

APPENDIX 1

EFFICIENCY SAVINGS RECORD - CSR 2004 (as at JUNE 2007)

| Detail | 2004/05 Actual | | 2005/06 Actual | | 2006/07 Actual | | 2007/08 Projection | | Notes and impact on Budget | Quality Cross Check/ Indicator |
|---|----------------|----------|----------------|----------|----------------|----------|--------------------|----------|---|---|
| | Cash | Non-Cash | Cash | Non-Cash | Cash | Non-Cash | Cash | Non-Cash | | |
| | £ | £ | £ | £ | £ | £ | £ | £ | | |
| Environmental Services | | | | | | | | | | |
| Reduction in number of untidy/dirty streets and highway sites. | | | | #REF! | | 51,616 | | 53,010 | No direct impact. Calculation in accordance with DEFRA guidance. | Reduction in BVPI 199 (a) from 27% in 04/05 to 15.7% in 05/06 to 8.0% in 06/07. Change in sweeping arrangements and use of wardens for enforcement. |
| Housing | | | | | | | | | | |
| Change in contract procurement practice for letting new Planned Manitenance programme - policy change from open tendering to partnership approach with selected contractors (one-off) | 26,000 | 7,500 | | | | | | | Cashable gain maintained and being reinvested in Housing Revenue Account. | BVP1 74 - increase in the level of tenant satisfaction (overall service) - 96% in 06/07 comapred to 94% as previously measured in 03/04. |
| Improved performance in reletting of void properties. | | | | | 31,529 | | | | Cashable gain maintained as additional rent in the Housing Revenue Account. | BVPI 212 - reduction in relet time from 45 days in 05/06 to 28 days in 06/07. |
| Renegotiation with a new supplier to combine window with general cleaning on sheltered accommodation and at a reduced price. | | | 20,287 | | 5,155 | | 5,294 | | Cashable gain maintained and being reinvested in Housing Revenue Account. | As BVPI 74 (above). |
| Corporate Services | | | | | | | | | | |
| Reduction in staffing re: implementation of Customer First Service (deletion of 1 FTE post in Housing after transfer to Contact Centre) | | | 3,079 | | 18,968 | | 19,480 | | Banked and built into Base Budget. | Extension of services into Contact Centre during the year. |
| Reduction in staffing re: implementation of Customer First Service (deletion of 1 FTE post in Environmental Health after transfer to Contact Centre) | | | | | 16,187 | | 22,165 | | Banked and built into Base Budget. | Extension of services into Contact Centre during the year. |
| Restructuring the accountancy unit and operate with 1 less post but provide through efficiencies the same level of service. | | | 16,005 | | 11,798 | | 7,590 | | Banked and built into Base Budget. | Accounts closed on time and no qualifications. |

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|---|-----------------------|----------------------|-----------------------|----------------------|-----------------------|----------------------|---------------------------|----------------------|---|--|
| | <u>Cash</u> £ | <u>Non-Cash</u> £ | <u>Cash</u> £ | <u>Non-Cash</u> £ | <u>Cash</u> £ | <u>Non-Cash</u> £ | <u>Cash</u> £ | <u>Non-Cash</u> £ | | |
| Reshaping the commercial and licensing service in response to new duties by operating with less staffing resources but with no detriment to services provided | | | 6,008 | | 5,315 | | 5,454 | | Banked and built into Base Budget. | BVPI 166a - 100% enforcement achieved against best practice checklist. |
| Procurement | | | | | | | | | | |
| Implementation of E-Government Partnership Programme - procurement of infrastructure, support and maintenance for web site and CRM system in particular. | 23,890 | | 192,360 | | 105,057 | | 107,894 | | As evaluated by lead partner. Cash savings returned to Partnership for reinvestment. | Corporate procurement strategy in place and/or updated in the last year (note this is the "blanket" indicator approved for procurement activities. |
| Revised contract for IT servers and infrastructure - better pricing obtained through purchase rather than lease (one-off). | | | 17,801 | | | | | | Transferred to I.T. reserve for future investment as per Council policy. | As above. |
| Revised contract and implementation of Buiness Tariff for mobile phones across the Council | 29,856 | | 30,480 | | 31,297 | | 32,142 | | Additional handsets purchased and proportion transferred to I.T. reserve. | As above. |
| Formal contract established to procure agency staff and function centralised - tendering obtained lower unit prices. | | | 3,681 | | 11,488 | | 11,798 | | Overall, employee costs will be lower across the Council and this is reflected in the appropriate budgets. | As above. |
| Purchase of new telecomms system to replace historic one - better pricing and increased functionality. | 18,500 | | 17,866 | | 18,345 | | 18,840 | | Transferred to I.T. Reserve. | As above. |
| Centralisation and competetive tendering of various contracts. | | | | | 27,125 | | 45,000 | | Savings achieved on tendering contracts are as follows: Telephones £9,000, Stationery £470, Printer Consumables £2,500, Postage £2,800, gas £1,800, electricity £8,900, travel £105 and paper £1,550 Actual savings to-date included in the base budget for 2007/08. | As above. |
| Retendering of insurance contract and enter into a 5-year LTA (to 2010) to obtain guranteed discount on premiums | | | 57,038 | | 58,567 | | 60,148 | | Banked and built into Base Budget. | As above. |
| Productive Time | | | | | | | | | | |
| Proactive management of sickness absence reduced number of days lost to sickness. | | 14,500 | | | | 18,365 | | | No direct impact. | Reduction in BVPI 12 in 06/07 to 8.85 days from 9.38 days in 05/06. |

