

BUDGET MONITORING ACTIONS

APPENDIX D

ECONOMIC DEVELOPMENT AND COMMUNITIES				
Issue	Action Required	Timeframe	Progress	Person Responsible
Public Health Commissioning – Outcome 3	Provide a breakdown of the projected spend of £12.7million	31 st August 15	Completed	Phil Clarke \ Edward Kunonga
Supporting Communities Employee Savings – Outcome 2	Ascertain how much of the employee budget savings are being achieved by people not paying into the Council's pension scheme	31 st July 15	Completed - £38,000	Paul Shout
Closure Of Town Hall Whilst Capital Works Are Performed- Outcome 1	Undertake an assessment of the financial impact on the closure of the town hall	31 st August 15	Completed – Savings of £200,000 will be achieved per annum during the buildings closure period.	Paul Shout
Integrated Transport Unit – Outcome 1	Ascertain the underlying cause of the projected overspend and present report to LMT with recommendations to resolve the issue.	31 st August 15	Project initiation document is being prepared for presentation to LMT in November 2015.	Paul Shout \ Sharon Thomas
Car Parking – Outcome 1	provide an analysis of expenditure/income for the previous six years	30 th November 15	Completed	Paul Shout

Civil Engineering	Action plan required to address budget pressure on income	30 th November 15		Paul Shout/Derek Gittins
Supporting Communities	Assess the level of recurring savings within Supporting Communities budgets	30 th November 15		Paul Shout

WELLBEING ,CARE & LEARNING

Issue	Action Required	Timeframe	Progress	Person Responsible
Learning and Skills: Efficiency target. – Outcome 4	Review the efficiency target from the cross cutting support service review reduction transfer from Commissioning	31 st August 15	To be reviewed following agreement of Commissioning service promise.	Martin Padfield
Learning and Skills: Schools converting to academy status.- Outcome 4	Briefing note to the Chief Finance Officer for the budget pressure to be included in the medium term financial plan.	31 st August 15	Full impact for future years being calculated .	Martin Padfield
Safeguarding & Children's. Children – Residential – Outcome 5	Analysis and reasons for the increase in the number of residential agency placements reflecting the current number of 65.	31 st August 15	Part of the Transformation process to reduce the unit costs of Looked After Children. Currently high costs complex placements all to be reviewed to achieve 2016/17 process.	Neil Pockington / Mark Coates

Social Care: - Employee Savings – Outcome 6	Ascertain how much of the employee budget savings are being achieved by people not paying into the Council's pension scheme	31 st July 15	Saving of £41k identified	Phil Clarke
Social Care: Better Care Fund – Outcome 6	Undertake an assessment of the financial impact of the budget reduction target for Better Care Fund and the section 75 agreement.	31 st August 15	The budget reduction target has now been achieved.	Phil Clarke
Social Care: Deprivation of Liberty Safeguards – Outcome 6	Review the requirement for the number of assessments / doctors charges to establish base budget position and any potential savings.	31 st August 15	Budget assumes 900 placements per annum. By the end of September 257 new assessments had been undertaken and another 200 more complex cases were being managed. No material savings are expected against the budget.	Erik Scollay / Phil Clarke
Staying Put legislation – Outcome 5	Review the on-going impact of maintaining placements for young people until they are 21 for inclusion in MTFP	30 th November 15	Awaiting further details from Service to include pressure in MTFP.	Martin Padfield/Paula Gledhill
Fostering Independent Agency – Outcome 5	Reassess the impact of the action plan to increase the recruitment of specialist Foster Carers	6 th November 15	Completed as part of the Transformation process to reduce unit cost of Looked After Children.	Neil Pocklington/Paula Gledhill
CORPORATE SERVICES				
Issue	Action Required	Timeframe	Progress	Person Responsible
Kerbside recycling contract – Outcome 7.	Identify additional costs associated with the extended contract with Biffa	31 st August 15	This has been determined as £300,000 p.a. Confirmation required that the £300,000 pressure has been built into MTFP, and also a decision is required as to whether or not that the £150,000 BIFFA pressure in 2015/16 will be centrally budgeted.	Paul Slocombe

