

Report of: Heads of Finance

To: City Executive Board

Date: 9th September 2009

Item No: 6

**Title of Report : First Quarter Revenue and Capital Budget
Monitoring 2009-10**

Summary and Recommendations

Purpose of report: To provide Members with information on the Council's overall financial position as at the 30th June 2009 and the latest forecast full year financial position for 2009-10.

Key decision: No

Board Member: Councillor Ed Turner

Scrutiny Responsibility: Value & Performance Scrutiny Committee

Ward(s) affected: All

Report Approved by: Jeremy Thomas, Legal & Democratic Services

Policy Framework: Transform Oxford City Council by improving Value for Money and Service performance.

Recommendation(s): That City Executive Board notes the overall financial position and action officers are taking (see paragraph 10).

Introduction

1. This report reviews the position at the first quarter for the General Fund, Housing Revenue Account (HRA) and Capital Programme.
2. Key financial information is attached in the following appendices:

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1. General Fund revenue monitoring summary 2009-10 at 30 June 2009
2. HRA revenue monitoring summary 2009-10 at 30 June 2009
3. General Fund and HRA Savings Summary at 30 June 2009
4. Capital programme summary 2009-10 at 30 June 2009
5. Projected balances – General Fund and HRA

General Fund Revenue Monitoring

3. The overall projection for the General Fund as at the end of June is a forecast net overspend of £502k. This is mainly from Concessionary Fares cost pressures and other Council wide issues. At the end of the first quarter service budgets are forecast to be £102k overspent in total due to recession led pressures.
4. The most significant variance forecast at the end of June is for the increased cost of Concessionary Fares. This has been estimated at £1200k, following the DfT determination in favour of the bus operators for 2008-09, increasing the reimbursement rate, and taking account of usage and fare increases. The scheme for 2009-10 has not yet been agreed and the bus operators have appealed to reserve their position. The Council and the bus companies are sharing information in an attempt to resolve the formula without the need for an appeal process.
5. Given the level of uncertainty over the level of pay award, the budget provision of £871k has been held outside of service budgets. On the basis of a 1% pay award (the current employers' offer) an underspend of £500k is forecast. This will also have a favourable impact on the budgets for 2010-11 onwards. There is also a one-off saving of £400k from the half year implementation of Single Status.
6. Investment income is forecast to be £500k lower than budget. This is partly due to very low interest rates (bank base rate remaining at 0.5%) but following the downgrading of the majority of building societies by credit rating agencies, the range of counterparties that we can invest in is very limited leading to significant sums being placed with the Debt Management Office (DMO) - at very low rates albeit complete security. We are working with our Treasury advisors to investigate any options to increase our returns in the current economic climate.
7. We are holding a central sum of £300k against reduced income from the impact of the recession. Risk areas are closely monitored each month and so far most areas are holding up. Exceptions are Building Control, tourism and commercial property income and these reductions are reflected in Service forecasts.
8. LABGI (Local Authority Business Growth Incentive) funding for 2009-10 was announced in July. The scheme for 2009-10 and 2010-11 is confirmed with rewards being shared 50-50 between County and

District Councils within a sub region (Oxfordshire). The national reward pot is £50m for each year and this is shared between the subregions in proportion to their growth in NNDR relative to overall national growth over a 3 year period (2005-06 to 2007-08 for 2009-10). Our allocation for 2009-10 is £104k. The allocation for 2010-11 will be based on data available in September and in time for budget setting. The 2009-10 allocation will be held to offset the projected overspend.

9. Progress on savings is good with £1.7 million, 34% of savings, shown as completed. Directors and Heads of Service review progress on savings monthly and are working to ensure that those classified as Amber are secured.
10. Directors and Heads of Service will seek in-year cost reductions such as savings from staff vacancies to bring the forecast back to budget.

Housing Revenue Account Revenue Monitoring

11. The budget now reflects carry forwards (approved at Council on 13 July 2009) totalling £917k and SLA budget adjustments. The deficit at the end of the first quarter is higher than budget as some transfers to capital have not been finalised. No changes to budget are forecast at this stage.
12. Progress on savings is strong. Of the £1,121k savings, £1,081k are complete and the Amber category saving will be delivered by the end of the year.

Projected Balances

13. Projected balances reflect the final year end balances for 2008-09, and carryforwards approved at Council on 13th July 2009. The current General Fund forecast overspend is not shown in the projected balances and must be reduced in order to maintain balances above the minimum £3 million throughout the three year projection.
14. Projected balances for the HRA are maintained at £2m.

General Fund Capital Programme

15. The General Fund capital plan shows year to date expenditure of £0.3 million. Much of the programme relates to Leisure centre improvements due to start later this year.
16. The Council, under section 34 of the Housing Grants, Construction and Regeneration Act 1996, have to determine applications for Disabled Facility Grants (DFGs) within 6 months of receipt of the completed application. Forecast expenditure on DFGs is anticipated to be

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approximately £1m against a budget of £640k. The Council's capital resources are very limited and in order to fund this level of spend, other capital schemes will need to be postponed. Officers will review capital spend and schemes to present a revised programme for the Quarter 2 monitoring.

HRA Capital Programme

17. The HRA capital plan shows year to date expenditure of £1.7 million. This represents 16.4% of the budget, slightly behind the planned spend for the quarter but will catch up with the start of a new contract in July.

Risk Assessment

18. A Risk Register is attached at Appendix 6.

Recommendation

19. It is recommended that City Executive Board notes the overall financial position and action officers are taking (see paragraph 10).

