

1st QUARTER BUDGET CLINIC ACTIONS

APPENDIX C

Issues shown in **bold** are the outstanding actions from the 3rd Quarters Budget Clinic in 2007/2008

SOCIAL CARE				
Issue	Action Required	Timeframe	Progress	Person Responsible
Achievement of Gershon Savings	Replacement gershon (cashable/non cashable) savings identified for 2007/2008	March 2008	Achieved. The service made cashable savings of £1,125,000 against a target of £1,095,000.	Tony Parkinson
Revenue Savings from Extra Care Housing capital scheme	Report to be presented to CMT on the costs/benefits of the Extra Care Housing Scheme	September 2008		Jan Douglas
Pressure on the Transport budget	Cost/Benefit Analysis of Using Dial-a- Ride Service for Transportation	September 2008		Tony Parkinson
Demand on the Change Fund	Identify one off costs relating to the implementation the service reviews and determine they can be funded from the Change Fund	September 2008		Jan Douglas/Strategic Resources

CORPORATE SERVICES				
Issue	Action Required	Timeframe	Progress	Person Responsible

Barristers fees in with Equal Pay cases	Confirmation to be provided that the £460k Barristers' Fees for Equal Pay are included in the schedule of Equal Pay costs for 2008/09.	September 2008		Ian Wright
The budget for Housing Benefit Overpayment Recoveries	Review the Housing Benefit Overpayments budget and ensure it is set at an appropriate level.	September 2008		Peter Mullin
Effect of a virement on the outturn position	Investigate how a £40k savings is forecast following the transfer of a budget from Mouchel to Asset Management.	September 2008		Peter Mullin
Debt income from commercial arrangements	Review the extent to which outstanding debt can be collected from Commercial Arrangements	September 2008		Peter Mullin
Pressure on the Mouchel Partnership budget	Clarification for the additional projected costs associated with the Mouchel Partnership to be provided to the Director of Resources.	September 2008		Ron Brown/Bryan Baldam
Non pay budgets in Performance and Policy	Detailed review of non pay budgets within Performance & Policy to be undertaken by Mouchel.	September 2008		Karen Robinson/Martin Padfield/Ian Wright
Pressure on the Support Services Income Budget	Review of the reasons for a projected pressure on the support services recharges budget to be undertaken and details to be forwarded to the Director of Resources	September 2008		Martin Padfield/Bryan Baldam/Andrew Humble.
Allocation of Trainee Allowances across services	Clarification requested as to how the additional resources provided for Trainee Allowances should be allocated between service Directorates.	September 2008		Linda Maughan
Potential pressure from repayment of European grant income	Further details to be provided regarding the potential repayment of £27k of European funding	September 2008		Karen Robinson.

REGENERATION				
Issue	Action Required	Timeframe	Progress	Person Responsible
Can economies of scale on security measures across the town centre be achieved?	Review the proposed arrangements and report back to next budget clinic for inclusion in the MTFP.	July 2007 Revised to November 2007	Complete A report was presented to CMT in May 2008	Tony Parkinson/Ian Parker/Tim White
WMNT Central Whinney Banks community facility	Timing of the use of resources post tender	September 2008		Lynn Smith
WMNT additional allocation	A revised cash flow statement to be produced	September 2008		Lynn Smith
Use of Planning Delivery Grant	Discussion and report on principals and use of PDG	September 2008		Tim White/Paul Slocombe
Effect of credit crunch on fee income	Quantify effect of credit crunch on planning fee income	September 2008		Tim White
Efficiency savings shortfall due to delay in the introduction of pre planning advice charges	Identify resources both financial and staffing required for pre-planning advice	September 2008		Tim White
Efficiency saving shortfall due to delay in obtaining new leaseholder for the Dorman Museum cafe	Update on position at next budget clinic	September 2008		Tim White
Efficiency saving shortfall due to delay in reducing admin support at the Tourist Information Centre	Pursue information from Mouchel	September 2008		Tim White
Latest position with CADCAM	Update on position at next budget clinic	September 2008		Lisa Marron
Coding problems with Working Neighbourhood Fund Invoices	List of managers not coding invoices correctly	August 2008		Diane Nielsen

