

HERTFORDSHIRE COUNTY COUNCIL
COMMUNITY SERVICES SCRUTINY COMMITTEE
TUESDAY 13 JANUARY 2004 at 10.00 a.m.

Agenda Item No.

5

COMMUNITY SERVICES PROPOSED RESOURCE BUDGET 2004/05 – 2007/08

Report of the Finance Director

Author:- Andrew Nightingale, Assistant Finance Director
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Executive Member:- David Beatty(Resources)
Iris Tarry CBE (Community Services)

1. Purpose of the report

- 1.1 To allow the Scrutiny Committee to consider the proposals on the revenue budget and capital programme made by Cabinet at its meeting on 15 December (attached at Appendix 1). These are for:
- a revenue budget of £59.572 million for the Community Services portfolio in 2004/05 as detailed at Appendices 2
 - Capital schemes of £8.123 million including annual provisions of £860,000 (as detailed at Appendices 3 and 4)
- 1.2 To make recommendations/comments as appropriate. These will be considered by Cabinet on 26 January, along with the latest information on resources and the outstanding uncertainties. The County Council will agree the budget and council tax level on 12 February.

CABINET – 15 DECEMBER 2003
COUNTY COUNCIL RESOURCE BUDGET 2004/05 TO 2007/08

Proposals

1. That:
- (i) The £7.4million additional resources for education agreed by the Council for the current year on a "one-off" basis be continued.
 - (ii) That £2.5 million be made available for highways maintenance in 2004/05 in addition to the standstill budget.
 - (iii) Access and Capacity Grant of £2m and Safeguarding Children Grant of £0.5m be used to offset the cost of increasing service need within the standstill budget, and the balance of these grants be applied to further improve services.
 - (iv) The following service improvement be approved:-
 - £1.2m to support the extension of the Police Community Support Officer Teams.
 - (v) The following budget of £1,020.605 million is proposed, which reflects passporting for schools, standstill (including efficiency savings) for other services and the proposals set out in (i), (ii), (iii) and (iv) above, and gives a council tax increase of 6.7% subject to the resolution of the remaining uncertainties relating to the budget.

	2004/05 Proposed Budget £m
Adult Care Services	186.098
Children, Schools and Families	726.991
Community Services	
Libraries, HALS, Arts and Trading	
Standards	22.240
Fire & Rescue	35.485
Registration	0.739
Coroners	0.814
Emergency Planning	<u>0.294</u>
Corporate Services	13.189
Environment	101.056
Information Technology	0.414
Central Items	40.821
Asset Management Revenue Account	<u>(107.536)</u>
	<u>1,020.605</u>

- (vi) That the proposed schools budget for 2004/05 be agreed as £507.960 million (excluding capital charges) and notified to the DfES by the deadline of 31 December 2003.

2. That the Transitional Support Plan in respect of the Education Targeted Transitional Grant of £7.8 million (which is in addition to the above proposed budget) be agreed in consultation with the Executive Member for Children, Schools and Families and the Executive Member for Resources and submitted to the DfES by the deadline of 31 December 2003.
3. That the Environment Scrutiny Committee and Transport Panel analyse the LTP and that the Director of Environment includes a recommended allocation in his report to the March meeting of the Cabinet on the Integrated Works Programme.
4. That:
 - 1) the Capital Programme for 2004/05 – 2006/07 be approved as set out in the attached schedules (Appendix 3 attached), including the annual provisions set out in Appendix 11 of the report (Appendix 4 attached)
 - 2) when the Capital programme is finally approved that the risks associated with capital receipts be recognised in the finalisation of the prudential indicators relating to the borrowing under the 2003 Act.

