

REPORT TO: Leader

DATE: 20th December 2006

DEPARTMENT: Corporate Policy & Improvement

REPORTING OFFICER: Executive Director (Corporate Policy & Improvement)
(Kevin Douglas)

SUBJECT: **DRAFT GENERAL FUND BUDGET 2007/2008
DEPARTMENT OF CORPORATE POLICY &
IMPROVEMENT (INCLUDING THE OFFICE OF THE
CHIEF EXECUTIVE)**

WARD/S AFFECTED:

FORWARD PLAN REF:

1.0 PURPOSE OF REPORT

1.1 To provide the Portfolio Holder with the financial information for the Department of Corporate Policy and Improvement (DCPI) and the Office of the Chief Executive (OCE) on:-

- The revised estimates for 2006/2007
- The draft revenue estimates for 2007/2008 (the proposed base budget).
- Requests for discretionary growth in services in 2007/2008.
- Projections for 2008/2009 and 2009/2010.

2.0 RECOMMENDATIONS

2.1 The Leader of the Council, as Portfolio Holder for the DCPI and OCE services, is asked to:-

2.1.1 Note the latest position shown in the Revised Estimates for 2006/2007.

2.1.2 Recommend the draft 2007/2008 General Fund Estimates for the DCPI and OCE Services to the Cabinet.

2.1.3 Make an appropriate recommendation on each of the growth items listed in Section 10 of this report.

2.1.4 Note the projections for 2008/2009 and 2009/2010.

3.0 RECOMMENDED REASONS FOR DECISION

- 3.1 To provide the Portfolio Holder with the financial information on the draft General Fund Budget 2007/2008 in relation to the Cost Centres in DCPI and OCE for his consideration and recommendation to the Cabinet as part of the Council's Budget process.

4.0 ALTERNATIVE OPTIONS CONSIDERED AND RECOMMENDED FOR REJECTION

- 4.1 Not to report this information to the Portfolio Holder. That option would not meet the requirements of the Council's Budget process.

5.0 THE REPORT

- 5.1 This report covers the estimates of the following Corporate Policy and Improvement Cost Centres:-

- 5.1.1 **Office of Chief Executive:** Page A1 shows the salaries and related on-costs of the Chief Executive and his secretary.
- 5.1.2 **Corporate Policy and Improvement:** Page A1 shows the salaries and on-costs of the staff in the Department of Corporate Policy and Improvement on the DCPI services which are charged directly to the General Fund Revenue Budget.
- 5.1.3 **Directorate/Improvement Fund:** Page A1 shows the DCPI Directorate/Improvement Fund cost centre which includes the Council's corporate funding to deliver its improvement agenda including the Corporate Improvement Fund and the costs of meeting the Best Value/CPA requirements each year.
- 5.1.4 **DCPI General Fund Revenue Budget Variations 2006/2007 Original to Revised Estimate and Original 2006/2007 to Original 2007/2008 Estimate:** Pages A2 and A3 outline the minor variations in the DCPI General Fund Revenue budgets.
- 5.1.5 **DCPI Rechargeable Accounts:** Page A4 shows the salaries and on-costs of the staff in DCPI whose services are recharged in full to its customers in Council Departments. The rechargeable accounts cover Media/PR, corporate governance and overview/scrutiny.
- 5.1.6 **DCPI Rechargeable Accounts: Variations 2006/2007 Original to Revised Estimate and Original 2006/2007 to Original 2007/2008 Estimate:** Pages A5 and A6 outline the minor variations in the DCPI rechargeable accounts.

6.0 GENERAL ISSUES

6.1 Budget Changes Resulting from the new Statement of Recommended Practice 2006

The CIPFA Accounting Code of Practice issued in 2006 has brought in a number of changes to the way that local authorities present their accounts from 2006/2007.

In order to prepare for 2006/2007 final accounts and lay out the budget in the required format, we have introduced these changes from 2006/2007 Revised Estimates onwards. The main change affecting this budget is on capital charges (see below):-

Capital Charges

The main change is the removal of the notional interest element of the capital charge. The notional interest charge was 3.5% of the net book value of assets and its removal has resulted in a large reduction in the capital charges shown in the estimates. The remaining element is a charge for depreciation.

