APPENDIX A

STEVENAGE BOROUGH COUNCIL

MAKING YOUR MONEY COUNT OPTIONS 2023/24

For Approval	General Fund full year savings	General Fund 2023/24	HRA full year savings	HRA £
Efficiency	£503,779	£503,779	-£46,962	-£46,962
Commercial	£170,340	£145,340	£4,860	£4,860
Fees and Charges	£334,440	£334,440		
New Income Stream	£35,900	£35,900		
Transformation	£30,900	£20,400	£14,100	£9,600
Reduction	£545,040	£302,140	0	0
Total	**£1,620,399**	**£1,341,999**	**-£28,002**	**-£32,502**

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2023/24 Efficiency Options													
S1	Policy and Performance	Efficiency savings	£0	£36,190	Y	N	Efficiency saving from unused budgets within cost centres	N	1st January 2023	36,190	36,190	0	0
S2	ICT Service Desk	Switching the current ICT Service Desk offer to a cloud-based solution moving away from prem	£0	£24,650	3 Years	N	There is further opportunity to share the costs with other service areas i.e. Facilities / Finance / HR which are being investigated.	N	1st April 2023	2,253	2,253	1,213	1,213
S3	Print Room and floor Printers	Due to the closing of the print room, there is a saving on equipment rental charges.	£0	£62,990	Y	N	Removal of 2 printers in the print room, along with other equipment - results in a saving on the annual rental costs and associated click charges for the 2 printers	N	1st April 2023	27,953	27,953	9,318	9,318
S4	Software	Decommission eBase software application	£0	£8,000	Y	N	eBase application has only a few remaining uses. Looking at other solutions and stop eBase.	N	1st April 2023	2,912	2,912	1,568	1,568
S5	Software	Ceasing AD Manager Software	£0	£8,300	Y	N	Consider the use of Powershell to manage our Active Directory and save the AD Manager license fee.	N	1st April 2023	728	728	392	392
S6	Software	Migrate Intranet to Office365	£0	£31,320	Y	N	Use Office 365 for the staff Intranet and save the 'Invotra' license.	N	1st April 2024	0	0	0	0
S7	Comms & Marketing	Reduce centralised advertising budget to current forecast spend of £35,000	£0	£59,150	Y	N	Reducing the centralised budget whilst still having enough money for adverts / marketing and outsourcing costs. Budget is needed for outsourcing video requests and additional graphics jobs that cannot be delivered by the current small team.	N	1st April 2023	19,803	19,803	4,347	4,347
S8	Revenues & Benefits	Delete two vacant housing benefit posts (43% of £61k)	£0	£61,000	Y	N	Within the Shared Revenue & Benefits service there are two vacant housing benefit posts that can be deleted following a review of the service	N	1st April 2023	26,230	26,230	0	0
S9	Corporate	Reversal of Social Care NI Levy of 1.25%, subject to legislation	£0	£151,000	Y	N	In April 2023, National Insurance (NI) contributions for both employees and employers increased by 1.25% to support the funding of Social Care. The government has announced this will be reversed from 6 November 2022. November 2022.	N	1st April 2023	120,800	120,800	30,200	30,200
S10	Human Resources	Review of decentralised departmental training budgets	£0	£132,000	Y	N	From a review of training budgets from previous years, there's a small proportion of budget that is not spent each year.		1st April 2023	10,000	10,000	0	0
S11		Review of income lines	£0	£0	Y	N	Review of allotment, fishing income budgets	N	1st April 2023	12,000	12,000	0	
S32	Car Parks	Review of car park business rates	£0	£805,230	Y	N	A review of car park rates (based on costs and income on spaces) is estimated to be £82K lower with an assumption included of £167K, however this will not be know until the facility is rated.	N	1 April 2023	82,910	82,910	0	0
S34	Domestic Abuse Service	review of costs and use of service	£0	£185,500	Y	N	A review of SADA additional posts to be funded from external income and the HRA share on review is 4 out of 5 cases.	N	1 April 2023	162,000	162,000	-94,000	-94,000
TOTAL			**£0**	**£1,565,330**						**£503,779**	**£503,779**	**-£46,962**	**-£46,962**

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2023/24 Commercial in-sourcing Strand													
S12	Comms & Marketing	Advertising on digital boards	£0	£0	Y	N	To enter into agreement, to lease time for adverts to be shown on the two digital boards within the Town Centre	N	1st April 2023	4,100	4,100	900	900
S13	Comms & Marketing	Funding of Chronicle from advertising using up to 4 pages	£0	£0	Y	N	To rent out space within the Chronicle publication (on a quarterly basis) to fund the cost of the production of this. Estimate that four pages of advertising should cover this cost	N	1st April 2023	18,040	18,040	3,960	3,960
S14	Various	Fees and Charges increases approved at the November Executive.	£0	£0	Y	Y & N	The annual fees and charges exercise been carried out to establish that the Council is recovering its costs / are competitive against other councils or competitors and have no detrimental impact on the usage of the service. Appendix B	N	1st April 2023	270,940	270,940	0	0
S15	Various	New income streams as reviewed by Commercial and Investment Working Group	£23,000	£0	Y	N	This includes new cemetery charges (Appendix C November MYMC report), Skips (Appendix D November report), Charging for businesses using the Council's parks recommended for approval - £100 per outdoor fitness licence (per annum).	Y	1st April 2023	35,900	35,900	0	0
S15A	Indoor Market rents	Increase indoor market rents by 5%	£0	£386,000	Y	N	There has been an estimated increase in utilities of £180K and the December Executive recommended that a below inflation increase is implemented	Y	1st April 2023	19,000	19,000		
S16	Estates	To move Stevenage Direct Services out of Shephallbury depot and to relet commercially, assumed £40K of works to Hampson Park depot	£40,000		Y	N	This will require the grounds team moving some of their stored items to Hampson Park depot. A capital bid has been included in the Draft Capital Strategy).	Y	1 June 2023	100,000	75,000	0	0
S17	Corporate	Increase 2023/24 Council Tax by 2.99%	£0		Y	N	The increase if Members agree to increase council Tax to 2.99% as set out in the Autumn statement. This would add £6.74 per year to Band D bill for 2023/24	N	1st April 2023	63,500	63,500	0	0

