

Action/recovery Plans to address the Current forecast overspend

Details of planned action	Expected Full Yr Savings £000	Savings to date £000s (already included in forecast)	Status (RAG)	Comment
Business Transformation				
Freezing of vacant posts (PPP)	64	0	Green	Continued reduced service from Community / Customer Intelligence Team (1 post reduced from 3) and Corporate Policy (1 post reduced from 2). Expected savings for August 09-March 10 only. Savings for April 09-July 09 already realised.
Postpone implementation of Performance Management software to 2010/11 (PPP)	20	0	Red (To be agreed by Executive)	Delay in implementing our corporate performance management / information platform across CBC. Delay will mean continuation of 'manual methods' of data collection and may have minor impact on Performance Management judgements in CAA / UoR.
Undertake no Budget Consultation Work for 2010 Budget (PPP)	8	0	Red (To be agreed by Executive)	Detailed results from Place Survey provide an indication of public priorities. This survey work does not provide public opinion on scenarios relating to council tax levels and service provision.

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				No further budget consultation work may impact UoR scores.
External venue hire (PPP)	8	0	Green	None for 2009/10.
Review of discretionary expenditure	20		Green	
Advance recruitment process. Two months potential saving (Feb & March) on Agency Costs. (Customer Accounts)	20	0	Red	There's a risk this would not be achievable, the risk of releasing the skilled agency staff too soon could outweigh any financial benefit
Reduced costs for annual council tax advice leaflet (distributed to all households in March)	10	0	Green	Requires a partnership approach or reduced production values for CBC leaflet.
Streamlined subscriptions to journals and newspapers	4	0	Green	Requires increased dependence on web publication review and news alert services.
TOTAL Business Transformation	154	0		

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Children Families and Learning				
<p>To review Organisational structure and open vacancies for savings</p> <p>To ensure actual salary costs are allocated to the correct cost centres, in order to allow for pay pressures, vacancy savings and variances to be identified and built into forecasts accordingly. Finance /HR to ensure completion of this exercise in September/October, with confirmed structure charts and mapping by October. This will be effected via the current establishment reconciliation/clean-up exercise.</p>	625	200	Green	Removal of posts through restructuring and vacancy removal. Forecasts to be adjusted by October to reflect reductions (2.9% of budgeted headcount)
<p>To review forecasts for accuracy and opportunity for savings</p> <p>Forecasts need to be entered for all budgets. Salary forecasts need to reflect any vacancies, both to date and ongoing. It should not be assumed that individual services can spend these elsewhere, without senior manager approval. Posts have been held against the vacancy savings target of 5% and to pay for additional spend to be met within existing resources.</p>	108	TBC	Green	Target savings excluding salaries of 0.5% 54m* 40% =21.6M * 0.5%
<p>Transport is subject to a major review over the next academic year to address the projected £458k forecast deficit. Any changes to the policy will not be implemented until September 2010 and therefore any savings resulting from any policy</p>	350	303	Green	SEN savings to be identified

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<p>change will not have an impact until the 2010/11 financial year. Eligibility, commissioning and procurement to be reviewed to ensure forecasts are accurate and incorporate best estimates and that VFM (value for money) is being secured. Mainstream routes are to be re-tendered to commence in September and January and SEN routes to commence in September. The results of this will feed into future forecasts. A review of routes, with a view to rationalisation where possible, is being carried out on SEN transport.</p>				
<p>Close monitoring of Children's Specialist Service budgets that contain mainly demand led budgets constituting high risks and are easily subject to change. Additional budget projection work will be done for highly volatile needs led budgets to build up a more accurate picture to inform future budget reports.</p>	0	0	Green	<p>Placement of children in county where possible discussions with BBC continuing. Close review of numbers and forecast timelines</p>
TOTAL Children's Services	1,083	503		

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Social Care Health and Housing				
Weekly social care panels to continue to approve all new/revised placements	0	0	Green	All panels operating strictly in accordance with eligibility criteria
To review care package/purchasing forecasts to ensure that all forecasts and expenditure are robust and supported by activity /trends	900	650	Green	On-going review & challenge by service and finance
To consider and approve recruitment to posts only where service delivery and performance would be otherwise compromised	150	0	Green	No post recruited to unless approved by the Director
To identify and quantify the impact of cross-boundary transactions with other local authorities	To be determined		Amber	Financial analysis to be completed by service & finance & agreed with other authorities
To review the implications of block contract issues and potential remedy	30	0	TBA	Maximise use of block contract volumes/prices, seek best spot prices.
Maximise use of block contracted services including in-house services	0	0	TBA	
Clear the backlog in financial assessments and improve business process	135	0	Amber	Significant work has taken place to identify the backlog & suggest improvements to business process.
Identify eligible base budget expenditure to be funded from grants	100	0	Green	It is likely that some project work & associated costs would meet grant conditions
TOTAL Social Care Health and Housing	1,315	650		