The notional interest charges were charged to services, but reversed centrally. Their removal, therefore, has no impact on the General Fund bottom line, because the central reversal is also removed.

7.0 REVISED ESTIMATES 2006/2007

7.1 The revised estimates for DCPI and OCE show a net decrease in Policy expenditure in 2006/2007 of £10,310 (page A2) on General Fund (GF) cost centres and £470 (page A5) on the rechargeable accounts. The main variations on the Department's controllable expenditure can be summarised as follows:-

	£'000
• Saving on Corporate Partnership post	- 11
• SIMALTO budget consultation	+ 20

The other significant increases in DCPI controllable expenditure are funded from appropriations from reserves, the Corporate Improvement Fund or LSP grant payments (see page A2).

7.2 The net decrease in the DCPI rechargeable account of £470 is explained on page A5.

8.0 ORIGINAL ESTIMATE 2007/2008

8.1 The original estimate for 2007/2008 shows a net increase of £16,490 on the original estimate for the current year. Full details of variations appear on page A3. The main variation is an increase in employee costs of £25,000 offset by savings in other areas.

8.2 The net increase in the rechargeable account of £20,520 in 2007/2008 is explained on page A6. The main variation is an increase in employee costs of £16,000 along with a net increase in support service costs of £5,000.

9.0 EFFICIENCY SAVINGS

- 9.1 Corporate Policy and Improvement has a cash savings target for 2007/2008 of £3,000. Because the Department was only formed on the 1st April 2005, its detailed budgets and work programmes are still developing in 2006/2007. It has identified cash savings of £850 and non-cash savings of £15,350 to contribute towards the Departmental target for 2007/2008.

10.0 OPTIONS FOR DISCRETIONARY GROWTH

- 10.1 DCPI has identified three potential growth items which, if implemented, would cost £100,990 in 2007/2008. The relevant growth pro-formas are attached as Appendix 1.
- 10.2 **Corporate Improvement Fund:** The growth proposal of £25,000 per annum is to provide an on-going budget for 2007/08 onwards to deliver the Corporate Improvement Plan each year and to achieve the Council's organisational goal of being a "good" performing Council by 2007. The 2006/2007 Corporate Improvement Fund was one-off funding agreed in December 2005 and the Council is asked to provide funding beyond March 2007 in order to deliver the improvement actions identified in the three-year Strategic Plan and Corporate Improvement Plan which the Council adopted in October 2006.

The proposal is for funding to be agreed as follows:-

2007-2008	£25,000
2008-2009	£20,000
2009-2010	£20,000

- 10.3 **Improvements to key services to enable the Council to meet its Civil Contingencies statutory obligations:** The growth proposal of £71,190 in 2007/2008, together with growth of £1,000 per annum from 2008/2009 onwards, will enable the Council to meet its statutory duties through improvements in the Council's IT and Telephony services including rewiring the installation of a new generator, additional air conditioning and the establishment of an area which can operate during a power outage.
- 10.4 **Pandemic Influenza: Bereavement Services Continuity Plan:** The growth proposal of £4,800 per annum is to meet the cost of a retention fee from 2007/2008 for the Bereavement Services staff trained in 2006/2007 and to provide additional training.
- 10.5 This funding allocation would align the resources to the planned actions and also link into the future three-year budget projections, if agreed.

11.0 FINANCIAL RISK MANAGEMENT

- 11.1 DCPI has £101,000 of external income comprising £91,000 of Local Strategic Partnership (LSP) grant and £10,000 LSP administrative grant. It also has internal income from recharges on other Council services. There would be significant impact on the initiatives delivered through the LSP from a loss of the external grant income.

11.2 The main expenditure in the DCPI budget, excluding salaries, is to meet the costs of the Council's statutory requirements on Best Value, Performance Management, Public Consultation, the Comprehensive Performance Assessment (CPA) and Civil Contingencies. The 2007/2008 budget provision to meet these requirements is estimated on the basis of the existing legislation and statutory guidance. If the Government amended those requirements in 2007/2008, that could increase the Council's costs in these areas. The likelihood of increased costs because of legislative change remains small.

12.0 PROJECTIONS FOR 2008/2009 AND 2009/20010

12.1 The Council is now required, under the Government's new Prudential Code, to produce budget projections for the next three years. These projections are only a broad indication of the likely net expenditure levels and have been compiled in accordance with the guidance and parameters set.