CHILDREN, FAMILIES & LEARNING				
Issue	Action Required	Timeframe	Progress	Person Responsible
Community Education - Nautical Studies and Stainsacre – Future status	An option appraisal to be undertaken with regards to operating as a Trust.	September 2007 revised to March 2008	Work is ongoing on an option to transfer the provision to a body other than MBC	Andy White
Achievement of Gershon Savings	Replacement gershon (non cashable) savings identified for 2007/2008	February 2008	Achieved	Julie Cordiner
Use of Agency Social Work staff to cover vacancies within Family Services	Examine recruitment barriers and determine options	September 2008		Gill Rollings
Demand Pressures in Foster Care	Monitor case numbers on a monthly basis.	September 2008		Gill Rollings
Demand on the Change Fund	Identify one off costs relating to the implementation of the CFL management restructure and determine they can be funded from the Change Fund	September 2008		Gill Rollings/Strategic Resources

ENVIRONMENT				
Issue	Action Required	Timeframe	Progress	Person Responsible
Building Works Service	Review the service with the aim of ensuring it breaks even by the end of the financial year and continues to operate within budget	October 2008	Ongoing - it has been agreed between the Director of Environment and the Director of Resources that a strategic review of tendering and efficiency within this area will take place.	Tom Punton
Support to the building schools for the future project	Prepare an analysis of the proposed costs to be charged to the project	January 2008 revised to February 2008	Completed as part of the closure of accounts process 1st Qtr 2008/2009	Brian Glover

Streetscene change programme	Prepare a change programme specification for additional support to Environment to review the structure of Streetscene services and budgets with the aim of removing trading	March 2008 Revised to September 2008	The specification is currently with the Director for Resources	Ian Parker/Tom Punton / Paul Slocombe
Achievement of Gershon Savings	Replacement gershon (cashable/non cashable) savings identified for 2007/2008	February 2008	Achieved	Ian Parker
Change in level of pensions backfunding support given to former CCT areas of the service	Check actuarial evaluation and report findings back to Director of Resources	August 2008		Doug Barlow
High level of fuel causing a pressure in 2008-9	Check figures and report findings back to Director of Resources	August 2008		Doug Barlow
Verify level of savings from and calls on service reviews	Complete a statement identifying expected savings to be made from Environment reviews and the calls on them, as an urgent priority	August 2008		Andrew Humble/Peter Mullin
Approval for calls on service review savings	Provide confirmation of where approval granted for cost of Cleveland Show and Litter Bins funded from Waste review	September 2008		Ian Parker
Delay in agreeing specification for the removal of Trading Service	Agreement needed and issue progressed	September 2008		Ian Parker/Paul Slocombe
Effect on outturn position of the reduction in the bad debt provision	Clarify position and report findings to Director of Resources	August 2008		Andrew Humble
Decline of North Ormesby Market	Complete CMT report providing update on the position of North Ormesby Market	September 2008		Ian Parker

Budget adjustment required for Leisure casual staff	Meet to discuss way forward on Job Evaluation budget adjustment required for Leisure casual staff.	August 2008		Diane Simon / Ian Wright / Rosie McLeod
Costs of Central Square/MIMA	Prepare a review of Centre Square in conjunction with MIMA review	September 2008		Ian Parker
Uncertainty about number of street lamp columns in area	Determine the number of street lighting columns, how many columns the contract is based on, and the expected impact on the service.	September 2008		Ian Parker
VAT Adjustment to Budget for Car Park Income following court case resolution	Confirm the amounts and then approve virements to remove the VAT from the car parking income budget.	August 2008		Paul Slocombe