**PORTFOLIO: COMMUNITY SERVICES
SERVICES: LIBRARIES, HALS, ARTS & TRADING STANDARDS**

PROPOSED RESOURCE BUDGET 2004/05 - 2007/08

Chief Officer: Andrew Robertson

Contact for queries: Elisabeth Reay (01992) 555689

APPENDIX 2 (1) - CONTENTS

- A Commentary
- B Revenue Budget 2004/05 - 2007/08 and Movement from Current Year's Budget
- C Pressures for Change
- D Savings

COMMENTARY

- 1.1 This Appendix outlines details of the proposals for a revenue budget of £22.240 million (on a best value accounting basis) for Libraries, HALS, Arts and Trading Standards.
- 1.2 The cashable efficiency savings included in the proposals are summarised below with fuller details provided in the following appendices:

Cashable Efficiency Savings	£'000
Libraries Best Value Review	200
Mobile Phones	5
Telephone Calls	1
Reprographics Best Value Review	17
Training Centres Best Value Review	7
ICT Simply Done Review	2
Property Measured Term Contract	3
SHARP	13
Leased cars	10
Total	258

- 1.3 Both the CPA inspection and the Libraries Best Value Review commented that the Library Service's fees and charges are already high in comparison with those of other authorities. Indeed, one of the recommendations of the Best Value Review was to reduce or remove certain charges in order to encourage greater use of the service, particularly by users from disadvantaged groups. Consequently, it is not considered appropriate to raise fees and charges in line with inflation. Plans to revisit the charging structure have been produced further to the Best Value Review.

**REVENUE BUDGET 2004/05 - 2007/08
AND MOVEMENT FROM CURRENT YEAR'S BUDGET
LIBRARIES, HALS, ARTS AND TRADING STANDARDS**

	2004/05 £'000	2005/06 £'000	2006/07 £'000	2007/08 £'000
2003/04 Original Budget	19,253	19,253	19,253	19,253
Technical Adjustments 2003/04	188	188	188	188
2003/04 Adjusted Budget	19,441	19,441	19,441	19,441
Technical Adjustments 2004/05	(17)	(17)	(17)	(17)
Inflation	583	583	583	583
Pressures for Change:				
<i>Previous Policy Decisions</i>				
1. Libraries BVR: Marketing	50	50	50	50
2. Libraries BVR: Fees & Charges	20	20	20	20
3. Libraries BVR: Sunday opening pilot	30	0	0	0
<i>Full Year Effect of Previous Efficiencies</i>				
1. Single Status Package	(3)	(3)	(3)	(3)
<i>Legislative Change</i>				
1. Loss of Income: Trading Standards	5	10	15	20
<i>Other Pressures</i>				
1. Business Rates	28	28	28	28
2. Increments	44	68	82	82
3. Revenue Effects of Capital	84	146	206	251
4. Capital Payback	(36)	(330)	(396)	(346)
5. Assimilation of Manual Worker Grades	31	42	42	42
6. LACORS Risk Assessment Scheme	25	25	25	25
7. Bookstart funding prior to grant	(29)	(29)	(29)	(29)
8. Revenue Effects of Telecomms Capital	(32)	(24)	(16)	(7)
<i>Cashable Efficiency Savings:</i>				
1. Libraries Best Value Review	(200)	(200)	(200)	(200)
2. Mobile phones	(5)	(5)	(5)	(5)
3. Telephone calls	(1)	(1)	(1)	(1)
4. Best Value - Reprographics	(17)	(17)	(17)	(17)
5. Best Value - Training Centres	(7)	(7)	(7)	(7)
6. Simply Done - ICT	(2)	(2)	(2)	(2)
7. Property measured term contract	(3)	(3)	(3)	(3)
8. SHARP - procurement	(8)	(8)	(8)	(8)
9. SHARP - invoice processing	(5)	(5)	(5)	(5)
10. Leased cars	(10)	(10)	(10)	(10)
2004/05 STANDSTILL BUDGET	19,966	19,752	19,773	19,882
Capital Charges	2,274	2,274	2,274	2,274
2004/05 BEST VALUE BUDGET	22,240	22,026	22,047	22,156

PRESSURES FOR CHANGE

Previous Policy Decisions

Cabinet on 23 June 2003 resolved that the recommendations of the Libraries Best Value Review be implemented. These included the following items:

	£'000	
1. <u>Marketing</u> Develop and implement a marketing strategy to include identifying target groups, local marketing, income generation and branding with £50,000 derived from efficiencies arising from the review.	+ 50	2004/05 onwards
2. <u>Fees & Charges Structure</u> Improve the library fees and charges structure to encourage greater use of the service, particularly by users from disadvantaged groups, as identified by the CPA inspectors to a value of £20,000, funded from efficiencies.	+ 20	2004/05 onwards
3. <u>Sunday Opening Pilot</u> Operate a pilot concerning Sunday opening for a period of six to twelve months at a suitable location determined in consultation with the Executive Member, with proposals for any permanent Sunday opening to return to Cabinet for consideration. This is the estimated cost of the pilot.	+ 30	2004/05 one-off

Full Year Effect of Previous Efficiencies

1. <u>Single Status Package</u> Savings arising from the implementation of the single status package from 1 July 2000.	- 3	2004/05 onwards
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Legislative Changes

1. <u>Loss of Income: Trading Standards</u> The continuing effects of a pressure built into the 2003/04 base budget, this represents the fall in income being caused by the increase in self-verification in weighing and measuring equipment. Staff resources will be redirected to increased monitoring activity expected in this legislation.	+ 5	2004/05
	+ 10	2005/06
	+ 15	2006/07
	+ 20	2007/08

APPENDIX 2 (1) C (cont'd)
£'000

Other Pressures

1.	<u>Business Rates</u> This relates to the estimated additional costs arising from the 2000 revaluation of property for rating purposes.	+ 28	2004/05 onwards
2.	<u>Increments</u> This relates to the incremental progression of staff.	+ 44 + 68 + 82	2004/05 2005/06 2006/07 onwards
3.	<u>Revenue Effects of Capital</u> These are the revenue consequences of undertaking capital works within the agreed capital programme.	+ 84 + 146 + 206 + 251	2004/05 2005/06 2006/07 2007/08
4.	<u>Capital Payback</u> Payback associated with the general capital programme.	- 36 - 330 - 396 - 346	2004/05 2005/06 2006/07 2007/08
5.	<u>Assimilation of Manual Worker Grades</u> Costs arising from the assimilation of former manual workers onto the existing HCC grading scheme as part of the national single status agreement.	+ 31 + 42	2004/05 2005/06 onwards
6.	<u>LACORS Risk Assessment Scheme</u> The new LACORS risk assessment scheme will mean that, from 2004/05 onwards, in order to meet our Food Standard Agency targets we will need to do more visits. An increase of 25% would mean an extra 400 visits, or approximately one extra post. The number of extra visits will be clear in December 2003, when work on the database is completed.	+ 25	2004/05 onwards
7.	<u>Bookstart Funding Prior to Grant</u> Bookstart is a national project that has been running for a number of years, whereby parents of new babies are given a bag containing 2 board books and information about the Library Service. Funded initially by a supermarket chain and latterly from staff vacancies and Early Years Partnership money, one-off funding of £29,000 was built into the 2003/04 budget to tide the project over until DCMS funding became available from April 2004.	- 29	2004/05 onwards

Other Pressures (cont'd)**£'000**8. Revenue Effects of Telecomms Capital

These are this department's share of the revenue consequences of undertaking corporate, telecommunications capital works within the agreed capital programme.

- 32	2004/05
- 24	2005/06
- 16	2006/07
- 7	2007/08

SAVINGS

Cashable Efficiency Savings

£'000

1. Libraries Best Value Review

- 200

2004/05
onwards

Total anticipated savings arising from the recommendations of the Libraries Best Value Review (BVR) are £200,000. Although these are cashable efficiencies, Cabinet have already agreed to use these savings to fund the BVR's proposals as follows:

- marketing - £50,000 (shown in pressures);
- offsetting the effect of amendments to the fees and charges structure - £20,000 (shown in pressures); and
- subject to a successful pilot [£30,000 shown as a pressure in 2004/05] and to Cabinet's approval, Sunday opening at 4 main libraries from 2005/06 - £120,000.