13.0 SCRUTINY

13.1 This report will be scrutinised at the Organisation Improvement and Environment Overview and Scrutiny Commission meeting on the 15th January, 2007.

Background Papers: Estimates documentation.

OFFICER CONTACT: Please contact Mike Simpson if you require any further information on the contents of this report. The officer can be contacted at Crescent Gardens, Harrogate by telephone on 01423 556065 or by Email – mike.simpson@harrogate.gov.uk

		Implications are		
		Positive	Neutral	Negative
A	Economy			
B	Environment			
C	Social Equity			
(i)	General			
(ii)	Customer Care/People with Disabilities			
(iii)	Health Implications			
D	Crime and Disorder Implications			

If all comments lie within the shaded areas, the proposal is sustainable.

KEY WORDS -

**LEADER PORTFOLIO
REVENUE BUDGET 2007/08**

CORPORATE POLICY & IMPROVEMENT

2005/06 Actual	2006/07 Original Estimate	2006/07 Revised Estimate	Cost Centre	2007/08 Original Estimate	2008/09 Projection	2009/10 Projection
£	£	£		£	£	£
			Central Services:			
			Corporate & Democratic Core:			
			Corporate Management			
190,005	205,330	201,790	Office of the Chief Executive	208,990	212,860	217,230
131,976	176,170	95,120	Performance Management	91,200	92,770	94,380
0	0	61,680	Community Engagement	56,070	57,070	58,280
271,941	289,370	306,300	DCPI Directorate & Corp Improvement	265,230	271,470	277,850
			Central Services to the public			
115,226	169,590	178,950	Civil Contingencies	174,050	178,250	181,620
			Planning & Development Services:			
			Community Development			
-1,399	42,470	62,570	Partnerships	73,880	75,680	77,520
116,315	-30,000	-63,790	Appropriation to/from (-) Reserves	0	0	0
824,063	852,930	842,620	GF Net Expenditure	869,420	888,100	906,880
			Subjective Analysis			
475,338	518,770	510,280	Employees	543,940	557,040	570,790
10,412	0	0	Premises	0	0	0
116,114	163,280	213,090	Supplies & Services	131,980	132,690	132,690
6,053	8,250	9,260	Transport	9,260	9,260	9,260
27,115	90,750	15,700	Transfer Payments	0	0	0
116,315	-30,000	-63,790	Appropriation to/from (-) Reserves	0	0	0
751,348	751,050	684,540	Total Controllable Expenditure	685,180	698,990	712,740
			Additional Expenditure			
1,597	8,080	8,080	Employees	8,170	8,380	8,600
6,831	7,420	7,470	Premises	7,670	7,860	8,060
33,421	36,400	25,670	Supplies & Services	30,720	31,490	32,290
140,012	191,570	187,980	Support Services	200,590	205,690	210,930
7,336	7,300	2,680	Capital Charges	2,680	2,680	2,680
189,198	250,770	231,880	Total Additional Expenditure	249,830	256,100	262,560
940,546	1,001,820	916,420	Total Expenditure	935,010	955,090	975,300
			Less Income			
222	40	0	Sales Fees & Charges	0	0	0
71,140	100,750	25,700	Other Income	10,000	10,000	10,000
45,120	48,100	48,100	Internal Recharges	55,590	56,990	58,420
824,063	852,930	842,620	Net Expenditure	869,420	888,100	906,880

Full Time Equivalentents

The employees cost relates to the following number of full time equivalent employees:

OE 2006/7 9.72 RE 2006/7 9.67 OE 2007/8 9.67

LEADER PORTFOLIO
REVENUE BUDGET 2007/08

CORPORATE POLICY & IMPROVEMENT

Major Variances between 2006/07 Revised and Original Estimates

	£	
Revised Estimate 2006/07	842,620	
Original Estimate 2006/07	852,930	
Increase/Decrease(-) in Net Expenditure	-10,310	
Explained by:-	£'000	£'000
<u>Controllable Expenditure</u>		
Decrease in Employee Costs:-		
Saving on Corp Partnership Dev post filled from July 06	-11	
(1) Civil Contingency training - Business Continuity Plan	3	
Other incl training		
Increase in Supplies & Services :-		
(1) Civil Contingency equipment	6	
(1) BVPI Customer Satisfaction Survey	15	
(1) Corp improvement Initiatives	20	
(1) Young Persons Survey	8	
(1) SNAP training	2	
(1) Other supplies & services (incl Hgte Cricket Club £250)	-1	
(2) Reduced transfer payment re LSP Grant	-75	
Appropriations:-		
(1) Total appropriations above	-54	
SIMALTO budget consultation to Reserves	20	
	-67	-67
<u>Income</u>		
Decrease in External Income:-		
(2) LSP grant incorrect estimate		75
<u>Additional Expenditure</u>		
Computer SLA	-11	
Other SLA's	-2	
Removal of notional interest charges	-5	
	-18	-18
		-10

Note: numbered items linked

**LEADER PORTFOLIO
REVENUE BUDGET 2007/08**

CORPORATE POLICY & IMPROVEMENT

Major Variances between 2006/07 and 2007/08 Original Estimates

	£	
Original Estimate 2007/08	869,420	
Original Estimate 2006/07	<u>852,930</u>	
Increase/Decrease(-) in Net Expenditure	<u>16,490</u>	
Explained by:-	£'000	£'000
<u>Controllable Expenditure</u>		
Increase in Employee Costs:-		
Pay award including superannuation increase	16	
Increments	8	
Net DCPI restructure costs	4	
Reduced hours Corp Improvement officer (Partnerships)	-3	
Decrease in Supplies & Services :-		
(1) Corporate Improvement Initiatives reduced expenditure	-30	
Other incl BVPI surveys -£400 cash saving	-1	
(2) Reduced transfer payment re LSP Grant	-91	
(1) Appropriation for Corp Improvement Initiatives not required 07/8	<u>30</u>	-67
<u>Income</u>		
Decrease in External Income		
(2) LSP grant incorrect estimate	91	
Increased Internal income	<u>-7</u>	84
<u>Additional Expenditure</u>		
Computer SLA cash saving SPSS licence £250	-6	
Increase in support services costs	10	
Removal of notional interest charges	<u>-5</u>	-1
	<u>16</u>	

Note: numbered items linked

LEADER PORTFOLIO

CORPORATE POLICY & IMPROVEMENT
RECHARGEABLE ACCOUNTS

Business Unit: DCPI

2006/07 Original Estimated	2006/07 Revised Estimated	Cost Centre	2007/08 Original Estimate		
			Gross Expenditure	Gross Income	Net Expenditure
£	£		£	£	£
		Support Services			
52,790	52,120	Communications & Media	53,180	0	53,180
62,610	62,090	Corporate Governance	69,710	0	69,710
70,260	70,980	Overview & Scrutiny	83,290	0	83,290
-185,660	-185,190	Recharges to Services		206,180	-206,180
0	0	Net Expenditure	206,180	206,180	0
		Subjective Analysis			
127,770	147,750	Employees	147,070		
14,780	15,280	Supplies & Services	14,580		
280	280	Transport	280		
142,830	163,310	Total Controllable Expenditure	161,930		
470	470	Employees	440		
6,910	5,560	Supplies & Services	5,450		
32,780	30,780	Support Services	41,060		
2,670	580	Capital Charges	580		
42,830	37,390	Total Additional Expenditure	47,530		
185,660	200,700	Total Expenditure	209,460		
		Less Income			
0	15,510	Other Income	3,280		
185,660	185,190	Internal Recharges	206,180		
0	0	Net Expenditure	0		

(1) Full Time Equivalents

The employees cost relates to the following number of full time equivalent employees:

OE 2006/7 3.16 RE 2006/7 4.61 OE 2007/8 4.61

**LEADER PORTFOLIO
REVENUE BUDGET 2007/08**

CORPORATE POLICY & IMPROVEMENT RECHARGEABLE ACCOUNT

Major Variances between 2006/07 Revised and Original Estimates

	£	
Revised Estimate 2006/07	185,190	
Original Estimate 2006/07	185,660	
Increase/Decrease(-) in Net Expenditure	-470	
Explained by:-		
	£'000	£'000
<u>Controllable Expenditure</u>		
Increase in Employee Costs:-		
(1) Procurement officer externally funded	16	
Scrutiny officer regrade	3	
Other	1	
		20
<u>External Income</u>		
(1) Income for Procurement officer temporary post		-16
<u>Additional Expenditure</u>		
Removal of notional interest charges	-2	
Decrease in support services costs	-3	
		-5
		-1

