

Efficiencies Savings and Additional Income Proposals

	Estimated Saving £000
Agreed/certain/low risk:	
Base Budget reductions (reduced by £30k re grants)	90
Savings from normal vacancies	125
Review of Senior Management and other staff structures (in addition to £125k saving in 2009/10)	40
2010 Pay award of 1% cap, compared to 3% original allowance	108
	363
Other Savings (categorised by impact and risk):	
Category 1	150
Sub-Total – Low impact	513
Category 2	294
Sub-Total – Significant impact	807
Category 3	187
Sub-Total – Very High impact	994
Other savings:	
Car Parking Charges – Long Stay (net income)	100
Staff Terms and Conditions	300
Voluntary Redundancies and reduced hours	40
Other minor budget reductions identified	60
Other savings (approved by Council on 23 February 2010)	115
Total	1,609

Savings category	Net savings Minimum Risk £'000	Net Savings Medium Risk (70%) £'000	Total £'000
Category 1	127	23	150
Category 2	161	132.5	293.5
Category 3	135	52	187
Total	423	207.5	630.5

Details of the savings proposals in each impact and risk category shown above that have been developed by officers for consideration by the SFP Task Group is set out below. All the proposals have been categorised in terms of an impact and risk assessment in terms of deliverability to provide an indication of the impact of the severity of each proposal and the difficulties or risks in relation to achieving the estimated savings indicated.

The categories in terms of impact are as follows:

Category 1: Low Impact – acceptable alternative provision will be put in place. Some may be seen as undesirable but minimal overall impact on level of service provision/standards

Category 2: Significant Impact – more undesirable and significant reduction in spending e.g. on a discretionary or non-essential service. Will have negative repercussions and/or impact on service delivery

Category 3: Very High Impact – highly undesirable or last resort – significant cuts in spending on discretionary services and resources e.g. compulsory redundancies

The risk assessment on deliverability has only two criteria, as follows:

Minimal Risk – there are no or few obstacles on delivering the proposal and the saving is fairly certain

Medium Risk – there are challenges that need to be addressed but the savings is considered to be achievable.

The following table shows the estimated General Fund share of the savings, which, where applicable, is 75% of the total saving, with the remaining 25% benefiting the HRA.

Savings Proposal	Net Saving (£000)	
	Minimal Risk	Medium Risk (x 70%)
<u>CATEGORY 1</u>		
Staff savings:		
Community Development Division:		
<ul style="list-style-type: none"> ▪ Removal of part-time Community Partnership Manager post for 12 months (a saving for one year only) 	12	
<ul style="list-style-type: none"> ▪ Implement minor staff restructuring follow Admin. Efficiency Review 	5	
<ul style="list-style-type: none"> ▪ Community Alarm Service – seek alternative methods/sources of community alarm provision following retirement of postholder in December 2009 	11	
Internal Audit – current shared service arrangement with SCC and not filling a vacant post	12	
Saving on vacant post – shared Procurement Officer	7	
Shared cost of Trade Waste Officer with MSDC	14	
	61	
Other savings/income:		
Reduce provision for Tourist Information Point from Hadleigh Library	1	
BT Telephone Directory – replace full page entry with single line (free)	3	
Natural and Built Environment – review of “contingency” budgets – pooling of sums to manage variable demands	20	
Corporate Services – other budgetary savings – all of the division’s budgets are being reviewed and it is felt there will be some savings that can be made with minimal impact	12	
Reduction in countryside management budgets	5	
Energy savings through new contract procurements		5.5
Increased rents on industrial units and more trade waste income	25	17.5
Total – Category 1	127	23

Savings Proposal	Net Saving (£000)	
	Minimal Risk	Medium Risk (x 70%)
<u>CATEGORY 2</u>		
Staff savings:		
Leisure Inclusion Officer	11	
Tourism – reduction in direct staff costs and related investment levels		10
Anticipated resignation of a postholder in the Finance Division in January 2010 and reduction in temporary staffing costs	34	
Customer Services Division – transfer of functions to other divisions/revised organisational structures as a result (less £50k potential Revs and Bens shared services set up costs – could be higher)		17.5
Termination of 1 fte planning assistant post (temporary contract)	11	
Termination of 2 fte equivalent customer access/admin support posts (*£40k but costs have been external grant supported, so no net impact on budget)	-	
Joint appointment with MSDC/Ipswich to secure delivery of climate change/waste strategy functions – 0.6 fte post saving	20	
Reduction in Building Control admin support 0.4 fte (vacancy)	8	
Legal Services, Information Management and Policy and Communications – review underway with the aim of delivering savings		14
PA's to Management Team, the Member Services Officer and HR – review is being carried out to ensure support to Management Team, the Chairman and Vice-chairman of the Council, and the Members' training and development programme		14
ICT – a review is being carried out to determine the section's contribution to supporting the Council's priorities, its productivity and the scenario of reducing the capital programme		17.5

Savings Proposal	Net Saving (£000)	
	Minimal Risk	Medium Risk (x 70%)
Corporate Support Services – to determine whether word processing volumes allow the establishment to be further reduced. This needs to link into the PA's review and the Member Services Officer. In addition, there may be a need to supply cover to the Customer Services Division		10.5
Other savings/income:	84	83.5
Closure of Flatford Visitors' Information Centre in present form		32
Discretionary Rate Relief – reduction in % granted or types of premises eligible for assistance. (Assume relief granted is reduced by 10% to 90% of liability)	35	
Increase in licensing charges for taxis and private hire vehicles.		10
Increase in commercial type charges of 3% plus market growth (i.e. plan getting contracts) less £10k risk factor	20	
Savings through capital investment in the reduction of carbon emissions		7
Termination of canteen subsidy on 31 December 2010	6	
ICT – the section carries a number of large sums within its budget which would seem to have the capacity to be reduced	8	
Corporate Services – other budget savings	8	
Total – Category 2	161	132.5
<u>CATEGORY 3</u>		
Staff savings:		
Removal of the Economic and Community Development Manager post	30	
Audit & Fraud – review of current costs and staffing levels linked to Revs and bens shared service proposals and further development of Internal Audit shared service on a countywide basis or with preferred partners		10

Savings Proposal	Net Saving (£000)	
	Minimal Risk	Medium Risk (x 70%)
Other savings/income:		
Reduce the overall amounts paid out under the Council's Community Grants Scheme by nearly £143,000 or 30% in 2010/11 compared to 2009/10. (NB: The base budget saving will be approximately £98,000 as there was a £40,000 budget carry forward in 2009/10)	83	
Discretionary Rate Relief – reduction in % granted or types of premises eligible for assistance. (Assume relief granted is reduced by 20% to 80% of liability) Not supported by SFP Task Group	-	
Reduction in annual value of the Open Spaces Contract		42
Corporate Services – review of other budgets to identify further savings to meet Task Group target of £130k	22	
Total – Category 3	135	52