

Report of: Financial & Asset Management Business Managers

To: Executive Board

Date: 16th April 2007

Item No: 18

Title of Report : Budget Savings 2007/8

Summary and Recommendations

Purpose of report: Inform Executive Board of agreed Budget Savings for 2007/8 and progress to date.

Key decision: No

Portfolio Holder: Councillor Stephen Tall

Scrutiny Responsibility: Better Finances

Ward(s) affected: All

Report Approved by: Jeremy Thomas, Legal
Sarah Fogden, Finance

Policy Framework: Financial Stability

Recommendation(s): Executive Board is asked to note this report.

Background

In February 2007 the Council agreed the 2007-8 budget. This contained a series of spending and saving proposals.

We have followed the best practice from Cambridge City Council to ensure every budget proposal (spending or saving) is tracked and responsibility for delivery made clear.

Each budget proposal has a reference, and is listed in our budget book. Each proposal has a backing sheet. The backing sheet details the milestones & deadlines for delivery of the savings. The plans have been signed by Business Unit Managers, Directors and Portfolio Holders.

Each Director has provided a summary of progress against savings and these are attached as appendices.

Executive Board is asked to note the final savings list and the progress made to date .

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Background papers:

Budget Book 2007/8

Chief Executive Directorate - Agreed Savings 2007-08 Summary

<u>Saving Reference</u>	<u>Saving</u>	<u>Saving Total</u>	<u>Risk (H/M/L)</u>	<u>Achieved</u>	<u>In Progress</u>
<u>Chief Executive</u>					
MSCE01	Reorganise Business Units	0			
SFACSD04	Joint Project lean thinking with Customer Services	(150,000)	L	(150,000)	
SHHCD01	Systems Thinking - Housing, Health & Community	(180,000)			(180,000)
SPENVD01	Systems Thinking - Physical Environment	(30,000)			(30,000)
<u>Chief Executive Savings Total</u>		<u>(360,000)</u>		<u>(150,000)</u>	<u>(210,000)</u>
<u>Chief Executive Directorate -Budget Book Savings Total</u>		<u>(360,000)</u>			

Finance & Corporate Services Directorate - Agreed Savings 2007-08 Summary

<u>Saving Reference</u>	<u>Saving</u>	<u>Saving Total</u>	<u>Risk (H/M/L)</u>	<u>Achieved</u>	<u>In Progress</u>
<u>Strategy & Review</u>					
SFSR01	Oxford Inspires bid Overstated	(50,000)	L	(50,000)	
SFSR02	Simplify S&R Mgmt	(60,000)	L	(60,000)	
SFSR02	Simplify S&R Mgmt	(40,000)	M	(20,000)	(20,000)
SFSR03	Vacant post not filled	(20,000)	L	(20,000)	
SFSR04	Phased Implementation of PCSO Budget	(145,000)	L	(145,000)	
SPLC03	Extra Income by Better Marketing of TIC	(30,000)	M		(30,000)
S&R Total		(345,000)		(295,000)	(50,000)
<u>Human Resources</u>					
SFHR01	Review Admin & Training (Self Service Arrangement)	(40,000)		To be reported to Finance Scrutiny on 4th April	
SFHR02	Complete e-recruitment	(20,000)		To be reported to Finance Scrutiny on 4th April	
SFHR03	Use of CD to reduce paper/postage	(20,000)		To be reported to Finance Scrutiny on 4th April	
HR Total		(80,000)		0	(80,000)
<u>Financial & Asset Mgt</u>					
SFFA01	Simplify Monitoring of Staff Budgets	(50,000)	M	(17,000)	(33,000)
SFFA02	Reduce KPMG programme by 20 days	(10,000)	L	(10,000)	
SFFA03	Cash Office - additional savings	(27,000)	L	(27,000)	
F&AM Saving Total		(87,000)		(54,000)	(33,000)
<u>Legal & Democratic</u>					
SFLD01	Review Mgt Structure, vacancies & admin	(53,000)	L		(53,000)
L&D Saving Total		(53,000)		0	(53,000)
<u>Business Systems</u>					
SFBS01	Vacant post removed - web/egov post	(45,000)	L	(45,000)	
BS Savings Total		(45,000)		(45,000)	0
<u>Facilities Mgmt</u>					
SFFM01	Increased Town Hall Income through tours etc	(5,000)	L		(5,000)
SFFM02	Change Cleaning Rotas in SAC	(10,000)	L	(10,000)	
Fac. Mgt Saving Total		(15,000)		0	(5,000)
<u>Revenues & Benefits</u>					
SFRB01	Collection Fund est Surplus	(86,000)	L/M		(86,000)
SFRB02	Greater Use of On line training	(65,000)	L	(65,000)	
SFRB03	Reduce Staff in Ctax/Insp of Ctax discounts	(45,000)	L	(45,000)	
SFACSD01	Targetted Work on Overpayments & Collection rates	(200,000)	L/M		(200,000)
SFACSD04	Joint project lean thinking with Customer Services	(150,000)	L	(150,000)	
R&B Savings total		(546,000)		0	(260,000)
<u>Directorate Savings</u>					
SFACSD02	Selective look at Supplies & Services	(41,749)	L	(41,749)	
SFACSD03	Savings from Negotiating Supplies & services	(58,062)	L	(58,062)	
Directorate S&S Total		(99,811)		0	0
Financial & Corporate Services - Savings Total		(1,270,811)		0	(763,811)
SFACSD44 - Directorate Staff Turnover Saving		(193,000)			
SFACSD04 - Joint Project Lean Thinking with CS		150,000	L		
SFLD01 - £10k moved to PENV (Land Charges)		10,000	L		
Financial & Corporate Services - Budget Book Savings Total		(1,303,811)			

