	2005/06 Target
Local contribution to BV 008: Percentage of undisputed invoices paid within 30 days	84.93%	100%
Local contribution to BV 12: Number of working days lost to sickness absence per FTE	9.6 days	8 days
% of non council town hall room hire for events and conferences as a % of total room use	Awaiting current statistics	30%
% of telephones answered by the switchboard within 15 seconds	99.95%	99%
% of franking post despatched same day if received by 4.00pm	100%	100%
% of incoming all post received sorted and ready for dispatch by 10.00am. Based on post received from Royal Mail by 8.am	100%	100%

Facilities Management Business Unit

General Fund Budget
2005-06

	Employees	Premises	Transport	Supplies & Services	Controllable Cost	External Income	Net Cost Before Recharges	Internal Recharges	Internal Income	Net Cost
	£	£	£	£	£	£	£	£	£	£
Administrative Support	356,970	459,710	2,559	125,442	944,681	-158,838	785,843	128,614	-567,085	347,372
Caretaking & Cleaning	323,746	22,536	8,803	18,828	373,913	0	373,913	61,720	-383,146	52,487
Town Hall Civic Management	291,342	2,903	719	17,507	312,471	-167,044	145,427	200,982	-56,140	290,269
Town Hall Catering	25,691	510	11	34,944	61,156	-111,459	-50,303	9,830	0	-40,473
Archives & Switchboard	79,049	39,564	333	92,896	211,842	-3,562	208,280	21,806	-180,660	49,426
Totals	1,076,798	525,223	12,425	289,617	1,904,063	-440,903	1,463,160	422,952	-1,187,031	699,081

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**Facilities Management Business Unit
General Fund**

The Table below shows the proposed 3 year General Fund revenue budget for the business unit.
The figures shown are the net budget before recharges for each function within the Business Unit
The net effect of internal recharges and internal income is shown separately.

	2005-06	2006-07	2007-08
	£	£	£
<i>Administrative Support</i>	785,843	797,770	809,627
<i>Caretaking and Cleaning</i>	373,913	364,666	374,788
<i>Town Hall Civic Management</i>	145,427	119,879	94,798
<i>Town Hall Catering</i>	(50,303)	(49,653)	(48,873)
<i>Archives & Switchboard</i>	208,280	210,498	212,820
<i>Internal Recharges</i>	(764,079)	(764,079)	(764,079)
Total for Business Unit	699,081	679,081	679,081

Caretaking post reduction from 2006/7.Reduction originally predicated on the basis that the number of office buildings would also reduce as a result of the office accommodation review.

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