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Sustainable Communities				
Over achievement of 5% vacancy target	290	290	Green	The consequence of this is a potential reduction in performance spread across directorate. Work reprioritised.
Further review of budgets by ADs to identify potential delays to planned activities/ recruitment in order to meet budgetary shortfall in transitional funds. The bulk of savings found to date have been from further delays in filling vacancies.	333	141	Green	The consequence of this is a potential reduction in performance spread across Directorate. Work re-prioritised.
Reduction in subsidy to supported bus services as detailed in Executive Report 15 September 2009, minute E/09/60 refers.	60	0	Amber	
TOTAL Sustainable Communities	683	431		

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Corporate Resources				
Financial Services				
Streamline Vendor Creation process. Internal promotion to E-Procurement Manager will free up Procurement Officer post which will be frozen. Possible full year efficiency for 2010/11.	14	0	Green	Agreed.
Vacancy Freeze Will review all posts becoming vacant. None appropriate at this time.			Amber	
Debt Restructuring Plans are in place to convert seven fixed rate loans totalling £26m to variable over the short term. The rates are being monitored on a daily basis to assess to right time to move.			Amber	Discount rates have started moving in Central Beds' favour and rumour of reduced premiums do make this feasible.
Total	14	0		
Internal Audit and Risk Management				
Staff recharge to the BCC Insurance run off fund	12.5	12.5	Green	This represents staff time spent on claims for BCC.
Reduce the professional services budget	30	0	Amber	Removes any contingency for any additional or specialist internal audit work.

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Freeze Staff vacancies	20	0	Amber	Head of Strategic Risk leaving at the beginning of December, so freeze recruitment
Reduce training budget	2	0	Amber	Not all PDR's are completed but this would impact on the development of the new team.
Insurance admin.	15	0	Amber	There is a possibility that we will receive further fees in respect of insurance admin. fees payable by schools, highways claims and maybe H&S training courses
Sub Total	79.5	12.5		
Reduce Central Costs budget for the Audit Commission fees	80	0	Green	Not really a saving but Audit Commission fees under projected budget by £80k
SubTotal Finance	173.5	12.5		
Human Resources and Organisational Development				
Project and underspend (rather than current full spend forecast) on L&D / OD budgets (saves £50k on L&D and £30k on OD)	80	N/A	Amber	May limit the development work we are able to do across directorates, particularly as we begin to engage with employees, ensure PDR's are completed, and obtain a clearer mandate for OD
Reduce projection for HR training spend	5		Amber	Reduced capacity to commission L&D – half year remaining.
Sub Total HR/OD	85			

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Property – Asset Management				
Additional work to be undertaken around associated charges so as to maximise income. The existing shortfall is less than 4% of the existing budget and in the current climate represents good value. This is subject to existing resource levels continuing as current.	None	None	Amber	
Reduce spend on Depots and Storage facilities – dependent upon review.	33		Red	
Sub Total	33			
Property - Capital Development				
Continuing to not backfill post caused by Maternity leave	14	none	Amber	
Sub Total	14			
Property – Facilities and Management				
Identify and arrange for budgets for the two staff at Dunstable who were mapped into other areas to be transferred into Property. Not a saving as such but this will reduce overspend.	58		Red	
Sub Total	58			

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ICT				
Software Enterprise arrangement not renewed one off partial costs in 2009/10. Full year costs included within the 2010/2011 Budget Reductions. This will meet part of the forecast overspend by Property.	450		Red	
Sub Total	450			
Total Savings for ICT and Property	555	0		
Business Management				
<p>The revenue budgets cover two costs, staff and Mouchel Fees. Mouchel Fees represents one of the currently unquantified risks, or an opportunity, because of the unresolved contractual position. CBC are liable for the costs of the contract.</p> <p>Staff forecast costs are showing as being on Budget. As Business Management now straddles both Property & ICT, a structure has been agreed to accommodate this development, which would naturally lead to an overspend against original Budget. This has now been agreed to be supported by ICT underspends, the forecast remains as Budget.</p>				

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Legal and Democratic				
Reduction in training and development for all lawyers	10		Amber	
Contract hire costs	10		Green	Finance amendment over costed
Freeze post 35022 whilst on maternity leave	7		Red	Reduce conveyancing capacity
Delete Member Training/Development post	10		Red	No dedicated Training Development Officer
Chairman's/Council Hospitality Budget	3		Green	Reduce teas and coffees at meetings
Chairman's car	1		Green	Car to be used only at major events
Sub Total Legal and Democratic	41	0		
Total Corporate Resources	854.5	12.5		
Grand Total – All Directorates	4,089.5	1,596.5		