

REVENUE BUDGET – SUMMARY MONITORING REPORT 2011/12 (Quarter 3 to 31 Dec 2011)

EXECUTIVE MEMBER: Cllr Gillian Troughton,
LEAD OFFICER: Joanne Wagstaffe, Corporate Director of Resources
and Transformation

REPORT AUTHOR: Barry Williams, Interim Technical Accountant

Summary:

This report indicates the management year end forecast against the current approved 2011/12 revenue budget, based on the financial position for the 9 month period to 31 December 2011.

Recommendations:

The Executive is asked to;

- (i) Approve the projected year-end under-spend of £684,699 against the current approved revenue budget of £14,820,745;
- (ii) Note that, of the £684,699 under-spend, £354,322 relates to spending funded from earmarked reserves, leaving £330,377 as an under-spend that will increase General Fund balances in 2011/12.
- (iii) Note the virements required in the 3rd quarter of 2011/12 (paragraph 8.2)

1 INTRODUCTION

- 1.1 In accordance with Council's Financial Regulations, the Corporate Director of Resources and Transformation is required to report to the Executive on the overall budget position, and the monitoring and control of expenditure against budget allocations. It is the responsibility of the Senior Leadership Team and individual budget managers to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Corporate Director of Resources and Transformation.
- 1.2 This report is the second quarter's full report for consideration by the Executive and details significant variances that have arisen in the year to date, with a summary of the key budget figures. This will ensure that Members are kept informed on a timely basis of all significant financial issues affecting the Council.
- 1.3 In this report figures within brackets denote budget savings, favourable variances or income figures.
- 1.4 The Council approved its 2011/12 revenue budget in February 2011 at £14,106,508. Subsequently at the Executive meeting of 31 May 2011, carry forwards of £1,199,236 from financial year 2010/11 were approved. Following decisions made at the Executive meeting on 23 August 2011, the current approved budget now stands at £14,820,745.

- 1.5 Based on the latest financial position for the 9 month period to 31 December 2011, the year end forecast of £14,136,046 indicates an under-spend £684,699 against the current approved revenue budget of £14,820,745.
- 1.6 As part of the 2011/12 budget process, members approved service review savings of £1,771,207. Monitoring of these reductions forms a key part of the budget monitoring process to determine if the service review savings are actually being delivered. Resource Planning Working Group received a report on 11 January 2012 showing the progress in delivering the service review proposals and currently savings of £1,750,147 are expected to delivered. Details are provided at appendix C to this report.

2 DETAILS

- 2.1 Table 1 below summarises the current budget position by department and the current funding arrangements for the budget. Appendix B shows a more detailed breakdown of departmental budgets.

Department	Original Budget	Carry forwards from 2010/11	Budget Reductions	Virement 2011/12	Current Approved Budget	Year-end Projection	Variance between Year-end Projection and Current Approved Budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	2,198	323	0	(26)	2,495	2,241	(254)
Resources & Transformation	5,137	217	0	33	5,387	5,502	115
People & Places	6,771	659	(485)	(7)	6,938	6,393	(545)
Total	14,106	1,199	(485)	0	14,820	14,136	(684)
Funding							
Revenue Support Grant	5,660	0	0	0	5,660	5,660	0
Council Tax Freeze Grant	100	0	0	0	100	100	0
PFI Grant	837	0	0	0	837	837	0
Transitional Grant	611	0	0	0	611	611	0
Council Tax	4,043	0	0	0	4,043	4,043	0
Earmarked Reserves	2,619	1,199	(485)	0	3,333	2,979	(354)
General Fund	236	0	0	0	236	(94)	(330)
Total	14,106	1,199	(485)	0	14,820	14,136	(684)

- 2.2 The under-spend at 31 December 2011 is includes a forecasted significant under-utilisation of earmarked reserves of £354,322 in the year compared with a forecast under-utilisation at quarter 2 of £579,517. This represents a net increase in the use of earmarked reserves of £225,195 between October and December 2011.
- 2.3 The areas affected are;

	Quarter 2 Forecast £'000	Quarter 3 Forecast £'000	Change Increase/ (Decrease) £'000
<u>Chief Executive</u>			
Choosing to Change	(55)	(55)	0
Nuclear	(110)	(161)	(51)
	(165)	(216)	(51)
<u>Neighbourhoods</u>			
Neighbourhoods Admin.	0	6	6
<u>Regeneration & Communities</u>			
Beacon: Gallery Improvements	0	105	105
Beacon: Annual surplus to reserves	0	(27)	(27)
Strategy for Seaside Success	0	(10)	(10)
Local Development Framework	(173)	(198)	(25)
Working Neighbourhoods	(349)	(204)	145
	(522)	(335)	187
<u>Resources & Transformation</u>			
Accountancy	0	12	12
Legal Services	0	8	8
Locality Working	108	171	63
	108	191	83
Total	(579)	(354)	225