The aim is to implement the proposals from which the savings will arise – namely reconfiguration of the mobile service, including single staffing, and single staffing in appropriate fixed service points – from 1 April 2004.

2. Mobile Phones

- 5

2004/05
onwards

This department's share of corporately negotiated reductions in the cost of mobile phones.

3. Telephone Calls

- 1

2004/05
onwards

This department's share of corporately negotiated reductions in the cost of telephone calls.

4. Best Value - Reprographics

- 17

2004/05
onwards

The best value review of reprographics indicated that savings could be made by replacing existing small printers with fewer multi-function devices.

APPENDIX 2 (1) D (cont'd)

	£'000	
5. <u>Best Value Review – Training Centres</u> The saving results from the discounts to be achieved through the use of approved list providers.	- 7	2004/05 onwards
6. <u>Simply Done - ICT</u> As part of the Simply Done review of ICT, this saving has been achieved by converging HCC's telephone and data networks, reducing the fixed cost to the department of its COMNET telephone extensions.	- 2	2004/05 onwards
7. <u>Property Measured Term Contract</u> An analysis of the tenders for specific areas of work indicates that savings can be made from the use of selected firms for Measured Term Contract works.	- 3	2004/05 onwards
8. <u>SHARP - Procurement</u> Experience elsewhere suggests that at least 1% savings on total purchases can be made by introducing e-business, aggregating demand and rationalising the supplier base. The Procurement Centre will be working with departments to achieve these savings.	- 8	2004/05 onwards
9. <u>SHARP – Invoice Processing</u> By turning payments around faster and taking greater advantage of settlement discounts, further savings can be made. The Procurement Centre working with departments will be targeted to deliver at least an additional 1% settlement discount on 1 in every 32 invoices received.	- 5	2004/05 onwards
10. <u>Leased Cars</u> The department's share of discounts from leased car contracts, based on car numbers.	- 10	2004/05 onwards

PORTFOLIO: COMMUNITY SERVICES - FIRE & RESCUE

PROPOSED RESOURCE BUDGET 2004/05 – 2007/08

Chief Officer/Head of Function: Mr S Seaber (01992 507501)

Contact for queries: Mr J Wallace (01992 507508)

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- A Commentary
- B Revenue Budget 2004/05 – 2007/08 and Movement from Current Year's Budget
- C Pressures for Change
- D Savings

COMMENTARY

- 1.1 This Appendix outlines details of the proposals for a revenue budget of £30.359 million (on a best value accounting basis) for Fire and £5.126 million for fire pensions.
- 1.2 The cashable efficiency savings included in the proposals are summarised below with fuller details provided in the following appendices:

Cashable Efficiency Savings	£'000
Housing Rent	40
Support Staff	20
Automatic Fire Alarms	15
IRMP/Modernisation	75
Call Charges	1
Property Measured Term Contract	12
SHARP	11
Leased Cars	47
Total	221