Schools' DRF capital contributions – Outcome 8	Prepare schedule of planned schools capital expenditure for 2015/16 to identify total expected DRF contribution for 2015/16.	7 th August 15		Paula Gledhill/John Shiel
Administration budgeted savings target transfers – Outcome 9	Identify and transfer budgeted savings targets from outcome 9 to other outcome areas	7 th August 15	Completed	Andrew Humble/Ian Wright
Budget Monitoring - General	An assessment of the correlation between, monthly statements and budget monetary statements is required, current statements for CCS calculate an £8m overspend at October and a £600k pressure by year end.	30 th November 2015		Paul Slocombe
Budget Monitoring - General	Finance to ensure projected figures are agreed with Budget Managers prior to presentations to Director.	ongoing		Paul Slocombe / Martin Padfield
TAD Centre saving – Outcome 7	Confirmation required of where TAD saving is budgeted and level of saving that will be achieved.	5 th November 2015		Tom Punton /Andrew Humble
NEPO rebate – Outcome 8	Assessment of whether or not £90k NEPO rebate saving in 2015/16 is an additional saving for 2016/17.	6 th November 2015		Paul Slocombe/Andrew Humble
Community Support – Outcome 8	Position statement for 2015/16 required on Community Support expenditure required.	30 th November 2015		Paul Slocombe

Capital Financing – Outcome 8	A report is required for LMT which clearly and simply states how the Councils borrowing is funded and budgeted for is required. The report should cover (not an exhaustive list). <ul style="list-style-type: none"> - How MRP works - Revenue budget available - Additional monies borrowed - Input of slippage on Capital Spend and Revenue budgets - MTFP assumptions re capital financing - NSAR receipts 	30 th November 2015		Paul Slocombe /John Shiel
Corporate Initiatives Budget – Outcome 8	A more robust projection of expected spend on the Corporate Initiatives budget is required.	30 th November 2015		Paul Slocombe/Andrew Humble
Customer Access saving – Outcome 9	An assessment of the sustainability of the additional saving of £75k in Customer Access is required	3 rd November 2015		Karen Whitmore/Andrew Humble
Workforce Development saving – Outcome 9	An agreed position statement is required in respect of the £95k Workforce Development pressure in 15/16 to include if this is a structural budget issue.	3 rd November 2015		Karen Whitmore/Andrew Humble
Marketing saving – Outcome 9	An assessment of the deliverability of Marketing and Comms. non-pay savings estimated at £48k is required.	7 th December 2015		Karen Whitmore/Andrew Humble
Admin. Saving – Outcome 9	An assessment of the potential for charging postage (estimated at £80k) to Mouchel is required.	30 th November 2015		Karen Whitmore/Andrew Humble

ICT saving – Outcome 9	A reappraisal of the RAG Rating exercise for ICT is required.	30 th October 2015		Karen Whitmore/Andrew Humble
Coroners – Outcome 9	An assessment of the cost of DoLs on The Coroners Service and alternative funding sources (DoLs Grand and Corporate Provision) is required.	31 st December 2015		Karen Whitmore/Andrew Humble
HR – Outcome 9	A more robust projection of expected spend on HR is required.	12 th November 2015		Karen Whitmore/Andrew Humble
Partnership – Outcome 9	A more robust projection of the expected saving on Partnership savings of £1m is required, which should include the Grant assumptions.	12 th November 2015		Andrew Humble/Ian Wright
Elections – Outcome 9	A claim to utilise the provision for Elections for the refresh of equipment will be provided.	30 th November 2015		Karen Whitmore
Agresso Support – Outcomes 8 and 9	An assessment of Agresso Support costs is required.	30 th October 2015		Karen Whitmore/Andrew Humble