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Housing, Health & Community Directorate - Agreed Savings 2007-08 Summary

<u>Saving Reference</u>	<u>Saving</u>	<u>Saving Total</u>	<u>Risk (H/M/L)</u>	<u>Achieved</u>	<u>In Progress</u>
<u>Area Co-ordinators</u>					
SHAC01	Use of Discretionary Budget. No longer applicable - Saving reversed at Council	(15,000)	L	(15,000)	
Area Co-ordinators Savings Total		(15,000)		(15,000)	0
<u>Community Housing</u>					
SHCH02	Reduction in Cost Pressure	(51,000)	L		(51,000)
SHCH03	VIM Proposal	(81,000)	M		(81,000)
SHCH04	Additional Rent income from Nightly Charges	(25,000)	L		(25,000)
SHCH05	Better Mgt Current Arrears - Nightly Charges	(51,000)	L		(51,000)
SHCH06	New lease agreements PSL props work now in House	(10,000)	L	(10,000)	
SHCH07	Better Mgt Current Arrears Private Lease Clients	(51,000)	L		(51,000)
SHCH08	TAM staff move to Centre - Computer Link not Req'd	(5,000)	L	(5,000)	
SHCH09	Non-Renewal of Leases on PSL Properties - June	(86,000)	L		(86,000)
SHCH10	Transfer/Sub leasing Props to Specialist Hsg Prov	(90,000)	M		(90,000)
SHCH14	Elderly Services staff savings (2.5 posts)	(60,000)	L	(60,000)	
Community Housing Total		(510,000)		(75,000)	(435,000)
<u>Customer Services</u>					
SHCS02	Reduction in cost pressure (PHCS01)	(28,000)	L	(28,000)	In Base Budget
Customer Services Savings Total		(28,000)		(28,000)	0
<u>Neighbourhood Renewal</u>					
SHNR01	Reduce Sure Start Income Pressure (PHNR04)	(20,000)	L	(20,000)	0
SHNR02	Reduce SLA Cost to Chinese Adv Centre (Princes St)	(13,000)	M	(13,000)	
SHNR04	Better Management of International Links work Rev (VIM)	(5,000)	L		(5,000)
SHNR06	B Rates saved re: trans BBL CommCtrs to Com Ass Mgt	(10,000)	M	(10,000)	
Neighbourhood Renewal Total		(48,000)		(43,000)	(5,000)
<u>Environmental Health</u>					
SHEH01	Income Budgets adjustments	(94,000)	L	(94,000)	
SHEH02	Loft Insulation Grants - Treat	(85,000)	L	(85,000)	
SHEH03	Reduce use of Contractors	(10,000)	M		(10,000)
SHEH06	Management Restructure	(20,000)	M		(20,000)
SHEH07	Eh Grant - net income after spend	(35,000)	L	(35,000)	In Base Budget
Env Health Savings Total		(244,000)		(214,000)	(30,000)
<u>Directorate Savings</u>					
SHHACD44	Directorate Staff Turnover Saving	(137,000)	L		(137,000)
SHNR07	50% Inflationary budget to Grant Pot	0	L	(19,404)	0
SHHCD02	HHC Balance to find	(84,000)	L		(84,000)
Directorate Savings Total		(221,000)			(221,000)
Housing, Health & Community Directorate - Budget Book Savings Total		(1,066,000)		(375,000)	(691,000)