**REVENUE BUDGET 2004/05 - 2007/08
AND MOVEMENT FROM CURRENT YEAR'S BUDGET
FIRE & RESCUE**

	2004/05 £'000	2005/06 £'000	2006/07 £'000	2007/08 £'000
2003/04 Original Budget	25,923	25,923	25,923	25,923
Technical Adjustments 2003/04	(35)	(35)	(35)	(35)
2003/04 Adjusted Budget	25,888	25,888	25,888	25,888
Technical Adjustments 2004/05	45	45	45	45
Inflation	2,037	2,037	2,037	2,037
Pressures for Change:				
<i>Previous Policy Decisions</i>				
1. East of England Forum	(20)	(20)	(20)	(20)
<i>Full Year Effect of Previous Efficiencies</i>				
1. Single Status	(2)	(2)	(2)	(2)
<i>Legislative Change</i>				
1. Workplace Licensing	15	15	15	15
<i>Other Pressures</i>				
1. Business Rates	6	6	6	6
2. Increments	20	30	35	35
3. Capital Payback	243	137	102	40
4. Single Status	1	1	1	1
5. IT Upgrades/Pharos 9	150	150	150	150
6. Revenue Effects of Telecomms	(26)	(26)	(26)	(26)
<i>Cashable Efficiency Savings</i>				
1. Housing Rent	(40)	(40)	(40)	(40)
2. Support Staff	(20)	(20)	(20)	(20)
3. Automatic Fire Alarms	(15)	(15)	(15)	(15)
4. IRMP/Modernisation	(75)	(75)	(75)	(75)
5. Call Charges	(1)	(1)	(1)	(1)
6. Property – Measured Term Contract	(12)	(12)	(12)	(12)
7. SHARP – Procurement	(7)	(7)	(7)	(7)
8. SHARP – Invoice Processing	(4)	(4)	(4)	(4)
9. Leased Cars	(47)	(47)	(47)	(47)
2004/05 STANDSTILL BUDGET	28,136	28,040	28,010	27,948
Capital Charges	2,223	2,223	2,223	2,223
2004/05 BEST VALUE BUDGET	30,359	30,263	30,233	30,171

FIRE PENSIONS

	2004/05 £'000	2005/06 £'000	2006/07 £'000	2007/08 £'000
2003/04 Original Budget	4,977	4,977	4,977	4,977
Inflation	149	149	149	149
Pressures for Change:				
1. Pension Scheme Deficit	0	150	300	450
2004/05 STANDSTILL BUDGET	5,126	5,276	5,426	5,576

PRESSURES FOR CHANGE

<u>Previous Policy Decisions</u>	£'000
1. <u>East Of England</u> Hertfordshire's net contribution towards the Best Value unit at Bishops Stortford will diminish as these costs are offset by savings from outcomes of Best Value reviews.	- 20 2004/05 onwards
 <u>Full Year Effect of Previous Efficiencies</u>	
1. <u>Single Status</u> Savings arising from the implementation of the single status package on 1 July 2000.	- 2 2004/05 onwards
 <u>Legislative Changes</u>	
1. <u>Workplace Licensing</u> Changes in the way petroleum licenses are issued means that the Fire service will no longer issue certain types of license resulting in a loss of income.	+ 15 2004/05 onwards
 <u>Other Pressures</u>	
1. <u>Business Rates</u> This relates to the estimated additional costs arising from the 2000 revaluation of property for rating purposes.	+ 6 2004/05 onwards
2. <u>Increments</u> This relates to the incremental progression of staff.	+ 20 2004/05 + 30 2005/06 + 35 2006/07 onwards
3. <u>Capital Payback</u> Payback associated with the capital programme.	+ 243 2004/05 + 137 2005/06 + 102 2006/07 + 40 2007/08
4. <u>Single Status -Assimilation of Manual Worker Grades</u> Costs arising from the assimilation of former manual workers onto existing HCC grading scheme as part of the national single status agreement.	+ 1 2004/05 onwards
5. <u>IT Upgrades – Pharos 9</u> Revenue Costs associated with the introduction of Pharos 9.	+ 150 2004/05 onwards

APPENDIX 2 (2) C (cont'd)

£'000

6. <u>Revenue Effects of Telecomms</u>	- 26	2004/05
The department's share of the revenue consequences of undertaking corporate telecommunications capital work within the agreed capital programme.		onwards

FIRE PENSIONS

1. <u>Pension Scheme Deficit</u>	Nil	2004/05
The deficit that the authority meets for pensions paid to Fire-fighters continues to experience significant growth, reflecting the continuing rise in the number of pensioners.	+ 150	2005/06
	+ 300	2006/07
	+ 450	2007/08