2.4 The other significant reasons for the forecasted variance position at quarter 3 are as follows:

3. Within the Chief Executive's area;

3.1 The 2011/12 budget currently includes £1.593m for spending on the Choosing to Change programme and that the under-spend of £55,000 highlighted in the table in paragraph 2.2 above is very likely to be considerably higher by the end of the financial year. This position remains the same but the actual value of the under-spend remains unclear as the commitments to be met from the Choosing to Change programme in 2011/12 are not yet finalised.

3.2 Within in the Nuclear area, there is a forecast under-spend of £160,840, an increase of £51,000 over the quarter 2 forecast. This is mainly due to a reduction in forecast spend on projects and staffing vacancies and is reflected in the table in paragraph 2.2 above. The under-spend will reduce the call on reserves in 2011/12 and will therefore be available to provide resources for 2012/13 and later years.

4 Within Corporate Resources;

4.1 The quarter 2 report identified that it would be necessary to extend the contracts for interim staff employed within Finance to 31 March 2012 as the post of Financial Services Manager remains vacant and is not now expected to be filled before April 2012. The quarter 3 forecast for the additional cost of this arrangement in 2011/12 is £40,000.

- 4.2 As reported in quarter 2, the Accountancy budget has incurred costs for an annual support fee for the TOTAL finance system, which was not budgeted for. The current forecast cost for 2011/12 is now £14,000.
- 4.3 Yields from investments continue to be affected by low interest rates. Nevertheless, the forecast for the year is now expected to be in line with the 2011/12 budget as the quarter 2 forecast deficit of £35,000 has largely been eliminated as it has been possible to obtain slightly improved yields from investments with the 2 semi-nationalised banks, RBS and Lloyds TSB. Opportunities continue to be investigated with our Treasury advisers to increase yields within acceptable risk parameters.
- 4.4 The Council is currently involved in two Employment Tribunal Claims arising from the dismantling of two partnerships. It is anticipated that the costs associated with these claims will increase by £15,000 from the position reported at quarter 2. At quarter 2 it was also expected that £26,000 would be recouped from partners to offset these additional costs. This is not now expected to be received in 2011/12 as negotiations with partners over their potential contributions to these costs have still to be finalised.
- 4.5 Within Electoral Registration, the forecast overspend of £12,500 at quarter 2 in respect of external printing and postages remains unchanged.
- 4.6 As reported at quarter 2, additional central printing costs of £50,000 will be incurred in the year.
- 4.7 Rent income forecasts for Moresby Depot remain unaltered from quarter 2, with an additional £14,000 income expected in the year. This increase is not expected to be ongoing into 2012/13 as the main tenant is terminating the lease at the end of March 2012.
- 4.8 Cleator Moor Business Centre is only partially occupied following the relocation of Customer Services last year. The net cost to the Council is forecast to be £10,000, which is unchanged from quarter 2.
- 4.9 Within Property Services, additional income of £16,000 is forecast from fees relating to the project management of capital works.
- 4.10 The forecast under-spend on Revenues and Benefits has reduced by £75,000 from quarter 2. This relates mainly to increased housing benefits payments, offset by an associated increase in subsidy received from the Department of Work and Pensions. The overall net cost of housing benefits is now expected to be broadly in line with the approved budget of £330,000.

5 Within Policy and Transformation

- 5.1 At quarter 3, Locality Working is showing an increase in forecast spending of £63,000 from quarter 2 projections. This increase is due to increases in forecasts of spending on salaries and office costs following a re-assessment of the programme in October 2011. Funding for this budget is provided from the Working Neighbourhoods Reserve and the increase in funding is reflected in the reserves table in paragraph 2.3.

- 5.2 The Customer Services budget, which includes Copeland Direct and the cash office, is forecasting an under-spend of £37,000 due to salary savings and spending on computer software licences.

6 Within Regeneration and Communities;

- 6.1 The current forecast budgetary position at the Beacon is an under-spend of £27,000 compared with a break-even position reported at quarter 2. This under-spend is being achieved through additional income and reduced spending against certain areas. This reduced spend relates to project activity whilst the core focus is on enabling the new gallery.

The under-spend will be added to the sinking fund balance for the Beacon in accordance with the Beacon's 5-year Business Plan and the conditions of the grants provided by external funders in 2007.

