

Finance & IT Budget Options

Reference:	F&IT1
Budget theme(s):	Driving organisational efficiency
Service(s):	Insurance
Lead Member(s):	Cllr Pavey

Proposals:	Savings of £0.2m have been identified within the insurance costs. These can be achieved by seeking better value renewal terms from the market and optimising excess levels.
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2014/15			
Total budget for the service(s):	£0.65m		
Total post numbers in the services(s) (FTE):	2		
	2015/16	2016/17 Additional	Future years Additional
	£'000	£'000	£'000
Proposed saving:	200	0	0
Proposed staffing reduction (FTE)	0	0	0

Proposed savings

- *A combination of reduced insurance costs for similar service levels and cheaper insurance by reducing unnecessarily high excess levels*
- *It is unlikely that further significant savings could be made, as some key insurances (e.g. for the Civic Centre, employers' liability etc) are not optional. However, the market will be kept under review for 2016/17 to see if more favourable terms could be obtained.*

How would this affect users of this service?

No impact identified

Key milestones

- *Renegotiation of insurance terms and conditions – Autumn 2014*

Key consultations

- *None identified*

Key risks and mitigations

- *No significant or key risks identified, subject to commercial terms being finalised*

Equality impact screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	Yes/No
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People in particular age groups	No
Groups with particular faiths/beliefs	No
Marriage / civil partnership	No

If the screening has identified a potentially disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

EIA required?	No
EIA to be completed by:	n/a
Deadline:	n/a

Lead officer for this proposal:	Mick Bowden
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Budget Options Information

Reference:	F&IT2
Budget theme(s):	Driving organisational efficiency
Service(s):	Finance
Lead Member(s):	Cllr Pavey

Proposals:	Savings of £0.4m to be achieved in Finance as a result of a planned staffing reorganisation following the successful implementation of the One Oracle system
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2014/15	
Total budget for the service(s):	£4.3m
Total post numbers in the services(s) (FTE):	98.6

	2015/16	2016/17 Additional	Future years Additional
	£'000	£'000	£'000
Proposed saving:	400	0	0
Proposed staffing reduction (FTE)	TBA	0	0

Proposed savings

- *Savings to be achieved by a reduction in staffing levels*

How would this affect users of this service?

No impact identified on residents or other external customers. There will be some impact on the service level provided to internal customers, in line with the One Oracle principles of encouraging self service by managers

Key milestones

- *Consultation with staff to commence Q2 2015*

Key consultations

- *As above*

Key risks and mitigations

- *Normal risks associated with any staffing reorganisation, to be mitigated through applying proper management of change policy*

Equality impact screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	Yes/No
Disabled people	No
Particular ethnic groups	Yes
Men or Women (include impacts due to pregnancy/maternity)	Yes
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People in particular age groups	Yes
Groups with particular faiths/beliefs	Yes
Marriage / civil partnership	No

If the screening has identified a potentially disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

EIA required?	Yes
EIA to be completed by:	Mick Bowden / Eamonn McCarroll
Deadline:	<i>June 2015</i>

Lead officer for this proposal:	Mick Bowden & Eamonn McCarroll
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Budget Options Information

Reference:	F&IT3
Budget theme(s):	Driving organisational efficiency
Service(s):	Audit
Lead Member(s):	Cllr Pavey

Proposals:	Savings of £0.1m to be achieved by reducing number of contracted internal audit days
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2014/15	
Total budget for the service(s):	£630k
Total post numbers in the services(s) (FTE):	17

	2015/16	2016/17 Additional	Future years Additional
	£'000	£'000	£'000
Proposed saving:	100	0	0
Proposed staffing reduction (FTE)	0	0	0

Proposed savings

- *Savings to be achieved by a reduction in externally contracted service*

How would this affect users of this service?

No impact identified on residents or other external customers. There will be some impact on the quantity of service provided to internal customers, with a reduction in the scope and frequency of audits of low risk areas

Key milestones

- *n/a*

Key consultations

- *n/a*

Key risks and mitigations

- *The contract can be let on a flexible basis, fitting the audit days to the budget available, and hence there are no significant risks to delivery of the saving*

Equality impact screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	Yes/No
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People in particular age groups	No
Groups with particular faiths/beliefs	No
Marriage / civil partnership	No

If the screening has identified a potentially disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

EIA required?	No
EIA to be completed by:	n/a
Deadline:	n/a

Lead officer for this proposal:	Simon Lane
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Budget Options Information

Reference:	F&IT5
Budget theme(s):	Driving organisational efficiency
Service(s):	Finance
Lead Member(s):	Cllr Pavey

Proposals:	Savings of £1.5m to be achieved by reducing staff numbers
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2014/15	
Total budget for the service(s):	£4.3m
Total post numbers in the services(s) (FTE):	99

	2015/16	2016/17 Additional	Future years Additional
	£'000	£'000	£'000
Proposed saving:	0	1,500	0
Proposed staffing reduction (FTE)	0	0	0

Proposed savings

- *Savings to be achieved by a reduction in staff*

How would this affect users of this service?