SAVINGS

<u>Cashable Efficiency Savings</u>		£'000	
1.	<u>Housing Rent</u> Currently the service lets properties to day crewing firefighters at a notional rent, increasing this rent to £1,000 p.a. would result in increased income.	- 40	2004/05 onwards
2.	<u>Support Staff</u> Careful management of staff vacancies should enable savings from the staffing budget.	- 20	2004/05 onwards
3.	<u>Automatic Fire Alarms</u> Currently two pumps are sent to calls involving automatic fire alarms. If attendance was reduced to one pump then savings could be made.	- 15	2004/05 onwards
4.	<u>IRMP/Modernisation</u> As part of the Fire and Rescue modernisation agenda the Authority's draft Integrated Risk Management Plan has been issued for consultation. Following the period of consultation the final plan will be produced and it is anticipated that the changes in the way the Service provides fire cover and support across the county is likely to produce savings from a number of sources. At this time it is not possible to be specific but indications are that savings in the region of those referred to will be produced next year and in subsequent years. The full details of the cashable efficiencies will come out as the final IRMP evolves.	- 75	2004/05 onwards
5.	<u>Call Charges</u> The departments share of corporately negotiated reductions in the costs of telephone calls.	- 1	2004/05 onwards
6.	<u>Property – Measured Term Contract</u> An analysis of the tenders for specific areas of work indicates that savings can be made from the use of selected firms for Measured Term Contract works.	- 12	2004/05 onwards
7.	<u>SHARP – Procurement</u> Experience elsewhere suggests that at least 1% savings, on total purchases can be made by introducing e-business, aggregating demand and rationalising the supplier base. The procurement centre will be working with departments to achieve these savings.	- 7	2004/05 onwards

APPENDIX 2 (2) D (cont'd)

	£'000	
8. <u>SHARP – Invoice Processing</u> By turning payments around faster and taking greater advantage of settlement discounts, further savings can be made. The procurement centre working with departments will be targeted to deliver at least an additional 1% settlement discount on 1 in every 32 invoices received.	- 4	2004/05 onwards
9. <u>Leased Cars</u> The departments share of discounts from the leased cars contract, based on car numbers.	- 47	2004/05 onwards

PORTFOLIO: COMMUNITY SERVICES - REGISTRATION

Head Of Statutory Services: Tom Hawkyard (01707 897375)

REVENUE BUDGET 2004/05 – 2007/08
AND MOVEMENT FROM CURRENT YEAR'S BUDGET

	2004/05	2005/06	2006/07	2007/08
	£'000	£'000	£'000	£'000
2003/04 Original Budget	647	647	647	647
Technical Adjustments 2003/04	0	0	0	0
2003/04 Adjusted Budget	647	647	647	647
Technical Adjustments 2004/05	19	19	19	19
Inflation	27	27	27	27
Pressures for Change:				
1. Increments	9	14	16	16
2. Revenue Effects Of Telecomms	(6)	(6)	(6)	(6)
<i>Cashable Efficiency Savings:</i>				
1. Development of celebratory services	(6)	(6)	(6)	(6)
2. SHARP - Procurement	(2)	(2)	(2)	(2)
3. SHARP - Invoice processing	(1)	(1)	(1)	(1)
4. Mobile phones	(1)	(1)	(1)	(1)
2004/05 STANDSTILL BUDGET	686	691	693	693
Capital Charges	53	53	53	53
2004/05 BEST VALUE BUDGET	739	744	746	746

Pressures For Change

	£'000
1. <u>Increments</u> This relates to the incremental progression of staff.	+ 9 2004/05 + 14 2005/06 + 16 2006/07 onwards
2. <u>Revenue Effects of Telecommunications</u> The department's share of the revenue consequences of undertaking corporate telecommunications capital works within the agreed capital programme.	- 6 2004/05 onwards