Physical Environment Directorate - Agreed Savings 2007-08 Summary

Saving Reference	Saving	Saving Total	Risk (H/M/L)	Achieved	In Progress
<u>Built Environment</u>					
SPBE01	Albert Street Car Park rates	(15,000)	L	(15,000)	
SPBE02	Shopmobility	(3,000)	L		(3,000)
SPBE03	St Aldates Rent	(12,000)	L	(12,000)	
SPBE04	Ditching (DLO work)	(10,000)	L	(10,000)	
SPBE05	Admin Buildings - various	(35,000)	L	(35,000)	
SPBE06	Reduce Establishment	(44,000)	L	(44,000)	
<u>Built Environment Total</u>		(119,000)		(116,000)	(3,000)
<u>City Works</u>					
SPCW01	Generate Additional income from Trade Waste	(125,000)	L		(125,000)
SPCW02	Motor transport	(30,000)	L		(30,000)
SPCW03	Refuse & Recycling scheme	(75,000)	L		(75,000)
SPCW04	Street Cleansing - reduce fleet by 1 large rd sweeper	(20,000)	L		(20,000)
SPCW06	Re-organise litter bins (o/s city provided by 3rd Party)	(39,000)	L		(39,000)
<u>City Works Savings Total</u>		(289,000)		0	(289,000)
<u>Planning</u>					
SPPL01	PDG - excluding for staff	(100,000)	L		(100,000)
SPPL02	West End Project Partner	(40,000)	L	(40,000)	
SPPL03	Planning Fee Income	(20,000)	M		(20,000)
SPPL04	Charge for parts of Planning	(18,000)	H		(18,000)
SPPL05	Reduce LDF Consultant Budget	(50,000)	M	(50,000)	
SPPL06	Consult more efficiently	(30,000)	H		(30,000)
SPPL08	Change SPG topslice S106 contribution	(15,000)	H		(15,000)
SPPL09	Change way prepare LDF	(25,000)	H		(25,000)
SFLD01	Review Mgt Structure, vacancies & admin (Land Chgs)	(10,000)	L		(10,000)
<u>Planning Savings Total</u>		(308,000)		(90,000)	(218,000)
<u>Transport & Parking</u>					
SPTP01	Remove vacant posts at the Park & Ride	(100,000)	L	(60,000)	(40,000)
SPTP03	Introduce higher Saturday tariff	(177,000)	L		(177,000)
SPTP05	Revenue generation at Redbridge	(10,000)	M		(10,000)
SPTP06	Contract Parking	(25,000)	M		(25,000)
SPTP07	RPI Increase in Future years	(138,000)	M		(138,000)
SPTP ? 02/04	Late Charging (8pm)	(180,000)	M		(180,000)
MSTPT02	Park & Ride	(116,000)	M		(116,000)
<u>Transport & Parking Savings Total</u>		(746,000)		(60,000)	(686,000)
<u>Leisure & Culture</u>					
SPLC01	Restructure & Contractual review	(70,000)	H		(70,000)
SPLC02	Rationalisation of Facilities	(100,000)	H		(100,000)
SPLC03	<i>(now moved back to S&R - Re:- TIC Income)</i>				
SPLC08	Review Direct Debit arrangements	(50,000)	L		(50,000)
SPLC09	New Leisure Flex marketing	(100,000)	M		(100,000)
SPLC13	Sports Development Efficiencies	(25,000)	M		(25,000)
<u>Leisure & Culture Savings Total</u>		(345,000)		0	(345,000)
<u>Directorate Savings</u>					
SFACSD02	Selective look at Supplies & Services	(25)		(25)	
SFACSD03	Savings from Negotiating Supplies & services	(164)		(164)	
SPENVD44	Directorate Staff Turnover Saving	(269,000)	L		(269,000)
<u>Directorate S&S Total</u>		(269,189)		(189)	(269,000)
<u>Physical Environment Directorate - Savings Total</u>		(2,076,189)		(266,189)	(1,810,000)
plus Saving SPLC03 moved back to S&R (Re:- TIC)		30,000			
<u>Physical Environment Directorate - Savings Total</u>		(2,046,189)		(266,189)	(1,810,000)

N.B.:- Budget Book savings total is £1,707,189 and some Car Parks savings missed in budget Book

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