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|--|-----------------------|-----------------|-----------------------|-----------------|-----------------------|-----------------|---------------------------|-----------------|--|---|
| | <u>Cash</u> | <u>Non-Cash</u> | <u>Cash</u> | <u>Non-Cash</u> | <u>Cash</u> | <u>Non-Cash</u> | <u>Cash</u> | <u>Non-Cash</u> | | |
| | £ | £ | £ | £ | £ | £ | £ | £ | | |
| Transactions | | | | | | | | | | |
| Increasing use of web site as opposed to other forms of communication, in particular web forms and E-payments. Savings made on telephones, postage and personal contact. | | | | 7,755 | | 10,945 | | 11,241 | Amount based on an industry standard formula. Classed mainly as "non-cash" and an actual cash element not easily quantified. Any direct cash savings will be spread in small amounts across various budgets. | Statistics show increasing use of web site and kiosks with greater usage of web forms and E-payments. |
| On-line recruitment - savings on production of recruitment packs and administration. | | | | | | 24,990 | | 25,665 | Mainly non-cash and is based on an industry standard cost of £6 per job pack. | Independent evidence shows an increase in electronic applications in the calender year 2006. |
| E-procurement - implementation of electronic ordering and goods receipting via a "Marketplace." | | | | | | 30,840 | | | Non Cash - based on Government's model of £24 per order. | Measured by electronic transactions on the Marketplace. |
| Electronic payments to suppliers and those receiving Benefit. | | 33,740 | | 55,110 | | 77,640 | | 36,000 | Non Cash - based on Government's model of £10 per transaction. | Increase in take up of benefit payments in the year (60% at year end compared with 10% at the start). |

Miscellaneous

| | | | | | | | | | | |
|--|--|--|--------|--|--------|--|--------|--|--|--|
| Sale of sheltered housing units as surplus assets - interest accrued on sale proceeds | | | 41,625 | | 44,585 | | 46,250 | | Check Average Interest Rate Each Year. Forms part of overall cash flow interest of the Council. | Capital receipt being reinvested into modernised facilities elsewhere in the District. |
| Increase in demand for residential development (major applications) measured by additional income (after allowing for price increases) from development control. | | | 22,178 | | 65,169 | | | | Additional income for 05/06 included in base budget during 06/07 budget round . Increase in 07/08 initially returned to General Reserves as part of 07/08 budget out-turn. | BVPI 109 - continuing improvement in the percentage of planning applications determined within the Standard. |

ANNUAL TOTALS

| | | | | | | | |
|--------|--------|---------|-------|---------|---------|---------|---------|
| 98,246 | 55,740 | 428,408 | #REF! | 450,584 | 214,396 | 382,054 | 125,915 |
|--------|--------|---------|-------|---------|---------|---------|---------|

#REF!

CUMULATIVE TOTALS

| | | | | | |
|---------|-------|---------|-------|-----------|-------|
| 526,654 | #REF! | 977,238 | #REF! | 1,359,292 | #REF! |
|---------|-------|---------|-------|-----------|-------|

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|---|-----------------------|-----------------|-----------------------|-----------------|-----------------------|-----------------|---------------------------|-----------------|-----------------------------------|---------------------------------------|
| | <u>Cash</u> | <u>Non-Cash</u> | <u>Cash</u> | <u>Non-Cash</u> | <u>Cash</u> | <u>Non-Cash</u> | <u>Cash</u> | <u>Non-Cash</u> | | |
| | £ | £ | £ | £ | £ | £ | £ | £ | | |
| <u>OVERALL CUMULATIVE (CASH + NON-CASH)</u> | | | | | | | | | | |
| Achieved | | | #REF! | | #REF! | | #REF! | | | |
| Target | | | 240,000 | | 470,000 | | 710,000 | | | |
| Above Target | | | #REF! | | #REF! | | #REF! | | | |
| <u>CASHABLE MUST BE AT LEAST 50%</u> | | | | | | | | | | |
| Achieved | | | 526,654 | | 977,238 | | 1,359,292 | | | |
| Target | | | 120,000 | | 235,000 | | 355,000 | | | |
| Above Target | | | 406,654 | | 742,238 | | 1,004,292 | | | |