Name and contact details of author:

Sarah Fogden/Penny Gardner

Heads of Finance

Telephone: (01865) 252708

sfogden@oxford.gov.uk or pgardner@oxford.gov.uk

Background papers: None

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Budget Monitoring Summary

01/04/2009 To 30/06/2009

General Fund Services

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Service	Approved Budget	Expenditure			Profiled Budget	Income			Total Variance	Probable Outturn	Variance At Year End
		Profiled Budget	Spend	Variance		Profiled Budget	Income	Variance			
S01 Policy, Performance & Communicati	716	197	179	-18	2	0	2	-16	716	0	
S02 Executive Support	641	175	195	21	0	3	-3	17	641	0	
S03 Strategic Procurement & Shared Ser	12	16	25	9	14	19	-5	4	12	0	
Chief Executive	1,369	388	400	12	15	22	-7	5	1,369	0	
S11 City Development	2,185	1,364	1,414	50	977	1,010	-34	17	2,335	150	
S12 Environmental Development	1,768	674	708	33	296	280	16	49	1,768	0	
S13 Community Housing & Development	7,685	2,802	2,992	190	926	1,221	-295	-104	7,541	-144	
S14 Property & Facilities Management	-3,473	1,345	1,307	-39	3,064	2,937	127	88	-3,373	100	
City Regeneration	8,165	6,185	6,420	235	5,263	5,448	-185	50	8,271	106	
S21 Customer Services	2,256	1,047	1,052	5	286	259	26	31	2,256	0	
S22 City Leisure	1,854	571	616	45	106	130	-23	21	1,854	0	
S23 City Works	3,607	4,942	4,362	-580	4,356	3,921	435	-145	3,607	0	
City Services	7,716	6,560	6,030	-530	4,748	4,311	437	-92	7,716	0	
S31 Business Transformation	2,347	619	652	33	83	72	12	44	2,347	0	
S32 Finance	2,170	550	500	-49	26	26	0	-49	2,170	0	
S33 Human Resources	1,438	145	263	118	7	25	-18	100	1,438	0	
S34 Legal & Democratic Services	1,847	500	496	-5	20	22	-2	-7	1,847	0	
S44 CDC & NDC	622	155	275	120	0	0	0	120	622	0	
Support Services	8,423	1,970	2,186	216	136	144	-9	208	8,423	0	
Total Excluding SLAs And Capital Charges	25,673	15,102	15,036	-66	10,162	9,925	237	170	25,779	106	
SLAs And Capital Charges	-1,676	5,457	51	-5,405	1,291	52	1,239	-4,166	-1,676	0	
S25 Local Cost Of Benefits	-150	14,489	14,491	2	14,527	15,979	-1,453	-1,450	-150	0	
S46 Income & Expenditure A/c	-1,012	0	0	0	253	0	253	253	-1,012	0	
S48 SMGFB	1,303	652	0	-652	0	0	0	-652	1,303	0	
Concessionary Fares	2,634	563	792	228	210	210	-0	228	3,834	1,200	
Transformation Fund	77	19	0	-19	0	0	0	-19	77	0	
Investment Income	-793	0	0	0	198	148	50	50	-293	500	
Interest Payable	1,116	279	196	-83	0	0	0	-83	1,116	0	
Employee Inflation	872	218	0	-218	0	0	0	-218	372	-500	
Further Recession related pressure	300	75	0	-75	0	0	0	-75	0	-300	
Severance costs Amortisation	100	25	0	-25	0	0	0	-25	100	0	
Single Status	670	168	0	-168	0	0	0	-168	270	-400	
LABGI	0	0	0	0	0	0	0	0	-104	-104	
General Fund Total	29,114	37,047	30,568	-6,479	26,640	26,315	326	-6,153	29,617	502	

Housing Revenue Account
Oxford City Homes

Budget 2009/10
Period 03

June 2009

Revenue Account

Service Description	Approved Budget for 2009/10	Budget to Date	Actual to Date	Variance	Variance %	Forecast
INCOME						
Dwellings - Rent	-30,889,334	-7,605,863	-7,617,464	-11,600	0	-30,889,334
Service Charges	-614,078	-226,707	-229,340	-2,632	1	-614,078
Shops/Garages/Furn./Other Rent	-2,184,155	-693,380	-662,171	31,209	-5	-2,184,155
Interest On Balances	-284,346	-71,088	-71,088	0	0	-284,346
Contracting	-14,300,305	-3,241,537	-3,184,666	56,871	-2	-14,300,305
Fees/Other	-1,062,875	-196,919	-220,159	-23,240	12	-1,062,875
National Subsidy Payment	15,772,880	3,943,221	3,943,221	0	0	15,772,880
Item 8 Interest Payable	1,004,970	251,242	251,243	0	0	1,004,970
Net Income	-32,557,243	-7,841,031	-7,790,423	50,608	-1	-32,557,243
EXPENDITURE						
Tenancy Services						
Local Housing Management	1,097,461	284,985	280,847	-4,137	-1	1,097,461
Rent/Income Collection	1,081,358	308,476	305,228	-3,249	-1	1,081,358
Tenant's Participation	287,602	72,839	65,130	-7,710	-11	287,602
Tower Blocks And Flats	562,626	151,915	285,307	133,393	88	562,626
Caretaking Services	662,612	165,632	152,816	-12,817	-8	662,612
Furnished Tenancies	390,594	97,649	93,985	-3,664	-4	390,594
Contact Centre	474,741	117,963	137,199	19,236	16	474,741
Contracting Prime Costs	12,034,769	2,870,600	2,957,580	86,980	3	12,034,769
Repairs Service						
Day To Day Responsive Repairs	3,323,070	801,443	746,388	-55,055	-7	3,323,070
Planned Maintenance	5,567,465	1,044,196	1,224,150	179,954	17	5,567,465
Operational Management	2,135,721	549,188	505,654	-43,535	-8	2,135,721
Overheads						
Management/Infrastructure	5,089,070	1,177,890	1,142,190	-35,701	-3	5,089,070
Major Projects/Policy/Technical	743,689	185,922	211,567	25,644	14	743,689
Depreciation						
	10,017,225	2,504,306	2,504,306	0	0	10,017,225
Total OCH Expenditure	43,468,003	10,333,005	10,612,346	279,341	3	43,468,003
Net Cost - OCH	10,910,760	2,491,974	2,821,923	329,949	13	10,910,760
Appropriations						
AMRA	-10,017,225	-2,504,306	-2,504,306	0	-0	-10,017,225
CDC, Pension & Retirement Costs	74,997	18,749	18,749	-0	-0	74,997
Net changes made for retirement benefits FRS17	42,935	10,734	10,734	0	0	42,935
Employers Pension FRS17 Adjustment	-42,935	-10,467	-10,467	0	-0	-42,935
Job Evaluation	72,815	18,204	18,204	-0	-0	72,815
Other Business Units	-9,869,413	-2,467,086	-2,467,086	0	-0	-9,869,413
Total HRA Surpluses +/-Deficit for 2009/10	1,041,347	24,888	354,837	329,949	1,326	1,041,347

Control Totals Check

Business Unit

General Fund Savings 09/10

Please note the 08/09 savings that have changed in 09/10 are shown as an Increase or Decrease from the original 08/09 saving approved.