Costs of £105,000 have been added to the Beacon grants budget to reflect forecast spending on further gallery improvements that have received Executive approval. Funding for these improvements comes from the Beacon Sinking Fund.

This will result in a net increase of £78,000 in the requirement for funding from the Beacon Sinking Fund in 2011/12.

- 6.2 Within Health and Wellbeing the Council has not yet allocated the unbudgeted resource of £36,319 received in settlement of its Fleming Case submission and it remains showing as an under-spend within this service area.

- 6.3 At quarter 2 members were informed that the Care and Repair budget of £26,660 is no longer needed as the contract with Anchor Housing has stopped.

The quarter 2 forecast for spending against the Homelessness budget showed an over-spend of £16,000. The current position now shows an under-spend of £31,000 due mainly to a significant increase in forecasted income from Housing Benefits of £49,000.

- 6.4 Forecast spending on legal and professional services within Planning Policy will be significantly less than budget. A re-profile of the work will require a carry-forward of £198,000 into 2012/13 to deliver the work in line with the revised Local Development Scheme agreed by Council.

7 Within Neighbourhoods;

- 7.1 The Neighbourhoods Admin. budget for salaries is forecast to be under-spent by £36,000, due to staffing vacancies, which is the same position as reported at quarter 2.

- 7.2 The forecast saving for 2011/12 at quarter 3 for Parks and Open Spaces is £104,000. This has arisen due to;

- The receipt of £40,000 from Cumbria County Council for the operational management of schools grounds maintenance;
- An under-spend of £28,000 against salary budgets due to non-recruitment of vacant posts;
- Additional income of £13,000 from external works contracts;

- Operational savings of £23,000 as a result of service improvements relating to the disposal of green waste and a reduction in gas consumption at the Crematorium.

A number of these savings are ongoing and will contribute to the Council's 2012/13 savings target.

- 7.3 Within Waste Services, whilst a number of minor under and over-spends have occurred, the significant differences between quarter 2 and quarter 3 projections are;
- Reduced salary costs of £22,000 (net of agency costs), which relates to 2 vacancies in Cleansing which have been unfilled for longer than was anticipated,
 - In Refuse and Recycling lower than expected transport costs of £30,000 have been achieved through better fuel consumption and reduced maintenance costs, and increased income from the sale of recyclable materials of £18,000 due to improved market values.
 - Also within Refuse Collection, the quarter 2 forecast for spending on bins, bags and other consumables was overstated by some £24,000 as the forecast did not allow for stocks held by the Council in respect of these items. This position has been corrected at quarter 3, although there is a possibility that spending patterns will change in the last quarter as the value of consumables used varies from month to month.
- 7.4 As reported at quarter 2, the Council is committed to pay the North of England Conservation Trust (our Design and Conservation advisors) £34,000 as part of its contractual commitment in 2011/12. This cost was not included in the 2011/12 base budget and is therefore showing as an over-spend in the year. Funding is however provided from an earmarked reserve established from receipts of Housing and Planning Delivery Grant and therefore there is no cost to the General Fund. The current contract will end in March 2012.
- 7.5 Within Environmental Health, Corporate Health and Safety and Environmental Protection the forecast net saving in running costs for the year is now forecast to be £27,000, an increase of £10,000 over the forecast at quarter 2. This saving is ongoing and will contribute to the Council's 2012/13 savings target.

8 VIREMENTS

- 8.1 During the year, services make requests to transfer budgets from service areas where the budget can be released as it is higher than necessary or is no longer needed, to service areas where there are budget pressures that require further resources. The transfer of resources in this way is known as virement and requires the approval of service managers, heads of service or the Council, depending on the amount of the virement. In the first quarter of 2011/12 the following virements were carried out, although it should be noted that these virements relate to technical accounting adjustments to more accurately reflect spending patterns of existing budgets, rather than an actual change in the use of approved budgets;
- 8.2 Appendix A lists virements that were approved as part of the budget monitoring reports for quarters 1 and 2. Virements that have been approved during quarter 3, and which affect financial year 2011/12 only; are as follows;