Cashable Efficiency Savings**£'000**

- | | | |
|--|-----|--------------------|
| 1. <u>Development of Celebratory Services</u>
Additional income will be achieved by further growth of the Civil Naming and Re-affirmation of vows services, and by better utilisation of the Deputy Registrars. | - 6 | 2004/05
onwards |
| 2. <u>SHARP – Procurement</u>
Experience elsewhere suggests that at least 1% savings, on total purchases can be made by introducing e-business, aggregating demand and rationalising the supplier base. The Procurement Centre will be working with departments to achieve these savings. | - 2 | 2004/05
onwards |
| 3. <u>SHARP – Invoice Processing</u>
By turning payments around faster and taking greater advantage of settlement discounts, further savings can be made. The procurement centre working with departments will be targeted to deliver at least an additional 1% settlement discount on 1 in every 32 invoices received. | - 1 | 2004/05
onwards |
| 4. <u>Mobile Phones</u>
The department's share of corporately negotiated reductions in the cost of mobile phones. | - 1 | 2004/05
onwards |

PORTFOLIO: COMMUNITY SERVICES - CORONERS

Head Of Statutory Services: Tom Hawkyard (01707 897375)

REVENUE BUDGET 2004/05 – 2007/08
AND MOVEMENT FROM CURRENT YEAR'S BUDGET

	2004/05 £'000	2005/06 £'000	2006/07 £'000	2007/08 £'000
2003/04 Original Budget	808	808	808	808
Technical Adjustments 2003/04	0	0	0	0
2003/04 Adjusted Budget	808	808	808	808
Technical Adjustments 2004/05	(8)	(8)	(8)	(8)
Inflation	24	24	24	24
Pressures for Change:				
<i>Other Pressures</i>				
1. Increments	2	4	5	5
<i>Cashable Efficiency Savings:</i>				
1. Relocation of Coroners Service	(8)	(8)	(8)	(8)
2. SHARP - Procurement	(3)	(3)	(3)	(3)
3. Mobile phones	(1)	(1)	(1)	(1)
2004/05 STANDSTILL BUDGET	814	816	817	817
Capital Charges	0	0	0	0
2004/05 BEST VALUE BUDGET	814	816	817	817

Pressures For Change

	£'000
1. <u>Increments</u>	
This relates to the incremental progression of staff.	
	+ 2 2004/05
	+ 4 2005/06
	+ 5 2006/07 onwards

Cashable Efficiency Savings

1. <u>Relocation of Coroners Service</u>	
Savings in the areas of inquest room hire, professional witnesses, expert witnesses and witness allowances are possible because of the relocation of the Service to a designated court facility which:	
- reduces external court room hire	
- increases the opportunities to plan inquests reducing inconvenience for witnesses and expenditure on allowances.	- 8 2004/05 onwards

APPENDIX 2 (4) (cont'd)

£'000

2. SHARP – Procurement

Experience elsewhere suggests that at least 1% savings, on total purchases can be made by introducing e-business, aggregating demand and rationalising the supplier base. The Procurement Centre will be working with departments to achieve these savings.

- 3 2004/05
onwards

3. Mobile Phones

The department's share of corporately negotiated reductions in the cost of mobile phones.

- 1 2004/05
onwards

PORTFOLIO: COMMUNITY SERVICES – EMERGENCY PLANNING

Acting Head Of Safety, Emergency and Risk Management Unit: John Boulter
(01992 555960)

REVENUE BUDGET 2004/05 – 2007/08
AND MOVEMENT FROM CURRENT YEAR'S BUDGET

	2004/05 £'000	2005/06 £'000	2006/07 £'000	2007/08 £'000
2003/04 Original Budget	276	276	276	276
Technical Adjustments 2003/04	0	0	0	0
2003/04 Adjusted Budget	276	276	276	276
Technical Adjustments 2004/05	10	10	10	10
Inflation	9	9	9	9
Pressures for Change:				
<i>Other Pressures</i>				
1. Increments	5	7	7	7
2. Revenue Effects of Telecomms	(3)	(3)	(3)	(3)
<i>Cashable Efficiency Savings:</i>				
1. Printing, stationery and postage	(3)	(3)	(3)	(3)
2004/05 STANDSTILL BUDGET	294	296	296	296
Capital Charges	0	0	0	0
2004/05 BEST VALUE BUDGET	294	296	296	296