Reference:	Description:	Previous yr 2008/2009	(Increase)/ Decrease from 08/09	Year 1 2009/2010	Year 2 2010/2011	Year 3 2011/2012	N179 Efficiency Target	Status	Comments:	Responsible Officer:
GF Summary				2009/10	2010/11	2011/12				
	GREEN			(2,589,500)	(2,746,500)	(2,859,000)				
	AMBER			(745,500)	(1,548,500)	(1,648,500)				
	RED			(50,000)	(145,000)	(145,000)				
	Saving Completed			(1,713,500)	(1,674,000)	(1,786,500)				
				(5,098,500)	(6,114,000)	(6,439,000)				
Unachievable Savings:										
City Development:										
10SCD17	City Development Target Recovery			0	(50,000)	(50,000)	NO	Red	This concerns drawing further from New Growth Points grant and pre-allocating money to support the base budget. NGP does not exist beyond 2010/11. In preparation of 10/11 budget alternative action will need to be established.	M Crofton-Briggs
Total City Development -		0	0	0	(50,000)	(50,000)				
Community Housing & Development:										
9SHNR3	Obtain External Funding for Street Wardens	-15000	-10000	(10,000)	(15,000)	(15,000)	YES	Red	Not successful in obtaining funding from RSLs. May be possible to generate income from environmental enforcement in excess of requirement at 10SCHD03, but not to this sum.	G Stratford
Total Community Housing & Development -		(15,000)	(10,000)	(10,000)	(15,000)	(15,000)				
Customer Services:										
10SCS09	Partnership working in Council Tax			(40,000)	(80,000)	(80,000)	YES	Red	Although shared working arrangements or outsourcing may progress during 2009/10 - unlikely to achieve this level of saving during 2009/10. Alternative efficiency target to be identified.	Helen Bishop
Total Customer Services -		0	0	(40,000)	(80,000)	(80,000)				
Total Unachievable Savings -		(15,000)	(10,000)	(50,000)	(145,000)	(145,000)				
N179 Efficiency Savings (Unachieved)		(15,000)	(10,000)	(50,000)	(95,000)	(95,000)				

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Savings in progress:

Chief Executive

10SCE03	Increase Income form St Giles Fair			(10,000)	(10,000)	(10,000)	NO	Amber	Already reflected in budget and additional income sources being looked at.	Mike Newman
Total Chief Executive -		0	0	(10,000)	(10,000)	(10,000)				

Policy, Performance & Communications

10SCE07	Communications Efficiencies			(25,000)	(25,000)	(25,000)	YES	Amber	Being negotiated with City Works over the next few months.	Peter McQuitty
Total Policy, Performance & Communications		0	0	(25,000)	(25,000)	(25,000)				

City Development:

10SCD02	Redesign Culture & transfer to Oxford Inspires			(30,000)	(30,000)	(30,000)	YES	Amber	Not possible to move events to Ox Inspires, but saving can be achieved through reduced staff cost and increased income	M Crofton-Briggs
10SCD10	Combine Economic Development post (in planning)			(40,000)	(40,000)	(40,000)	YES	Amber	Staff restructure planned to start in April. Will need small contribution from elsewhere in cost centre as full year effect of change not achievable	M Crofton-Briggs
10SCD12	Tourism			(40,000)	(80,000)	(80,000)	YES	Amber	Options appraisal completed. Now necessary to seek partners to participate in Designation Management Organisation. Good level of interest being expressed	M Crofton-Briggs
Total City Development -		0	0	(110,000)	(150,000)	(150,000)				

Community Housing & Development:

10SCHD05	Improved void management in PSL properties			(30,000)	(30,000)	(30,000)	YES	Amber	Pace of reduction programme for PSL numbers overall may offset gains from void management.	G Stratford
Total Community Housing & Development -		0	0	(30,000)	(30,000)	(30,000)				

Environmental Development:

9SHEH2	Review Fees & charges for Occ & Residential Health and Food Safety Services	-10000	-10000	(10,000)	(20,000)	(20,000)	NO	Amber	Following restructuring, new officer will pick up stalled work caused by absence.	Ian Wright
9SHEH3	Additional Income - HMO Scheme	-70000	40000	40,000	40,000	40,000	YES	Amber	This Savings reduces from 08/09 to 09/10. Originally assumed income from CLG approved Additional Licensing . Changes to programme to be agreed will achieve target.	Ian Wright
Total Environmental Development -		(80,000)	30,000	30,000	20,000	20,000				

Property & Facilities Management:

9SFFA01	Additional Property Income	-100000	-119000	(119,000)	(232,000)	(232,000)	NO	Amber	Analysis is ongoing of the commercial property portfolio and the rentals achievable. There is a strong probability that in the current economic climate this will not be achieved.	Steve Sprason
10SPFM02	Corporate approach to procurement/management of repairs & maintenance activities			(30,000)	(30,000)	(30,000)	YES	Amber	Review of repairs and maintenance and facilities procurement to commence end Q2 with a view to achieving the savings in the year.	Steve Sprason
10SPFM03	Commercial Property Insurance Premiums			(25,000)	(25,000)	(25,000)	NO	Amber	Tenants have been invoiced for insurance. Further support has been requested from insurers to resolve questions raised by tenants.	Steve Sprason
10SPFM04	Asset Rationalisation			0	(100,000)	(100,000)	YES	Amber	Additional savings of £23k in 2010/11 and 2011/12 from the Northway property in excess of the £50k included in saving SPFM01. At this point in time the source of any further savings in this amount have not been identified and on that basis will potentially be unachievable.	Steve Sprason

Total Property & Facilities Management -		(100,000)	(119,000)	(174,000)	(387,000)	(387,000)				
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City Works:

10SCW01	Street cleaning & grounds maintenance synergies			(40,000)	(40,000)	(40,000)	YES	Amber	Changes currently being undertaken within the proposed new structure	S Hatton
10SCW06	Review of Toilets			(25,000)	(50,000)	(50,000)	NO	Amber	Subject to committee approval	S Hatton
10SCW15	Gloucester Green Rents			(25,000)	(25,000)	(25,000)	NO	Amber	Subject to rents review	A B-Barnes
10SCW18	Fundamental Service Review			0	(300,000)	(300,000)	YES	Amber	Subject to Service Review	T Sadler

Total City Works -		0	0	(90,000)	(415,000)	(415,000)				
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Customer Services:

9SFRB02	Improved Revs & Bens productivity beyond "nil" in base budget	-100000	50,000	50,000	50,000	50,000	YES	Amber	As productivity improves through Business Process re-engineering and the introduction of CRM, these levels of recurring efficiencies will be achieved	Helen Bishop
10SCS06	Local Cost of Benefits - Housing Benefit Admin Improvement			(100,000)	(100,000)	(100,000)	YES	Amber	Maintenance of overpayment collection at 2008/09 levels and reduction in creation of HB overpayments and maintenance of overpayment collection at 2008/09 levels will achieve this saving	Helen Bishop
10SCS02	Council Tax - review Council Tax Inspections			(27,000)	(27,000)	(27,000)	YES	Amber	Improved working arrangements will release this level of savings	Helen Bishop
10SCS03	Council Tax - CAB to pay for seconded employee			(14,500)	(14,500)	(14,500)	YES	Amber	Discussions to be had with the CAB	Helen Bishop
10SCS05	Scanning - joint working with post room			(5,000)	(10,000)	(10,000)	YES	Amber	Low risk of not being achieved as volume of post increases during increased benefit claim activity	Helen Bishop
10SCS10	Invest to Save- recovery of overpayments			(50,000)	(50,000)	(50,000)	YES	Amber	This may become more challenging as more new benefit claims are generated during period of recession	Helen Bishop
10SCS11	Review costs of face to face transactions			0	(90,000)	(90,000)	YES	Amber	Should be achievable following completion of process re-engineering and improved first resolution processes	Helen Bishop

Total Customer Services -		(100,000)	50,000	(146,500)	(241,500)	(241,500)				
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Business Transformation:

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10SBT01	ICT Contract Reviews			(40,000)	(40,000)	(40,000)	YES	Amber	Depends on move to County. Spend is not all in Business Transformation .e.g. energy savings.	B Brownlee
10SBT03	Invest to Save / Transformation			(100,000)	(200,000)	(300,000)	YES	Amber	BPI project underway but double counting of savings must be avoided	B Brownlee
Total Business Transformation		0	0	(140,000)	(240,000)	(340,000)				
Human Resources:										
9SFHR02	Efficiencies in Payroll / HR	0	-20000	(20,000)	(40,000)	(40,000)	YES	Amber	This is subject to introducing a new combined management information system for HR and payroll. Project approved received April 08 from Transformation Board to explore partnership with County and Bureau provider. Implementation not expected this financial year.	Simon Howick
10SHR05	Integrate Job Evaluation function into HR			(30,000)	(30,000)	(30,000)	NO	Amber	Single Status project impact	Simon Howick
Total Human Resources -		0	(20,000)	(50,000)	(70,000)	(70,000)				
Total Savings in progress		(280,000)	(59,000)	(745,500)	(1,548,500)	(1,648,500)				
N179 Efficiency Savings (in progress)		(170,000)	70,000	(501,500)	(1,156,500)	(1,256,500)				

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Achieved Savings:

Strategic Procurement & Shared Services

10SCE04	Strategic Procurement - Increase Income from Joint Working			(20,000)	(20,000)	(20,000)	YES	Green	Jane Lubbock
10SCE05	Procurement Saving 1%			(150,000)	(150,000)	(150,000)	YES	Green	Jane Lubbock
10SCE06	Low Value Spend Areas			(50,000)	(50,000)	(50,000)	YES	Green	Jane Lubbock

Total Strategic Procurement & Shared Services		0	0	(220,000)	(220,000)	(220,000)			
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City Development:

9SFFM05	Transform operation of TIC in Broad Street	0	(50,000)	(50,000)	(50,000)	(50,000)	YES	Green	Consultants report recommended actions being implemented. Staff restructure almost complete	M Crofton Briggs
9SPLC04	Transfer provision of Christmas Lights to partner Organisation	0	(41,000)	(41,000)	(41,000)	(41,000)	YES	Green	Technically reversed by 10 PDC 04 below	M Crofton-Briggs
10SCD01	Regeneration & Economic Development Grants funding			(50,000)	(50,000)	(50,000)	NO	Green	WE contribution to be from Westend Funding.	M Crofton-Briggs
10SCD08	West End Top slice			(50,000)	(50,000)	(50,000)	NO	Green	WE contribution to be from Westend Funding.	M Crofton-Briggs
10SCD03	Phase out Museum budget			(18,000)	(18,000)	(18,000)	NO	Green	Good progress being made with staff restructure and new volunteer support	M Crofton-Briggs
10SCD13	Phase out Museum budget			(90,000)	(180,000)	(180,000)	NO	Green	Good progress being made with staff restructure and new volunteer support	M Crofton-Briggs
10SCD04	Review Charges for Town Hall			(50,000)	(50,000)	(50,000)	NO	Green	Estimate made on basis of 08/09 achievement.	M Crofton-Briggs
10SCD14	Target Savings			(75,000)	(87,500)	(100,000)	YES	Green	Staff restructure almost complete. Two posts already deleted , A third will follow shortly.	M Crofton-Briggs
10SCD06	Spatial Development project funding			(40,000)	(40,000)	(40,000)	NO	Green	Source of funding from New Growth Points already confirmed. To be received in June.	M Crofton-Briggs
10PCD03	Joint City Centre Manager Post			30,000	30,000	30,000	YES	Green	Interim in post from 1st April. Permanent appointment from July/August	M Crofton-Briggs
10PCD04	Christmas Lights Pressure			40,000	40,000	40,000	YES	Green	New budget will mean fresh lease can be secured with supplier	M Crofton-Briggs

Total City Development -		0	(91,000)	(394,000)	(496,500)	(509,000)				
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Community Housing & Development:

10SCHD03	Street Wardens to levy fines for littering, dog fouling etc			(6,000)	(6,000)	(6,000)	NO	Green	Training and arrangements with TVP re PCSOs taking share of this work, and income via Environmental Development now in place.	G Stratford
10SCHD08	Reorganise work in Comm. Development, Social Cohesion & Social Inclusion			(70,000)	(70,000)	(70,000)	YES	Green	Restructure planning underway, budget for finalised structure set in line with this target.	G Stratford
10SCHD20	Reduction in Nomination Fees for Catalyst purchase scheme			(50,000)	(50,000)	(50,000)	NO	Green	Funding approved by HCA, will convert to general needs accommodation 1st June 2009.	G Stratford
10SCHD24	Reduction in Grants Budget			0	0	(100,000)	NO	Green	No action required until 2011/12	G Stratford

Total Community Housing & Development -		0	0	(126,000)	(126,000)	(226,000)				
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6.11

6.12

Environmental Development:

10SED04	income from Charge for Notice & other income streams			(5,000)	(5,000)	(5,000)	NO	Green	Additional charging in place - on track for additional income in 09/10	Gail Siddall
10SED05	Uplift mandatory HMO license for late payment			(3,000)	(3,000)	(3,000)	NO	Green	License fee increased & income on track for 09/10	Ian Wright
10SED06	Review charging for providing planning application conditions in conjunction with City Development			(5,000)	(5,000)	(5,000)	NO	Green	New arrangements defined & on track for launch in 09/10	Gail Siddall
10SED07	Increase course fees & Review taxi licensing fees			(2,000)	(2,000)	(2,000)	NO	Green	Review programmed for introduction early in 09/10 to achieve income target.	Tony Payne
10SED10	Deletion of discretionary low risk Health & Safety Work			(10,000)	(10,000)	(10,000)	NO	Green	Reduction in contractor costs to balance budget on track for 09/10	Ian Wright
Total Environmental Development -		0	0	(25,000)	(25,000)	(25,000)				

Property & Facilities Management:

10SCW09	Park & Ride			(150,000)	(150,000)	(150,000)	YES	Green	Looked after by Central Finance	Steve Sprason
10SPFM01	Reduce Assets used - Northway			(50,000)	(50,000)	(50,000)	YES	Green	Property vacant and commencement of demolition of the office block in July 09.	Steve Sprason
Total Property & Facilities Management -		0	0	(200,000)	(200,000)	(200,000)				

City Leisure:

9SPLC29	Introduce Leisure Charitable Trust in 3rd Quarter	-30000	-670000	(670,000)	(670,000)	(670,000)	YES	Green	On track - Fusion begin operating OCC leisure centres on the 30th of March 2009	Ian Brooke
10SCL01	Sport Development work with Neighbourhood renewal			(10,000)	(10,000)	(10,000)	YES	Green	The mini budget review is underway with continuing dialogue with stakeholders - a report will recommend a way forward in April	Ian Brooke
Total City Leisure -		(30,000)	(670,000)	(680,000)	(680,000)	(680,000)				

City Works:

9SPCW11	Review workings with new structure and Efficiencies and Increase Automation	-75000	-25000	(25,000)	(25,000)	(25,000)	YES	Green	On target	C Bailey
10SCW02	Trade Waste Income			(30,000)	(30,000)	(30,000)	YES	Green	On target	N Desenclos
10SCW03	Burial Service Costs			(8,000)	(8,000)	(8,000)	NO	Green	Achievable based on our new Fees and Charges and the re-introduction of double fee charging for non-residents.	T Jackson
10SCW08	Recycling			(50,000)	(50,000)	(50,000)	YES	Green	Vehicle currently being decommissioned	P Dobson/P Dunsdon
10SCW10	Car Parks 15% Increase			(500,000)	(500,000)	(500,000)	NO	Green	New tariffs implemented January 2009 - however will need to monitor car park usage, but if usage remains the same as last year then income target should be achieved.	A B-Barnes
10SCW13	City Works Line by Line			(100,000)	0	0	YES	Green	Linked to revised budget	I Bourton/P Dunsdon
10SCW16	Section 42			0	(50,000)	(50,000)	YES	Green	Subject to review of Section 42	S Hatton/P Dunsdon
10SCW17	Countryside			0	(40,000)	(40,000)	YES	Green	The review is almost complete and will recommend how the savings will be achieved in year	A Roberts/S Fitzsimmo
Total City Works -		(75,000)	(25,000)	(713,000)	(703,000)	(703,000)				

Customer Services:

10SCS01	Council Tax - increase court costs			(60,000)	(60,000)	(60,000)	NO	Green	Increased court costs secured and efficiency savings on track to be delivered	Helen Bishop
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Total Customer Services -	0	0	(60,000)	(60,000)	(60,000)			
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Human Resources:

10SHR01	Shared provision with other services or a dedicated outside provider to provide service at reduced cost			(5,000)	(10,000)	(10,000)	YES	Green	Scoping exercise begun	Simon Howick
10SHR02	Introduce a combined MIS including self service		0		(10,000)	(10,000)	YES	Green	System implementation about to begin	Simon Howick
10SHR04	Reduce 1 FTE when new Payroll system comes in			(13,500)	(27,000)	(27,000)	YES	Green	HR system project will release savings	Simon Howick
10SHR07	Green Travel Initiative			(15,000)	(30,000)	(30,000)	YES	Green	In progress and on target	Simon Howick
10SHR08	Occupational Health Service Review			(2,000)	(2,000)	(2,000)	YES	Green	Already actioned	Simon Howick
10SHR09	Recruitment			(2,000)	(2,000)	(2,000)	YES	Green	Already actioned	Simon Howick
Total Human Resources -		0	0	(37,500)	(81,000)	(81,000)				

Legal & Democratic Services:

9SFLD03	Printing Committee Agendas - Fewer hard copies	-3000	-4000	(4,000)	(5,000)	(5,000)	YES	Green		J Thomas
10SLDS01	Review Charging - Additional duties-servicing District Chief Executives and Leader Members			(5,000)	(5,000)	(5,000)	NO	Green	Budget with CHEX	J Thomas
10SLDS02	review staffing structure			0	(20,000)	(20,000)	NO	Green		J Thomas
10SLDS03	Introduce Electronic Agendas			(40,000)	(40,000)	(40,000)	YES	Green		J Thomas
10SLDS05	Rationalisation of Member meetings and review of management structure			(75,000)	(75,000)	(75,000)	YES	Green		J Thomas
10SLDS06	Elections - budget on annualised basis			(10,000)	(10,000)	(10,000)	YES	Green		J Thomas
Total Legal & Democratic Services -		(3,000)	(4,000)	(134,000)	(155,000)	(155,000)				

Total Achieved Savings -	(108,000)	(790,000)	(2,589,500)	(2,746,500)	(2,859,000)			
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N179 Efficiency Savings (Achieved)	(108,000)	(790,000)	(1,637,500)	(1,684,500)	(1,697,000)			
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6.13

Completed Savings:

Chief Executive

9SFACS05	Corporate Services Future Years Savings	0	(82,000)	(82,000)	(209,000)	(209,000)	YES	Completed	Removed from Budget	B Brownlee
Total Chief Executive -		0	(82,000)	(82,000)	(209,000)	(209,000)				

Policy, Performance & Communications

10SCE01	Corporate Policy & Perf - In-house training on Performance Management System (Corvu)			(5,000)	(5,000)	(5,000)	YES	Completed	Already removed from Budgets	Peter McQuitty
10SCE02	Reduce to 3 copies per year of your oxford			(11,000)	(11,000)	(11,000)	NO	Completed	Already removed from Budgets	Peter McQuitty
10SCE08	Consultation Efficiencies			(20,000)	(20,000)	(20,000)	YES	Completed	Already removed from Budgets	Peter McQuitty
Total Policy, Performance & Communications		0	0	(36,000)	(36,000)	(36,000)				

City Development:

10SCD05	City Development 1 DC post			(20,000)	(34,000)	(34,000)	YES	Completed	Post already deleted	M Crofton-Briggs
10SCD07	Culture Supplies & Services			(20,000)	(20,000)	(20,000)	YES	Completed	Reduction in small grant budget already made.	M Crofton-Briggs
10SCD09	Small Economic Development Grants			(20,000)	(20,000)	(20,000)	NO	Completed	This also a reduction in small grant budget already made.	M Crofton-Briggs
10SCD11	OX1 Stop Contribution			(60,000)	(60,000)	(60,000)	YES	Completed	Decision already communicated.	M Crofton-Briggs
Total City Development -		0	0	(120,000)	(134,000)	(134,000)				

Community Housing & Development:

9SHNR8	Review Supplies and Services Budget	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	YES	Completed	Completed	G Stratford
10SCHD01	Review Supplies and Services Budget - Housing Needs			(20,000)	(20,000)	(20,000)	YES	Completed	Completed	G Stratford
10SCHD02	Reduce PCSO budget			(40,000)	(40,000)	(40,000)	NO	Completed	Completed	G Stratford
10SCHD04	Reduce Area Committees Supplies & Services			(150,000)	(150,000)	(150,000)	NO	Completed	Completed	G Stratford
10SCHD07	Specific Community grant ended			(10,000)	(10,000)	(10,000)	YES	Completed	Completed	G Stratford
10SCHD09	Housing Advice - retain post & fund £100k external service			(15,000)	(15,000)	(15,000)	YES	Completed	Completed	G Stratford
10SCHD10	Delete half P&P post and centralise data gathering & reporting			(12,000)	(12,000)	(12,000)	YES	Completed	Completed	G Stratford
10SCHD11	Delete 1 development coordinator post			(41,000)	(41,000)	(41,000)	YES	Completed	Completed	G Stratford
10SCHD12	Delete 1/2 post from Elderly Services			(16,000)	(16,000)	(16,000)	YES	Completed	Completed	G Stratford
10SCHD13	Homelessness Reduced temporary Accommodation			(100,000)	(200,000)	(300,000)	NO	Completed	Completed	G Stratford
10SCHD14	Reduction in Supplies & Services - Neighbourhood Renewal			(20,000)	(20,000)	(20,000)	YES	Completed	Completed	G Stratford
10SCHD15	Supplies & Services Reductions -Grants to community Associations			(10,000)	(10,000)	(10,000)	YES	Completed	Completed	G Stratford
10SCHD16	Reduction in Supplies & Services - Crime Strategy & Emergency Planning			(12,000)	(12,000)	(12,000)	YES	Completed	Completed	G Stratford
10SCHD17	Reduction in Salary Budget - Sure Start			(15,000)	(15,000)	(15,000)	YES	Completed	Completed	G Stratford
10SCHD18	Deletion of Grants and Contribution Budgets			(11,000)	(11,000)	(11,000)	YES	Completed	Completed	G Stratford
10SCHD19	Reduction in Supplies & Services from Removals Expenses			(20,000)	(20,000)	(20,000)	YES	Completed	Completed	G Stratford
10SCHD21	Deletion of Food development post			(35,000)	(35,000)	(35,000)	NO	Completed	Completed	G Stratford
10SCHD22	PCSO Budget - further savings			(40,000)	(40,000)	(40,000)	NO	Completed	Completed	G Stratford
10SCHD23	Wardens			(35,000)	(35,000)	(35,000)	NO	Completed	Completed	G Stratford
Total Community Housing & Development -		(10,000)	(10,000)	(612,000)	(712,000)	(812,000)				

Environmental Development:

9SHEH9B	Management Efficiencies	0	(30,000)	(30,000)	(30,000)	(30,000)	YES	Completed	Budget reduced and saving achieved for 09/10 onwards.	J Copley
10SED01	Establishment Reduction			(40,000)	(40,000)	(40,000)	YES	Completed	Saving achieved for 09/10 onwards. Enforcement service being reshaped.	J Copley