<u>1. Virements approved by Heads of Service</u>	£
(a) <u>Corporate Resources</u> To Legal Services from Choosing to Change to fund restructure costs.	8,184
(b) <u>Regeneration and Communities</u> To Pathways to Art from Sports Development to fund room hire at the Beacon and Civic Hall.	2,950
(c) <u>Neighbourhoods</u> To Neighbourhood Admin. From Choosing to Change to fund restructure costs.	6,004
<u>2. Virements approved by the Chief Executive</u>	
(a) <u>Corporate Resources</u> To Accountancy from Choosing to Change to fund restructure costs.	12,231
To Public Buildings from the Head of Corporate Resources to fund contract works at Egremont.	15,000
To Human Resources from Payroll to correct budget provision arising from the 2011/12 service review process	16,333
(b) <u>Regeneration and Communities</u> To Arts Engagement from Working Neighbourhoods to fund project costs	12,000
<u>3. Virements approved by Council</u>	
None	

- 8.3 As this report is the final quarterly monitoring report to be considered by the Executive any further virements this year to correct budget issues will be reported as part of the 2011/12 out-turn report unless separate approval is required by Council under Financial Regulations.

9 RESERVES

- 9.1 The Council holds a number of reserves for use in supporting the revenue budget and to provide funding for specific projects.
- 9.2 At 31 March 2011, the Council held general fund balances and earmarked reserves of £7,829,391 and sinking funds of £1,631,450. Approved usage during 2011/12 reduces the forecast for balances on the general fund and earmarked reserves at 31 March 2012 to £4,944,763. The level of sinking funds held will increase by £135,292 to £1,766,842 as there are no proposals to use sinking fund balances in 2011/12 and budgeted annual contributions will continue to be made.

10 CONCLUSION

- 10.1 The quarter 3 spending forecast is projecting a year-end under-spend of £684,699 against the current approved revenue budget of £14,820,745.

- 10.2 A substantial part of the under-spend, £354,322, relates to funding from earmarked reserves, which will not be required in the year and which will be transferred back into earmarked reserves at the end of the year.
- 10.3 The remaining forecast under-spends of £330,377 will be transferred to General Fund balances unless the Corporate Leadership Team, and subsequently RPWG and the Executive, support further carry forward proposals following consideration of the Council's out-turn position in May 2012.
- 10.4 The budget variances highlighted in this report will be included where appropriate within the budget pressures and savings proposals to be considered as part of the 2012/13 budget setting process.

11 STATUTORY OFFICER COMMENTS

- 11.1 The Monitoring Officer's comments are:

None

- 11.2 The Section 151 Officer's comments are:

All comments are contained in the report.

- 11.3 Other consultee comments, if any:

CLT and Heads of services have been consulted on the report and their comments are included within the body of the document.

12 HOW WILL THE PROPOSALS BE PROJECT MANAGED AND HOW ARE THE RISKS GOING TO BE MANAGED?

- 12.1 The budget monitoring process is carried out on a monthly basis. Management and finance staff work together to ensure financial reports are accurate and timely to assist the decision making process of the Council as a whole.

- 12.2 Budgets are monitored during the year with exceptions reported through Corporate Leadership Team and Executive during the year now on a quarterly basis. At the year-end, the draft outturn prior to the external audit process must be reported formally. It is also good financial practice to report the year-end position on revenue reserves as a consequence of the outturn.

13 WHAT MEASURABLE OUTCOMES OR OUTPUTS WILL ARISE FROM THIS REPORT?

- 13.1 The measurement of revenue budget position for 2011/12 is key to determining the required use of reserves for the year and the level of general and earmarked reserves the Council will have available to support its revenue budget in future years.

- 13.2 Spending areas that vary significantly from the approved budget are also identified, which can then be fed into the budget planning process to enable informed decisions on changes to the Council's budget to be made.

List of Appendices

Appendix A - Virements approved from Quarters 1 and 2;
Appendix B - Breakdown of the revenue budget position by service area;
Appendix C - Service Review position statement.

List of Background Documents:

Budget monitoring working papers April-Dec 2011;
2010/11 Final Out-turn report.

Virements included within Quarter 1 and Quarter 2 Budget Monitoring Reports

<u>1. Virements approved by Heads of Service</u>	£
<u>(a) Resources and Transformation</u> To Accountancy from the Head of Corporate Resources to provide a budget to cover recruitment advertising for the Financial Services Manager.	4,000
<u>(b) Regeneration & Communities</u> To the Tourist Information Centre from The Beacon to correct salary budgets.	1,171
To Homelessness from Private Sector Housing to reallocate resources to empty properties from Copeland care & repair budget.	2,500
<u>(c) Neighbourhoods</u> To Parks and Open Spaces from Public Conveniences (£1,500), Environmental Cleansing (£500), Parks Holding Account (£1,000), Play Areas (£1,000) and Streetscene (£1,700) to provide a grant payment for Millom Park.	5,700
To Refuse Collection Transport costs from Refuse Recycling Bring sites to finance a new bin lift.	4,500
<u>2. Virements approved by the Chief Executive</u>	
<u>(a) Resources and Transformation</u> To the Director of Resources and Transformation from Director of People and Places to reflect shared P.A. support.	13,093
To Policy and Transformation from the Performance improvement Team to reflect the new team structure.	30,168
<u>3. Virements approved by Council</u>	
<u>(a) Chief Executive</u> Transfer savings generated through work on external projects to a Regeneration Reserve.	158,751
<u>(b) Resources and Transformation.</u> Transfer the budget for Fraud to consolidate services provided by the Revenues and Benefits Shared Service, which now undertakes both activities on behalf of the Council.	113,908
Transfer the budget held within the Chief Executive's New Initiatives budget to the Copeland Local Strategic Partnership budget to provide a budget for staffing for The Copeland Plan, the successor to the West Cumbria Partnership.	60,770
Transfer staffing budgets to Policy & Transformation from Legal & Democratic Services to reflect the transfer of responsibilities for Equalities and Diversity and Overview and Scrutiny	54,375
To Policy and Transformation from Working Neighbourhoods to reflect the transfer of responsibility for Locality Working following the recent departmental restructure.	108,000

(c) Neighbourhoods

Transfer a series of budgets to create a holding account to more accurately recharge supervision costs to waste services. The budgets to be reduced will be Environmental Cleansing (£64,663), Refuse Collection (£114,294), Commercial Refuse (£29,410), Recycling (£29,410) and Kerbside Recycling (£34,653).

272,430

Revenue Monitoring Report by Directorate

Appendix B

	Current Approved Budget 2011/12 £	Profited Approved Budget - Period 9 £	Actual Net Expenditure - Period 9 £	Managers Year End Projection - Period 9 £	Forecast Variance - Year End £
Revenue					
Chief Executive					
Chief Executive					
Chief Executive	1,991,316	1,492,889	421,597	1,907,934	(83,382)
Total for Chief Executive	1,991,316	1,492,889	421,597	1,907,934	(83,382)
Communications					
Communications	158,150	118,565	85,675	148,452	(9,698)
Total for Communications	158,150	118,565	85,675	148,452	(9,698)
Nuclear Projects & Programmes					
Nuclear Projects & Programmes	345,682	204,421	(228,929)	184,842	(160,840)
Total for Nuclear Projects & Programmes	345,682	204,421	(228,929)	184,842	(160,840)
Total for Chief Executive	2,495,148	1,815,875	278,343	2,241,228	(253,920)
People and Places					
Corporate Director					
Corporate Director	103,562	77,641	73,908	97,123	(6,439)
Total for Corporate Director	103,562	77,641	73,908	97,123	(6,439)
Neighbourhoods					
Building Control	129,281	96,921	117,208	139,252	9,971
Development Control	100,535	75,372	12,366	77,529	(23,006)
Enforcement	(48,347)	(32,771)	(36,387)	(48,652)	(305)
Environmental Health	650,868	487,956	477,811	623,485	(27,383)
Neighbourhoods Admin	271,908	205,352	182,966	240,368	(31,540)
Parks & Open Spaces	560,188	540,175	365,663	455,828	(104,360)
Refuse & Recycling	1,636,968	1,229,837	1,343,740	1,483,023	(153,945)
Total for Neighbourhoods	3,301,401	2,602,842	2,463,368	2,970,832	(330,569)
Regeneration and Community					
Arts, Beacon & Tourism	482,170	362,235	307,668	559,930	77,760
Economic Development	261,750	196,236	133,714	228,865	(32,885)
LABGI	193,220	131,332	105,109	193,220	0
Regeneration and Community	230,592	171,853	223,960	279,752	49,160
Health and Sports	845,235	631,531	643,888	807,599	(37,636)
Strategic Housing	454,935	335,754	324,265	398,064	(56,871)
Strategic Planning	464,708	348,393	218,306	302,837	(161,871)
Working Neighbourhood Fund	601,000	450,670	31,592	554,940	(46,060)
Total for Regeneration and Community	3,533,610	2,627,904	1,988,502	3,325,205	(208,405)
Total for People and Places	6,938,573	5,308,387	4,525,777	6,393,160	(545,413)
Resources & Transformation					
Corporate Director					
Corporate Director	112,386	84,256	84,052	115,815	3,429
Total for Corporate Director	112,386	84,256	84,052	115,815	3,429
Corporate Resources					
Democratic Services	399,911	299,815	417,399	412,022	12,111
Financial Services	1,107,334	820,469	943,844	1,151,706	44,372
Human Resources	348,209	261,053	259,985	378,708	30,499

Revenue Monitoring Report by Directorate

Appendix B

	Current Approved Budget 2011/12	Profiled Approved Budget - Period 9	Actual Net Expenditure - Period 9	Managers Year End Projection - Period 9	Forecast Variance - Year End
	£	£	£	£	£
Legal Services	264,801	193,750	226,258	289,547	24,746
Procurement	36,834	27,614	13,852	36,553	(281)
Property Management	1,598,645	1,174,002	805,284	1,570,595	(28,050)
Resources & Transformation	51,919	38,923	34,682	56,315	4,396
Revenue's and Benefits	128,394	180,833	(3,386,604)	71,794	(56,600)
	=====	=====	=====	=====	=====
Total for Corporate Resources	3,936,047	2,996,459	(685,301)	3,967,240	31,193
Performance and Transformation					
Customer Services	461,185	351,750	302,465	424,075	(37,110)
ICT/MIS	414,520	309,542	341,776	426,590	12,070
LSP & Localities	100,770	67,377	116,192	272,000	171,230
Performance Management	189,032	141,367	113,391	151,359	(37,673)
Policy Development	102,165	76,593	55,965	94,279	(7,886)
Resources & Transformation	70,919	53,167	33,340	50,300	(20,619)
	=====	=====	=====	=====	=====
Total for Performance and Transformation	1,338,591	999,796	963,128	1,418,603	80,012
	=====	=====	=====	=====	=====
Total for Resources & Transformation	5,387,024	4,080,511	361,880	5,501,658	114,634
	=====	=====	=====	=====	=====
Grand Total	14,820,745	11,204,773	5,166,000	14,136,046	(684,699)

SELF ASSESSMENT SERVICE REVIEWS - PROGRESS REPORT AS AT 30 NOVEMBER 2011

Appendix C

Saving description	Value	Notes on progress in delivering savings	Value delivered so far	R/A/G
	£		£	
Section A Non-Staffing Savings				
Chief Executive				
Reduction in admin.budgets	10,400	Complete - budgets deleted from 2011/12	10,400	G
Finance				
Reduce cost of discretionary concessionary travel scheme	30,000	Complete - budgets reduced.	30,000	G
Legal & Democratic Services				
Reduce costs of electoral registration	3,000	Budget reduced - Saving will not be delivered due to additional postages (Pressure 2012/13) and printing costs	0	
Reduce legal encyclopaedia costs	4,618	Budget reduced - Saving will not be delivered budget for books & publications £7k overspent	0	
Reduce the number of Executive members by 1	6,000	Budget reduced - Saving doubtful as spend to period 8 £195k - Forecast overspend	0	
Grant assistance via Equalities previously funded from reserves	(4,000)	Budget increased - Spend forecast at p.8 in accordance with revised budget	(4,000)	G
Cultural Services				
Under-provision for inflation re: 2010/11	(10,000)	Contract price agreed at £564k. £60k saving equalled "10% of the management fee" but budget was only £577k in 2010/11 (understated by £20k) and balance = equalled insurance so only £13k saving		
Renegotiate the leisure contract with NCL	60,000	Budget for insurance £25k also deleted as no longer needed so overall £38k saving	38,000	A
Bereavement Services				
Crematorium fee increases	104,786	Budget reduced. Managers forecast at period 8 expects the increased income to be delivered.	104,786	G
Reduction in fuel costs Crematorium	12,000	Budget reduced - Managers forecast saving at P.8 now £10k more partly due to new gas contract.	21,000	G
Bulky waste service:				
Reduced vehicle costs & fuel	37,000	Budget reduced - Managers forecast at P.8 indicates further £4k saving in running costs and £5k vehicle leasing.	41,660	G
Increases in fees & charges	8,000	Budget reduced - will monitor during the year. Forecast at p.8 indicates a shortfall in income of £11,000.	0	
Plastic & Cardboard Services:				
Recycling income	36,900	Budget reduced. Value of recycle materials is generally on the increase and managers forecast at period 8 indicates an additional £25k from recyclable materials.	61,900	G
Environmental Cleansing				
Reduce vehicle costs	17,000	Budget reduced. Vehicle hire costs reduced and fuel savings partially achieved	17,000	G
Parks & Open Spaces:				
Reduce CCTV costs	21,000	Budget reduced. Overall saving forecast at P.8 in accordance with target	21,000	G
Leased Areas	2,820	Budget reduced - will monitor during the year but Millom Park now transferred to Parish Council	2,820	G
Review allotment operations	728	Budget reduced - will monitor during the year	728	G
Stop winter bedding work	7,000	Budget reduced - Managers forecast at period 8 expects the saving to be delivered.	7,000	G
Home Group - additional income	5,000	Budget reduced - Managers forecast at period 8 expects the saving to be delivered.	5,000	G
Environmental Health:				
Additional budget for legal & professional services / advice	(20,263)	Budget increased - additional cost for statutory pest control added	(20,263)	G
Review of office & technical expenses	12,800	Budget reduced. On target to be delivered	12,800	G
Reduced costs for sampling	10,000	Budget reduced. On target to be delivered	10,000	G
Car Parking:				
Increased income from charges	18,904	Budget reduced. Managers forecast at period 8 expects the saving to be delivered by year-end.	18,904	G
Pest Control:				
Stop service	(9,940)	Loss of income reflected in the budget for 2011/12	(9,940)	G
Management Information Systems:				
Delete remaining mainframe budget	44,000	Budget reduced - Managers forecast at P.8 indicates that the saving will be delivered	44,000	G
Delete general repairs budget	16,680	Budget reduced - Managers forecast at P.8 indicates that the saving will be delivered	16,680	G

Saving description	Value		Notes on progress in delivering savings	Value delivered so far	R/A/G
	£	£		£	
Reduce consumables	9,000		Budget reduced - Managers forecast at P.8 indicates that the saving will be delivered	9,000	G
Reduce office expenses	1,724		Budget reduced - Managers forecast at P.8 indicates that the saving will be delivered	1,724	G
Van lease not renewed	3,500		Budget reduced - Managers forecast at P.8 indicates that the saving will be delivered	3,500	G
Reduce PC replacement fund	20,000		Budget reduced - Managers forecast at P.8 indicates that the saving will be delivered	20,000	G
		94,904			
Building Control:					
Use of mobile devices		2,000	Budget reduced. Managers forecast for telephones at P.8 is an overspend of £900	1,100	A
Development Control:					
Reduce office costs		7,500	Budget reduced - Managers forecast at P.8 indicates that the saving will be delivered	7,500	G
Planning Policy:					
Reduce the cost of implementing the Local Development Framework		22,615	Budget reduced - Temporary staff engaged to reduce consultancy costs	22,615	G
Contracts & Property:					
Bring valuation services in-house	30,000		Budget reduced and saving expected.	30,000	G
Miscellaneous Buildings - Repair & Maintenance	65,000		Budget reduced - will monitor during the year. £25k to be identified and unlikely to be delivered in full (CL)	40,000	A
Review catering contract	6,000		Budget reduced - reduce use of outside caterers	6,000	G
		101,000			
Housing					
Housing Stock condition survey		(45,000)	Budget increased - Forecast cost slightly reduced	(40,000)	G
Human Resources:					
Reduce training budget	60,000		Budget reduced - Managers forecast at P.8 indicates that the saving will be delivered	60,000	G
Reduce use of Occupational Health Services	8,000		Budget reduced - Managers forecast at P.8 indicates that a only a saving of £6,000 will be delivered	6,000	A
Reduce admin.expenses	6,500		Budget reduced - Managers forecast at P.8 indicates that only £2,000 will be saved	2,000	A
		74,500			
GIS:					
Reduce running costs		9,000	Budget reduced - Managers forecast at P.8 indicates a further saving of £7,800	16,800	G
Customer Services:					
Reduce the cost of customer services at Copeland Centre		22,000	Budget reduced - Managers forecast at P.8 indicates that a further £7,000 saving will be delivered	29,000	G
Corporate:					
Stop 1st class travel	2,000		Budget reduced and expected to be delivered	2,000	G
Reduce subscriptions	9,000		Budget reduced and expected to be delivered	9,000	G
		11,000			
Total Section A		663,272		655,714	
Section B - Corporate Savings					
Pool stationery, printing, office supplies, equipment etc		20,000	Budgets reduced across a number of cost centres will monitor during the year	20,000	G
Energy efficiencies		4,000	Budget reduced at Moresby - consistently underspent	4,000	G
Review employment terms & conditions - car allowances		40,000	Budgets reduced across a number of cost centres will monitor during the year. Car allowance budgets 2.5% overspent (£1,749) at period 8 so the saving is being substantially delivered. Ongoing review of car allowance scheme with unions to deliver the balance	36,000	A
Review Fees & Charges:					
Land & Property lease income	43,000		Managers forecast at P.8 includes additional income within the Property Holding Account £15,000 and Land Management £7,500 over and above the target saving	65,500	G
Recycling credits	7,000		Budget reduced - links to recycling saving above. Managers forecast at period 8 expects the saving to be delivered.	7,000	G
Development Control	10,000		Increased income target for 2011/12 expected to be met by year-end. May not be sustainable going forward to 2012/13	10,000	G
		60,000			