Note: numbered items linked

**LEADER PORTFOLIO
REVENUE BUDGET 2007/08**

CORPORATE POLICY & IMPROVEMENT RECHARGEABLE ACCOUNT

Major Variances between 2006/07 and 2007/08 Original Estimates

	£	
Original Estimate 2007/08	206,180	
Original Estimate 2006/07	<u>185,660</u>	
Increase/Decrease(-) in Net Expenditure	<u>20,520</u>	
Explained by:-		
	£'000	£'000
<u>Controllable Expenditure</u>		
Increase in Employee Costs:-		
Pay award plus superannuation increase	4	
Increments	5	
Net cost Policy support officer post	7	
(1) Procurement officer externally funded	3	19
 <u>External Income</u>		
(1) Income for Procurement officer temporary post		-3
 <u>Additional Expenditure</u>		
Removal of notional interest charges	-2	
Internal Audit charge	9	
Decrease in support services costs	<u>-2</u>	
		5
		<u>21</u>

Note: numbered items linked

RESOURCE REALLOCATION PROPOSAL – PRO FORMA

Department: Corporate Policy & Improvement		Ref:	
Business Unit: Corporate Improvement			
Brief description of Proposal: An annual corporate improvement fund to resource the Council's Corporate Improvement Agenda each year.			
Type of Expenditure: (see Notes)		Please Tick	
One-Off		<input type="checkbox"/>	
One-Off with Annual Revenue Cost		<input type="checkbox"/>	
Two or more years		<input type="checkbox"/>	
Ongoing		<input checked="" type="checkbox"/>	
Cost: (see notes)			
	Gross Cost £	Related Savings £	Net Cost £
Year 1 (2007/08)	25,000		25,000
Year 2	20,000		20,000
Year 3	20,000		20,000
Year 4	20,000		20,000
Year 5	20,000		20,000
Maximum Full Year Cost	20,000		20,000
Reason for Request: Please identify reason for proposal (as per categories identified in Chief Executive's report to Cabinet – Spending Priorities: Review, as amended by memorandum Corporate Allocation of Resources: Budget Growth dated 24 September 2003)			
Within agreed Medium Term Financial Strategy		Please Tick	
Legally unavoidable		<input checked="" type="checkbox"/>	Para 6.5(5)
Self-financing		<input type="checkbox"/>	
Supported by equivalent savings		<input type="checkbox"/>	
Detail: Please provide a detailed description of the proposal			
<p>An annual budget of £25,000 in 2007/2008 (£20,000 in subsequent years) to resource the Council's Corporate Improvement Agenda, as set out in the Strategic Plan and Corporate Improvement Plan, to enable the Council to continue to address and implement improvements in Council services and in the organisation on an ongoing basis in relation to the Council's corporate priorities, organisational goal and the Comprehensive Performance Assessment (CPA) requirements.</p> <p>Following debate/discussion at CMT/Cabinet in 2006, the principle was established that the Corporate Improvement Fund will be a corporate commitment to fund the annual funding requirement from corporate underspends each year.</p> <p>The level of funding to be as set out above.</p>			

Alternatives: Please identify alternatives which have been considered and reasons why these have been rejected

1. Only have a Corporate Improvement Fund of £25,000 in 2007/2008. This is rejected because of the ongoing need to fund corporate improvements beyond this current year to meet the Council's own priorities and the requirements of Best Value and CPA.
2. Provide a corporate improvement budget of less than £25,000 per year. This is rejected because the improvements achievable through a smaller corporate budget could mean that the Improvement Agenda does not deliver the planned outcomes by 2008 nor meet the CPA requirements on continuous improvement which could trigger the CPA corporate assessment highlighted in "service impact" above.
3. Fund the corporate improvements in 2007/2008 and beyond from other Council budgets. This is rejected because it could lead to reductions in Council services.