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10SED02	Reduction of air quality monitoring sites & support vehicle			(20,000)	(20,000)	(20,000)	NO	Completed	Budget reduced and saving achieved for 09/10 onwards.	R Pitman
10SED03	synergies in back office			(20,000)	(20,000)	(20,000)	YES	Completed	0.5 post deletion and supplies & services reductions in place - saving achieved for 09/10 onwards	Tony Payne
10SED08	Improve procurement in Licensing & development/s			(10,000)	(10,000)	(10,000)	YES	Completed	Saving achieved via deletion of sum from ED supplies & services inflation.	J Copley
10SED11	Establishment Reduction			(75,000)	(87,500)	(100,000)	YES	Completed	Savings achieved for 09/10 via voluntary redundancies	J Copley
Total Environmental Development -		0	(30,000)	(195,000)	(207,500)	(220,000)				
City Leisure:										
10SCL02	Close Peers			(250,000)	0	0	NO	Completed	OCC closed of the centre on the 28th Feb - a month earlier than originally planned	Ian Brooke
Total City Leisure -		0	0	(250,000)	0	0				
City Works:										
10SCW04	Reduce Admin/DLO/Overheads			(50,000)	(50,000)	(50,000)	YES	Completed	Achieved	I Bourton
10SCW05	Countryside - reduce running costs			(20,000)	(20,000)	(20,000)	YES	Completed	Achieved	S Fitzsimmons
10SCW07	Bus Shelters - working in partnership with CCUK			(15,000)	(22,000)	(22,000)	YES	Completed	Achieved by reduction in street furniture budget	S Hatton
10SCW11	Parks Budget Management			(75,000)	(75,000)	(75,000)	YES	Completed		S Fitzsimmons
10SCW12	Commuted Sums			(50,000)	0	0	NO	Completed		S Fitzsimmons
10SCW14	Allotments			(4,000)	(4,000)	(4,000)	NO	Completed	Saving made no spend on grants	S Fitzsimmons
Total City Works -		0	0	(214,000)	(171,000)	(171,000)				
Customer Services:										
10SCS04	NNDR - remove discretionary relief budget			(30,000)	(30,000)	(30,000)	NO	Completed	Has been removed from 2009/10 budget	Helen Bishop
10SCS07	Cowley Centre Running costs			(49,000)	(49,000)	(49,000)	YES	Completed	Revenue budget reduced to reflect reduction in market rent	Helen Bishop
10SCS08	Benefits take up campaign			(15,000)	(15,000)	(15,000)	YES	Completed	Original budget reduced	Helen Bishop
Total Customer Services -		0	0	(94,000)	(94,000)	(94,000)				
Business Transformation:										
10SBT02	Shared Back Officer -reduce 1 Assistant Post			(15,000)	(15,000)	(15,000)	YES	Completed	Achieved. Post removed already	B Brownlee
Total Business Transformation		0	0	(15,000)	(15,000)	(15,000)				
Finance:										
10SFIN01	Internal Audit Contract			(10,000)	(10,000)	(10,000)	YES	Completed	Achieved through re-tender	S Fogden / P Gardner
10SFIN02	Cash Van Contract - new			(20,000)	(20,000)	(20,000)	YES	Completed		S Fogden / P Gardner
10SFIN03	1/2 Vacant Investigation Post			(11,000)	(11,000)	(11,000)	YES	Completed	Post Deleted	S Fogden / P Gardner
Total Finance -		0	0	(41,000)	(41,000)	(41,000)				
Human Resources:										
10SHR06	Learning & Development Budget			(25,000)	(25,000)	(25,000)	NO	Completed	Already action 09/10	Simon Howick
Total Human Resources -		0	0	(25,000)	(25,000)	(25,000)				
Legal & Democratic Services:										
9SFLD01	Reduce number of Committee meetings and volume of paper	(24,500)	(15,500)	(15,500)	(15,500)	(15,500)	YES	Completed	Already actioned	J Thomas
10SLDS04	Freeze member's allowances, no increase in line with LG pay award			(14,000)	(14,000)	(14,000)	NO	Completed		J Thomas
Total Legal & Democratic Services -		(24,500)	(15,500)	(29,500)	(29,500)	(29,500)				
Total Completed Savings		(34,500)	(137,500)	(1,713,500)	(1,674,000)	(1,786,500)				

6.15

N179 Efficiency Savings (Completed)	(34,500)	(137,500)	(889,500)	(1,050,000)	(1,062,500)
Total General Fund Savings -	(437,500)	(996,500)	(5,098,500)	(6,114,000)	(6,439,000)
N179 Efficiency Savings	(327,500)	(867,500)	(3,078,500)	(3,986,000)	(4,111,000)

Key:

Achieved	Green - Saving is on target to achieve in accordance to action plan.
In Progress	Amber - Actions to achieve planned saving have been delayed or changed but at this stage its believed the saving is still achievable.
Unachievable	Red - Saving no longer achievable. Alternative actions need to be established.

6.16

HRA Savings 09/10

Reference:	Description:	Year 1		Efficiency Target	Status	Comments:	Responsible Officer:
		2009/2010					
Oxford City Homes:							
9SHRA1	Vehicle Management	(47,000)	YES	Completed	Achieved through deleting vacant posts		S Fry
10SHRA1	Council based Service Level Agreements/Charges	(125,000)	NO	Completed	Achieved through reduced Debt.Collection and Asset Management charges.		R Summers
10SHRA2	Reduce Inflation	(220,000)	YES	Completed	Achieved by not increasing all Supplies and Services by 4.3% as suggested for budget purposes. Building Insurer has recently been changed giving a 30% saving on the premium.		R Summers
10SHRA3	Staff	(340,000)	YES	Completed	A review of vacant posts and workload has meant that these savings have been found.		
10SHRA4	Amended at council		NO				
10SHRA5	CCTV	(90,000)	NO	Completed	Achieved as the current agreed scheme to the 4 Tower Blocks will cost circa £60k to run on an ongoing basis, the budget has been reduced.		R Summers
10SHRA6	REMS	(40,000)	YES	Amber	Currently reviewing the demand on this budget but expect the savings to be achieved.		M Mumford
10SHRA7	Planned Maintenance	(55,000)	NO	Completed	Achieved the following budgets have been reduced, Aerial Upgrades, Vulnerable persons security and Controlled Entry.		R Summers
10SHRA8	Leaseholder Charges	(30,000)	NO	Completed	Achieved budget increased to reflect the level of charges being collected.		R Summers
10SHRA9	Dwelling Income	(81,000)	NO	Completed	Achieved, budget increased as Stock will be higher than originally estimated, following reduced number of right to buys and the review of sheltered scheme remodelling.		R Summers
10SHRA10	Planned Maintenance	(93,000)	NO	Completed	Achieved, following a general review of planned maintenance budgets some budgets have been decreased to reflect reduced requirements.		R Summers
Total Oxford City Homes -		(1,121,000)					