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S31	Insurance	To charge an admin fee to the commercial tenants and leaseholders for providing the insurance cover and to deal with any insurance claims	£0	£0	Y	N	It is not feasible to charge to leaseholders as they are already receiving high admin charges to cover these types of works. However, discussed with legal and estates and there is nothing to stop us from charging commercial tenants an admin fee for this service. Undertaken a brief exercise to work out the admin charge to be around £16 per tenant	N	Start from the current renewal process 1 October 2022	3,000	3,000	0	0
S35	Commercial	Filming income	£0	£0	Y	N	The Council has a filming policy which generates income, while this is difficult to predict , a base line budget of £10K is considered achievable	N	1 April 2023	10,000	10,000	0	0
S37	On street parking	Extend on street parking period from 6PM to 8PM	£4,700	£0	Y	N	A trial will implemented for an extension to on-street parking periods from 1 April 2023. It is not clear whether additional income will be generated and once the initial trial period has concluded any savings will be incorporated into the 2023/24 budget and contribute to the 2024/25 MYMC target	N	1 April 2023	0	0	0	0
S36	Commercial	Advertising income	£0	£0	3 years	N	New advertising income streams now secured.	N	1 April 2023	16,200	16,200	0	0
			£67,700	**£386,000**						**£540,680**	**£515,680**	**£4,860**	**£4,860**
2023/24 Transformation Options													
S18	Payroll	Review payroll service delivery	£0	£84,750	Y	N	review levels of responsibilities, systemisation, and processes (reducing deductions from pay)	N	1st April 2023	9,900	9,900	5,100	5,100
S19	Human Resources	Cease contract for sickness reporting (goodshape service) and build in-house option	£0		Y	N	Development of the HR system is required, to deliver an in-house offer, the saving is 50% in 2023/24 to allow the improvements to take place.	N	1 October 2023	21,000	10,500	9,000	4,500
			£0	**£84,750**						**£30,900**	**£20,400**	**£14,100**	**£9,600**

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2023/24 Discretionary (Reduce Options)													
S20	Leisure	Cease Grants to Support Parent and Toddler Groups	£0	£2,000	Y	N	This fund has not been accessed since before Covid. It has not been promoted since and the client group would tend to fit more with Children's Services and Family Centres at HCC.	N	1st April 2023	2,000	2,000	0	0
S21	Civic Events	Kadoma Link Grant	£0	£1,000	Y	N	Annual Grant to maintain Kadoma Link. Grant has been drawn in 2022/23. Early notice on future years will enable group to explore other forms of fundraising.	N	1st April 2023	1,000	1,000	0	0
S23	Play Service	Cease permanent Play Service	£323,000	£427,550	Y	N	Due to the level of savings required and the level of subsidy per child (1,063 registered). The service has 12 employees- and there is an estimated one off cost of £323K. Post COVID the after school club attention has reduced and the summer play numbers have not been as high as pre the pandemic. The cost per child subsidy is £566 and not sustainable in the current financial climate.	Y	Likely to be summer 2023 (full year saving shown)	384,930	192,465	0	0
S38	Play Service	Close play centre buildings and commercially let or demolish dependent on stock condition surveys (building costs shown)		£59,000	Y	N	There are circa £50K of building costs that could be reduced and rental assumed of £30K based on a commercial let, these savings cannot be removed from the budget until the implementation of the new play offer. Savings may be higher but are not yet tested and the play equipment at the sites will need maintaining	N	1 October 2023	90,000	45,000	0	0
S24	Community Development	Cease commissioning fund for summer activities for young people.	£0	£6,500	Y	N	This is an upper tier function. This fund was historically a fund for commissioning youth provision over the summer holidays in conjunction with the Youth Council. It has not been accessed since before Covid.	N	1st April 2023	6,500	6,500	0	0
S26	Leisure	Subscription for Visit Herts - for the next three years, this can be funded through the UKSPF	£0	£5,110	N	N	Visit Herts Service Level Agreement to support Destination Management Organisation for Hertfordshire. To date limited focused benefit for Stevenage but impact may be felt reputationally and in any future destination management plans if was to cease permanently.	N	1st April 2023	5,000	5,000	0	0
S27	Leisure	Sports Stevenage Grant ceased	£0	£3,060	Y	N	Grant that supports Sports Stevenage and maintaining Hall of Fame website. There may be some reputational risk in terms of those advocating Stevenage's sporting heritage.	N	1st April 2023	3,000	3,000	0	0
S28	Leisure	Combine Museum Assistant and Cultural Manager post	£0	£20,000	Y	N	This proposal is based on deleting a museum assistant post and combining the Cultural Officer post assuming a more integrated museum/cultural officer function and maintaining some capacity to deliver on the cultural strategy.	Y	1st April 2023	20,000	20,000	0	0

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S29	Leisure	Delete Leisure and Health Officer post	£0	£32,610	Y	N	This would reduce capacity to deliver on the Healthy Stevenage Strategy and reduce sports development function to signposting only.	Y	1st June 2023	32,610	27175	0	0
TOTAL			**£323,000**	**£556,830**						**£545,040**	**£302,140**	**£0**	**£0**
			£390,700	**£2,592,910**						**£1,620,399**	**£1,341,999**	**-£28,002**	**-£32,502**