

SCRUTINY OF THE BUDGET PROCESS

OSCP190106

Background:

Members will recall that as part of the budget scrutiny process agreed by this committee last year, it was accepted that three bids would be selected at random to allow Members to examine the decision-making process.

The conclusions reached by the Budget Working Party are only subject to scrutiny if the process appears flawed in any way.

Members should therefore

- 1) satisfy themselves of the information on which the budget working party makes their decisions.
- 2) question how the evaluation process works, including how a consistency of approach is assured. For example, a legitimate line of questioning, arising from the budget bids selected, might be how unacceptable risks are agreed.

Members may also remember that a review of the evaluation process used by the Budget Working Party is on their workplan for next year

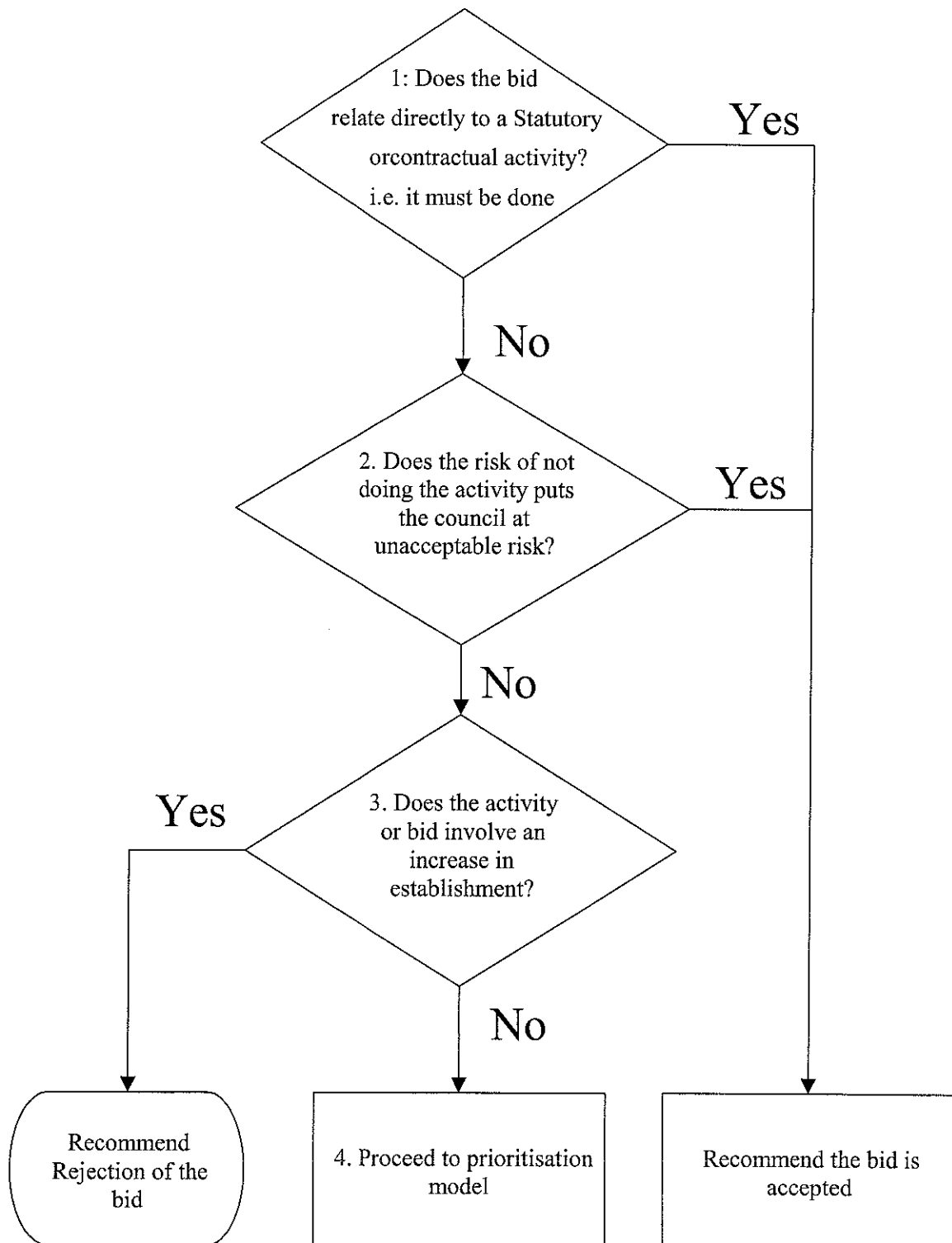
Members should note that those Members of the Committee who are also Members of the Budget Working Party should declare a personal and prejudicial interest and withdraw from the meeting during this item in accordance with the Members' Code of Conduct.

There follows

- the evaluation criteria used in the budget process
- the budget bids randomly selected and their status having been through the evaluation process

Jane Murray
Scrutiny Support Officer

Prioritisation Guidance – for Budget Bids 2004/5



1. Statutory Activities

The Manager is required to provide a clear explanation of the statutory duty on the council in respect of the activity.

2. Risk Assessment

The Manager is required to assess the impact to the council if the activity was not carried out.

The risk is judged to be unacceptable if:

- Ongoing revenue costs are likely to significantly increase if the activity is not carried out
- Data can be provided that shows that a system is unstable and this leads to frequent interruptions to service delivery

The Manager is required to provide a clear explanation of the risks.

3. Bids for additional resource

Bids for additional resource will be rejected unless:

- They can be funded from reorganisation/restructure
- They are funded from external grants
- They are short-term project based resources

4. The Prioritisation Model

There are six key prioritisation themes:

- A: The extent to which the activity contributes towards the regeneration of West Cumbria
- B: The extent to which the activity can be demonstrated to be a quality service which a significant number of our customers value highly
- C: The extent to which the activity contributes towards improving social wellbeing
- D: The extent to which the activities contribute towards environmental wellbeing
- E: The Extent towards which the activity helps us to achieve our Core Values
- F: The extent towards which the activity helps us to find savings or provides a net financial contribution

Theme A is weighted x5

Themes B and F are weighted x3

For each theme, there are one or more factors – each scored 0-3.

Managers should produce a score for each theme by averaging the individual scores assigned to each factor, then applying the weighting factor as applicable.

Exclusions: It is possible to opt out of particular factors if they are clearly not applicable. The manager should note which factors have not been taken into account when providing the average theme scores.

A: The extent to which the activity contributes towards the regeneration of West Cumbria.

A1: Contribution to the regeneration of the area

0	<ul style="list-style-type: none"> The activity will deliver no contribution to regeneration of the area.
1	<ul style="list-style-type: none"> The activity will deliver some contribution to regeneration of the area
2	<ul style="list-style-type: none"> The activity will deliver essential indirect influence on regeneration of the area
3	<ul style="list-style-type: none"> The activity will deliver essential, significant direct influence on regeneration of the area

A2: Impact on tourism, job or business creation/safeguarding

0	<ul style="list-style-type: none"> Not about tourism, job or business creation/safeguarding
1	<ul style="list-style-type: none"> Some influence on tourism, job or business creation/safeguarding
2	<ul style="list-style-type: none"> Clearly linked to tourism, job or business creation/safeguarding
3	<ul style="list-style-type: none"> Simply and directly about tourism, job or business creation/safeguarding

A3: Predicted impact of carrying out this activity

0	<ul style="list-style-type: none"> No impact
1	<ul style="list-style-type: none"> Can predict minor positive economic impacts of carrying out this activity (>20 jobs)
2	<ul style="list-style-type: none"> Can predict moderate positive economic impacts of carrying out this activity (>50 jobs)
3	<ul style="list-style-type: none"> Can predict significant positive economic impacts (>100 jobs) of carrying out this activity

B: The extent to which the activity can be demonstrated to be a quality service which a significant number of our customers value highly

B1: Number of residents/businesses using the service

0	<ul style="list-style-type: none"> • Less than 1% of (ca. 700) residents or (ca. 10) businesses are likely to use the service per annum
1	<ul style="list-style-type: none"> • Less than 10% (ca. 7000) of residents or (ca. 100) businesses are likely to use the service per annum
2	<ul style="list-style-type: none"> • Less than 25% (ca. 17,500) of residents or (ca. 250) businesses are likely to use the service per annum
3	<ul style="list-style-type: none"> • More than 25% of residents or businesses are likely to use the service per annum

B2: Current quality of service

0	<ul style="list-style-type: none"> • No appreciable effect on service quality
1	<ul style="list-style-type: none"> • Allows a small improvement to service quality
2	<ul style="list-style-type: none"> • Allows a significant improvement in service quality – customers would notice
3	<ul style="list-style-type: none"> • Would prevent a reduction in current service quality

B3: Seeking Customer Views

0	<ul style="list-style-type: none"> • No evidence of supporting customer views
1	<ul style="list-style-type: none"> • Historical (>3yrs old) evidence of supporting customer views
2	<ul style="list-style-type: none"> • Fairly recent (<3yrs old) evidence of supporting customer views
3	<ul style="list-style-type: none"> • Very recent (<1yr old) evidence of supporting customer views

B4: Customer Complaints

0	<ul style="list-style-type: none"> • Customer complaints are very rare (<1 per annum)
1	<ul style="list-style-type: none"> • We have very few customer complaints (<3 per annum)
2	<ul style="list-style-type: none"> • We have some customer complaints (<12 per annum)
3	<ul style="list-style-type: none"> • We have a high number of customer complaints (>12 per annum)

C: The extent to which the activity contributes towards improving social wellbeing

C1: Transport and Communications

0	No impact on transport and communications.
1	Minor indirect impact on transport and communications. Improves the quality of life for <700 residents
2	Minor direct impact on transport and communications. Improves the quality of life for <7000 residents
3	Significant direct impact on transport and communications. Improves the quality of life for >7000 residents

C2: Diversity

0	Takes no account of diversity
1	Takes some account of diversity
2	Activity directly addresses some diversity issues internally within the council
3	Activity directly addresses some diversity issues externally within the community

C3: Culture, Media and Sport

0	Does not contribute to culture, media and sport
1	Minor contribution to culture, media and sport – impacts <700 people
2	Moderate contribution to culture, media and sport – impacts <7000 people
3	Significant direct contribution to culture, media and sport – impacts >7000 people

C4: Community Safety

0	Does not contribute to community safety
1	Minor contribution to community safety. Activity aims to reduce vehicle crime or domestic robbery by <10%
2	Moderate contribution to community safety. Activity aims to reduce vehicle crime or domestic robbery by <30%
3	Significant direct contribution to community safety. Activity aims to reduce vehicle crime or domestic robbery by >30%

C5: Education

0	Does not contribute to improving educational and skills opportunities
1	Minor contribution to improving educational and skills opportunities. Impacts <70 people
2	Moderate contribution to improving educational and skills opportunities. Impacts <700 people
3	Significant direct contribution to improving educational and skills opportunities. Impacts >700 people

C6: Health & Social Care

0	Does not contribute to improving health and social care.
1	Minor contribution to improving health and social care. Impacts <70 people
2	Moderate contribution to improving health and social care. Impacts <700 people
3	Significant direct contribution to improving health and social care. Impacts >700 people

C7: Social Exclusion/Community Wealth

0	No impact on tackling social exclusion or community wealth issues
1	Minor impact on tackling social exclusion or community wealth issues
2	Moderate impact on tackling social exclusion or community wealth issues
3	Significant impact on tackling social exclusion or community wealth issues

D: The extent to which the activities contribute towards environmental wellbeing

D1: Quality of Housing

0	No impact on quality of housing
1	Minor indirect impact on quality of housing. Improves conditions in <30 households
2	Minor direct impact on quality of housing. Improves conditions in <300 households
3	Significant direct impact on quality of housing. Improves conditions in >300 households

D2: Street scene (Urban)

0	No impact on street scene
1	Minor indirect impact on street scene in an area serving <700 people
2	Moderate impact on street scene in an area serving <7000 people
3	Significant direct impact on street scene in an area serving >7000 people

D3: Street scene (Rural)

0	No impact on street scene
1	Minor indirect impact on street scene in an area serving <70 people
2	Moderate impact on street scene in an area serving <700 people
3	Significant direct impact on street scene in an area serving >700 people

E: The Extent towards which the activity helps us to achieve our Core Values

E1: Putting the Community at the centre of everything we do

0	Activity is not community focused.
1	The community will be consulted on the activity. Some members of the community will recognise the impacts and value the delivery of this activity.
2	The community will be involved in defining the detail of the activity. Most members of the community will recognise the impacts and value the delivery of this activity.
3	Firmly places the community at the centre of the activity. The community will be involved in defining the detail, and implementing the activity. The community will recognise the impacts and value the delivery of this activity.

E2: Treating everyone fairly and with respect

0	Activity adversely discriminates against vulnerable or minority groups
1	Activity brings no enhancements to services for vulnerable or minority groups
2	Activity brings minor enhancements to services for vulnerable or minority groups
3	Activity provides targeted enhancements to services for vulnerable or minority groups.

E3: Being open and accountable so that people trust us

0	The activity does not deliver outcomes in terms of improving residents' level of understanding of what we do. Neither does it provide residents with improved access to information in respect of a specific service or function, or enable people to question what we do.
1	The activity is likely to improve residents' level of understanding of what we do in respect of a specific service or function. Or it provides residents with improved access to information in respect of a specific service or function, and enables people to question what we do.
2	The activity is likely to improve residents' overall level of understanding of what we do. Or it provides residents with improved overall access to information, and it enables people to question what we do.
3	The activity is likely to significantly improve residents' overall level of understanding of what we do. Or it provides residents with significantly improved overall access to information, and it enables people to question what we do.

E4: Fostering pride in the area and in the council

0	Not likely to improve kudos of area or council
1	Likely to improve kudos of council
2	Likely to improve kudos of area
3	Likely to significantly improve kudos of area

E5: Achieving excellence through continuous improvement

0	This activity will not deliver enhancements to the corporate ability to improve as a council.
1	This activity will deliver moderate enhancements to the corporate ability to improve as a council.
2	This activity will significantly enhance the corporate ability to improve as a council, which will be recognised internally
3	This activity will significantly enhance the corporate ability to improve as a council, which will be recognised externally

E6: Working in partnership and developing teamwork across the council

0	Not a partnership activity, not cross-cutting and not likely to improve team working across the council.
1	Cross-cutting and likely to improve team working across the council through an activity that delivers something that we can recognise and value internally
2	Cross-cutting and likely to improve team working across the council through an activity that delivers something that residents can recognise and value
3	Working in partnership, with a cross-cutting approach and with team working across the council, the activity will deliver something that residents can recognise and value.

F: The extent towards which the activity helps us to find savings or provides a net financial contribution

F1: Savings and income

0	Likely to incur additional ongoing revenue costs
1	Unlikely to realise any net savings or net financial contribution
2	Likely to realise net savings of <£50k pa
3	Likely to realise net savings of >£50k pa

F2: Bringing in funding

0	No additional funds brought in
1	Generates some additional funding, but less than equal match
2	Generates equal match funding
3	Generates additional funding, greater than equal match

COPELAND BOROUGH COUNCIL

2006/07 BUDGET

CAPITAL BID FORM

Manager:

Philip Sutton

Designation:

Senior Leisure Facilities Manager

Project Title

Whitehaven Civic Hall CCTV

Location

Whitehaven Civic Hall

Project Appraisal Outline

Provision of CCTV Cameras and recording apparatus to increase security in accordance with recommendations made by the Police and the Insurance report.

Strategic Objective:

Impact on delivering Copeland 2020 objectives
 Impact on other statutory objectives (eg Crime and Disorder, LA21)
 Financial and human resources implications
 Project and risk management

Links:

The installation of CCTV will help meet Quality of Life priority 3 objectives with regard to licensing responsibilities and will assist in reducing crime and the

As above

Not required for this project

Scheme Details:

Background (why?)

This is a Police recommendation and is likely to be a condition of their approval on future licensing applications. The insurance report and audit report make similar recommendations

Description (how to be undertaken?)

Installation by approved contractor in conjunction with Buildings Maintenance department

Implications of not undertaking the scheme (with evidence)

Possible Police objection to license and difficulty in obtaining renewal on insurance

Key Objectives

Increased security, reduction in fear of crime.

COPELAND BOROUGH COUNCIL

2006/07 BUDGET

CAPITAL BID FORM

Financial Implications of Project

	2006/07 £	2007/08 £	2008/09 £	Total £
Project Cost	3,000			
Financing:				
CBC Capital	3,000			
External (name where from):				

Revenue Implications (ensure revenue bid is submitted separately)	Estimated at £500	500	500	1500
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Signature:

P Sutton
12.09.05

Date:

budget item: WCH CCTV

Step	Criteria	Score	Weighing	Weighted Score
1	Is the budget activity statutory? (Y/N)	0	5	0
2	If the budget bid was refused, would it put the council at unacceptable risk?	0		
3	Is the bid for increased resource which is to funded by the council?	0		
4	Prioritisation matrix	0		
A	Extent of contribution towards regeneration of west Cumbria			
A1	Contribution to regeneration of the area	0		
A2	Impact on tourism, job or business creation/safeguarding	0		
A3	Predicted impact on carrying out this activity	0		
B	Extent of quality service which a significant number of customer value highly			
B1	Number of residents/businesses using the service	0	3	0
B2	Current quality of service	0		
B3	Seeking customer views	0		
B4	Customer complaints	0		
C	Extent of contribution towards improving social wellbeing			
C1	Transport and communications	0.285714286	1	0.285714286
C2	Diversity	0		
C3	Culture, media and sport	0		
C4	Community Safety	2		
C5	Education	0		
C6	Health and social care	0		
C7	Social exclusion/community wealth	0		
D	Extent of contribution towards environmental wellbeing			
D1	Quality of housing	0	1	0
D2	Street Scene (Urban)	0		
D3	Street Scene (Rural)	0		
E	Extent to which it helps us achieve our core values			
E1	Putting the community at the centre of everything we do	0.166666667	1	0.166666667
E2	Treating everyone fairly and with respect	0		
E3	Being open and accountable so that people trust us	1		
E5	Fostering pride in the area and in the council	0		
E5	Achieving excellence through continuous improvement	0		
E6	Partnership	0		
F	Extent to which it makes a net financial contribution or helps to find savings			
F1	Savings and income	0	3	0
F2	Bringing in funding	0		

CAPITAL BUDGET BID 6 - SUMMARY

COPELAND BOROUGH COUNCIL

2006/07 BUDGET BIDS

CAPITAL

Budget Heading	Item	Description	Estimated Cost (to CBC) £	Amount rec by BWP £	Revised Cost (to CBC) £	Prioritisation Score
C6	Whitehaven Civic Hall CCTV	Whitehaven Civic Hall	Provision of CCTV Cameras and recording apparatus to increase security in accordance with recommendations made by the Police and the Insurance report.	3,000	3,000	0

Bids Received after 27.9.05:

R71

COPELAND BOROUGH COUNCIL

2006/07 BUDGET

REVENUE RECURRING GROWTH BID

Budget Heading: Waste -

Portfolio Holder: Allan Holliday

Manager: Janice Carrol

Designation: Waste Services Manager

Item: Increasing cost of Fuel

Description: Fuel prices have increased significantly over the last year, the budget for 2005/6 was based on 73 pence per litre. Current prices are around 95 pence per litre and may continue to rise. The fleet of vehicles based at Moresby use in excess of 200,000 litres of diesel each year meaning the difference for 2005/6 could be around £70,000, which will have to be found from existing budgets

Estimated Cost:	<-----Memorandum Item Only----->		
	2006/07 £	2007/08 £	2008/09 £
	70,000	70,000	70,000

How does this fit in with Copeland's Corporate Plan?

Supports objectives around Quality Council Delivering Quality Services

What are the implications of not supporting this bid?

The delivery of a number of the Council's more high profile services such as refuse collection and street cleaning may be adversely affected.

Please provide evidence to support this bid

The 2005/6 budget for fuel for the Waste and Streetscene sections was set at 73 pence per litre, this bid assumes the price of fuel for 2006/7 will be 95 pence per litre. The actual price may be higher or lower than 95 pence but is expected to be higher than current.

REVENUE RECURRING BID 71 - BUDGET SUMMARY

ITEM 6

COPELAND BOROUGH COUNCIL

2006/07 BUDGET BIDS

REVENUE RECURRING

Budget Heading	Item	Estimated Cost (to CBC) £	Cost as rec by BWP	Revised Cost (to CBC) £	Prioritisation Score	Customer First Project
R71	Waste Services Manager	Increased cost of fuel	70,000	15,000		unacceptable risk

NR46

COPELAND BOROUGH COUNCIL

2006/07 BUDGET

REVENUE NON-RECURRING GROWTH BID

Budget Heading:	Trees
Portfolio Holder:	Alan Holiday
Manager:	Richard Mellor
Designation:	Landscape Officer - Amenity & Environment

Item: Replacement of damaged trees through January gales and lost through Dutch Elm Disease

Description: Following the gales of January the 8th 2005, Copeland lost approximately 15K worth of trees during some of the most severe weather that West Cumbria has ever seen. The onsurge of Dutch Elm Disease has also continued to spread across the borough since the initial outbreak in 2003 and a estimated

Estimated Cost:	2006/07
	£
	15000

How does this fit in with Copeland's Corporate Plan?

Economic Regeneration: Accessibility of woodlands & open spaces, which contain trees helps to promote a feeling of well-being and pleasure as part the landscape of Copeland. They are also vital in providing a habitat for wildlife to flourish and survive. They also play an important part of natural sustainability within our environment.

Quality of Lifestyle (Livability agenda) : Healthy trees & woodlands add to the characteristics of a piece of land. They can also break up a harsh environment such as an industrial/residential area. They provide essential elements, which sustain life on earth. They act as a sound/pollution barrier, in hiding transportation routes, which run throughout the Borough. Trees also aid the stabilisation of embankments and slopes, thus reducing erosion and equally as important, they provide an area for wildlife to flourish.

Partnerships: Managed woodlands promote the use of parks, open spaces and leisure areas for the public and user groups to utilise to there potential. This is important for both leisure and educational purposes. Input from customer surveys also plays a key part of how the corporate tree strategy is developed and reviewed. The council also has strong links with The Woodland Trust who lease, manage and maintain 3 woodlands in Whitehaven. Finally The Tree Council are another charity which work closely with CBC by planting new trees with community groups and schools each year.

Best Value: Trees & woodlands assist in an important part of providing the every day necessities of life and ensuring their individual safety is paramount to safeguard our existing tree stock, whilst aiming to expand this service.

REVENUE N/R BID ITEM 6
46 - SUMMARY

Bid No	Project	Statutory or bound by contract?	Unacceptable Risk?	Increase in establishment	Total Score	Regeneration
NR46	Tree Replacement (NR46)	N	N		5	1.666666667

Quality Service	Social Wellbeing	Environmental Wellbeing	Core Values	Financial
1.5	0	0.333333333	1	0