Approved by CMT:

Minute No:

Date:

YES/NO

Proposed Use of the 2006/2007 Corporate Improvement Fund

Improvement Action Area	2006/2007 Corporate Improvement Budget Funding (£)	Detailed Action	Responsible Officer
SA1: Community Planning - LSP	5,000	Consultant support for Partnership Development and research support.	Kevin Douglas
SA11: Leadership	4,000	Member/Senior Officer Training and Assessment. To develop the programme and approach.	Kevin Douglas/ Peter Jordan/ Dianne Adams
SA12: Rural Community Investment	5,000	To support the delivery of this Strategic Action and the development of the Rural Action Programme.	Nigel Avison
CIP 2.3.1: Procurement Strategy	2,500	Research support on developing the procurement "market place" and savings programme.	Andrea Hirst-Gee
CIP 3.2.1: Corporate Diversity Strategy	5,000	Training for staff and Members on diversity post-strategy. Implement new legislation.	Ann Duncan
CIP 4.3.1: Corporate ID/Communications	5,000	Implementation and development of the corporate brand and media guidance.	Lynne Mee
CIP 4.6.1: Partnership Audit	5,000	Research and support to develop the Governance/VFM Framework on partnerships.	Kevin Douglas/ Ann Duncan
CIP 4.6.2: Voluntary and Community Sector	4,000	Implement the V&CS Improvement Plan agreed by Council.	Karen Weaver
CIP 4.9.1: Organisational Improvement	5,000	Organisational Development training package for the Staff Development Group.	Kevin Douglas
Benchmark Awards	3,000	The Young Local Authority of the Year Award and to support Departments seeking Awards in specific service areas.	Kevin Douglas
Shared Learning Programme	2,000	Staging four events from June 2006 to March 2007.	Kevin Douglas
Contingency/Un-allocated	5,500	Utilisation during 2006/2007 as required.	Kevin Douglas
Total	£51,000		

REQUEST FOR BUDGETARY GROWTH - PRO FORMA

Department: DCPI Ref:

Business Unit: Civil Contingencies

Brief Description of Growth Item: Improvements to key services to enable the Council's statutory obligations to be met (IT, telephony and generating capacity).

Type of Growth: (see Notes)

Please Tick

One-Off

One-Off with Annual Revenue Cost

Two or more years

Ongoing

YES

Cost: (see Notes)

	Gross Cost £	Related Savings £	Net Cost £
Year 1	71,190		71,190
Year 2	1,000		1,000
Year 3	1,000		1,000
Year 4	1,000		1,000
Year 5	1,000		1,000
Maximum Full Year Cost	1,000		1,000

Detail:

Please provide a detailed description of the growth proposed
 The Civil Contingencies Act 2004 requires Category 1 responders to maintain plans to ensure that they can continue to perform their functions in the event of an emergency. If there were a major power outage within the District, the Council's IT and Telephone services would not be able to operate and maintain critical services. The work required, if undertaken, will enable the Council to provide key services both internally and externally during a power disruption. A major power outage has been identified as a key risk within North Yorkshire and is included in the NYLRF Risk Register Ref H41 and H45 and the Risk is at Medium and Very High respectively.

The work involves rewiring, the installation of a new generator, installing additional air conditioning and establishing an area that can operate during a power outage.

Service Impact:

Please provide a detailed analysis of the impact on the Service which would result from failure to approve the bid for growth

If this work is not undertaken the Council will not be able to provide any of its critical services during a major power outage. There are no acceptable alterations that would allow the Council to maintain a minimum level of critical services during a major disruption.

Alternatives:

Please identify alternatives which have been considered and reasons why these have been rejected

There are no acceptable alternative options that would allow the Council to meet its statutory obligations under the Civil Contingencies Act 2004.

Approved by CMT:

YES/NO

Minute No:

Date:

**Emergency Generation Project
Risk Matrix.**

LIKELIHOOD (FREQUENCY)	V Likely		EP 12a 5	10	15		
	High	4	4	8	EP 7a		
	Probable	3	3	6	EP5a	EP 3a EP6a	
	Low	2	2	4	6	EP 8a EP 10a EP 13a	
	Unlikely	1	1	2	3	EP 4a	5
			1	2	3	4	
			Negligible	Marginal	Significant	Critical	Catastrophic
SEVERITY (IMPACT)							