No impact identified on residents or other external customers. Impact on council staff will be significant, but managed. Less financial advice will be provided, with managers trained to manage their own budgets better. High level expertise will be retained for complex decisions

Key milestones

- *Q1 2015 – agree principles for the way managers work in future*
- *Q2 2015 – design and commence delivery of training courses and other investment required to support new ways of working*
- *Q2 2015 – ongoing training delivery and formal staff consultation*
- *Q3 2015 - implementation*

Key consultations

- Finance staff – formally re new structure Q2 2015, informally re operating principles Q1 2015 and ongoing
- Other council employees – Q1 2015 to agree operating principles

Key risks and mitigations

- Accepting this saving implies accepting greater levels of financial risk. These can be mitigated, but not eliminated, by the actions noted above

Equality impact screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	Yes/No
Disabled people	No
Particular ethnic groups	Yes
Men or Women (include impacts due to pregnancy/maternity)	Yes
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People in particular age groups	Yes
Groups with particular faiths/beliefs	Yes
Marriage / civil partnership	No

No impact anticipated as any potential impact mitigated through management of change policy

EIA required?	Yes
EIA to be completed by:	Conrad Hall
Deadline:	June 2015

Lead officer for this proposal:	Conrad Hall
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Budget Options Information

Reference:	F&IT4
Budget theme(s):	Driving organisational efficiency
Service(s):	IT
Lead Member(s):	Cllr Pavey

Proposals:	Savings of £0.15m to be achieved by reducing print volumes
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2014/15	
Total budget for the service(s):	£0.383m
Total post numbers in the services(s) (FTE):	0

	2015/16	2016/17 Additional	Future years Additional
	£'000	£'000	£'000
Proposed saving:	150	0	0
Proposed staffing reduction (FTE)	0	0	0

Proposed savings

- *Savings to be achieved by a reduction in print volumes*

How would this affect users of this service?

No impact identified on residents or other external customers. Council staff will need to be encouraged to print less

Key milestones

- *Developing management information to show and manage volumes – Q3 2014*

Key consultations

- *n/a*

Key risks and mitigations

- *If council staff do not reduce print volumes the saving will not be achieved. This risk will be mitigated by increasing use of e-forms, reducing need for paper, and information campaigns to highlight the cost of printing*

Equality impact screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	Yes/No
Disabled people	No*
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People in particular age groups	No
Groups with particular faiths/beliefs	No
Marriage / civil partnership	No

Possible impact on visually impaired staff who may require printing will be managed to avoid disproportionate impact as staff will not be compelled to stop printing

EIA required?	No
EIA to be completed by:	n/a
Deadline:	n/a

Lead officer for this proposal:	Peter Gadsdon
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Budget Options Information

Reference:	F&IT6
Budget theme(s):	Driving organisational efficiency
Service(s):	IT
Lead Member(s):	Cllr Pavey

Proposals:	Savings of £1.6m to be achieved by a mixture of reducing staff numbers, stopping out-of-hours support, renegotiating contracts, reducing the IT application footprint to a core offering, with increased standardisation for users to lower costs
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2014/15	
Total budget for the service(s):	£5.7m
Total post numbers in the services(s) (FTE):	65

	2015/16	2016/17 Additional	Future years Additional
	£'000	£'000	£'000
Proposed saving:	0	1,620	0
Proposed staffing reduction (FTE)	0	10	0

Proposed savings

- *Savings to be achieved by a reduction in staff and IT support*

How would this affect users of this service?

No impact identified on residents or other external customers. Impact on council staff will be significant, but managed. Staff will need to self-serve more, and accept greater use of standard rather than customised applications. If services can be shared with other councils then overhead costs can be driven down

Key milestones

- *Q1 2015 – agree principles for the way managers work in future and map application footprint*
- *Q2 2015 – agree roadmap for reduced application footprint*
- *Q3 2015 – Formal staff consultation*
- *Q4 2016 - implementation*

Key consultations

- *IT staff – formally re new structure Q3 2015, informally re operating principles Q1 2015 and ongoing*
- *Other council employees – Q1 2015 to agree operating principles*

Key risks and mitigations

- *Accepting this saving implies accepting greater standardisation in the use of IT and pursuing shared service models where possible*

Equality impact screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	Yes/No
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	Yes
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People in particular age groups	No
Groups with particular faiths/beliefs	No
Marriage / civil partnership	No

No impact anticipated at this stage

EIA required?	Yes
EIA to be completed by:	Peter Gadsdon
Deadline:	Q3 2015

Lead officer for this proposal:	Peter Gadsdon
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