

		Fund	Implementation costs	Staff	2019/20	2021/22	2022/23
		General Fund RECOMMENDED	58,920		215,244	189,889	239,142
		HRA RECOMMENDED	52,080		354,630	413,046	498,282
STEVENAGE BOROUGH COUNCIL		Total Options	111,000	8	569,875	602,935	737,424

APPENDIX B

Ref No	Ranking	Name of Service	Description of Savings Proposal	Implementation costs (any redundancy/capital)	If staff affected indicate no. of staff	Financial Security Option in 2019/20	Financial Security Option in 2020/21	Financial Security Option in 2021/22	Ongoing (Y/N) or No of further years available	Impact of Saving Proposal on Public/ Customers/ Staff/ Members/Partnerships etc. (include any impact on key corporate programmes/performance indicator measures) .	Barriers/Interdependencies	Requires Capital Investment (Y/N)	Requires ICT Investment (Y/N)	Potential Timing (put the date you estimate it will be implemented, consider any consultation required)	% General Fund (note 1) Finance can help how much is charged to the GF/HRA	Budget 2018/19	Actual 2017/18	
CATEGORY A - IMMEDIATE EFFICIENCY OPTIONS																		
SA1	2.00	Development (Hsg)	Budget review HRA - licences budget (Home track)		0	1,750	1,750	1,750	Y	None as under utilised spend in licences currently	none	N	n	19/20	0%	£5,520	£3,690	
SA3	2.00	Training	Maximising government apprentice levy to give a compensatory reduction in professional training budgets by 15%.		0	26,703	26,703	26,703	Y	There is a risk that the funding is not interchangeable and the levy funding is not applicable for the departmental related training budgets. Professional training budgets for 2018/19 are £117K (GF) and £61K (HRA) and the levy paid in 2017/18 was £76K. In addition there are £74K of corporate training budgets	Requires corporate allocation of apprentice levy and work force planning	N	N	1 April 2019	56%	£75,000	£0	
SA5	2.00	Stevenage Direct Services	Historic/Surplus Equipment Sales	14,000	0	64,000	0	0	N	There a number of surplus assets that have been identified for sale. The cost of implementation is to take the plant and equipment to auction	Dependant on market prices	N	N	December 2018	50%	£0	£0	
SA11	1.60	Constitutional Services	Reduce non staff budgets that are available to support Scrutiny function from 2.5k to 1k		0	1,500	1,500	1,500	Y	Budget has underspent in previous years.	None identified - not fully spent for a number of years.	N	N	1 April 2019	89%	£2,500	£422	
SA12	1.60	Corporate Policy	Undertake the Town wide Residents Survey every three years rather than every two years.		0	17,810	-7,190	17,180	Y	Would require budget to be increased every third year to £25k. Principle could also equally be applied to the HRA Star Survey.	Needs to be considered as part of the future consultation and engagement strategy.	N	N	1 April 2019	98%	£17,810	£20,065	
SA14	1.60	Council wide	Withdraw Retirement Gifts to employees (£34.10 for each year of completed service at SBC)		retiring staff										100%	£0	£11,000	
SA18	2.00	Stevenage Direct Services	Removal of depot supervisors use of vans for home to depot travel		0	2,750	2,750	2,750	Y	Some supervisors take home a vehicle but attend the depot before starting work, the staff have been notified and the saving is based on fuel savings and could be more in practice removing depot to home mileage.		N	N		64%	£398,310	£307,163	
TOTAL				14,000	0	114,513	25,513	49,883								£499,140	£342,340	
CATEGORY B - PROCUREMENT OPTIONS																		
SB1	2.00	External Audit procurement	Reduction in contract for 2018/19 Audit		0	14,721	14,721	14,721	Y	The reduction in the EY fee is dependent on no additional fees being charged. The Council went to arbitration for the 2016/17 fee and had to pay £9.5K of the £18.5K requested by the Council's external auditors.	Increased fees charged by EY for perceived additional costs incurred on the audit	N	N	1 April 2019	70%	£64,000	£64,000	
SB3	2.00	ICT Shared Service	Reduction in MFD (Multi functional Devices) costs / print - estimated 20% decrease in contract cost - current MFD costs for SBC are £46,000 (2017) - delivery for 2019/20		0	2,000	9,000	9,000	Y	Improved service / management information enabling business units to control their own MDF print costs and output	Aligning with HCC MFD supplier contract - Compliance Manager at EHDC in negotiations.	n	n	within 2018/19 and staff briefing needed / training on use	66%	£45,620	£53,000	
SB8	2.00	Leasehold Management	Reduction in cost of administering Leaseholder (S20) Mortgages		0	62,000	62,000	62,000	y	The contract for administration of the loans has been procured and is less than estimated based on current numbers projected and requires less staff resource.	If the number of mortgages increase this could reduce the projected saving as the cost of the contract is based on the number of mortgages above which the cost increases.	n	y		0%	£170,630	£203,411	
TOTAL				0	0	78,721	85,721	85,721								£280,250	£320,411	
CATEGORY C - NEW INCOME GENERATION/COMMERCIALISATION OPTIONS																		
SC2	2.00	housing	FOR NOTE- requires business case: Once Housing company established - seek an even distribution of on costs away from HRA		0	25,000	25,000	25,000	y	Idea for Housing Company is already known. Based on Housing Development Company business plan. September Executive	Requires Business Case Approval	y	n		0%	£0	£0	
SC3	2.00	Procurement	Shared Service with East Herts- subject to approval by EHDC		3	15,121	15,121	15,121	Y	This is dependent on the type of service EHDC want, currently they are paying on an hourly rate basis but want a cheaper service cost. The option assumes a 20% management cost payable by EHDC.	CFO from EHDC to meet with SBC CFO in July 2018 to discuss the way forward. Possible recruitment of staff for EHDC	N	N	1 April 2019	67%	£0	£0	
SC23	2.00	Housing & Investment	Charge for retrospective permissions granted		0	5,000	5,000	5,000	Y	£100 per case x 50 cases approx. Policy required to reduce costs to rectify and homes left in a safe condition. LSFG recommended higher charge of £100 to £500 for more serious changes	figures based on assumed numbers of cases			01 April 2019	0%			
SC25	1.90	Human Resources	Introduce a holiday purchase scheme - 1 additional day per year.		all staff	15,000	30,000	30,000	Y	Figures are based on 7.5% of staff taking up the option per year. Could be extended up to 2 or 3 days a year which could further increase this figure. Ideally would be introduced prior to amending the Council's Flexi Scheme. Part of wider employee benefits package	TU consultation and Executive required. Fairly easy to implement - process will be required. Uncertainty is the level of take up. Staff consultation would be required to assess interest in such a scheme.	N	N	Could be introduced in year during 2018/19	67%	£0	£0	
TOTAL				0	3	60,121	75,121	75,121								£0	£0	
																Total Target	£0	£0