6.17

CAPITAL PLAN - GENERAL FUND

Programme / Scheme	Spend In Prior Years	2009-10 Budget	2009/10 Actual (As At End Of June 09)	2010/11 Budget	2011/12 Budget	2012/13 Budget	2013/14 Budget
	£	£	£	£	£	£	£
Capital Plan - Summary Of Categories							
Core General Fund							
Programme	124,556	7,066,017	311,661	7,698,603	3,892,290	4,339,070	2,802,760
Project	716,197	4,320,308	(41,669)	3,752,785	800,000	800,000	800,000
Total Core General Fund	840,752	11,386,325	269,993	11,451,388	4,692,290	5,139,070	3,602,760
Non Core General Fund							
Area Committee Projects	93,417	168,892	51,240	25,000	-	-	-
	93,417	168,892	51,240	25,000	-	-	-
Developer Contribution Projects	280,251	2,406,446	31,386	470,930	-	-	-
Developer Contribution Projects	280,251	2,406,446	31,386	470,930	-	-	-
Total General Fund Capital Plan	1,214,420	13,961,663	352,619	11,947,318	4,692,290	5,139,070	3,602,760
Capital Funding Availability							
Capital Receipts		1,664,713	28,507	1,745,392	300,000	300,000	300,000
Developer Contribution		2,406,446	31,386	470,930	-	-	-
DRF GF		971,312	-	700,000	700,000	700,000	700,000
Government Funding		2,322,924	84,054	2,022,393	490,000	490,000	490,000
Prudential Borrowing		4,908,628	208,671	2,043,000	1,101,000	2,245,000	1,400,000
Unfunded Maintenance Backlog		1,687,640	-	4,965,603	2,101,290	1,404,070	712,760
Total Available Funding		13,961,663	352,619	11,947,318	4,692,290	5,139,070	3,602,760
Total Uncommitted Funding Available		-	-	-	-	-	-

6.18

Appendix 4

OXFORD CITY COUNCIL CAPITAL PROGRAMME 2009/10

Housing Revenue Account
As at the end of June 2009

Description	Budget 2009/10 £'000	Profile 30/06/2009 £'000	Actual 30/06/2009 £'000
Tower Blocks	1,780	50	32
Aids & Adaptations	580	126	238
Structural	93	23	47
Controlled Entry	174	-	3
Major Voids	661	143	255
Damp-proof works	50	12	26
Kitchens and Bathrooms	3,395	774	706
Heating	928	201	331
Roofing	116	25	17
External Doors	168		0
Windows	341		-4
Electrics	410	89	23
Sheltered Blocks	500	19	17
Non-Trad Structural	1,101	494	19
Shops	174		0
Other - Demolitions etc.			0
Housing Revenue Account Total	10,471	1,956	1,712
Actual as percentage of Budget			16.4%

6.19

General Fund and HRA Projected Balances - June 2009

	General Fund	HRA
balances reported in provisional 2008-09 outturn	(4,203,197)	(2,917,000)
Final adjustments	(139,000)	
Balances at 31 March 2009	(4,342,197)	(2,917,000)
Community Priorities approved 30.6.08, adjusted for budget changes	429,000	
Balances used/ (returned) in 2009/10 budget		124,000
Approved carryforward		500,000
Carryforwards (approved 13.7.09)	569,224	417,000
Use of LABGI money in 2009-10 - approved by Council 16.2.09	52,720	
Transfer to/ (from) Capital Financing Reserve		(124,000)
Projected balances as at 31 March 2010	(3,291,253)	(2,000,000)
Community Priorities approved 30.6.08, adjusted for budget changes	79,000	
Balances used/ (returned) in 2010/11 budget		(500,000)
Transfer to Capital Financing Reserve		500,000
Budget target saving to increase Iceland reserve	(500,000)	
Transfer to Iceland provision	500,000	
Projected balances as at 31 March 2011	(3,212,253)	(2,000,000)
Balances used/ (returned) in 2011/12 budget		(500,000)
Transfer to Capital Financing Reserve		500,000
Projected balances as at 31 March 2012	(3,212,253)	(2,000,000)
Recommended minimum level of balances	(3,000,000)	(2,000,000)

6.20

CEB Report Risk Register – First Quarter Revenue and Capital Budget Monitoring 2009-10

Risk Score **Impact Score:** 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic **Probability Score:** 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain

No.	Risk Description Link to Corporate Obj	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Current Risk	
		I	P			I	P	Action: Action Owner:	Outcome required: Milestone Date:	Q 1	Q 2	Q 3	Q 4	I	P
		I	P		Mitigating Control: Level of Effectiveness: (HML)	I	P	Action: Action Owner:	Outcome required: Milestone Date:	Q 1 ☹	Q 2 ☹	Q 3 ☹	Q 4 ☹	I	P
								Mitigating Control: Control Owner:		☹	☹	☹	☹		
1	The projected overspend for the General Fund is not rectified.	3	3	Cost pressures from Concessionary Fares and lower investment income not fully offset by savings elsewhere	Monthly budget monitoring through Performance Board and corrective action taken M	3	2	Reduce Action: Heads of Service advised of position and asked to identify savings Action Owner: Head of Finance :	Outcome required: Forecast year end position is at or below budget Milestone Date: Sept 09 (Q2 report)	☹					
2	Savings budgeted for 2009-10 not fully achieved	3	4	Conditions worsened since savings agreed	Status of each saving reviewed monthly and alternatives required if original saving not achievable M	3	3	Reduce Action: Specific review of Amber savings with July monitoring to Performance Board so that full risk assessment can be made & quantified Action Owner: Head of Finance	Outcome required: All savings deliverable or alternatives offered Milestone Date: Sep 09	☹					
3	Deteriorating economic position impacts Council's ability to deliver a balanced budget in 2009-10	4	3	Key income lines vulnerable to falling demand	Mitigating Control: Review of key areas of income already undertaken and impact assessed. Further provision set aside	3	2	Reduce Action: At risk areas reviewed monthly and monitored through Performance Board	Outcome required: Realistic forecasts maintained and held within provision Milestone Date:	☹					

6.9

Appendix 6

				for recession pressures in 2009-10. Level of Effectiveness: H		Action Owner: Head of Finance	Sep 09							
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6.22