Pressures For Change

	£'000
1. <u>Increments</u> This relates to the incremental progression of staff.	+ 5 2004/05 + 7 2005/06 onwards
2. <u>Revenue Effects of Telecommunications</u> The department's share of the revenue consequences of undertaking corporate telecommunications capital works within the agreed capital programme.	- 3 2004/05 onwards

Cashable Efficiency Savings

1. <u>Printing, stationery and postage savings</u> Savings can be found by reduced printing, stationery and postage costs as a result of greater use of email and the HESMIC website.	- 3 2004/05 onwards
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PROPOSED CAPITAL PROGRAMME 2004/05 TO 2006/07

Scheme	Total Scheme Cost £'000	2004/05 £'000	2005/06 £'000	2006/07 £'000	Later Years £'000
General Programme Schemes					
Libraries, HALS, Arts & Trading Standards:					
DDA compliance: building work & facilities	300	100	100	100	
Libraries Repairs & Maintenance	550	150	150	150	
HALS: New archive store	1,033	255	700		
Hertford Library Reprovision ³	690	390			
Service Total	2,573	895	950	250	
Fire & Rescue					
Road Traffic Accident Equipment	525	130			
Upgrading of Bovington Fire Station	1,250	750			
Training Centre Development	350	150	200		
Upgrading of Bushey Fire Station	1,250				
Replacement Radio Scheme	1,500				
Upgrading of Much Hadham Fire Station	1,250				
DDA works	375	90	150	135	
Water Working	48	48			
Service Total	6,548	1,168	350	135	
Total General Programme	9,121	2,063	1,300	385	
Self -Financing Schemes					
Fire and Rescue Service:					
St Albans Fire Station ²	3,100	2,600			
Watford Fire Station ²	3,100	2,600			
Total Self-Fin. Programme	6,200	5,200			
Annual Provisions					
Fire & Rescue	412	412	412	412	412
Libraries, HALS, & Trading Standards	430	430	430	430	430
Registration – Repairs & refurbishment	18	18	18	18	18
Total Programme	16,181	8,123	2,160	1,245	860

¹ These schemes are in the existing programme and already have full cabinet approval.

² These schemes are subject to cabinet report.

³ The figures for Hertford Library are shown gross. The anticipated receipt from sale of existing library is £390,000.

Capital Programme: Annual Provisions

Service Priority Band	Scheme Description and Location	Individual Projects over £50,000?	2004/05 £'000	2005/06 £'000	2006/07 £'000	2007/08 £'000	Subsequent Years £'000
COMMUNITY SERVICES							
Libraries, HALS, Arts & Trading Standards							
	CI Automation	No	172	172	172	172	172
	Public PC Provision	No	155	155	155	155	155
	Libraries Refurbishment & Equipment: Security Upgrades	No	10	10	10	10	10
	Libraries Refurbishment & Equipment: Minor Improvements programme e.g. DDA works, planned R & M.	No	70	70	70	70	70
	Trading Standards	No	23	23	23	23	23
Libraries, HALS, Arts & Trading Standards Total			430	430	430	430	430
Fire And Rescue Service							
1	Repairs & Maintenance	No	123	123	123	123	123
1	Health & Safety	No	28	28	28	28	28
1	Minor Works	No	36	36	36	36	36
1	IT Equipment	No	25	25	25	25	25
1	Operational Equipment	No	21	21	21	21	21
1	IT Equipment for Command and Control Centre		60	60	60	60	60
1	IT Upgrades		55	55	55	55	55
2	Essential Operational Equipment		64	64	64	64	64
Fire & Rescue Total			412	412	412	412	412
Registration – Repairs & Refurbishment			18	18	18	18	18
Community Services Total			860	860	860	860	860