

Service Review – Progress Report 2011/12 Savings

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Why has the report come to the Resource Planning Working Group

As part of the 2011/12 budget process service review savings totalling £1.771m were deducted from the budget prior to approval by Council. This paper and its appendix summarises the current progress being made to achieve those savings.

Recommendations

RPWG note the progress towards delivery of the required service review savings.

1. Background

As part of the 2011/12 budget process service review savings totalling £1.771m were deducted from the budget prior to approval by Council. Following the approval of the service review reductions by Council, processes have been put in place to monitor the progress towards delivering these substantial savings. Service managers have been requested to complete a pro-forma for their individual service review proposals providing information on progress achieved to date. In some cases this has not been deemed to be necessary as delivery of the saving is automatic e.g. the deletion of certain budgets which were never, or little, used. Information from service managers has in the main been used to compile the information in the appendix 1.

2. Details

Appendix 1 summarises the current position over delivery of the service review savings. The appendix "tags" each individual with an indicator to show if the savings are, or are likely to be delivered in full (shaded green), are likely to be delivered but information is not yet available to support the proposal (shaded amber) e.g. fee income increases that will be delivered over whole of 2011/12 and proposals that are not likely to be delivered to the scale envisaged at the time of the service review (shaded red).

The vast majority of the service review savings proposed fall within the Green and Amber categories. Only those proposals relating to legal and democratic services and environmental cleansing are deemed to warrant concerns over non-delivery.

3. Conclusion

Of the total service review saving of £1.771m, £1.324m has already been delivered, a further £406k should be delivered by the end of the year and only £42k is considered to be at risk (Legal & Democratic Services £19k, Environmental Cleansing £23k). However all elements will continue to be monitored through the year and any changes to the forecast outcomes will be reported back to RPWG as part of the medium-term financial planning process.

SELF ASSESSMENT SERVICE REVIEWS - PROGRESS REPORT AS AT 2 JUNE 2011

Appendix 1

Saving description	Non-staffing savings		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 and scheme stopped	30,000	G
Legal & Democratic Services					
Reduce costs of electoral registration	3,000		Budget reduced - will monitor during the year but assumed to be delivered	3,000	G
Reduce legal encyclopaedia costs	4,618		Budget reduced - will monitor during the year but assumed to be delivered	4,618	G
Reduce the number of Executive members by 1	6,000		Budget reduced - will monitor during the year but assumed to be delivered	6,000	G
Grant assistance via Equalities previously funded from reserves	(4,000)		Budget increased - 2 grants @ £2000 to be paid	(4,000)	G
		9,618			
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		
Renegotiate the leisure contract with NCL	60,000		only £577k in 2010/11 (understated by £20k) and balance = equalled insurance so only £13k saving		
		50,000	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 - will monitor during the year. Assuming historical volume figures achieved so will saving	0	A
Reduction in fuel costs Crematorium	12,000		Budget reduced - will monitor during the year. Early signs encouraging	0	A
		116,786			
Bulky waste service:					
Reduced vehicle costs & fuel	37,000		Budget reduced - will monitor during the year. Vehicle hire costs reduced but no information on fuel yet	29,660	A
Increases in fees & charges	8,000		Budget reduced - will monitor during the year. No details on the impact of new charges yet.	0	A
		45,000			
Plastic & Cardboard Service:					
Recycling income		36,900	Budget reduced - will monitor during the year. Value of recycle materials is generally on the increase	0	A
Environmental Cleansing:					
Reduce vehicle costs		17,000	Budget reduced - will monitor during the year. Vehicle hire costs reduced but no information on fuel yet	14,800	A
Parks & Open Spaces:					
Reduce CCTV costs	21,000		Budget reduced. Contract with Allerdale for CCTV terminated saving £15k. Broadband to follow	15,000	A
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 - will monitor during the year	0	A
Home Group - additional income	5,000		Budget reduced - will monitor during the year	0	A
		36,548			
Environmental Health:					
Additional budget for legal & professional services / advice	(20,263)		Budget increased - will monitor during the year. On target to be delivered	(20,263)	G
Review of office & technical expenses	12,800		Budget reduced - will monitor during the year. On target to be delivered	12,800	G
Reduced costs for sampling	10,000		Budget reduced - will monitor during the year. On target to be delivered	10,000	G
		2,537			
Car Parking:					
Increased income from charges		18,904	Budget reduced - will monitor during the year. Income increase anticipated by the end of the year	0	A
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 - will monitor during the year but assumed to be delivered	44,000	G
Delete general repairs budget	16,680		Budget reduced - will monitor during the year but assumed to be delivered	16,680	G
Reduce consumables	9,000		Budget reduced - will monitor during the year but assumed to be delivered	9,000	G

Reduce office expenses	1,724		Budget reduced - will monitor during the year but assumed to be delivered	1,724	G
Van lease not renewed	3,500		Budget reduced - will monitor during the year but assumed to be delivered	3,500	G
Reduce PC replacement fund	20,000		Budget reduced - will monitor during the year but assumed to be delivered	20,000	G
		94,904			
Building Control:					
Use of mobile devices		2,000	Budget reduced - will monitor during the year but assumed to be delivered	2,000	G
Development Control:					
Reduce office costs		7,500	Budget reduced - will monitor during the year but expected to 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 - will monitor during the year. Revised proposals put forward to deliver the saving in full.	10,000	A
Miscellaneous Buildings - Repair & Maintenance	65,000		Budget reduced - will monitor during the year. Revised proposals put forward to deliver the saving in full.	40,000	A
Review catering contract	6,000		Budget reduced - will monitor during the year but reduction in outside catering indicates that this saving will be delivered	6,000	G
		101,000			
Housing					
Housing Stock condition survey		(45,000)	Budget increased - will be delivered Qtr 1	(45,000)	G
Human Resources:					
Reduce training budget	60,000		Budget reduced - will monitor during the year but assumed to be delivered	60,000	G
Reduce use of Occupational Health Services	8,000		Budget reduced - will monitor during the year but assumed to be delivered	8,000	G
Reduce admin.expenses	6,500		Budget reduced - will monitor during the year but assumed to be delivered	6,500	G
		74,500			
GIS:					
Reduce running costs		9,000	Budget reduced - will monitor during the year but assumed to be delivered	9,000	G
Customer Services:					
Reduce the cost of customer services at Copeland Centre		22,000	Budget reduced - will monitor during the year but assumed to be delivered	22,000	G
Corporate:					
Stop 1st class travel	2,000		Budget reduced - will monitor during the year but assumed to be delivered	2,000	G
Reduce subscriptions	9,000		Budget reduced - will monitor during the year but assumed to be delivered	9,000	G
		11,000			
Total Section A		663,272		398,142	
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 and will be monitored during the year. Subject to union negotiations	0	A
Review Fees & Charges:					
Land & Property lease income	43,000		Budget reduced - will monitor during the year but should be delivered as income well over budget 2010/11	0	A
Recycling credits	7,000		Budget reduced - will monitor during the year but should be delivered as income well over budget 2010/11	0	A
Development Control	10,000		Budget reduced - will monitor during the year	0	A
		60,000			
Total Section B		124,000		24,000	
Section C - Staffing Savings by Service					
Head of Service Review		140,000	Saving delivered - net reduction of 2 Heads of Service	140,000	G
Legal & Democratic Services					
Reduce Mayoral costs	4,242		Review of legal services salaries partly delayed until mid-2011. Unlikely that the full saving will be achieved	0	A
Reduce staffing costs	75,000		in 2011/12	60,000	

Reduce administrative overheads	17,703	96,945	Vacant post deleted	17,703	G
Pest Control					
Stop Pest Control Service		31,283	Service stopped 1/4/2011	31,283	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
Crematorium	4,227	17,161	Week-end working stopped but adverse publicity	4,227	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	65,534	Vacant post deleted	24,132	G
Environmental Cleansing					
Reduce Sickness & Absence Cover	35,000		Budget reduced - will monitor during the year. Improved management of sickness & absence should assist delivery of the saving	0	A
Reduce Week-end Cleaning costs	23,000	58,000	Budget reduced - will monitor during the year. Still under negotiation with unions	0	A
Parks & Open Spaces					
Reduce arboricultural costs	15,097		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		G
Restructure allotment operations	1,500				G
Reduce costs of maintenance for leased areas	6,930			52,452	G
Reduce grass cutting	18,952				G
Stop winter bedding planting	9,973				G
Reduce Parks & Open Spaces management	33,693	86,145	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	67,563	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 - No case to be put forward for retention when they become due for renewal	6,500	G
Reduce Admin. Costs	10,000	16,500	Major service review underway but saving expected	10,500	G
Development Control					
Reduce Admin. Costs		10,500	Vacant post shared with Building Control	10,500	G
Beacon/TIC					
Review staffing at the Beacon		12,308	Beacon - saving delivered with additional value	17,765	G
Planning Policy					
Reduce Planning Policy costs		15,750	Expected to be delivered on retirement of postholder. A further £11,900 + likely due to flexible retirement	15,750	G
Housing					
Reduce Housing Management costs	40,852		Vacant post deleted	40,852	G
Reduce admin. costs within grants section	24,132	64,984	Vacant post deleted	24,132	G
Accountancy					
Reduce admin. costs	20,962		Vacant post deleted	20,962	G
Accountancy	29,000	49,962	Funding from treasury management investment returns 2011/12 pending re-structure, which is underway	29,000	G
Process Improvement Team					
Reduce costs by deleting one vacancy	13,626		Vacant post deleted	13,626	G
Reduce staffing Policy & Transformation	47,182	60,808	Saving achieved - staffing reduced 1/4/2011	47,182	G
Human Resources					
Review operation of Human Resources		30,000	Part funded by deletion of a training post (£16,800) leaving £13,200 to be found from other areas	16,800	A
Customer Services					
Merge Copeland Direct and Cash Office to reduce staffing		44,595	Vacant posts deleted	44,595	G

Total Section C		983,935		901,933	
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