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CATEGORY D - SERVICE REDESIGN/PROCESS CHANGES INCLUDING WORKFORCE PLANNING																											
SD1	2.00	Accountancy	Reduce Legal paralegals by 1.5FTE* indicative saving	0	0	58,620	58,620	58,620	Y	There were two posts transferred back to SBC plus non applicable HCC overheads. It is anticipated that 0.5FTE may be required if functions can be successfully transferred to other departments.		maybe a need for new system	maybe a need for new system	1 April 2019	67%	£524,700	part year 2017/18										
SD2	2.00	Payroll	Introduce for staff pension (like "AVC wise") scheme.	0	0	12,420	12,420	12,420	Y	The salary sacrifice scheme linked to pensions means no reduction in pension, but savings for the staff/employer on NI. Example based on 50 Grade 7's made a £150 AVC contribution, keeping their tax and NI saving. Saving on Employer NI with no assumption about investing the tax saving in the AVC. (Portsmouth have introduced)- Employer of choice option	Dependent on staff taking up the option, based on 50 with no tax, NI savings reinvested. Would require a scheme set up and an AVC provider. May require some up front costs	N	N	1 April 2019	67%	£2,058,820	£1,732,382										
SD9	1.70	ICT Shared Service	Print Room review - options appraisal underway to consider viability of the in house shared print service. (Redundancy based on worse case scenario, based on two redundancies out of three posts).	59,000	3	8,750	35,000	35,000	Y	There are Shared service cost savings. (this is across SBC and EHDC). Options could include 1. Reduce cost of existing service (1FTE saving but new equipment required-option being costed). 2. Service delivered through partner 3. Self Serve-bigger machines where needed with some external print as now. Or a combination of the above.	Shared Service Partner - East Herts ICT partner wish to maximise savings opportunities. Timescale based on partnership alignment. This will be dependent on staff consultation and outcome.	n	n	Member consultation - already aware of options appraisal in hand. Statutory staff consultation required for print staff	50%	£94,510	£133,892										
SD11	1.80	All	Reduction in paper and print / use of MFD s - move to paperless. Based on a managed reduction in click charges - new MFD contract means this is better enabled with print unit management information. Renegotiate paper contract	0	0	7,500	12,500	12,500	y	Change in culture and requires business unit oversight and management and review of paper contract	Information and records management strategy, digital document management solutions etc.				67%	£45,620	£53,000										
SD52 (was SA16)	2.00	Housing Policy and Performance	Creation of new Corporate Policy and Business Support Team and housing ICT systems team	38,000	2	100,000	100,000	143,000	Y	There are three managerial posts to be deleted (policy x 2 & performance x1). Proposed restructure of one new post management post. (One post has been vacant during the past 12 months and processes to be streamlined).	TU and Staff consultation would be required. This will be dependent on staff consultation and outcome	N	N	March 2019	59%	150,540 (working budget. OB = 0)	?? (HRA code in 17/18??)										
SD21	2.00	Housing and Investment	Additional Management savings as a result of Senior Management Review (SMR) and Business Unit Reviews (BUR)	0	0	61,000	61,000	61,000	Y	The 4th Tier BUR for housing management has negated the need for a management post (Grade 12) as the revised structure has consolidated housing functions	There may be cost pressures which arise as a result of restructures below tier 4 as the H&I BUR restructure is not yet complete.			immediate	0%												
TOTAL																97,000	5	248,290	279,540	322,540					Total	£2,723,650	£1,919,274
CATEGORY E - FEES & CHARGES																											
SC18	1.90	Supported housing	Increase contribution to support costs to £2 per year rolling as part of phased support costs agreed in 2016/17		0	62,400	124,800	187,200	Y	The service cost was £17.70p in 2016/17. A charge of £2 pw was introduced in that year for those who were previously receiving the service for free (funded previously from supported housing grant), it is proposed that charges will increase by £2 pw per year until the cost of the service is fully recovered. Figures based on 624 users.					0%	£211,900	£143,000										
SE6	1.80	Various	Fees and charges HRA Appendix C		0	5,830	12,240	16,960	Y	Based on inflation of 2% increase HRA fees and charges See Appendix C					0%												
TOTAL																0	0	68,230	137,040	204,160					Total	£211,900	£143,000
TOTAL																111,000	8	569,875	602,935	737,424							