Saving description	Value	Notes on progress in delivering savings	Value delivered so far	R/A/G
	£		£	
Total Section B	124,000		142,500	
Section C - Staff Savings by Service (exc. Redundancies)				
Legal & Democratic Services				
Reduce Mayoral costs	4,242	Mayoral Chauffeur - contract extended saving not being achieved	0	G
Reduce administrative overheads	17,703	Vacant post deleted	17,703	G
Cultural Services				
Reduce management costs	45,228	Vacant post deleted	45,228	G
Bereavement Services				
Restructure operation of the Crematorium	12,934	Retirement September 2011	12,934	G
Waste				
Cleaner	0	Redundancy following loss of contract	2,483	G
Restructure bulky waste collection service	41,402	Vacant post deleted	41,402	G
Reduce Waste Management costs	24,132	Vacant post deleted	24,132	G
Environmental Cleansing				
Reduce Sickness & Absence Cover	35,000	Budget reduced - will monitor during the year but saving expected following union agreement.	35,000	G
Reduce Week-end Cleaning costs	23,000	Budget reduced - Forecast reduction likely to be achieved	23,000	G
Parks & Open Spaces				
Reduce arboricultural costs	15,097			G
Restructure allotment operations	1,500			G
Reduce costs of maintenance for leased areas	6,930	Total saving here in employee costs is £52,452. 2 x vacant posts deleted covering this area - value £42,023. £8,000 saving in seasonal staff will be monitored to see if it is delivered during the year. Small residual balance of £2,429 to be met from saving in supplies & services	52,452	G
Reduce grass cutting	18,952			G
Stop winter bedding planting	9,973			G
Reduce Parks & Open Spaces management	33,693	Vacant post deleted	33,693	G
Environmental Health				
Introduce flexible working	6,000	Salary payments reduced to 30 hours per week for 1 post to cover this saving	6,000	G
Reduce operational costs in Environmental Health (Food, Health & Safety)	35,666	Vacant post deleted	35,666	G
Reduce operational costs in Environmental Protection	25,897	Vacant post deleted	25,897	G
Management Information Systems				
Reduce ICT costs	70,669	Vacant posts deleted	70,669	G
Building Control				
Withdraw market supplements - effective October 2011	6,500	Budget reduced but withdrawal of supplements not achieved	0	R
Reduce Admin. Costs	10,000	Budget reduced but saving not achieved	0	R
Development Control				
Reduce Admin. Costs		Vacant post shared with Building Control - not delivered. Saving achieved by not filling a vacancy.	10,500	G
Planning Policy				
Reduce Planning Policy costs	15,750	Forecast at P.8 indicates that the saving will be delivered.	15,750	G
Housing				
Reduce Housing Management costs	40,852	Vacant post deleted	40,852	G
Reduce admin. costs within grants section	24,132	Vacant post deleted	24,132	G
Accountancy				
Reduce admin. costs	20,962	Vacant post deleted	20,962	G
Process Improvement Team				
Reduce costs by deleting one vacancy	13,626	Vacant post deleted	13,626	G
Customer Services				
Merge Copeland Direct and Cash Office to reduce staffing	44,595	Vacant posts deleted	44,595	G

Saving description	Value	Notes on progress in delivering savings	Value delivered so far	R/A/G
	£		£	
	614,985		596,676	
Total Section C				
Section D - Forecast cost of redundancies by department				
Legal & Democratic Services	75,000	Part delivery expected May 2011, balance delayed until September 2011	60,000	A
Leisure & Environmental Services	35,510	Crematorium £4227, Pest Control £31,283. Savings delivered.	35,510	G
Resources & Transformation	106,182	Accountancy £29,000 (now Treasury Management saving 2011/12), HR £30,000, PIT £47,182. HR saving includes deletion of a training post (£16,800) and a staff vacancy within Payroll £9,000, leaving £4,200 to be found from other areas including outsourcing payroll to Cumbria CC	101,982	A
Development Operations	12,308	Beacon - saving delivered with additional value	17,765	G
Heads of Service Review	140,000	Saving delivered	140,000	G
Total Section D	369,000		355,257	
SELF ASSESSMENT SERVICE REVIEWS - PROGRESS REPORT AS AT 30 NOVEMBER 2011	1,771,207		1,750,147	
		Balance still to find	21,060	