- EP1a Failure to meet statutory Guidance
- EP2a Failure to Provide Critical Services
- EP3a Vulnerable members of Society
- EP4a Contractor Error
- EP5a Financing out of Hours Works
- EP6a Business Changes Affect Scheduling
- EP7a Impact on Staff Groups
- EP8a Contingency Arrangements not Sufficient
- EP9a Adverse affect on telephony
- EP10a Lack of Co-ordination/ Communication
- EP11a Adverse affect on IT
- EP12a Planned Downtime
- EP13a Unplanned Downtime

REQUEST FOR BUDGETARY GROWTH - PRO FORMA

Department: DCPI	Ref:																												
Business Unit: Civil Contingencies																													
Brief Description of Growth Item: Training of additional staff and retention costs to enable the Bereavement Service to operate round the clock in the event of a pandemic influenza outbreak.																													
Type of Growth: (see Notes)	Please Tick																												
One-Off	<input type="checkbox"/>																												
One-Off with Annual Revenue Cost	<input type="checkbox"/>																												
Two or more years	YES																												
Ongoing	YES																												
Cost: (see Notes)																													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"></th> <th style="width: 33%;">Gross Cost £</th> <th style="width: 33%;">Related Savings £</th> <th style="width: 33%;">Net Cost £</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td style="text-align: center;">4,800</td> <td></td> <td style="text-align: center;">4,800</td> </tr> <tr> <td>Year 2</td> <td style="text-align: center;">4,800</td> <td></td> <td style="text-align: center;">4,800</td> </tr> <tr> <td>Year 3</td> <td style="text-align: center;">4,800</td> <td></td> <td style="text-align: center;">4,800</td> </tr> <tr> <td>Year 4</td> <td style="text-align: center;">4,800</td> <td></td> <td style="text-align: center;">4,800</td> </tr> <tr> <td>Year 5</td> <td style="text-align: center;">4,800</td> <td></td> <td style="text-align: center;">4,800</td> </tr> <tr> <td>Maximum Full Year Cost</td> <td style="text-align: center;">4,800</td> <td></td> <td style="text-align: center;">4,800</td> </tr> </tbody> </table>		Gross Cost £	Related Savings £	Net Cost £	Year 1	4,800		4,800	Year 2	4,800		4,800	Year 3	4,800		4,800	Year 4	4,800		4,800	Year 5	4,800		4,800	Maximum Full Year Cost	4,800		4,800
	Gross Cost £	Related Savings £	Net Cost £																										
Year 1	4,800		4,800																										
Year 2	4,800		4,800																										
Year 3	4,800		4,800																										
Year 4	4,800		4,800																										
Year 5	4,800		4,800																										
Maximum Full Year Cost	4,800		4,800																										
Detail:																													
<p>In the event of a Pandemic Influenza Outbreak, Bereavement Services would be the Council's most critical service, it could be faced with a number of staff off work through the virus and an increase in demand that could be over and above its capabilities.</p> <p>Additional monies were found to train other staff on Burials and Cremator operations so that the service could operate through a pandemic.</p> <p>This growth item is to cover the cost of a retention fee for those staff that were trained to be available at short notice and to provide additional training.</p>																													

Links:

Please provide details of how the proposed growth links to the following

Corporate Objectives (Best Value Performance Plan)

The Civil Contingency Act places a statutory obligation to maintain services during a major disruption, this request links to First Class Public Services and Organisational Improvement.

Service Improvement Plan (Best Value Review)

The additional resources build into the service some resilience so that it can continue to operate at a high level throughout a pandemic.

Service Strategy

As above.

Service Impact:

Please provide a detailed analysis of the impact on the Service which would result from failure to approve the bid for growth

Within 6 weeks of a new flu virus emerging, a pandemic situation would exist and there could be a substantial increase in excess deaths which would be beyond the normal operational capabilities of the service. This will result in a substantial backlog of cremations and burials to deal with, which could take up to 1 year to clear.

The additional resources will allow the service to operate 24 hours a day for six days a week, with one day being set aside for routine maintenance.

Alternatives:

Please identify alternatives which have been considered and reasons why these have been rejected

The Council could choose not to take any action and to try to continue to operate a much reduced service in the event of a pandemic. This was rejected because of the distress and strain upon families, relatives and staff caused by the uncertain arrangements for burials and cremations during this period and the media input on our reputation.

Approved by CMT:

YES/NO

Minute No:

Date: