

Merton Council Overview and Scrutiny Commission



Date: 29 January 2015

Time: 7.15 pm

Venue: Committee rooms B, C & D - Merton Civic Centre, London Road, Morden
SM4 5DX

AGENDA

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**This is a public meeting – members of the public are very welcome to attend.
The meeting room will be open to members of the public from 7.00 p.m.**

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Overview and Scrutiny Commission membership

Councillors:

Peter Southgate (Chair)
Peter McCabe (Vice-Chair)
Hamish Badenoch
John Dehaney
Brenda Fraser
Suzanne Grocott
Jeff Hanna
Russell Makin
Oonagh Moulton
Dennis Pearce

Substitute Members:

Abigail Jones
John Sargeant
David Simpson CBE
David Williams
Peter Walker

Co-opted Representatives

Simon Bennett, Secondary and Special
School Parent Governor Representative
Peter Connellan, Roman Catholic diocese
Denis Popovs, Primary School Parent
Governor Representative
Colin Powell, Church of England diocese

Note on declarations of interest

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

What is Overview and Scrutiny?

Overview and Scrutiny describes the way Merton's scrutiny councillors hold the Council's Executive (the Cabinet) to account to make sure that they take the right decisions for the Borough. Scrutiny panels also carry out reviews of Council services or issues to identify ways the Council can improve or develop new policy to meet the needs of local people. From May 2008, the Overview & Scrutiny Commission and Panels have been restructured and the Panels renamed to reflect the Local Area Agreement strategic themes.

Scrutiny's work falls into four broad areas:

- ⇒ **Call-in:** If three (non-executive) councillors feel that a decision made by the Cabinet is inappropriate they can 'call the decision in' after it has been made to prevent the decision taking immediate effect. They can then interview the Cabinet Member or Council Officers and make recommendations to the decision-maker suggesting improvements.
- ⇒ **Policy Reviews:** The panels carry out detailed, evidence-based assessments of Council services or issues that affect the lives of local people. At the end of the review the panels issue a report setting out their findings and recommendations for improvement and present it to Cabinet and other partner agencies. During the reviews, panels will gather information, evidence and opinions from Council officers, external bodies and organisations and members of the public to help them understand the key issues relating to the review topic.
- ⇒ **One-Off Reviews:** Panels often want to have a quick, one-off review of a topic and will ask Council officers to come and speak to them about a particular service or issue before making recommendations to the Cabinet.
- ⇒ **Scrutiny of Council Documents:** Panels also examine key Council documents, such as the budget, the Business Plan and the Best Value Performance Plan.

Scrutiny panels need the help of local people, partners and community groups to make sure that Merton delivers effective services. If you think there is something that scrutiny should look at, or have views on current reviews being carried out by scrutiny, let us know.

For more information, please contact the Scrutiny Team on 020 8545 3864 or by e-mail on scrutiny@merton.gov.uk. Alternatively, visit www.merton.gov.uk/scrutiny

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OVERVIEW AND SCRUTINY COMMISSION 25 NOVEMBER 2014

(19.15 - 21.30)

PRESENT: Councillor Peter Southgate (in the Chair),
Councillor Peter McCabe, Councillor Hamish Badenoch,
Councillor John Dehaney, Councillor Brenda Fraser,
Councillor Suzanne Grocott, Councillor Jeff Hanna,
Councillor Russell Makin, Councillor Oonagh Moulton and
Councillor Dennis Pearce.

Co-opted members Peter Connellan and Denis Popovs

ALSO PRESENT: Councillor Mark Allison, Deputy Leader and Cabinet Member for
Finance
Councillor Stan Anderson

Caroline Holland (Director of Corporate Services), Julia Regan
(Head of Democracy Services), Chris Lee (Director of
Environment and Regeneration), Sophie Poole (Head of
Communications, CS), Yvette Stanley (Director, Children,
Schools & Families Department) and Simon Williams (Director,
Community & Housing Department)

1 DECLARATIONS OF PECUNIARY INTEREST - SEE NOTE OVERLEAF (Agenda Item 1)

None.

2 APOLOGIES FOR ABSENCE (Agenda Item 2)

Apologies were received from co-opted members Simon Bennett and Colin Powell.

3 MINUTES OF THE MEETING HELD ON 7 OCTOBER 2014 (Agenda Item 3)

Agreed.

There were no matters arising.

4 MERTON'S WELFARE REFORM ACTION PLAN 2013/14 - PROGRESS UPDATE (Agenda Item 4)

Simon Williams, Director of Community and Housing, outlined the contents of the report. He emphasised that the council continues to work closely with partner organisations in delivering both the welfare reform action plan and the complementary financial resilience action plan to support residents facing financial pressures.

Simon Williams made a number of points in response to questions:

- housing options advisers visit families who, for whatever reason, face a gap between their income and expenditure due to the benefits cap or under occupancy rules. The aim is to help them to assess options to maintain their current tenancy. Options include finding work, letting the spare room, obtaining discretionary housing benefit if certain criteria are met, and finding suitable alternative accommodation.
- the criteria for accessing the social fund are set out on the council's website. The drop in applications and spend since this function was transferred to the council may be due to the experience that council officers have in assessing applications and cross checking against other sources of information to ensure that the applicant is in genuine need.
- The council is working closely with private sector landlords and is using a number of measures to try to prevent private sector tenants becoming homeless due to eviction and the ending of assured shorthold tenancy agreements.

Lyla Adwan-Kamara, CEO of Merton Centre for Independent Living (CIL) was invited to address the Commission. She explained that CIL is a user-led disabled people's organisation that provides specialist advice and advocacy services. She welcomed the work of Merton's Welfare Reform and Financial Resilience Group and said that CIL committed to working with the group to mitigate the impact on disabled people. She expressed some concern about the future of the independent living fund and was pleased to hear from Simon Williams that the Cabinet will be discussing this in January

Lyla Adwan-Kamara highlighted the impact that welfare reforms were having on disabled people and the difficulties that were being experienced in relation to the medical assessment process, in some instances leading to people becoming homeless as a result of the withdrawal of benefit. She suggested that the provision of face to face support before and during the assessment would be helpful as would advice to help GPs to address pertinent points in their letters in support of their patients.

In response, Simon Williams welcomed Lyla Adwan-Kamara's suggestions and said he would discuss these issues further with her and with health partners.

The Commission welcomed the work that is being undertaken by council officers and partner organisations to protect the most vulnerable people and RESOLVED:

- That the financial resilience action plan should be amended to include the role of the Credit Union in relation to objectives 3 and 4.
- That officers should consider the best way of adding a "traffic light" monitoring system to the action plans, including data to measure the use of food banks
- That the working group consider the best way to work with the voluntary sector to provide advocacy and other support for disabled people to help them with medical assessment interviews.

5 DOMESTIC VIOLENCE NEEDS ASSESSMENT AND WAY FORWARD (Agenda Item 5)

Yvette Stanley, Director of Children Schools and Families, gave a brief introduction to the report. Chris Lee, Director of Environment and Regeneration provided an update on the restructure proposals for Safer Merton (mentioned in paragraph 2.4). He said that although Safer Merton would remain within the Environment and Regeneration department, they would work closely with colleagues in Children Schools and Families on domestic violence issues so that specialist input could be provided as appropriate.

Members of the Commission welcomed the report and the proposals within it. Councillor Jeff Hanna, Chair of the Children and Young People Overview and Scrutiny Panel, said that the Panel had scrutinised a range of these issues in relation to children and young people and had highlighted the role of schools in reporting domestic violence and in supporting prevention via cultural change.

Yvette Stanley provided additional information in response to questions:

- the Violence Against Women and Girls Strategy Group will bring together various partnerships that each have a different focus and will have governance arrangements to develop a clear outcome focused strategy and strong performance management arrangements
- the review by Cordis Bright was funded through the Mayor's Office for Policing and Crime (MOPAC). They provided a robust and independent challenge and developed recommendations that have focussed the minds of all agencies involved
- the next steps are to update the Merton Safeguarding Children's Board and the Safer and Stronger Strategy Group

RESOLVED: that the Commission should receive an update on implementation progress in 6-9 months time.

6 MY MERTON DISTRIBUTION (Agenda Item 6)

In response to questions about the cost and distribution of My Merton, Sophie Poole, Head of Communications, said that the overall cost per issue was £15k, of which £4-5k is distribution cost. My Merton is distributed to around 81,000 households and 3000 copies are placed in council offices and libraries. The print run has been judged so that around 100 copies remain when the next edition is published.

Costs are partly offset by income of around £5k per issue, raised from advertising. She said that printed newspapers, including the Wimbledon Guardian were finding the current financial climate challenging to sell advertising space. In response to a question about alternatives to publishing council notices in the Wimbledon Guardian, Sophie Poole said that rates had been significantly reduced over the last few years

and that it was important to support the local paper as it plays an important part in the community and in holding the council to account. Caroline Holland, Director of Corporate Services, added we have a statutory obligation to publish certain council notices in a weekly local publication.

Councillor Mark Allison, Deputy Leader and Cabinet Member for Finance, said that costs had been reduced by reducing the number of issues and that My Merton is well regarded by the public as indicated by the Annual Residents Survey.

In response to suggestions made by members of the Commission, Sophie Poole said that she would explore the cost effectiveness of increasing income through offering businesses the option to include inserts. She will also continue to monitor residents perceptions around readership via the Annual Residents Survey. The figures for 2014 will be available in the new year.

The Chair thanked Sophie Poole and said that the Commission agreed that My Merton is a quality publication that is well received by the residents.

7 BUSINESS PLAN UPDATE 2015/19 (Agenda Item 7)

Commission members agreed to take agenda item 8 “comments and recommendations from the overview and scrutiny panels” with this agenda item.

Caroline Holland, Director of Corporate Services, outlined the contents of the report and drew attention to the changed approach to savings targets, revisions to the provisional government funding estimates, the increase in the proportion of council tax collection as well as the overall number of households, the updated capital programme and information on movement within the capital programme.

Caroline Holland provided additional information in response to questions:

- the timetable of the government’s comprehensive spending review will depend on the outcome of the general election. Grant changes could impact as soon as June 2015.
- funding for a new secondary school is included in the capital programme so that these funds will be available if needed in order to meet the council’s statutory obligation to provide school places. If alternative providers can make places available in time then the capital programme would be adjusted accordingly.
- although the rate of increase in the growth of the primary school population has fallen, actual numbers are still increasing and it is therefore not anticipated that primary schools will have empty places
- the service plans will be updated to provided the most recent information and these will be included in the report to the Scrutiny Panel and Commission in January. An explanation for how the risk levels are calculated will be included.

Caroline Holland undertook to provide Commission members with a diagram illustrating how the level of savings required to meet the estimated budget gap had

changed since the 2014/15 budget was set by Council. ACTION: Director of Corporate Services.

Councillor Mark Allison, Deputy Leader and Cabinet Member for Finance, said that he had attended the Commission's meeting primarily to listen to views expressed by members of the Commission. In response to a question he said that the council faced huge financial challenges and that the Administration would seek to protect its priority services but it wouldn't be possible to guarantee an exemption from savings.

The Commission noted the comments made by the Overview and Scrutiny Panels at their meetings (set out in agenda item 8). Councillor Jeff Hanna, Chair of the Children and Young People Overview and Scrutiny Panel, asked what progress had been made on expediting savings on SEN Transport. Caroline Holland described some of the savings that had already been identified, with an emphasis on identifying alternatives on a case by case basis. She stressed that the overall context was an overspend for the service.

The Commission discussed its feedback to Cabinet and:

RESOLVED to make the following comments and recommendations to Cabinet:

- the Commission noted with concern the increase in the budget gap over the period of the Medium Term Financial Strategy from £15.2m when the 2014/15 budget was set to £32m now, but could discern no change in approach in the draft Business Plan to address the doubled deficit
- the Commission registered its disappointment at the lack of savings proposals presented for scrutiny at this stage in the budget setting process. This meant that there was very little on which the Panels and the Commission could comment. The Commission looks forward to receiving savings proposals in the next round of scrutiny, designed to achieve a balanced budget over the term of the Medium Term Financial Strategy
- the Commission noted the predicted overspend for 2014/15 and the difficulties being experienced in meeting the savings targets this year. It agreed that the planned use of £4m from the reserves to close this gap was appropriate in the short term but that this approach would not be sustainable in the longer term.
- the Commission noted that the impact of the capital programme on the revenue budget is predicted to rise over the next 4-5 years. It therefore recommended that Cabinet ensure that the capital programme continues to be challenged vigorously and items removed if they are not going to be used.

8 SCRUTINY OF THE BUSINESS PLAN 2015-19: COMMENTS AND RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY PANELS (Agenda Item 8)

This item was discussed as part of agenda item 7.

The Commission RESOLVED to forward to Cabinet the comments and recommendations made by the Overview and Scrutiny Panels as set out in Appendix 1.

9 MINUTES OF THE MEETING OF THE FINANCIAL MONITORING TASK GROUP, 5 NOVEMBER 2014 (Agenda Item 9)

Agreed, subject to Julia Regan, Head of Democracy Services confirming question of accuracy raised by Councillor Suzanne Grocott. The minutes will be amended accordingly should there be a factual inaccuracy regarding the building and development control item. ACTION: Head of Democracy Services

10 PROPOSAL FOR THE RECRUITMENT OF NEW CO-OPTED MEMBERS TO THE OVERVIEW AND SCRUTINY COMMISSION (Agenda Item 10)

RESOLVED:

- 1) that the Head of Democracy Services should take action to recruit a maximum of two non-voting co-opted members to the Commission
- 2) that the Commission would particularly welcome applications from people who have a particular interest or experience of crime and community safety issues or financial expertise.

ACTION: Head of Democracy Services

11 WORK PROGRAMME 2014/15 (Agenda Item 11)

RESOLVED: to agree the work programme, with the addition of an update on the work of the Violence Against Women and Girls Board during 2015/16

Committee: Overview and Scrutiny Commission

Date: 29 January 2015

Subject: : Customer Contact Programme Update

Lead officer: Sophie Ellis, Assistant Director of Business Improvement

Lead member: Cllr Mark Allison, Deputy Leader and Cabinet Member for Finance

Contact officer: Sophie Ellis, Assistant Director of Business Improvement

Recommendations:

- A. That the Commission discuss and comment on the progress of the Customer Contact Programme.
-

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. The purpose of this report is to provide the Commission with an interim progress update on the Customer Contact programme and timescales for the contract award.
- 1.2. This report is designed to ensure the Commission are sighted on progress ahead of the scheduled award of contract in order to reduce the likelihood of any delays to the start of implementation.
- 1.3. A full progress update is scheduled for March 2015.

2 BACKGROUND

- 2.1. The way in which Merton borough residents and service users want to access services is changing. People who routinely buy services and goods over the internet and by phone, and who communicate via SMS (text messaging), Facebook and Twitter increasingly expect the same sort of flexibility when accessing public services.
- 2.2. Our residents' survey¹ demonstrates that Merton's residents already use a range of different access routes into council services and the preference for online access is increasing year-on-year. Younger residents in particular no longer want to come to council offices but instead prefer to use the web, e-mail and SMS when contacting the council.
- 2.3. People are also increasingly expecting public services to be delivered in an holistic way and that the council is proactive in interpreting their requirements and responding to them swiftly. When someone contacts the council they expect that there is a coherent and complete 'view' of them within the organisation – this is their experience of other organisations so why not the council? Customers do not want to speak to several different departments and service teams about the same issue, which means that

¹ http://www.merton.gov.uk/presentation_charts_merton_residents_2014_.pdf

services can no longer afford for their business systems and their relationships with customers to exist in isolation. For the sake of good customer experience, and effective and efficient services, a single, comprehensive view of customers across the organisation is needed.

- 2.4. In parallel with this, and in the context of a very difficult financial climate, local authorities in general are having to find ways to spend less money on service delivery and be more efficient – especially at the point of contact with the customer. Merton is no exception; in fact the council is responding to the need to make significant spending cuts. Two effective ways to reduce the cost of services are firstly to resolve queries and requests first time round (to reduce unnecessary time spent revisiting the same query); and secondly to help people do what they need to do quickly online or, if they have one, through their smartphone so they don't have to contact the council at all.
- 2.5. Merton's Customer Contact Strategy was agreed in March 2013 to cement the councils' approach to meeting these changing needs. It focuses on increasing online access to services, encouraging customers to self-serve where possible, and reducing avoidable and repeat contact by responding to as many customer queries as possible at the first point of contact. This will not only improve customer experience, it will allow the organisation to operate more efficiently – critical in the face of a reducing financial envelope.
- 2.6. Following approval of the refreshed Customer Contact Strategy a programme of work was initiated to procure the necessary technology to deliver these ambitions. The technology that the council is seeking to procure incorporates a refreshed website that increases the potential for customers to request and pay for services online; the ability for customers to have an 'account' that allows them to track their queries and interactions in a single place online; and a contact management solution that allows staff to manage and process queries and requests quickly and easily and which is integrated with the relevant back office systems.
- 2.7. The council's Procurement Board determined that the most appropriate procurement approach was Competitive Dialogue following feedback from potential bidders at an open day in June 2013. Whilst this is a longer procurement process than others it provides a framework for the council to enter into dialogue with a small number of providers who qualify to provide the relevant services. The council can then develop their requirements iteratively in consultation with these specialist bidders, resulting in a solution that delivers well developed outcomes for the council and benefits from the expertise and experience of market experts.
- 2.8. In developing the specification of requirements officers have also drawn on the experience of other boroughs through visits to Hammersmith & Fulham, Croydon, Bexley and Kingston local authorities.
- 2.9. In February 2013 Cabinet approved a budget of £1.2m for the replacement of the introduction of a replacement electronic documents and records management system (EDRMS) and that it would be procured as part of the Customer Contact competitive dialogue exercise. The procurement

documentation therefore incorporates' the council's requirements for such a system and bidders are incorporating these within their proposed solutions.

3 ACTIVITY SINCE LAST UPDATE

- 3.1. Two bidders responded to the formal Invitation to Submit Detailed Submissions. These are Asidua Ltd and General Dynamics Information Technology Ltd.
- 3.2. The bids were evaluated during November by officers representing a number of disciplines within the council. Bidders were notified of the result of this evaluation on 1 December and this was followed by a final period of dialogue (formally known as 'clarification') where a number of meetings were held with each of the bidders. These concluded on 16 January and it is expected that both bidders will be invited to submit Final Tenders on 26 January, subject to legal clearance of documentation. Members of the Commission can be provided with access to the (extensive) documentation that forms part of the 'Call for Final Tenders' on request.
- 3.3. On the basis of detailed submissions provided to date, it is apparent that both bidders can meet the requirements that the council has set out. The nature of solution proposed differs slightly between the two bidders, as does the scope of implementation. These are considered as part of the final evaluation.
- 3.4. The commercially sensitive nature of the exercise restricts the level of detail that officers are able to provide in this report. Officers will provide as much information as possible at the meeting on 29 January.

4 NEXT STEPS

- 4.1. Bidders are expected to return their final tender documents on 10 February 2015 and it is anticipated that the evaluation of these will be complete by the end of February. It is therefore expected that a recommendation on the preferred bidder will be taken to Cabinet on 9 March, and the contract awarded around 16 March, subject to a call-in. If this timescale is achieved, the contract will commence on or around 2 April.
- 4.2. Implementation planning is underway with those service areas where the solution is planned for early implementation, notably waste, parking and traffic & highways. Resource planning and scheduling is also underway.
- 4.3. An important project has been initiated by the Merton Improvement Board to support the release of an effective, intuitive customer portal. The project will clean and geocode spatial data within a number of service areas so that customers using the portal and new transactional website can interact with maps (see Appendix A for more information).

5 ALTERNATIVE OPTIONS

- 5.1. Feasible and cost-effective alternatives for the technology have been explored as part of the competitive dialogue process, ensuring the council will be able to identify the solution which best meets its requirements in terms of cost and quality.
- 5.2. Officers would have preferred to have introduced the recommendations on the preferred bidder to the Commission for scrutiny prior to requesting a Cabinet decision. However, the timescale for Cabinet and OSC would mean that doing so would possibly introduce a delay of around three months to implementation. Officers have therefore introduced this additional briefing for the Commission in advance of the scheduled Cabinet meeting in March. This approach takes account of the desire of the Commission – and customers, Members and officers more widely – to see the solution implemented as soon as possible.

6 CONSULTATION UNDERTAKEN OR PROPOSED

- 6.1. The governance arrangements for the programme are designed to ensure that services across the organisation are fully engaged in the development of the approach.
- 6.2. Governance for the programme consists of a Programme Board (management and control focus) chaired by Caroline Holland, Corporate Services Director (programme sponsor) and including representation from each of the departments. The programme also reports monthly to the Merton 2015 board which draws its membership from across the organisation.
- 6.3. A draft ownership and communication plan has been developed and service and customer groups will be engaged as part of the programme using a phased approach to ensure any necessary change is well planned, communicated and embedded.
- 6.4. It may be necessary to undertake formal consultation to reflect specific changes to how services are delivered via specific access channels as the programme progresses and the programme will provide regular updates to the Commission in this regard.

7 TIMETABLE

- 7.1. The final phase of clarification meetings with bidders concluded on 16 January and, at the time of writing this report,, a call for Final Tenders was scheduled to be issued on 26 January.
- 7.2. The Commission is asked to note that it is difficult to predict with certainty the duration of dialogue and preparation of tenders and, therefore, the overarching timetable as Competitive Dialogue is a fluid exercise; bidders may request additional sessions with officers to clarify requirements and the council may need to build additional time into the schedule in order to respond to requests. It is critical that this takes place in order that the council can build what it learns from these discussions back into its

requirements and that bidders can be given every opportunity to develop proposals that genuinely meet the council's requirements.

- 7.3. Subject to the deadlines set out in item 7.1, final tenders are expected to be returned by bidders on 10 February and evaluated by officers by the end of February. Cabinet approval for the preferred bidder will be sought on 9 March, and the bidder notified on 16 March. Allowing for the required standstill period, the contract is expected to commence on 2 April.
- 7.4. In their detailed submissions, bidders have indicated an initial period of around three months for mobilisation, that is to say preparing and planning for implementation on the ground. Beyond this period tangible deliverables are expected throughout the subsequent months but will differ depending on which solution is chosen since each bidder has adopted a rollout approach that best suits their product.

8 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 8.1. The Customer Contact programme is an important factor in the overarching transformation of the organisation as part of the Outstanding Council Programme. There is a clear commitment to a high standard of professionalism and the streamlining of work processes so that they are efficient and not unnecessarily bureaucratic. It is essential that officers are supported to make this transition and enabled to continue providing high quality services to customers in a constrained economic environment. It is also essential that the organisation is able to respond effectively to the changing needs of service users. Funds have already been earmarked through allocated reserves to facilitate the programme. This planned one-off investment is expected to achieve ongoing revenue savings that will benefit the Council each year.
- 8.2. The programme is key to the achievement of planned savings through self-service and channel shift and the aspirations set out in a number of service target operating models (TOMs) are dependent on the technology the programme will introduce. The business case for the programme – in relation to benefits and savings – will be updated once the scope of implementation and cost of technology become clear as part of the procurement exercise.
- 8.3. The initial programme budget of up to £2.3m was approved by Cabinet on 12th July 2012, and Cabinet approved a further budget of up to £1.2m for Electronic Document and Records Management on 18th February 2013 which has been incorporated within the same allocated reserve.
- 8.4. Any property implications are likely to come from the assessment of the provision of face-to-face services in specific locations across the borough. It is expected that any such implications will be managed and aligned with any existing property rationalisation plans, e.g. the flexible working programme.

9 LEGAL AND STATUTORY IMPLICATIONS

- 9.1. The South London Legal Partnership is working closely with the programme team in developing a suitable contract with the chosen supplier.
- 9.2. There may be some impact on the provision of some statutory services, e.g. Regulatory services, but this will be established and managed through the engagement of the relevant services and will depend on whether specific processes can feasibly be delivered through different channels and by different means.

10 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 10.1. There are not expected to be any human rights issues from the programme.
- 10.2. An Equality Analysis has been completed for the programme and will be updated at suitable decision points.
- 10.3. Community and other key stakeholder groups will be engaged as part of the programme and any implications will be managed with the relevant officers in the Council.

11 CRIME AND DISORDER IMPLICATIONS

- 11.1. There are not expected to be any crime and disorder implications.

12 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

- 12.1. All risks, assumptions, issues and dependencies are being actively managed as part of the programme.
- 12.2. There are not expected to be any Health and Safety implications.

13 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

A. Spatial Data

14 BACKGROUND PAPERS

- 14.1. Previous Cabinet Reports (for information only; not provided)
- 14.2. Previous OSC report (for information only; not provided)
- 14.3. ISDS papers circulated to bidders (for information only, not provided)

APPENDIX A - Spatial data

The council holds a wealth of information that has a **spatial** element, that is to say it is related to a specific place, for example household and business addresses, parking bay locations and details, highway assets and waste collection routes. We are now accustomed to seeing such spatial data displayed on maps using **Geographic Information Systems (GIS)** so that we can relate them to the real world geographically.

In order to be utilised by a GIS and displayed on a map, spatial data needs to be **geocoded**. This is the process by which the description of a place is enriched with geographic coordinates. To illustrate, 'Merton Civic Centre, London SM45DX' is a description of an address that uses reference points (town, postcode) with which we are familiar; however GIS recognises only geospatial coordinates (eastings, northings) and therefore would be unable to locate this address on a map unless its coordinates were added.

Geocoded, digital data underpins channel shift and self-serve. As noted above, we increasingly expect to be able to interact with everyday information in a geographically intelligent way. The availability of Global Positioning Systems (GPS) has turned searches such as 'find my nearest' into something that customers expect, whilst locating anything that has a spatial element on a map rather than being presented with a line of text (an address) is taken for granted – think Google search.

The Customer Contact programme will deliver, in 2015, a new website that not just allows but encourages service users to carry out as many transactions as possible online – requesting and paying for parking permits or reporting fly tipping or missed bin collections. Regular customers will be able to set up a secure account to create a personalised portal window to view and manage in a single place all their transactions and interactions with the council – from managing their council tax account to paying for parking permits.

Making this possible, however, is not just dependent on implementing the technology to create the portal. Firstly, it will require geocoding of relevant data in order for customers to **view and interrogate spatial data on a map** when using the new website and portal (as they will expect to be able to do). This means that things like parking bays, CPZs, street lights etc. all need to be held as geocoded data in our GIS system in order for self-serve to be fully realised.

Thirdly, **a master dataset of properties** will be needed so that all of the relevant information around the council can be drawn together from the different line-of-business systems in which it's held and presented to each individual customer. It is the gazetteer (LLPG) that provides this master dataset and a single point of truth. Each property in the gazetteer has a Unique Property Reference Number (UPRN) and this code will be used to link information in different council systems to individual customers – a type of golden thread that runs through our systems for each property in

the borough. A similar approach will be taken to a master dataset of customers. It should be noted that whilst the datasets exist already in the two gazetteers, it is only by their being dynamically connected to other datasets within the organisation that master data management is achieved.

Committee: Overview and Scrutiny Commission

29th January 2015

Agenda item:

Wards:

Subject: Business Plan Update 2015-2019

Lead officer: Caroline Holland

Lead member: Councillor Mark Allison

Contact officer: Paul Dale

Forward Plan reference number:

Recommendations:

1. That the Overview and Scrutiny Commission considers the latest information in respect of the Business Plan and Budget 2015/16, including draft revenue savings proposals, draft service plans, draft equalities assessments and latest amendments to the capital programme.
2. That the Overview and Scrutiny Commission considers the comments of the Panels and provides a response on the issues raised to Cabinet when it meets on the 16 February 2015.

1. Purpose of report and executive summary

- 1.1 This report requests the Overview and Scrutiny Commission to consider the latest information in respect of the Business Plan and Budget 2015/16, including draft revenue savings, draft service plans, draft equalities assessments and latest amendments to the capital programme. This includes consideration of comments and recommendations from the Overview and Scrutiny Panels which are summarised in a report elsewhere on the agenda for this meeting.
- 1.2 The Overview and Scrutiny Commission will consider the comments of the Panels and provide a response on the draft proposals to Cabinet when it meets on the 16 February 2015.

2. Details - Revenue

- 2.1 The Cabinet of 10 November 2014 received a report on the Business Plan 2015-19. This included amendments to savings which were incorporated into the MTFS. Details of these are provided in Appendix 1 to this report
- 2.2 The Cabinet of 8 December 2014 received a report on the business plan for 2015-19. This included details of draft savings proposals, latest amendments to the draft Capital Programme 2015-19 and agreed the council tax base for 2015/16.

2.3 It was resolved:

That Cabinet:

- A) agrees the savings/income proposals put forward by officers and refers them to the Overview and Scrutiny panels and Commission for consideration in January 2015 (Appendix 1).
- B) agrees the latest amendments to the draft Capital Programme 2015-2019 which was considered by Cabinet on 20 October 2014 and on 10 November 2014, and scrutiny in November 2014.
- C) agrees the Council Tax Base for 2015/16 set out in paragraph 2.6 and Appendix 3.
- D) has considered the proposed deferral of a saving previously agreed. (Appendix 5)
- E) has considered the latest drafts of the service plans.(Appendix 10)

2.4 Since the Cabinet meeting on 8 December 2014, draft equalities assessments for each of the new savings proposals have been prepared for the panels and commission to scrutinise. (Appendix 2)

3. **Alternative Options**

- 3.1 It is a requirement that the Council sets a balanced budget. The Cabinet report on 8 December 2013 sets out the progress made towards setting a balanced budget. This identified the current budget position that needs to be addressed between now and the next report to Cabinet on 19 January 2015, with a further report to Cabinet on 16 February 2015, prior to Council on 4 March 2015, agreeing the Budget and Council Tax for 2015/16 and the Business Plan 2015-19, including the MTFs and Capital Programme 2015-19.

4. **Capital Programme 2014-18**

- 4.1 Details of the draft Capital Programme 2015-19 were agreed by Cabinet on 20 October 2014 and subject to scrutiny in November 2014. There was a scheme added in at the 10 November 2014 Cabinet, and the latest amendments were included in the report to Cabinet on 8 December 2014 which is attached as Appendix 3.

5. **Consultation undertaken or proposed**

- 5.1 Further work will be undertaken as the process develops.

6. **Timetable**

- 6.1 The timetable for the Business Plan 2015/19 was agreed by Cabinet on 20 October 2014. Following this round of scrutiny, there will be further reports on the Business Plan 2015-19 to Cabinet on 16 February 2015 and Council on 4 March 2015.

7. **Financial, resource and property implications**

- 7.1 These are set out in the Cabinet report for 8 December 2014.

8. **Legal and statutory implications**

- 8.1 All relevant implications have been addressed in the Cabinet reports. Further work will be carried out as the budget and planning proceeds and will be included in the Business Plan update reports to Cabinet.
- 8.2 Detailed legal advice will be provided throughout the budget setting process further to any proposals identified and prior to any final decisions.

9. **Human Rights, Equalities and Community Cohesion Implications**

- 9.1 All relevant implications will be addressed in Cabinet reports on the business planning process.
- 9.2 Equalities Assessments for each new saving proposal are attached as Appendix 2.

10. **Crime and Disorder implications**

- 10.1 All relevant implications will be addressed in Cabinet reports on the business planning process.

11. **Risk Management and Health and Safety Implications**

- 11.1 All relevant implications will be addressed in Cabinet reports on the business planning process.

Appendices – the following documents are to be published with this report and form part of the report

Appendix 1:	Amendment to savings agreed by Cabinet on 10 November 2014
Appendix 2:	Equalities Assessments
Appendix 3:	Cabinet report 8 December 2014: Business Plan Update 2015-19

BACKGROUND PAPERS

Budget files held in the Corporate Services department.

REPORT AUTHOR

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DEPARTMENT: CHILDREN, SCHOOLS AND FAMILIES - REPLACEMENT SAVINGS

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact
C&YP	CSF2014-04	Service Description	Youth Services Reduced investment in commissioned and in-house youth services.	583	100				Medium	Medium
		Service Implication	reduced budget for central and partnership commissioned youth activities possibly part offset by income/fundraising. Remaining offer will be targeted to young people from areas of highest deprivation. Reduced support for sector capacity building to protect direct provision.							
		Staffing Implications	Redundancy of both in-house and commissioned services staff.							
		Business Plan implications	Reduced service offering. Potential impact on youth justice and crime.							
		Impact on other departments	Potential impact on Housing advice.							
		Equalities Implications	Will impact on young people from disadvantaged groups within the community but residual offer will continue to be targeted to these groups.							
Total Children, Schools and Families Savings					100	0	0	0		

Previously agreed savings and/or current budget pressures**DEPARTMENT: ENVIRONMENT AND REGENERATION**

Budget Process	Ref	Description of Saving		2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	Additional Budget Pressure	TOTAL	
2012/15	ER25	Level 1	1)	Commercial Services Commercial Waste and Recycling – This is an area where there is potential to income generate, the financial environment for the in house collection will improve with the withdrawal of the LATS requirement as well as reductions in disposal costs as "Phase B" goes live. At the present time the service is making a small surplus but with increased investment in the service and a marketing plan in place, this could grow by around £500K over the next year or two. It is too early to present substantiated proposals and a monitoring process has been put in place to enable us to determine later on in the year whether increased income can be projected for next year and beyond.		150	250				250
2015/18	EV08	Service/Section Description		Waste disposal Increased recycling rate by 3% following education and communications activity funded by WCS. This will be driven by the incentivisation and education programme due to commence in March 2014.				250		-250	
		Service Implication		None							
		Staffing Implications		None							
		Business Plan implications		None							
		Impact on other departments		None							
		Equalities Implications		None							
Budget Pressure Only		Service/Section Description		Traffic & Highways As a result of a clearer understanding of guidelines and actual patterns of expenditure the section charges a lower level of highways maintenance spend to Capital than previously and, as a result, incurs increased revenue costs that are not sustainable.							464
Budget Pressure Only		Service/Section Description		Parking Services Capital costs of c£1.3m are required in 2015/16, which will be funded from anticipated fines from moving traffic contraventions in the first year of operation. An adjustment to the capital programme will be made.				1,300	-1,300		
Budget Pressure Only		Service/Section Description		Parking Services The proposed Deregulation Bill regarding the enforcement of static contraventions using CCTV, will result in the net loss to the authority of around £550K.							550
Total Environment and Regeneration				150	250	1,550	-1,300	-250	1,264	1,664	

Budget Process	Ref	Description of Saving	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	Additional Budget Pressure	TOTAL
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Alternative savings proposal and budget pressure mitigation

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS

Budget Process	Ref	Description of Saving	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2016/17 £000		
	EV12	<p>Service/Section Description</p> <p>Parking Services Earlier Introduction of unattended automatic number plate recognition CCTV parking enforcement cameras at fixed locations. This has been agreed in previous budget setting for 16/17 financial year and is proposed to be brought forward following clarification of investment needs and procedures. ANPR will deliver efficient management of moving traffic offences and improve congestion, road safety, bus journey times and traffic flow through the borough</p> <p>Service Implication None</p> <p>Staffing Implications This new system has the ability to free up enforcement staff from the CCTV PCN verifying process, releasing those officers to carry out more enforcement which will improve the free flow of traffic and reduce congestion. Additional staff will be required and the cost has been netted off the income</p> <p>Business Plan implications Capital costs of c£1.3m are required which will be funded from anticipated fines from moving traffic contraventions in the first year of operation. An adjustment to the capital programme will be made.</p> <p>Impact on other departments None</p> <p>Equalities none</p>			3,214	-1,300	-250		
Total Environment and Regeneration			0	0	3,214	-1,300	-250		1,664

DEPARTMENT: COMMUNITY & HOUSING - SAVINGS TO BE REPLACED

Panel	Ref	Description of Saving		Baseline Budget £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact
HC&OP	CH01	<u>Service</u>	Adult Social Care Access and Assessment	37,621	150	0	0	0	H	H
		Description	Below Inflation uplift to third party suppliers (This will be a total of 7 years at 0% or below inflation uplift to 16/17. There has been resistance and challenge from providers who require that clients are removed from their care and support, or refuse to take newly referred clients. To date Merton has been acting consistently with neighbouring authorities but re-negotiations are on-going.)							
HC&OP	CH03	Description	Brokerage Efficiency Savings. Care and support packages will be negotiated and brokered to deliver the best value solution based on assessed need.	37,621	200	0	0	0	H	H
			<u>Commissioning</u>							
HC&OP	ASC18	Description	Supporting People. (Restructure and refocus the use of supporting people services) Funding for services provided under Supporting People arrangements is no longer ring-fenced and there are opportunities therefore to fundamentally restructure and refocus the use of SP services. (The total savings target is £350k . This saving proposal was deferred from 2014/15	2,392	50	0	0	0	M	M
Total Community & Housing Savings						400	0	0	0	

DEPARTMENT: COMMUNITY & HOUSING - REPLACEMENT SAVINGS

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact
HC&OP	CH11	<u>Service</u> Description	<u>Adult Social Care</u> <u>Access and Assessment</u> First Contact service	125	125	0	0	0	M	H
		Service Implication	Reduce in-house provision of a first contact screening and assessment service, and have this provided within the voluntary sector within the overall costs the sector currently operate within.							
		Staffing Implications	Reduction in staffing (4.5 FTE)							
		Business Plan implications	No specific Implications							
		Impact on other departments	None							
		Equalities Implications	See overall EIA							
Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact
HC&OP	CH12	<u>Service</u> Description	<u>Access and Assessment</u> <u>Review of Care Packages</u>	37,621	75	0	0	0	H	H
		Service Implication	Intensify programme of reviews of existing support packages in line with the principles of promoting independence, with an expectation that many of our customers can have a reduction in their support packages once they have got through the initial event such as a hospital admission							
		Staffing Implications	None							
		Business Plan implications	No specific Implications							
		Impact on other departments	None							
		Equalities Implications	See overall EIA							
HC&OP	CH13	<u>Service</u> Description	<u>Direct Provision</u> <u>Day care services</u>	1,612	200	0	0	0	M	H
		Service Implication	Change the day services offer for learning and physically disabled customers who currently use in house day services, mainly High Path and All Saints. Support packages will be reviewed to make an overall reduction in the level of support being offered.							
		Staffing Implications	Reduction in staffing							
		Business Plan implications	No specific Implications							
		Impact on other departments	Transport (E&R)							
		Equalities Implications	See overall EIA							
Total Community & Housing Savings					400	0	0	0		

<p>What are the proposals being assessed?</p>	<p>Savings in CSF Youth Services (CSF2014-04)</p>
<p>Which Department/ Division has the responsibility for this?</p>	<p>Children Schools and Families, Education Division, Education inclusion</p>
<p>Stage 1: Overview</p>	
<p>Name and job title of lead officer</p>	<p>Keith Shipman, Service Manager Education Inclusion</p>
<p>1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)</p>	<p>Savings in Youth Services of £100,000 in 2015/16</p> <p>Reduced investment in commissioned and in-house youth services.</p> <p>Reduced budget for central and partnership commissioned voluntary sector youth activities The youth offer will be reduced. Remaining offer will be targeted to young people from areas of highest deprivation as the savings are larger in areas of least deprivation. Reduced support for sector capacity building to protect direct provision and support the organizations that are delivering the youth work reducing their capacity to expand the youth offer and the effectiveness of the youth partnership model.</p> <p>Redundancy of both in-house and commissioned services staff.</p> <p>Reduced service offering. Potential impact on youth justice and crime.</p> <p>Decommissioning of housing advice.</p> <p>Will impact on young people from disadvantaged groups within the community but residual offer will continue to be targeted at these groups.</p>
<p>2. How does this contribute to the council's corporate</p>	<p>It doesn't contribute to corporate targets</p>

priorities?	
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	<p>Young people at risk of homelessness- there is a risk of increased housing presentations – however needs analysis shows that most of the housing service users are out of borough residents studying at South Thames College Merton.</p> <p>Young people - there will be less activities for young people to do</p> <p>Voluntary sector youth groups and MVSC who will have reduced capacity</p> <p>Less part time youth workers in the council as we will reduce offer at Pollards Hill or Phipps Bridge youth centres unless we can raise other income.</p>
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	<p>Merton Youth Partnership are delivers of the youth offer in the voluntary sector</p> <p>Housing advice is provided at South Thames College.</p>

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Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

Usage and take up of commissioned youth services by area of residence in borough and out of borough.

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age		✓	✓		Youth services work with 10 – 19 year olds.
Disability		✓	✓		Youth services have a disproportionately high number of children with special needs attending sessions.
Gender Reassignment		✓		✓	
Marriage and Civil Partnership		✓		✓	
Pregnancy and Maternity		✓		✓	
Race		✓		✓	
Religion/ belief		✓		✓	
Sex (Gender)		✓		✓	
Sexual orientation		✓		✓	
Socio-economic status		✓	✓		Resources are targeted at need and volume of young people.

7. If you have identified a negative impact, how do you plan to mitigate it?

Income targets will be set for partnerships to cover savings

Young people from Merton can present at Merton housing or seek advice from the Insight centre in Mitcham.

Savings will be graduated so that the largest savings are for Wimbledon then Morden then Mitcham.

Stage 4: Conclusion of the Equality Analysis**8. Which of the following statements best describe the outcome of the EA (Tick one box only)**

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have ‘due regard’ and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Plan
9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
Age	Income targets will be set for partnerships to cover savings	Funding for partnerships will be monitored through commissioning visits. Partnerships will be supported to seek funding, however the Voluntary sector capacity to support is also being reduced.	April 16	Seek sources of additional income.	KS/LW	
Housing need	Young people from Merton can present at Merton housing or seek advice at the Insight Centre in Mitcham. A meeting between the commissioner and South Thames College where the advice services runs will consider alternative signposting.	Meeting at South Thames College to agree	Jan 15		KS/LW	
Deprivation – there will still be an impact this is graduating the impact.	Savings will be graduated so that the largest savings are for Wimbledon then Morden then Mitcham.	Partnerships informed of savings.	Jan 15		KS	

Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes**10. Summary of the equality analysis**

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome 3 Assessment

There will be a serious impact on the capacity of the youth partnerships to deliver the youth partnership model without MVSC support and with reduced resources. The actions taken above may off set some impact - but effect may still be significant ie less night of youth work.

Stage 7: Sign off by Director/ Assistant Director

Assessment completed by	Keith Shipman, Education Inclusion	Signature:	Date:24/10/2014
Improvement action plan signed off by Director/ Assistant	Jan Martin, AD Education	Signature:	Date: 24/10/2014

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet [LINK TO BE ADDED]
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	EV12: Earlier introduction of unattended Automatic Number Plate Recognition cameras (ANPR) to ease traffic congestion.
Which Department/ Division have the responsibility for this?	Environment & Regeneration, Public Protection

Stage 1: Overview	
Name and job title of lead officer	Paul Walshe Parking Services Manager
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	The introduction of ANPR will greatly improve the Council's ability to manage traffic flows, congestion, and traffic pollution, free flow of buses and emergency vehicles as well as ensuring increased safety for pedestrians, particularly around schools. There is no reduction in the level of service and it is envisaged that there will be no deletion of posts.
2. How does this contribute to the council's corporate priorities?	Resident surveys have listed traffic congestion as one of the top 5 concerns in the borough and it has increased as a concern in the recent past . For the reason outlined above, the introduction of ANPR will significantly help address this concern.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	Initially, motorists who do not comply with the parking regulations will be affected by the issue of a Penalty Charge Notice.
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	Not shared.

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Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

Surveys were carried at different locations within the borough with the aim of identifying how efficient and effective the existing enforcement methods are for capturing parking contraventions. These surveys clearly showed that the current methods of enforcement are not as efficient as they should be. The survey was carried out in June 2014 at 24 locations (bus lanes and Moving Traffic Locations) for a period of 1week at each location. The survey data showed that the installation of ANPR cameras at these locations would significantly improve compliance .

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age	x			x	With the expected improvement in compliance by the motorists of the parking regulations pedestrian safety will improve for the older and infirmed in general and children particularly outside schools.
Disability	x			x	As above improvement in compliance will positively affect people with disabilities.
Gender Reassignment	x			x	Whilst there will be an effect I am not aware of the level of effect on this group but it will be positive as any improvement in compliance will improve congestion, safety and traffic flows
Marriage and Civil Partnership	x			x	Whilst there will be an effect I am not aware of the level of effect on this group but it will be positive as any improvement in compliance will improve congestion, safety and traffic flows
Pregnancy and Maternity	x			x	Whilst there will be an effect I am not aware of the level of effect on this group but it will be positive as any improvement in compliance will improve congestion, safety and traffic flows
Race	x			x	Whilst there will be an effect I am not aware of the level of effect on this

					group but it will be positive as any improvement in compliance will improve congestion, safety and traffic flows
Religion/ belief	x			x	Whilst there will be an effect I am not aware of the level of effect on this group but it will be positive as any improvement in compliance will improve congestion, safety and traffic flows
Sex (Gender)	x			x	Whilst there will be an effect I am not aware of the level of effect on this group but it will be positive as any improvement in compliance will improve congestion, safety and traffic flows
Sexual orientation	x			x	Whilst there will be an effect I am not aware of the level of effect on this group but it will be positive as any improvement in compliance will improve congestion, safety and traffic flows
Socio-economic status	x			x	Whilst there will be an effect I am not aware of the level of effect on this group but it will be positive as any improvement in compliance will improve congestion, safety and traffic flows

7. If you have identified a negative impact, how do you plan to mitigate it?

If negative impacts are identified through any monitoring then an action plan will try to address this as far as is practicable.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have ‘due regard’ and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Pan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
If any identified through changes in charges for services	Action plan to mitigate	Measuring customer feedback through contact and forums	2015	Existing	Paul Walshe	Included as part of service review plan.

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Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

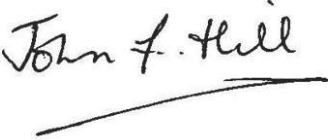
Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [add](#) Assessment

The introduction of ANPR camera enforcement will positively affect all groups listed above by reducing congestion, traffic flows, bus journey times, pollution, and safety for pedestrians and children. Whilst feedback from customers in the form of contact and Council forums will be monitored it is too early to indicate the level and degree of the positive effects.

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Paul Walshe Parking Services Manager	Signature: Paul Walshe	Date: 29/10/2014
Improvement action plan signed off by Director/ Head of Service	John Hill , Head of Public Protection	Signature: 	Date:

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Proposed replacement savings within the Adult Social Care Service Plan for 2015-16
Which Department/ Division has the responsibility for this?	Adult Social Care (Access & Assessment, Direct Provision and Commissioning) within the Community & Housing Department

Stage 1: Overview	
Name and job title of lead officer	Douglas Russell, Adult Social Care, Programme Manager
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	The aim of the efficiencies is to ensure that the division meets its savings targets over the next 4 years. The objective is to ensure that cashable efficiencies have minimal adverse impact on the customers of Adult Social Care
2. How does this contribute to the council's corporate priorities?	The Adult Social Care Service plan contributes to the Council's Merton 2015 priorities and will ensure that the savings targets are achieved in line with the Corporate Business Plan and the Medium Term Financial Strategy.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	Our stakeholders include: customers, carers, faith groups, customer representative groups (e.g. Your Shout, Merton People First, Speak Out Group, Merton centre for Independent Living (MCIL), customer groups within Day Services), Voluntary Sector organisations (e.g. MVSC, and other organisations making up Involve), Merton Clinical Commissioning Group, partnership groups (e.g. LD and Transition Partnership Boards, the Health and Wellbeing Board, Healthwatch, and staff.
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	Adult Social Care will take overall responsibility for its savings.

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Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

We will adopt a similar approach as for previous savings, consulting with groups representing various care groups and faith groups; the voluntary sector through INVOLVE on the need to have a 3 year plan on delivering services that meet the needs of the Adult Social Care service plan for 2015 - 2018.

We will adopt a similar approach as for previous savings and will use the following information to support our decision:

- Surveys with customers and carers.
- Joint Strategic Needs Analysis (JSNA) to identify future needs of adults and carers with potential social care needs.
- Contract Monitoring – and where savings can be made without impact on service users.
- Consultation with Healthwatch
- Consultation with Service Users and Carers Groups
- Consultation with Service Providers – Voluntary Sector Task Force, Provider forums and 1:1 consultation with third party providers. This information, as per the past, will be used to identify how and at what cost the provider market can meet the needs of the Council, service users and carers. We will analyse the information to establish which service will be more effective and provide value for money.
- Best practice research and reports with ADASS and other national and government groups.
- Benchmarking across London and South West London.
- In-house data analysis and performance indicators.
- Demographic data.
- Information from the Office of National Statistics (ON).

Generally the savings proposed are continued changes to the way in which we deliver our services with reduced budgets, whilst ensuring our ability to deliver our statutory responsibilities. These proposals include reduction in services as well as services being delivered differently, so there may be some impact on some of the equality groups. The FACS criteria are not being amended, so there will no change in statutory entitlement to support, however there may be a decrease in the options on offer.

A comprehensive consultation exercise on these proposals will be on-going as part of the ASC Service Redesign process. The outcome of which will inform the way we progress the proposals.

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age	√			√	<p>Commissioning: <i>First Contact Service</i> - reduce in-house provision of a first contact screening and assessment service and have this provided within the voluntary sector with the overall costs the sector currently operate within.</p> <p>Access and Assessment: <i>Review of Care Packages</i> - intensify programme of reviews of existing support packages in line with the principles of promoting independence, with an expectation that many of our customers can have a reduction in their support packages once they have through the initial event such as a hospital admission.</p> <p>Direct Provision: <i>Day Care Services</i> - change the day services offer for learning and physically disabled customers who currently use in house day services, mainly High Path and All Saints. Support packages will be reviewed to ensure that the appropriate level of care and support is provided. Some of this provision might come in a different form, for example sessions provided by volunteers rather than paid staff, or a community trip rather than a day at a centre. All packages will be agreed with customers and carers.</p>
Disability	√			√	<p>Commissioning: <i>First Contact Service</i> - reduce in-house provision of a first contact screening and assessment service and have this provided within the voluntary sector with the overall costs the sector currently operate within.</p> <p>Access and Assessment: <i>Review of Care Packages</i> - intensify programme of reviews of existing support packages in line with the principles of promoting independence, with an expectation that many of our customers can have a reduction in their support packages once they have through the initial event such as a hospital admission.</p> <p><i>Day Care Services</i> - change the day services offer for learning and physically disabled customers who currently use in house day services, mainly High Path and All Saints. Support packages will be reviewed to</p>

					ensure that the appropriate level of care and support is provided. Some of this provision might come in a different form, for example sessions provided by volunteers rather than paid staff, or a community trip rather than a day at a centre. All packages will be agreed with customers and carers.
Gender Reassignment					N/A
Marriage and Civil Partnership					N/A
Pregnancy and Maternity					N/A
Race					N/A
Religion/ belief					N/A
Sex (Gender)					N/A
Sexual orientation					N/A
Socio-economic status					N/A

7. If you have identified a negative impact, how do you plan to mitigate it?

- **Potential impact of change**

Mitigation Plan

A comprehensive consultation exercise to ensure customers and other stakeholders understand the rationale for the position the council is taking.

- **Potential impact on level of service for customer**

Mitigation Plan

In addition to the comprehensive consultation exercise, there will be a through implementation plan to include a comprehensive checklist to ensure that the solutions developed for customers meet their identified needs. As well as the clear identification of communication channels for customers and a comprehensive monitoring mechanism to ensure where there is a change in need a revised solution can be developed and put in place swiftly.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have ‘due regard’ and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Plan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? E.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
Potential impact of change	Consultation planned up to end of March 2015.	Meetings held and outcome recorded.	March 2015	Established	RAM/JB/JR/AOS	Yes
Potential impact on level of service for customer	As well as consultation, a through implementation plan to include a comprehensive checklist to ensure that the solutions developed for customers meet their identified needs. As well as the clear identification of communication channels for customers and comprehensive monitoring mechanism to ensure where there is a change in need a revised solution can be developed and put in place swiftly.	Savings target in Service Plan	On-going and up to March 2018	Yes	JB/JR	Yes

Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes**10. Summary of the equality analysis**

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome **2** Assessment

The key findings of this initial assessment are:

- A comprehensive consultation exercise is required to inform customers and other stakeholders of the proposed changes and to ensure all the risks and negative impacts are clearly identified.
- In terms of positive key impacts Adult Social Care solutions will continue to be person centred and delivered both more efficiently and cost effectively. In terms of negative key impacts, they are outlined in Section 7 above.
- Merton's vulnerable residents are affected, in particular older people and people with disabilities.
- The course of action being proposed as a result of this assessment is detailed in section 9 above.

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Douglas Russell ASC Programme Manager	Signature:	Date:
Improvement action plan signed off by Director/ Head of Service	Simon Williams Director of Community & Housing	Signature:	Date:



Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	<p>Proposed budget savings</p> <p>Savings reference numbers CSD1,2,3,4,& 6 have all been assessed as not having any potential equalities impact implications.</p> <p>Savings reference CSD5 will have a positive impact but does not require a full assessment.</p> <p>Savings reference numbers CSD7 & 8 are proposals to reduce resources and therefore require an equalities analysis to be completed.</p>
Which Department/ Division has the responsibility for this?	Corporate Services – Infrastructure & Transactions Division

Page 4/4

Stage 1: Overview	
Name and job title of lead officer	Mark Humphries, Assistant Director Infrastructure & Transactions
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	<p>CSD7 – Restructure of Post & Print section resulting in the deletion of 2 FTE posts. 2 members of staff are vulnerable to redundancy from a total of 13. Reduction in resources will be covered through improvements to efficiency bought about by the use of new systems and technology.</p> <p>CSD8 – Restructure of IT Service Delivery section resulting in the deletion of 1 FTE post which be covered through an existing vacancy. Reduction in resources will be covered through improvements to efficiency bought about by the use of new equipment and IT technology.</p>
2. How does this contribute to the council's corporate priorities?	Exploiting the benefit of new technology and systems in order to deliver services in a more efficient and cost effective manner.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	<p>CSD7 – Two members of staff vulnerable to redundancy. No impact on service delivery.</p> <p>CSD8 – No implications for staff as we currently have one vacant post as a result of a recent resignation. The proposed reduction in resources will have some impact in respect to the level of IT support that we will be able to provide our internal customers.</p>
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall	None

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Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

CSD7 – As part of the Councils wider transformation programme we will be utilising automated processes and new high efficiency equipment which will deliver efficiency gains and should provide improvements in service delivery with less resources.

CSD8 – As part of the Councils agreed IT strategy and implementation plan, we have been upgrading the IT infrastructure and the deploying new 'plug and play' desktop equipment will reduce the requirement for specialist resources to support the councils IT operations and improve efficiency. Information from previous benchmarking exercise with other local authorities used to compare the both the operating costs and quality of the IT service provided.

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies Positive impact		Tick which applies Potential negative impact		Reason Briefly explain what positive or negative impact has been identified
	Yes	No	Yes	No	
	Age	<input checked="" type="checkbox"/>		X	
Disability	<input checked="" type="checkbox"/>		X		<u>CSD5 Potential for wider community to use the centre</u> <u>CSD7 & 8</u> Following selection process a disabled member of staff may be vulnerable to redundancy. Existing policies and procedures will be applied to ensure fairness.
Gender Reassignment					None.
Marriage and Civil Partnership					None.
Pregnancy and Maternity					None.
Race	<input checked="" type="checkbox"/>		X		<u>CSD5 Potential for wider community to use the centre</u>

					<u>CSD7 & 8</u> Following selection process a member of staff from BAME may be vulnerable to redundancy. Existing policies and procedures will be applied to ensure fairness.
Religion/ belief	<u>X</u>		X		<u>CSD5 Potential for wider community to use the centre</u> <u>CSD7 & 8</u> Following selection process a member of staff from a particular religious background may be vulnerable to redundancy. Existing policies and procedures will be applied to ensure fairness.
Sex (Gender)	<u>X</u>		X		<u>CSD5 Potential for wider community to use the centre</u> <u>CSD7 & 8</u> Disproportionate number of females employed within the Division. Following selection process a member of staff from a particular gender may be vulnerable to redundancy. Existing policies and procedures will be applied to ensure fairness.
Sexual orientation	<u>X</u>		X		<u>CSD5 Potential for wider community to use the centre</u> <u>CSD7 & 8</u> Existing policies and procedures will be applied to ensure fairness.
Socio-economic status	<u>X</u>			X	None.

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7. If you have identified a negative impact, how do you plan to mitigate it?

Any deletion of posts, where not achieved through existing vacancies or natural wastage, will be achieved through the use of the Council's managing change process and undertaken in full consultation with Human Resources and StaffSide.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have 'due regard' and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

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Stage 5: Improvement Action Pan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
Deletion of FTEs may impact on the staff profile	Work with Human Resources and Staff side to implement the Managing Workforce Change policy to minimise adverse equality impact					

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Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [3](#) Assessment

It has been determined that any impact from implementing the proposed savings will predominately be on staff and procedures and policies for managing any reorganisations will be followed and guidance and support sought from colleagues within the HR division.

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Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Mark Humphries – Assistant Director Infrastructure & Transactions	Signature: Mark Humphries	Date: 7 th January 2015
Improvement action plan signed off by Director/ Head of Service	Caroline Holland	Signature:	Date:

DRAFT

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Proposed budget savings resulting in resource reduction – CS13 & 14. Proposed increase in Court Costs – CS15.
Which Department/ Division has the responsibility for this?	Corporate Services/Customer Services

Stage 1: Overview	
Name and job title of lead officer	Sean Cunniffe, Head of Customer Contact
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	CS13 – Integration of service into back office decision making process resulting in deletion of 0.6FTE posts within Customer Access Point Assistant. Individual is vulnerable to redundancy. CS14 – Deletion of 1.0FTE post within Revenues team as a result of the automation of a number of processes resulting in efficiency gains. Assumed post will be deleted through natural wastage. CS15 – Increase in court costs to cover administrative charge.
2. How does this contribute to the council's corporate priorities?	Taking advantage of new ways of working and providing value for money.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	CS13 – one member of staff vulnerable to redundancy. No impact on service delivery. CS14 – one member of staff if vacancy has not arisen through natural wastage before implementation. No impact on service delivery. CS15 – households struggling financially to pay their Council Tax will be faced with an increased charge for debt recovery action.
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	None

Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

CS13 – service being undertaken by others as an efficiency gain. No the impact should see an improvement in service delivery.

CS14 – service part automated resulting in efficiency gain. No impact on service delivery.

CS15 – benchmarked against comparable others and sought permission of Court to increase our costs.

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

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Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age			YES		Existing policies and procedures will be applied to ensure fairness.
Disability			YES		Following selection process a disabled member of staff may be vulnerable to redundancy. Existing policies and procedures will be applied to ensure fairness.
Gender Reassignment					None
Marriage and Civil Partnership					None
Pregnancy and Maternity					None
Race			YES		Following selection process a member of staff from B&ME may be vulnerable to redundancy. Existing policies and procedures will be applied to ensure fairness.
Religion/ belief			YES		Following selection process a member of staff from a particular religious background may be vulnerable to redundancy. Existing policies and procedures will be applied to ensure fairness.
Sex (Gender)			YES		Disproportionate number of females employed within the Division. Following selection process a member of staff from a particular gender

				may be vulnerable to redundancy. Existing policies and procedures will be applied to ensure fairness.
Sexual orientation			YES	Existing policies and procedures will be applied to ensure fairness.
Socio-economic status			YES	There is a potential impact on the socio-economic status of some with the modest increase in Court costs. However, for those truly vulnerable and unable to meet their Council Tax demand a series of benefits exist.

DRAFT

7. If you have identified a negative impact, how do you plan to mitigate it?

Any deletion of posts, where not achieved through existing vacancies or natural wastage, will be achieved through the use of the managing change process and in full consultation with Human Resources and StaffSide.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have 'due regard' and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Pan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
Socio-economic status	Implementation of Social Inclusion Strategy	% change in number of cases issued with court orders	Mar 2016	Existing	DK	Yes

Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [2](#) Assessment

- Impact is predominately on staff and procedures and policies for reorganizations will be followed and guidance and support sought from HR colleagues
- Increase of charges for court costs has been referred to the Magistrates Court for a decision, but the increase requested is to bring us in line with some of our neighboring boroughs. Care is taken with our most vulnerable customers and support from Merton CAB is available for those with debt issues and recent manage my money workshops have been set up.

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Sean Cunniffe – Head of Customer Contact	Signature: Sean Cunniffe	Date: 05 January 2015
Improvement action plan signed off by Director/ Head of Service	Caroline Holland	Signature: Caroline Holland	Date: 05/01/2015

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Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Proposed budget savings for Communications
Which Department/ Division has the responsibility for this?	Corporate Services – Customer Services

Stage 1: Overview

Name and job title of lead officer	Sophie Poole Head of Communications
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	<p>The proposals as part of the savings proposals over the next four years include:</p> <p>A reduction in the My Merton spend by reviewing suppliers and costs, with no intended impact on the overall My Merton offer</p> <p>A reduction of one communications assistant as well as a further £49k reduction in communications staff spend, which will reduce the council's internal communications resource</p> <p>A reduction in the council's marketing spend, as a result of switching to digital channel Comms channels, as well as anticipating channel shift as part of the customer contact programme, but</p>
2. How does this contribute to the council's corporate priorities?	The three proposals contribute to helping the council find £32m over the next four years, as well as identifying the most efficient and effective ways to communicate with our customers.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	<p>The savings proposals will have an impact on two main groups:</p> <p>Service departments, as the communications team reduces both in terms of people and resource, there will need to be a change in the expectation of when, what and how we communicate with their customers.</p> <p>Groups of residents will be effected in that the usual channels we use to communicate with them, will change.</p>
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall	Corporate Communications is in house and part of the corporate resources department.

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Stage 2: Collecting evidence/ data**5. What evidence have you considered as part of this assessment?**

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

We will be moving to providing a structure which relies on services and managers using more online and self service options such as the Panacea, marketing solution software which will reduce the need to commission designers. This set up is similar to the changes in IT and HR services.

Stage 3: Assessing impact and analysis**6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?**

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Protected characteristic (equality group)	Tick which applies Positive impact		Tick which applies Potential negative impact		Reason Briefly explain what positive or negative impact has been identified
	Yes	No	Yes	No	
	Age			X	
Disability					
Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and Maternity					
Race					
Religion/ belief					
Sex (Gender)					
Sexual orientation					
Socio-economic status			x		Residents without online facilities will find it more difficult to access council services electronically.

7. If you have identified a negative impact, how do you plan to mitigate it?

We will ensure communications is targeted where possible, to reduce the overall comms expenditure.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have 'due regard' and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

DRAFT

Stage 5: Improvement Action Plan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources ?	Lead Officer	Action added to divisional/ team plan?
Impact on age	Consultation is undertaken with the group to ensure there is fairness and consistency in the process.		Ongoing	no	Sophie Poole	
Impact on social economic status	Consultation is undertaken with the group to ensure there is fairness and consistency in the process.		ongoing	no	Sophie Poole	

Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome add Assessment
<p>The proposal will have a negative impact on:</p> <ul style="list-style-type: none"> Older people who may not have access to online facilities, therefore may not be able to access information via digital communications channels Residents who are from more deprived areas, may not have access to online facilities and therefore may not be able to access information via digital communications channels

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Sophie Poole, Head of communications	Signature:	Date:
Improvement action plan signed off by Director/ Head of Service	Caroline Holland, Director of Corporate Services	Signature:	Date:

DRAFT

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Proposed budget savings
Which Department/ Division has the responsibility for this?	Corporate Service/Resources

Stage 1: Overview

Name and job title of lead officer	Paul Dale, Assistant Director of Resources
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	Reduction in spending to meet savings targets to balance the council budget whilst minimising the impact on service. The measures are: <ul style="list-style-type: none"> • Increased general income £62k • Increased Treasury income £60k • Increased income from pension fund £20k • Re-phasing existing running cost savings £42k • Further running cost savings £33k • Reducing consultancy budget £100k • Delete 1 business partner post £78k • Delete further 2-3 posts £100k
2. How does this contribute to the council's corporate priorities?	These are all "back office" savings and help minimise the impact on front line services.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	The division's customers are primarily internal, however, the PSP team works closely with external stakeholders including statutory and voluntary agencies that are members of the Merton Partnership.
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	N/A

Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

This work is based on a budget review and a desktop estimate of the potential impact of streamlining of processes resulting from introducing new financial systems

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age			x		The workforce in Resources has a significant proportion of older staff
Disability			x		Staff potentially affected by the proposals may have declared that they have a disability.
Gender Reassignment				x	
Marriage and Civil Partnership				x	
Pregnancy and Maternity				x	
Race			x		Staff potentially affected by the proposals are from a BAME background
Religion/ belief				x	
Sex (Gender)			x		The workforce has a slightly higher number of female staff
Sexual orientation				x	
Socio-economic status				x	

7. If you have identified a negative impact, how do you plan to mitigate it?

Staffing reduction will be managed through the council's change management procedures which are designed to ensure that adverse equalities impacts are minimised.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have 'due regard' and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Pan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
Potential impact on workforce profile	Implement the council's change management procedures to ensure that adverse equalities impacts are minimised.					

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Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome <u>3</u> Assessment
<ul style="list-style-type: none"> The majority of the proposals are 'back office' proposals however potentially 3-4 posts may be deleted which may have an adverse effect on the division's workforce profile in terms of Age, Disability, Race and Sex. The division will work with Human Resources to minimize the impacts by implementing the council's change management procedures.'

DRAFT

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Add name/ job title	Signature:	Date:
Improvement action plan signed off by Director/ Head of Service	Add name/ job title	Signature:	Date:

DRAFT

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Proposed budget savings for HR
Which Department/ Division has the responsibility for this?	Corporate Services – Human Resources

Stage 1: Overview	
Name and job title of lead officer	Dean Shoesmith Joint Head HR Shared Services
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	The proposals set out for HR in Corporate Services to savings schedule are set to meet the savings required by the council from 2015/19. The proposals will result in a different delivery model which may result in a reduction of service. HR Services will have to be restructured to realise the proposed savings and will result in the deletion of posts.
2. How does this contribute to the council's corporate priorities?	The proposal reflects the savings required from the Shared HR service. The Council's priority is to have a balanced budget for the years 2015/19.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	The HR Service provides advice and services to internal/external customers, partners and staff. The proposals will support the Council in meeting the required savings to balance the budget.
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	The HR Service is shared with London Borough of Sutton. London Borough is the host for the share service. Parts of the transactional services are shared with Merton/Sutton/Kingston and Richmond.

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Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

Impact on staff within HR - HR Workforce data

The proposed savings will have impact on gender (women) as 82% of the HR workforce are female so any changes/deletions of posts will have an impact on this protected characteristic.

66% of the HR workforce are in the age band 45- 64 – any changes would have an impact on this group of staff.

Impact on service delivery and customers

Managers and staff would be required to use more online and self service options.

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies Positive impact		Tick which applies Potential negative impact		Reason Briefly explain what positive or negative impact has been identified
	Yes	No	Yes	No	
	Age			x	
Disability					5.7% HR have declared a disability
Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and Maternity					
Race					
Religion/ belief					

Sex (Gender)			x		82% workforce female so changes will have an impact
Sexual orientation					
Socio-economic status					

DRAFT

7. If you have identified a negative impact, how do you plan to mitigate it?

Difficult to mitigate due to the required savings

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have 'due regard' and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Plan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources ?	Lead Officer	Action added to divisional/ team plan?
Impact on gender	Consultation is undertaken with the group to ensure there is fairness and consistency in the process.		Ongoing	no	Dean Shoes mith	
Impact on age	Consultation is undertaken with the group to ensure there is fairness and consistency in the process.		ongoing	no	Dean Shoes mith	

Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome add Assessment
<p>The proposal will have a negative impact on:</p> <ul style="list-style-type: none"> female workers as the majority of employees in the division are female. age profile of the division the proposal will have a negative impact on employees 45 – 64 years of age. <p>In order to realise the savings required the proposals attached will have to be progressed.</p>

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Kim Brown Joint Head Policy Development	Signature:	Date:
Improvement action plan signed off by Director/ Head of Service	Dean Shoesmith Joint Head HR – Shared Services	Signature:	Date:

DRAFT

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Business Improvement Savings Proposals for 2015/6
Which Department/ Division has the responsibility for this?	Business Improvement, Corporate Services

Stage 1: Overview	
Name and job title of lead officer	Sophie Ellis, Assistant Director of Business Improvement
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	CSD36 – Restructure of Business Systems Team to reduce costs of service by £10,000. Reduction of 1 FTE and reduction in availability for non-essential support work. This is in line with the existing departmental/service TOM.
2. How does this contribute to the Council's corporate priorities?	This proposal supports the Corporate Capacity priority by ensuring the service provided by the BI division offers excellent value for money.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	The proposal is likely to have a small impact on our internal customers (users of the Business System support function who rely on us for system maintenance and improvement) since there may be some small reduction in capacity for adhoc improvement. More critically businesses will be required to ensure they adopt non-customised automation in line of business systems to decrease the level of technical support required.
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	N/A

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Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

The proposal is based upon a robust business case that presents analysis of customer demand and existing resources to determine how the service can be best configured to meet the needs of the organisation within a finite financial envelope. In developing the business case, customers were consulted across the organisation, as well as staff within the service itself both informally and in line with the council's policies and procedures.

Two equalities assessments were conducted during the development of the proposal – one prior to the proposal going out for consultation, and one after consultation. The analysis showed that 14% of the affected group is classified as belonging to a BME group. This indicated that there will be no disproportionate impact on BME groups. The Council's policy on Managing Organisational Change is being applied to ensure that the reorganisation is managed to avoid adverse impact or unlawful discrimination on any group.

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age		✓		✓	
Disability		✓		✓	
Gender Reassignment		✓		✓	
Marriage and Civil Partnership		✓		✓	
Pregnancy and Maternity		✓		✓	
Race		✓		✓	
Religion/ belief		✓		✓	
Sex (Gender)		✓		✓	
Sexual orientation		✓		✓	

DRAFT

7. If you have identified a negative impact, how do you plan to mitigate it?

Equalities analysis as part of managing the organisational change indicated that there was no disproportionate impact.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have ‘due regard’ and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Pan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
None	The Council's policy on Managing Organisational Change is being applied to ensure that the reorganisation is managed to avoid adverse impact or unlawful discrimination on any group.	Post implementation equalities analysis	March 2015	Existing	SE	Y

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Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [add](#) Assessment

Two equalities assessments were conducted during the development of the proposal – one prior to the proposal going out for consultation, and one after consultation. The analysis showed that 14% of the affected group is classified as belonging to a BME group. This indicated that there will be no disproportionate impact on BME groups. The Council's policy on Managing Organisational Change is being applied to ensure that the

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Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Add name/ job title	Signature:	Date:
Improvement action plan signed off by Director/ Head of Service	Add name/ job title	Signature:	Date:

DRAFT

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Business Improvement Savings Proposals for 2016/7
Which Department/ Division has the responsibility for this?	Business Improvement, Corporate Services

Stage 1: Overview

Name and job title of lead officer	Sophie Ellis, Assistant Director of Business Improvement
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	<p>CSD39 – Implement restructure of Business Systems Team to reduce costs of service by £50,000. Reduction of 2 FTE and reduction in availability for support work.</p> <p>CSD37– Restructure of Programme Office, reducing salary levels of management post and a reduction of 1.5FTE to achieve savings of £64,000. Reduction in level of coordination, support, assurance for the improvement portfolio.</p> <p>CSD38– Reduction in support budget of £5,000, reducing resources for hardware/software.</p> <p>CSD40 – Secure additional income of £30,000; to be generated through services reliant upon gazetteer maintenance in consultation with E&R services in order to move to cost-neutral gazetteer maintenance.</p> <p>CSD41 – Further consolidation of system support and maintenance function to reduce cost of service by £20,000 through further rationalisation of organisation-wide functions to achieve economies of scale.</p>
2. How does this contribute to the council’s corporate priorities?	This proposal supports the Corporate Capacity priority by ensuring the service provided by the BI division offers excellent value for money.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	<p>The proposals are likely to have an impact on our internal customers (users of the Business System support function who rely on us for system maintenance and improvement) as follows:</p> <p>CSD 39 - Availability for support calls will be reduced and response times affected. Increase in single points of failure for system support likely.</p>

	<p>CSD37 - Reduced coordination of change projects - interdependencies, benefits, critical paths and delivery assurance support not available. This will be mitigated in the short term through investment in fixed term resources by M2015.</p> <p>CSD40 – Will impact on income generated within E&R services that rely on the information provided through the gazetter as there will be an expectation that this is utilised to support the function.</p> <p>CSD41 – This will involve the migration of any remaining disparate technical support arrangements to Corporate Services which may impact on business influence but also potentially offer some dept savings.</p>
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	N/A

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Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

Proposal CSD39 is based upon a robust business case that presents analysis of customer demand and existing resources to determine how the service can be best configured to meet the needs of the organisation within a finite financial envelope. In developing the business case, customers were consulted across the organisation, as well as staff within the service itself both informally and in line with the council's policies and procedures.

In addition for CSD39, two equalities assessments were conducted during the development of the proposal – one prior to the proposal going out for consultation, and one after consultation. The analysis showed that 14% of the affected group is classified as belonging to a BME group. This indicated that there will be no disproportionate impact on BME groups. The Council's policy on Managing Organisational Change is being applied to ensure that the reorganisation is managed to avoid adverse impact or unlawful discrimination on any group.

Proposal CSD37 is based upon a robust business case that presents analysis of customer demand and existing resources to determine how the service can be best configured to meet the needs of the organisation within a finite financial envelope. In developing the business case, customers were consulted across the organisation, as well as staff within the service itself both informally and in line with the council's policies and procedures.

In addition for CSD37 two equalities assessments were undertaken, one prior to the proposal going out for consultation and one post-consultation. The analysis showed that 50% of the affected group is classified as belonging to a BME group. This indicated that there will be no disproportionate impact on BME groups. The Council's policy on Managing Organisational Change will be applied to ensure that the reorganisation is managed to avoid adverse impact or unlawful discrimination on any group.

Analysis is underway and continuing to clarify the approach for the remaining proposals with relevant service consultation either underway or planned.

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age	✓		✓		
Disability	✓		✓		
Gender Reassignment		✓		✓	
Marriage and Civil Partnership	✓		✓		
Pregnancy and Maternity		✓		✓	
Race	✓		✓		
Religion/ belief	✓		✓		
Sex (Gender)	✓		✓		
Sexual orientation	✓		✓		
Socio-economic status	✓		✓		

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7. If you have identified a negative impact, how do you plan to mitigate it?

Equalities analysis as part of managing the organisational change indicated that there was no disproportionate impact.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have 'due regard' and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Plan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
CSD36: None	The Council's policy on Managing Organisational Change will be applied to ensure that the reorganisation is managed to avoid adverse impact or unlawful discrimination on any group.	Post implementation analysis	September 2015	Existing	SE	Y
CSD37: None	As above	Post implementation analysis	March 2016	Existing	SE	Y
CSD37: Potential negative impact	Detailed analysis will be undertaken at appropriate points through the development of the proposals to determine mitigating actions	Equalities assessment	September 2015	Existing	SE	Y
CSD41: Potential negative impact	Detailed analysis will be undertaken at appropriate points through the development of the proposals to determine mitigating actions	Equalities assessment	September 2015	Existing	SE	Y

Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes**10. Summary of the equality analysis**

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [add](#) Assessment

Where any proposal has an impact on staff, the Council's policy on Managing Organisational Change will be applied to ensure that the reorganisation is managed to avoid adverse impact or unlawful discrimination on any group. This will include detailed equalities analysis throughout the development and implementation of any proposal to determine appropriate mitigating actions.

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Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Add name/ job title	Signature:	Date:
Improvement action plan signed off by Director/ Head of Service	Add name/ job title	Signature:	Date:

DRAFT

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Business Improvement Savings Proposals for 2017/8
Which Department/ Division has the responsibility for this?	Business Improvement, Corporate Services

Stage 1: Overview	
Name and job title of lead officer	Sophie Ellis, Assistant Director of Business Improvement
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	CSD42 – Restructure functions delete 1 AD and rationalise management
2. How does this contribute to the council's corporate priorities?	This proposal supports the Corporate Capacity priority by ensuring the service provided by the BI division offers excellent value for money.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	<p>The proposal will impact on our internal customers (users of the Business System support function who rely on us for system maintenance and improvement).</p> <p>It relies on the development of a shared service for IT systems support and closer integration of the IT function. This will require that departments develop their clienting arrangements and prioritise their support requirements and may require a review of the councils systems so that they can be shared with other boroughs – this will require some compromise over the functionality available to businesses.</p> <p>The proposal will reduce the number of management posts within the service.</p>
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	Shared delivery arrangements will be explored with neighbouring boroughs, or those where there is a systems fit that makes joint support feasible. Host/lead arrangements will need to be developed and agreed.

Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

Analysis is underway and continuing to clarify the approach with relevant service consultation planned.

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Religion/ belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sex (Gender)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Socio-economic status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

7. If you have identified a negative impact, how do you plan to mitigate it?

Detailed equalities analysis will be undertaken as the proposals are developed at appropriate gateways and any mitigating action taken to ensure no disproportionate impact on the workforce or service uses.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have 'due regard' and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Plan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
CSD42: Potential negative impact	Detailed analysis will be undertaken at appropriate points through the development of the proposals to determine mitigating actions	Equalities assessment	April 2016	Existing	SE	Y

Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [add](#) Assessment

Where any proposal has an impact on staff, the Council's policy on Managing Organisational Change will be applied to ensure that the reorganisation is managed to avoid adverse impact or unlawful discrimination on any group. This will include detailed equalities analysis throughout the development and implementation of any proposal to determine appropriate mitigating actions.

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Sophie Ellis, AD Business Improvement	Signature:	Date:
Improvement action plan signed off by Director/ Head of Service	Add name/ job title	Signature:	Date:

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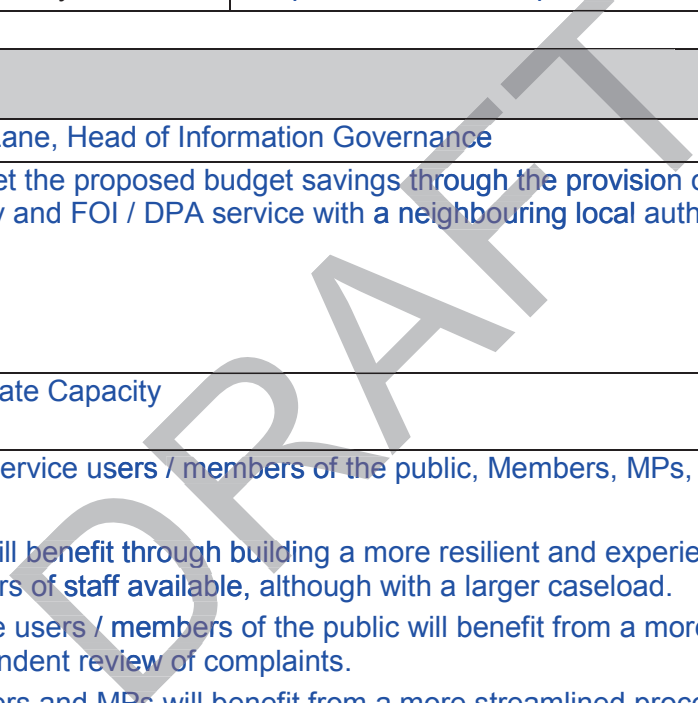
Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet [LINK TO BE ADDED]
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Budget savings CSD43 over the three year period April 2016 – March 2019
Which Department/ Division has the responsibility for this?	Corporate Services department / Corporate Governance division

Stage 1: Overview	
Name and job title of lead officer	Karin Lane, Head of Information Governance
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	To meet the proposed budget savings through the provision of a shared complaints, Member and MP enquiry and FOI / DPA service with a neighbouring local authority.
2. How does this contribute to the Council's corporate priorities?	Corporate Capacity
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	<p>Staff, service users / members of the public, Members, MPs, members of the public.</p> <p>Staff will benefit through building a more resilient and experienced team through an overall increase in numbers of staff available, although with a larger caseload.</p> <p>Service users / members of the public will benefit from a more streamlined process and improved access to independent review of complaints.</p> <p>Members and MPs will benefit from a more streamlined process.</p> <p>The council will benefit by having access to a wider range of expertise and experience in dealing with these service areas, to learn from and further improve and streamline services.</p>
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	N/A

CSD43



Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

The anecdotal evidence considered is:

- disability – through more streamlined services, improved on-line / remote access to services and learning from best practice, access to these services for anyone with a disability should be improved,
- age - through more streamlined services, improved on-line / remote access to services and learning from best practice, access to these services for young people and older service users / residents should be improved,
- pregnancy and maternity - through more streamlined services, improved on-line / remote access to services and learning from best practice, access to these services for anyone pregnant or with a young child should be improved,
- race (this includes ethnic or national origins, colour and nationality) - through more streamlined services, improved on-line / remote access to services, access to Translation Services and learning from best practice, access for these service users should be improved,
- religion or belief (this includes 'no belief') - through more streamlined services, improved on-line / remote access to services and learning from best practice, access to these services for these service users should be improved,
- sex (gender) - through more streamlined services, improved on-line / remote access to services and learning from best practice, access to these services for all service users should be improved,
- gender reassignment - through more streamlined services, improved on-line / remote access to services and learning from best practice, access to these services for these service users should be improved, and
- sexual orientation - through more streamlined services, improved on-line / remote access to services and learning from best practice, access to these services for these service users should be improved.

Through access to a wider range of staff via a shared service, there should be a positive impact on service delivery e.g. staff may have second language skills or relevant knowledge or experience of the protected characteristics which can help develop the service to address specific needs.

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies Positive impact		Tick which applies Potential negative impact		Reason Briefly explain what positive or negative impact has been identified
	Yes	No	Yes	No	
	Age	✓			
Disability	✓			✓	Streamlined services, improved on-line / remote access to services and learning from best practice
Gender Reassignment	✓			✓	Streamlined services, improved on-line / remote access to services and learning from best practice
Marriage and Civil Partnership	✓			✓	Streamlined services, improved on-line / remote access to services and learning from best practice
Pregnancy and Maternity	✓			✓	Streamlined services, improved on-line / remote access to services and learning from best practice
Race	✓			✓	Streamlined services, improved on-line / remote access to services and learning from best practice
Religion/ belief	✓			✓	Streamlined services, improved on-line / remote access to services and learning from best practice
Sex (Gender)	✓			✓	Streamlined services, improved on-line / remote access to services and learning from best practice
Sexual orientation	✓			✓	Streamlined services, improved on-line / remote access to services and learning from best practice
Socio-economic status	✓			✓	Streamlined services, improved on-line / remote access to services and learning from best practice

7. If you have identified a negative impact, how do you plan to mitigate it?

Summarise actions you plan to mitigate the negative impact(s) identified above. Detail for these actions should be included in the Improvement Action Plan (Section 9 below).

N/A

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Page 98
- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have ‘due regard’ and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Pan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?

Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [add](#) Assessment
 The proposal should result in more streamlined services, improved on-line / remote access to services and learning from best practice to improve service delivery for all service users, including all of the protected characteristics.

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Karin Lane	Signature: Karin Lane	Date: 20.1.15
Improvement action plan signed off by Director/ Head of Service	Add name/ job title	Signature:	Date:

DRAFT

Equality Analysis

What are the proposals being assessed?	CSD44. Stop webcasting meetings (£15k). Remove scrutiny support fund (£5.5k). Reduce other supplies and services (£14.5k). (total £35k in 2016/17)
Which Department/ Division has the responsibility for this?	Corporate Services – Corporate Governance

Stage 1: Overview	
Name and job title of lead officer	Julia Regan, Head of Democracy Services and Margaret Culleton, Head of Internal Audit and Investigations
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	<p>Stop webcasting meetings of Council and Planning Applications Committee (£15k). The current webcasting contract finishes in February 2016 so webcasting can be terminated then without financial penalty.</p> <p>Remove scrutiny support fund (£5.5k). This fund covers costs incurred by scrutiny task groups and is consistently underspent – forecast spend for 2014/15 is £2k. Future costs will be met through the main Democracy Services team budget.</p> <p>Reduce other supplies and services (£14.5k). This budget includes printing , stationery and associated costs for the corporate governance division. The budget will be reduced to reflect the smaller number of officers in the division.</p>
2. How does this contribute to the council's corporate priorities?	Webcasting meetings and the scrutiny support fund contribute to engaging members of the public in the council's decision making processes. Engagement will continue through public attendance at meetings and the availability of agendas and minutes on the council's website.
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	<p>There are around 1500 viewings of the webcast site each month by members of the public, councillors and council officers.</p> <p>Customers will not be affected by the proposal to remove the scrutiny support fund nor to reduce the supplies and services budget.</p>
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	No

Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

Data on the number of webcast viewings shows that there are around 1500 viewings per month. Removal of this service would impact on members of the public who are interested in the business of council or planning applications committee but are unable to attend those meetings. They will continue to be able to read the agendas and minutes on the council's website.

Stage 3: Assessing impact and analysis

Page 10
5. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age		X	x		Older people who currently view the webcasts and are unable to attend meetings will receive written information only in future
Disability		X	X		Disabled people who currently view the webcasts and are unable to attend meetings will receive written information only in future
Gender Reassignment		X		X	
Marriage and Civil Partnership		X		X	
Pregnancy and Maternity		X		X	
Race		X		X	
Religion/ belief		X		X	
Sex (Gender)		X		X	
Sexual orientation		X		X	
Socio-economic status		x		x	

7. If you have identified a negative impact, how do you plan to mitigate it?

Mitigate through continuing provision of published agendas and minutes on the website. The meetings are held in public so those who are able to attend will be able to do so.

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have ‘due regard’ and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Pan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
Some older and disabled people may be unable to attend meetings	<u>No new action required</u> : Continued publication of agendas and minutes – there is an electronic sign up facility. Meetings will continue to be held in public.					

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Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome <u>2</u> Assessment
<ul style="list-style-type: none"> There may be some adverse impact caused by stopping the webcasting of meetings. No new action is required to address these impacts – public will continue to be able to access agendas and minutes on the website and to attend meetings.

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Julia Regan, Head of Democracy Services	Signature:	Date:12.01.15
Improvement action plan signed off by Director/ Head of Service	Paul Evans, Assistant Director of Corporate Governance	Signature:	Date: 19.01.15

DRAFT

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet [LINK TO BE ADDED]
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	CSD45 AA03 delete a vacant investigator post (47k) remove agency budget AA17 £13k Total £60k in 2016/17. A further saving of £20k in 2017/18 – delete a vacant 0.6 of a post – currently covered by agency worker.
Which Department/ Division has the responsibility for this?	Corporate Services/Corporate Governance

Stage 1: Overview

Name and job title of lead officer	Head of Internal Audit & Investigations
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	<p>We are required to make budget reductions in 2016/17 and 2017/18. We will be removing posts that are currently vacant.</p> <p>In 2016/17 we intend to delete a vacant investigator post and remove agency budget resulting in total £60,000 savings. In 2017/18 we intend to cut 0.60 of a post, currently vacant and covered by agency resources, resulting in £20,000 saving.</p> <p>The results of these changes will mean that there will be less proactive fraud work undertaken within the service, which could have an impact on the controls and detection of fraud.</p>
2. How does this contribute to the council's corporate priorities?	This assists with the councils savings
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	Internal customers will be affected by the reduction of work to review controls or advise on fraud risks.
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall	There will be a 5 borough fraud service from April 2015, the effect of the savings will mean less time purchased from the fraud partnership.

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Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

The savings will not affect any equality groups

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

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Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age		X			
Disability		X			
Gender Reassignment		X			
Marriage and Civil Partnership		X			
Pregnancy and Maternity		X			
Race		X			
Religion/ belief		X			
Sex (Gender)		X			
Sexual orientation		X			
Socio-economic status		X			

7. If you have identified a negative impact, how do you plan to mitigate it?

N/A

Stage 4: Conclusion of the Equality Analysis

8. Which of the following statements best describe the outcome of the EA (Tick one box only)

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have ‘due regard’ and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

Stage 5: Improvement Action Pan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?

Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [add](#) Assessment

Please include here a summary of the key findings of your assessment.

- What are the key impacts – both negative and positive – you have identified?
- Are there any particular groups affected more than others?
- What course of action are you advising as a result of this assessment?
- If your EA is assessed as Outcome 3 and you suggest to proceeding with your proposals although a negative impact has been identified that may not be possible to fully mitigate, explain your justification with full reasoning.

Page 10

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Margaret Culleton	Signature:	Date: 12.1.15
Improvement action plan signed off by Director/ Head of Service	Paul Evans	Signature:	Date: 12.1.15

DRAFT

Equality Analysis

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet
 Text in blue is intended to provide guidance – you can delete this from your final version.

What are the proposals being assessed?	Proposed budget savings
Which Department/ Division has the responsibility for this?	Corporate Service/Resources policy unit

Stage 1: Overview

Name and job title of lead officer	Paul Dale, Assistant Director of Resources
1. What are the aims, objectives and desired outcomes of your proposal? Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	Reduction in spending to meet savings targets to balance the council budget whilst minimising the impact on service. The measures are: <ul style="list-style-type: none"> • Reduce budget to London Councils Grant Scheme by £64k to meet actual cost • Potential further reduction of £20k to London Councils Grant Scheme • Delete 1 post £50k
2. How does this contribute to the council's corporate priorities?	The LCGS savings does not constitute a reduction in investment in the borough's voluntary sector The staffing reduction will be dealt with by increasing internal efficiency
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	The staffing saving will potentially effect internal customers and some external customers (partners, vol sector) The budget reduction will reduce the availability of one off funding
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	N/A

Stage 2: Collecting evidence/ data

5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

This work is based on a budget review

Stage 3: Assessing impact and analysis

6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies		Tick which applies		Reason Briefly explain what positive or negative impact has been identified
	Positive impact		Potential negative impact		
	Yes	No	Yes	No	
Age				X	
Disability			X		There are staff in the team with disabilities
Gender Reassignment				X	
Marriage and Civil Partnership				X	
Pregnancy and Maternity				X	
Race			X		38% of the staff are from a BAME background
Religion/ belief				X	
Sex (Gender)			X		76% of the staff are men
Sexual orientation				X	
Socio-economic status				X	

7. If you have identified a negative impact, how do you plan to mitigate it?

Staffing reduction will be managed through the council's change management procedures which are designed to ensure that adverse equalities impacts are minimised.

Stage 4: Conclusion of the Equality Analysis**8. Which of the following statements best describe the outcome of the EA (Tick one box only)**

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

- Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**
- Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**
- Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have ‘due regard’ and you are advised to seek Legal Advice.**
- Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

DRAFT

Stage 5: Improvement Action Pan

9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

Negative impact/ gap in information identified in the Equality Analysis	Action required to mitigate	How will you know this is achieved? e.g. performance measure/ target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/ team plan?
Requirement to ensure that selection for redundancy is carried fairly	Staffing reduction will be managed through the council's change management procedures which are designed to ensure that adverse equalities impacts are minimised	The application of the policy will be monitored	End of 2017	Existing	Paul Dale	

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Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.

Stage 6: Reporting outcomes

10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [add](#) Assessment

Staffing reduction will be managed through the council's change management procedures which are designed to ensure that adverse equalities impacts are minimised

Stage 7: Sign off by Director/ Head of Service			
Assessment completed by	Add name/ job title	Signature:	Date:
Improvement action plan signed off by Director/ Head of Service	Add name/ job title	Signature:	Date:

DRAFT

Cabinet

8 December 2014

Agenda item:

Business Plan Update 2015-2019

Lead officer: Caroline Holland

Lead member: Councillor Mark Allison

Key Decision Reference Number: This report is written and any decisions taken are within the Budget and Policy Framework Procedure Rules as laid out in Part 4-C of the Constitution.

Contact officer: Paul Dale

Urgent report:

Reason for urgency: The chairman has approved the submission of this report as a matter of urgency as it provides the latest available information on the Business Plan and Budget 2015/16 and requires consideration of issues relating to the Budget process and Medium Term Financial Strategy 2015-2019. It is important that this consideration is not delayed in order that the Council can work towards a balanced budget at its meeting on 4 March 2015 and set a Council Tax as appropriate for 2015/16.

Recommendations:

1. That Cabinet considers and agrees the savings/income proposals put forward by officers and refers them to the Overview and Scrutiny panels and Commission for consideration in January 2015 (Appendix 1).
 2. That Cabinet agrees the latest amendments to the draft Capital Programme 2015-2019 which was considered by Cabinet on 20 October 2014 and on 10 November 2014, and scrutiny in November 2014.
 3. That Cabinet agrees the Council Tax Base for 2015/16 set out in paragraph 2.6 and Appendix 3.
 4. That Cabinet considers the proposed deferral of a saving previously agreed. (Appendix 5)
 5. That Cabinet consider the latest drafts of the service plans.(Appendix 10)
-

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report provides an update to Cabinet on the Business Planning process for 2015-19 and in particular on the progress made so far towards setting a balanced revenue budget for 2015/16 and over the MTFS period as a whole.

- 1.2 Specifically, the report provides details of revenue savings and income proposals put forward by officers in order to meet the savings/income targets agreed by Cabinet in October 2014.
- 1.3 The report also provides an update on the capital programme for 2015-19 and the financial implications for the MTFS.
- 1.4 The report provides a general update on all the latest information relating to the Business Planning process for 2015-19 including a proposed Council Tax Base for 2015/16 and an assessment of the implications for the Medium Term Financial Strategy 2015-2019.
- 1.5 This report is one of the budget updates through the financial year and will be referred to the Overview and Scrutiny Panels and Commission in January 2015.

2. DETAILS

Introduction

- 2.1 A review of assumptions in the MTFS was undertaken and reported to Cabinet on 20 October 2014. There was also a report to Cabinet on 10 November 2014 which provided an update on progress made towards achieving savings previously agreed and proposed some amendments to these.
- 2.2 Taking into account the information contained in both the October and November Cabinet reports, the overall position of the MTFS reported to Cabinet on 10 November 2014 is summarised as follows:-

	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000
Revised Gap after October & November Cabinets	732	10,663	23,941	31,968

2.3 Review of Assumptions

Since Cabinet in November, work has been continuing to review assumptions, identify new savings/income proposals and analyse information which has been received since then.

2.3.1 Pay

The latest estimates of pay inflation are:-

	2015/16	2016/17	2017/18	2018/19
Pay inflation in MTFS (%)	1%	1%	1.5%	1.5%
Estimate (cumulative £000)	837	2,093	3,349	4,605

The pay award has now been agreed. It is a two-year deal up to 31 March 2016 which equates to an increase of around 2.35% on average. It will be in the form of a basic pay increase from 1 January 2015 - to last 15 months; plus lump sums for December 2014 and April 2015 but will be paid to staff in December 2014. Further work is currently underway to calculate the financial implications for 2014/15 and the implications for pay budgets over the period of the MTFS and this information will be included in future reports.

2.3.2 Prices

The current assumptions regarding price inflation incorporated into the MTFS are

	2015/16	2016/17	2017/18	2018/19
Price inflation in MTFS (%)	1.5%	1.5%	1.5%	1.5%
Estimate (cumulative £000)	2,342	4,686	7,032	9,376

CPI annual inflation was 1.3% in October 2014, which is up from 1.2% in September 2014. Smaller falls in transport costs than a year ago – notably for motor fuels and air fares, and price rises for computer games were the main contributors to the rise in the rate of inflation. CPIH, the measure of consumer price inflation including owner occupiers' housing costs, grew by 1.3% in the year to October 2014, up from 1.2% in September 2014. Owner occupiers' housing costs increased by 0.1% between October 2014 and September 2014.

RPI annual inflation stands at 2.3% in October 2014, unchanged from September 2014.

In the quarterly inflation report for November, the Bank of England's Monetary Policy Committee commented in respect of inflation and noted that "inflation has fallen further below the MPC's 2% target, reflecting the impact of lower food, energy and import prices and some continued drag from domestic slack. Inflation is expected to remain below the target in the near term, and is more likely than not to fall temporarily below 1% at some point over the next six months. It then rises gradually back to the target as external pressures fade and unit labour cost growth picks up."

It is proposed that no change is made to the financial planning assumption for inflation at the present time.

2.3.3 Inflation > 1.5%:

There is also a corporate provision which is held to assist services that may experience price increases greatly in excess of the 1.5% inflation allowance provided when setting the budget. This will only be released for specific demonstrable demand.

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
Inflation exceeding 1.5%	880	877	873	873

The cash limiting strategy is not without risks but if current levels of inflation were applied un-damped across the period then the budget gap would not change significantly by 2018/19.

2.3.4 Income

In a change to the methodology this year, service departments can meet their targets from a combination of savings and additional income. The targets include an element which takes into account each department's capacity to generate additional income based on a 2% increase in income on 2013/14 fees and charges. The indicative income targets are:-

Income based on 2% p.a. increase	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
Income – total cumulative	732	1,464	2,196	2,928

2.3.5 Growth

There is no further provision for growth at this stage.

2.3.6 Taxicards and Freedom Passes

These schemes are administered by London Councils on behalf of London boroughs. Initial information from London councils indicates that there is more than sufficient provision in the latest draft MTFS to fund the cost of these schemes in 2015/16. The latest available details are set out in the following table:-

Freedom Passes and Taxicards 2015/16	
<u>Budget 2014/15</u>	£
Freedom Passes	8,852,160
Taxicards	169,540
Total Budget 2014/15	9,021,700
Increase allowed for in MTFS in 2015/16	436,436
Total Provision 2014/15 in latest draft MTFS	9,458,136
<u>Latest Details from London Councils</u>	
Charge to Merton for Freedom Passes	(8,998,976)
Charge to Merton for Taxicards	(180,000)
Latest Estimated Cost for 2015/16	(9,178,976)
Estimated Surplus Provision in MTFS	(279,160)

2.3.7 Collection Fund

As reported to Cabinet in October, the calculation of the estimated surplus/deficit on the Collection Fund as at 31 March 2015 will be made later in the budget process when key variables are firmed up and council tax base and NNDR returns have been completed. Until this time, a net deficit of £0.421m will be included in the draft MTFS for 2015/16.

2.4 Revenues

In recent budgets it has been recognised that some expenditure formerly included in the capital programme could no longer be justified as it did not meet the definition of expenditure for capital purposes. Nevertheless, it is important that some of this expenditure takes place and the following amounts have been included in the latest MTFS for 2015-19:-

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
Revenues	1,602	1,500	1,500	1,500

The expenditure charged to capital during the current year is being closely monitored and is being reported through the monitoring report.

2.5 Capital Financing Costs

2.5.1 As previously reported the Capital Programme has been reviewed and revised and a draft programme for 2015-2019 was approved by Cabinet on 20 October 2014, along with an indicative programme for 2019-24.

2.5.2 Section 5 of this report sets out details of progress made towards preparing the draft capital programme 2015-19.

2.5.3 The estimated capital financing costs based on the latest draft programme, which includes the best estimate of new schemes commencing in 2018/19, the effect of estimated government grant funding and slippage/reprofiling based on 2013/14 outturn and latest monitoring information are set out in the following table. This also includes an element of revenue contribution to fund short-life assets:-

Capital financing costs (net of investment income)	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
MRP	7,407	8,178	9,223	10,131
Interest	6,696	6,696	6,893	7,680
Capital Financing Costs	14,103	14,874	16,116	17,811
Investment Income	(469)	(250)	(145)	(125)
Net	13,634	14,624	15,971	17,686

2.6 Council Tax Base

- 2.6.1 The Council Tax Base is a key factor which is required by levying bodies and the Council for setting the levies and Council Tax for 2015/16. The council tax base is the measure of the number of dwellings to which council tax is chargeable in an area or part of an area. The Council Tax Base is calculated using the properties from the Valuation List together with information held within Council Tax records. The properties are adjusted to reflect the number of properties within different bands in order to produce the Council Tax Base (Band D equivalent). This will be used to set the Council Tax at Band D for 2015/16. The Council is required to determine its Council Tax Base by 31 January 2015.
- 2.6.2 Regulations set out in the Local Authorities (Calculation of council Tax Base) Regulations 2012 (SI 2012:2914) ensure that new local council tax support schemes, implemented under the Local Government Finance Act 2012, are fully reflected in the council tax base for all authorities.
- 2.6.3 The Council Tax Base Return to central Government takes into account reductions in Council Tax Base due to the Council Tax Support Scheme and also reflects the latest criteria set for discounts and exemptions. The CTB Return for October 2014 is the basis for the calculation of the Council Tax Base for 2015/16.
- 2.6.4 Details of how the Council Tax Base is calculated are set out in Appendix 3. A summary of the Council Tax Bases for the Merton general area and the addition for properties within the Wimbledon and Putney Commons Conservators area for 2015/16 compared to 2014/15 is set out in the following table:-

Council Tax Base	2014/15	2015/16	Change
			%
Whole Area	68,087.4	69,638.0	2.3%
Wimbledon & Putney Common Conservators	10,708.8	10,880.0	1.6%

- 2.6.5 The Council Tax Base for Wimbledon and Putney Conservators is currently under review and may change. Members will be updated when further information is available.

2.7 Proposed Amendments to Previously Agreed Savings

- 2.7.1 Cabinet on 20 October 2014 and 10 November 2014 agreed some proposed amendments to savings which had been agreed in previous year's budgets and also agreed that the financial implications should be incorporated into the draft MTFS 2015-19.

2.7.2 There is one additional proposed deferral of a previously agreed E&R department saving. This is due to a delay in project implementation of GPS. Details are included in Appendix 5.

2.8 Provisional Local Government Finance Settlement 2014/15

2.8.1 The Chancellor of the Exchequer will announce the Autumn Statement for 2014 on 3 December 2014. The statement provides an update on the government's plans for the economy based on the latest forecasts from the Office for Budget Responsibility. These forecasts will be published alongside the Autumn Statement on 3 December.

2.8.2 The provisional Local Government Finance Settlement is usually published about two weeks later so is expected around 17 December 2014.

2.8.3 The estimates for central Government funding currently included in the draft MTFs are based on the latest information available from the DCLG's Local Government Finance Settlement – Technical Consultation, and analysis of the Spending Review 2013 and Budget 2014 but an initial update will be provided in the Business Plan Update report to Cabinet in January 2015.

3. FEEDBACK FROM THE OVERVIEW AND SCRUTINY PROCESS IN NOVEMBER 2014

3.1 The information available on the Business Planning process reported to Cabinet on 20 October 2014 was reviewed by the Overview and Scrutiny Panels and Commission in November 2014.

3.2 Feedback is included in a separate report to Cabinet on the agenda.

4. SAVINGS PROPOSALS 2015-19 AND SERVICE PLANNING

Controllable budgets and Savings Targets for 2015-19

4.1 Cabinet on 20 October 2014 agreed departmental targets to be met from savings and income proposals. This included a £0.1m shortfall on replacement savings in Children, Schools and Families which was addressed in the report to Cabinet in November. There has also been a small adjustment in the income element of the target to reflect change in responsibilities between departments. The targets are:-

TARGETS ALLOCATED TO DEPARMENTS TO BE MET FROM SAVINGS AND INCOME	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Total £000
Corporate Services	99	1,691	2,180	1,445	5,415
Children, Schools & Families	50	1,872	1,839	1,063	4,824
Environment & Regeneration	363	4,329	4,866	2,290	11,848
Community & Housing	220	2,935	4,136	2,590	9,881
Total Savings/Income Proposals	732	10,827	13,021	7,388	31,968
Cumulative	732	11,559	24,580	31,968	

- 4.2 Since then service departments have been reviewing their budgets and formulating proposals to address their targets. The progress made to date is set out in this report.
- 4.3 Proposals that Cabinet agree at this meeting will be referred to the Overview and Scrutiny Commission and panels for review and comment in January 2015.
- 4.4 The proposals submitted by each department are summarised in the following table and set out in detail in Appendix 1.

SAVINGS/INCOME PROPOSALS	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Total £000
Corporate Services	130	1,660	1,163	165	3,118
Children, Schools & Families	0	1,934	296	0	2,230
Environment & Regeneration	363	4,196	810	(212)	5,157
Community & Housing	220	2,935	1,736	1,195	6,086
Total Savings/Income Proposals	713	10,725	4,005	1,148	16,591
Cumulative	713	11,438	15,443	16,591	

4.5 Summary of progress to date

- 4.5.1 If all of the proposals are accepted, the balance remaining to find is:-

SAVINGS/INCOME PROPOSALS	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Total £000
Corporate Services	(31)	31	1,017	1,280	2,297
Children, Schools & Families	50	(62)	1,543	1,063	2,594
Environment & Regeneration	0	133	4,056	2,502	6,691
Community & Housing	0	0	2,400	1,395	3,795
Total Savings/Income Proposals	19	102	9,016	6,240	15,377
Cumulative	19	121	9,137	15,377	

- 4.6 Where departments have not met their target or put forward options that are deemed not to be acceptable then the shortfall will be carried forward to later meetings and future years budget processes to be made good.

- 4.7 To give an indication of what balancing the budget in future years means in the context of reduction of posts, this is set out, purely for indicative purposes, in the following table:-

Balancing Figures	2014/15 Base FTEs	2016/17 FTEs	2017/18 FTEs	2018/19 FTEs	Total FTEs
Corporate Services	501.1	0	27	33	60
Children, Schools & Families	520.9	0	36	27	63
Environment & Regeneration	637.0	3	98	63	164
Community & Housing	555.3	0	48	32	80
Total	2,214.3	3	209	155	367

4.8 Rejected Savings

- 4.8.1 Savings that have previously been rejected by Cabinet and not subsequently taken have been included for information only. See Appendix 2 for details.

4.9 Service Plans

- 4.9.1 Draft Service Plans are included in Appendix 10.

4.14 Equality Assessments

- 4.14.1 These will be circulated with the papers for Overview and Scrutiny Panels and the Commission.

4.11 Summary

- 4.11.1 The draft MTFS 2015-19 has been updated based on the latest information discussed in this report and is included in Appendix 4.

- 4.11.2 Draft Service department budget summaries based on the information in this report are attached as Appendix 7.

5. **CAPITAL PROGRAMME 2015-19: UPDATE**

- 5.1 The proposed draft Capital Programme 2015-19 and an Indicative Capital Programme 2019-24 were presented to Cabinet on 20 October 2014.

- 5.2 The programme has been reviewed by scrutiny panels. The Commission noted that the impact of the capital programme on the revenue budget is predicted to rise over the next 4-5 years. It therefore recommended that Cabinet ensure that the capital programme continues to be challenged vigorously and items removed if they are not going to be used.

5.3 Monthly monitoring of the approved programme for 2014/15 has been ongoing and there will inevitably be further changes arising from slippage, reprofiling and the announcement of capital grants as part of the local government finance settlement which has yet to be announced.

5.4 The following changes have been made to the proposed capital programme since it was presented to Cabinet in October 2014

Scheme	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Invest to Save	1,500	0	0	0	0	0	0	0	0
Priests House	300		0	0	0	0	0	0	0
Parks Investment		(60)							
P&D Machines	60								
Leisure Centres	0	0	0	150	150	150	150	150	150
Total	1,860	(60)	0	150	150	150	150	150	150

5.5 The latest draft Capital Programme 2015-19 and indicative draft Capital Programme 2019-2024 are detailed in Appendix 4.

5.6 The estimated revenue implications of funding the draft capital programme are summarised in paragraph 2.5.3 and these have been incorporated into the latest draft MTFS 2015-19.

6. CONSULTATION UNDERTAKEN OR PROPOSED

6.1 There will be extensive consultation as the business plan process develops. This will include the Overview and Scrutiny panels and Commission, business ratepayers and all other relevant parties.

6.2 In accordance with statute, consultation is taking place with business ratepayers and a meeting will be arranged for early in 2015.

8. TIMETABLE

8.1 In accordance with current financial reporting timetables.

9. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

9.1 All relevant implications have been addressed in the report.

10. LEGAL AND STATUTORY IMPLICATIONS

10.1 All relevant implications have been addressed in the report.

11. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

11.1 The equalities assessments of the savings proposals are currently being produced and will be included in the report to Cabinet on 8 December 2014.

12. CRIME AND DISORDER IMPLICATIONS

12.1 Not applicable

13. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

13.1 Not applicable

APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

Appendix 1: Draft Savings proposals 2015-19

Appendix 2: Savings proposals rejected by Cabinet in 2013/14 and 2014/15

Appendix 3: Council Tax Base 2015/16

Appendix 4: Draft Capital Programme 2015-19 and Indicative Capital Programme 2019-24

Appendix 5: Proposed deferral of previously agreed saving (E&R)

Appendix 6: Update of MTFs 2015-19

Appendix 7: Draft Departmental Budget Summaries 2015/19

Appendix 8: Glossary and Acronyms

Appendix 9: Standard Subjective Analysis

Appendix 10: Draft Service Plans

BACKGROUND PAPERS

Budget files held in the Corporate Services department.

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SAVINGS ANALYSIS
All Savings - All Departments

	2015/16	2016/17	2017/18	2018/19
	£'000	£000	£000	£000
Corporate Services	130	1,660	1,163	165
Children, Schools and Families	0	1,934	296	0
Community and Housing	220	2,935	1,736	1,195
Environment and Regeneration	363	4,196	810	(212)
Savings Presented to Cabinet 8 December 2014	713	10,725	4,005	1,148
2015-19: Cumulative Savings	713	11,438	15,443	16,591

Total Savings

		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
SI1	Income: increase in current level of charges	34	1,110	315	16
SI2	Income: increase arising from expansion of existing service/new service	451	2,495	-1,396	-415
SS1	Staffing: reduction in costs due to efficiency	34	1,076	200	49
SS2	Staffing: reduction in costs due to deletion/reduction in service	10	1,896	1,664	870
SNS1	Non - Staffing: reduction in costs due to efficiency	181	457	367	81
SNS2	Non - Staffing: reduction in costs due to deletion/reduction in service	3	2,452	840	4
SP1	Procurement / Third Party arrangements - efficiency	0	346	1,859	100
SP2		0	440	156	425
SG1	Grants: Existing service funded by new grant	0	400	0	0
SG2	Grants: Improved Efficiency of existing service currently funded by unringfenced grant	0	0	0	0
SPROP	Reduction in Property related costs	0	53	0	18
		713	10,725	4,005	1,148

Total Savings by Type

		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
SI1	Income: increase in current level of charges	34	1,110	315	16
SI2	Income: increase arising from expansion of existing service/new service	451	2,495	-1,396	-415
SS1	Staffing: reduction in costs due to efficiency	34	1,076	200	49
SS2	Staffing: reduction in costs due to deletion/reduction in service	10	1,896	1,664	870
SNS1	Non - Staffing: reduction in costs due to efficiency	181	457	367	81
SNS2	Non - Staffing: reduction in costs due to deletion/reduction in service	3	2,452	840	4
SP1	Procurement / Third Party arrangements - efficiency	0	346	1,859	100
SP2	Procurement / Third Party arrangements - deletion/reduction in service	0	440	156	425
SG1	Grants: Existing service funded by new grant	0	400	0	0
SG2	Grants: Improved Efficiency of existing service currently funded by unringfenced grant	0	0	0	0
SPROP	Reduction in Property related costs	0	53	0	18
	TOTAL	713	10,725	4,005	1,148

SAVINGS ANALYSIS - OVERVIEW AND SCRUTINY COMMISSION

		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
SI1	Income: increase in current level of charges	34	191	274	16
SI2	Income: increase arising from expansion of existing service/new service	31	100	0	0
SS1	Staffing: reduction in costs due to efficiency	34	315	200	49
SS2	Staffing: reduction in costs due to deletion/reduction in service	10	239	248	100
SNS1	Non - Staffing: reduction in costs due to efficiency	18	197	231	0
SNS2	Non - Staffing: reduction in costs due to deletion/reduction in service	3	327	76	0
SP1	Procurement / Third Party arrangements - efficiency	0	291	134	0
SP2	Procurement / Third Party arrangements - deletions/reductions in service	0	0	0	0
SG1	Grants: Existing service funded by new grant	0	0	0	0
SG2	Grants: Improved Efficiency of existing service currently funded by unringfenced grant	0	0	0	0
SPROP	Reduction in Property related costs	0	0	0	0
		130	1,660	1,163	165

SAVINGS ANALYSIS - CHILDREN & YOUNGER PEOPLE PANEL

		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
SI1	Income: increase in current level of charges	0	200	0	0
SI2	Income: increase arising from expansion of existing service/new service	0	0	0	0
SS1	Staffing: reduction in costs due to efficiency	0	0	0	0
SS2	Staffing: reduction in costs due to deletion/reduction in service	0	694	296	0
SNS1	Non - Staffing: reduction in costs due to efficiency	0	0	0	0
SNS2	Non - Staffing: reduction in costs due to deletion/reduction in service	0	200	0	0
SP1	Procurement / Third Party arrangements - efficiency	0	0	0	0
SP2	Procurement / Third Party arrangements - deletions/reductions in service	0	440	0	0
SG1	Grants: Existing service funded by new grant	0	400	0	0
SG2	Grants: Improved Efficiency of existing service currently funded by unringfenced grant	0	0	0	0
SPROP	Reduction in Property related costs	0	0	0	0
		0	1,934	296	0

SAVINGS ANALYSIS SUSTAINABLE COMMUNITIES PANEL

		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
SI1	Income: increase in current level of charges	0	719	41	0
SI2	Income: increase arising from expansion of existing service/new service	200	2,395	-1,396	-415
SS1	Staffing: reduction in costs due to efficiency	0	250	0	0
SS2	Staffing: reduction in costs due to deletion/reduction in service	0	367	260	0
SNS1	Non - Staffing: reduction in costs due to efficiency	163	180	136	81
SNS2	Non - Staffing: reduction in costs due to deletion/reduction in service	0	177	44	4
SP1	Procurement / Third Party arrangements - efficiency	0	55	1,725	100
SP2	Procurement / Third Party arrangements - deletions/reductions in service	0	0	0	0
SG1	Grants: Existing service funded by new grant	0	0	0	0
SG2	Grants: Improved Efficiency of existing service currently funded by unringfenced grant	0	0	0	0
SPROP	Reduction in Property related costs	0	53	0	18
		363	4,196	810	-212

SAVINGS ANALYSIS - HEALTHIER COMMUNITIES & OLDER PEOPLE PANEL

		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
SI1	Income: increase in current level of charges	0	0	0	0
SI2	Income: increase arising from expansion of existing service/new service	220	0	0	0
SS1	Staffing: reduction in costs due to efficiency	0	511	0	0
SS2	Staffing: reduction in costs due to deletion/reduction in service	0	596	860	770
SNS1	Non - Staffing: reduction in costs due to efficiency	0	80	0	0
SNS2	Non - Staffing: reduction in costs due to deletion/reduction in service	0	1,748	720	0
SP1	Procurement / Third Party arrangements - efficiency	0	0	0	0
SP2	Procurement / Third Party arrangements - deletions/reductions in service	0	0	156	425
SG1	Grants: Existing service funded by new grant	0	0	0	0
SG2	Grants: Improved Efficiency of existing service currently funded by unringfenced grant	0	0	0	0
SPROP	Reduction in Property related costs	0	0	0	0
		220	2,935	1,736	1,195

SUMMARY OF TOTAL RISKS

2015/16 RISKS

DELIVERABILITY RISK	High	0.00%	2.81%	0.00%
	Medium	0.00%	0.00%	0.00%
	Low	64.94%	32.26%	0.00%
		Low	Medium	High
REPUTATIONAL RISK				

2016 /17 RISKS

DELIVERABILITY RISK	High	2.70%	0.93%	16.86%
	Medium	5.82%	9.86%	28.97%
	Low	10.81%	9.19%	14.86%
		Low	Medium	High
REPUTATIONAL RISK				

2017 /18 RISKS

DELIVERABILITY RISK	High	0.25%	0.00%	29.91%
	Medium	10.24%	56.10%	-22.15%
	Low	9.31%	2.02%	14.31%
		Low	Medium	High
REPUTATIONAL RISK				

2018 /19 RISKS

DELIVERABILITY RISK	High	0.00%	0.00%	70.73%
	Medium	14.63%	0.00%	-39.29%
	Low	11.85%	0.00%	42.07%
		Low	Medium	High
REPUTATIONAL RISK				

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
O&S	CSD4	<u>Division</u> Description	Infrastructure & Transactions Rationalise Facilities Management Building Repairs & Maintenance budgets.	617		15			L	L	SNS2
		Service Implication	Requests for building repairs and maintenance works will be assessed and where possible grouped together with planned maintenance activities to reduce cost.								
		Staffing Implications	None								
		Business Plan implications	None								
		Impact on other departments	Some delays may be experienced in respect to the time taken to complete non urgent repair and maintenance works.								
		Equalities Implications	None								
O&S	CSD5	<u>Division</u> Description	Infrastructure & Transactions Increase income generation from external bookings at Chaucer centre.	-12		40			M	L	SI2
		Service Implication	None								
		Staffing Implications	None								
		Business Plan implications	None								
		Impact on other departments	None								
		Equalities Implications	None								
O&S	CSD6	<u>Division</u> Description	Infrastructure & Transactions Reduction in the number of vehicles operated by Infrastructure & Transactions division from three to two.	10		5			L	L	SNS1
		Service Implication	None								
		Staffing Implications	None								
		Business Plan implications	None								
		Impact on other departments	None								
		Equalities Implications	None								

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
O&S	CSD7	<u>Division</u>	Infrastructure & Transactions	382		47			L	L	SS2
		Description	Restructure Post & Print section and delete 2 FTE posts.								
		Service Implication	The reduction in resources will increase the time taken to process both incoming and outgoing items of post, which may become critical during peak periods such as Council Tax billing.								
		Staffing Implications	Delete 2 FTE posts which will result in two staff redundancies.								
		Business Plan implications	None								
		Impact on other departments	Reduction in current level of service may impact some time critical processes.								
		Equalities Implications	None								
O&S	CSD8	<u>Division</u>	Infrastructure & Transactions	489		40			L	L	SS2
		Description	Restructure IT Service Delivery section and delete 1 FTE post.								
		Service Implication	The reduction in resources will have a direct impact on the sections ability to support and maintain the Councils IT infrastructure and equipment								
		Staffing Implications	None								
		Business Plan implications	None								
		Impact on other departments	Requests for IT works and services will be assessed and prioritised for completion on the basis of business need.								
		Equalities Implications	None								
Total Infrastructure & Transactions Services Savings						31	383	150	0		

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD9	<p><u>Division</u> Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p><u>Customer Services</u> Ending of e-Capture Service</p> <p>This service currently converts DWP benefit claims into on-line claims for the HB system. With Universal Credit commencing rollout from Feb 15 we will receive fewer of these types of claims. Sampling of the existing claims indicates that from February next year as little as 20% of cases will still be received and these can be input manually</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	53		9			L	L	SNS2

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving	Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
Page 140	CSD10	<p><u>Division</u> Customer Services</p> <p>Description Ending of Risk Based Verification</p> <p>Service Implication The service currently assesses new HB claims with a low, medium or high rating for error. With Universal Credit being rolled out from February 15 the Council will receive fewer new claims and over the period of the roll out will reduce down to a low amount. We will revert back to manual verification of all evidence for the reduced number of new claims</p> <p>Staffing Implications None</p> <p>Business Plan implications None</p> <p>Impact on other departments None</p> <p>Equalities Implications None</p>	53		22			L	L	SNS2
	CSD11	<p><u>Division</u> Customer Services</p> <p>Description Terminate the Experian trace and search system contract</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments Will have to procure there own service</p> <p>Equalities Implications</p>	12		10			L	L	SNS2
	CSD12	<p><u>Division</u> Customer Services</p> <p>Description Rationalisation of Divisional Budgets (E02180 DJ04 £6k, DE03 £5k, AB02 £4k)</p> <p>Service Implication None</p> <p>Staffing Implications None</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	24	15				L	L	SNS1

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving	Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD13	<p><u>Division</u> Description</p> <p><u>Customer Services</u> Reduce Customer Access Point Assistant by 0.6FTE</p> <p>Service Implication None due to improved channel migration</p> <p>Staffing Implications 0.6 redundancy</p> <p>Business Plan implications None</p> <p>Impact on other departments None</p> <p>Equalities Implications</p>	566	15				L	L	SS1
	CSD14	<p><u>Division</u> Description</p> <p><u>Customer Services</u> Reduction of 1 FTE Revenues Officer</p> <p>Service Implication Automated processes will be implemented in 15/16 which will reduce manual intervention on some changes</p> <p>Staffing Implications 1 FTE Redundancy unless there is a vacant post within the next 10 months</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	1240		30			L	L	SS1
	CSD15	<p><u>Division</u> Description</p> <p><u>Customer Services</u> Increase in Court Costs (council tax) - Increase from £110.00 to £115.00</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	-930		40			L	M	SI1

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD16	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Customer Services</u> Reduction in discretionary relief None None None None None	316		231			L	L	SP1
Total Customer Services Savings						30	342	0	0		
Page 142	CSD17	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Communications</u> Reduce Marketing budget - Increase self service by using Panacea - marketing solution software in order to reduce designer costs for smaller marketing jobs.	180	3		73		L	L	SNS2
	CSD18	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Communications</u> My Merton and staff reductions - Renegotiate supplier costs for My Merton	99		32			L	L	SNS1

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD19	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Communications</u> My Merton and staff reductions - Delete 1 FTE - Communication Asisstant	256		25		49	M	M	SS1
Total Communication Services Savings						3	57	73	49		
Page 143	CSD20	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Resources</u> Increased income None Directly None Consistent with Business Plan None None		14	16	16	16	L	L	SI1
	CSD21	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Resources</u> Rephase existing Savings None Directly None Consistent with Business Plan None None			42			L	L	sp1

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD22	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Resources</u> Treasury Management/Interest income None Directly None Consistent with Business Plan None None			60			M	M	SI2
Page 144	CSD23	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Resources</u> Cut Running costs budgets Some reduction in level of departmental support None Not significant Some reduction in level of departmental support None	102		30	3		L	M	SNS2
	CSD24	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Resources</u> Consultancy Budget The ability to engage specialist external skills will be reduced Ability to use interim staff will be reduced Deliverables will need to be revised to accommodate this There will be a substantial reduction in the ability to advise on more complex projects None	206		100			L	M	SNS2

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD25	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Resources</u> Increased Charge to Pension Fund None Directly None Consistent with Business Plan None None			20			L	L	SNS2
Page 145	CSD26	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Resources</u> Delete 1 Business Partner Reduction in level of departmental support Reduction of 1 post Deliverables will need to be revised to accommodate this Reduction in the level of support The reduction will be carried out in a manner that is consistent with the council's equalities policies.	233			78		L	M	SS2
	CSD27	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Resources</u> Further Restructuring Reduction in level of departmental support TBD but in the order of 2 to 4 posts Deliverables will need to be revised to accommodate this Reduction in the level of support as core central legal responsibilities will have to form an increasing proportion of the work carried out. The reduction will be carried out in a manner that is consistent with the council's equalities policies.	2,391				100	H	H	SS2
Total: Resources Savings						14	268	97	116		

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD28	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Human Resources</u> COT review Reduced business support Reduced staffing levels Less transactional support Less transactional support Proposals affect a female workforce	425		38			M	M	SS2
Page 146	CSD29	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Human Resources</u> Recruitment and DBS review Reduction in HR managerial support Reduction in staffing Reduction in transactional support Reduction in transactional support Impacts on a largely female workforce	425		50			M	M	SS1
	CSD30	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Human Resources</u> Schools COT support (delivery of schools buy-back service) Removal of dedicated COT support for schools Post reductions No dedicated COT service No dedicated COT service Impacts on female workforce	425			152		H	H	SS2

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD31	<p><u>Division</u></p> <p>Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p><u>Human Resources</u></p> <p>Review of HR business support</p> <p>Less business support for HR</p> <p>Reduction in posts</p> <p>Less business support for HR</p> <p>Possibly less efficiency of response</p> <p>Impacts upon a largely female workforce</p>	90	19				L	L	SS1
Page 147	CSD32	<p><u>Division</u></p> <p>Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p><u>Human Resources</u></p> <p>Review of HR business support (printing and stationery)</p> <p>Less business support for HR</p> <p>Reduction in posts</p> <p>Less business support for HR</p> <p>Possibly less efficiency of response</p> <p>Impacts upon a largely female workforce</p>	20		5			L	L	SNS1

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD33	<p><u>Division</u></p> <p>Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p><u>Human Resources</u></p> <p>HR transactional service income generation</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>		20				H	M	SI1
Page 148	CSD34	<p><u>Division</u></p> <p>Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p><u>Human Resources</u></p> <p>Learning & Development admin support</p> <p>Reduction in transactional support shared with LBS</p> <p>Reduction in posts</p> <p>Reduction in transactional support</p> <p>Possible reduction in responsiveness</p> <p>Impacts on a female workforce</p>	169			18		M	M	SS2

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD35	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Human Resources</u> Learning and Development budget Targeted L&D offer None Need to ensure underpins TOM's/business plan Need to ensure targeted L&D activity Ensure equal access to L&D	630		18	134		M	M	SP1
Total HR Savings						39	111	304	0		
	CSD36	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Business Improvement</u> Business Systems Team Restructure Phase 1 Reduction in availability for any support work other than non-essential fix-on-fail and potential decrease in Reduction: 1FTE 15/16; 2 FTE 17/8 Incorporated within business plan - assumes reduction in number/customisation of IT Systems through IT Reduction in capacity for adhoc improvement and requires less customised automation in line of business None	1,125	10				L	M	SS2
	CSD37	<u>Division</u> Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	<u>Business Improvement</u> PO Restructure Reduction in level of coordination, assurance and support for corporate transformation/change. Loss of 1.5 FTE; Regrading of 1.5 FTE OCPB reserves secured for short term transformation needs. Reduced support available for change/transformation coordination beyond 16/7 Reduced coordination of change projects - interdependencies, benefits, critical paths and delivery assurance support not available. None	209		64			L	M	SS2

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
Page 150	CSD38	<u>Division</u>	<u>Business Improvement</u>						L	L	SNS1
	Description	Reduction in support budget									
	Service Implication	Reduced resource for hardware/software costs									
	Staffing Implications	None									
	Business Plan implications	None									
	Impact on other departments	None									
	Equalities Implications	None									
Page 150	CSD39	<u>Division</u>	<u>Business Improvement</u>		1,125	50			H	M	SS2
	Description	Business Systems Team Restructure Phase 2									
	Service Implication	Reduction in availability/increase in response times for 'fix-on-fail' support									
	Staffing Implications	Reduction by 1 FTE									
	Business Plan implications	Availability for support calls will be reduced and response times affected. Increase in single points of failure for system support likely.									
	Impact on other departments	Availability for support calls will be reduced and response times affected. Increase in single points of failure for system support likely.									
	Equalities Implications	None									

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
Page 152	CSD42	<u>Division</u>	<u>Business Improvement</u>								
		Description	Restructure functions delete 1 AD and other elements of management	0			170		M	M	SS1
		Service Implication	Seeks to achieve economies of scale with minimal impact on services through centralisation								
		Staffing Implications	TBC - rationalisation of functions will be sought								
		Business Plan implications	Widen support responsibilities within the Business Systems Team								
		Impact on other departments	Migrates technical support arrangements to CS. May offer some dept savings.								
		Equalities Implications	None								
Total Services Savings					10	169	170	0			
	CSD43	<u>Division</u>	<u>Corporate Governance</u>								
		Description	Share FOI and information governance policy with another Council.	322	0	40	10	0	H	L	SS1
		Service Implication	Reduction in management capacity								
		Staffing Implications	loss of 1FTE								
		Business Plan implications	none								
		Impact on other departments	reduction in capacity								
		Equalities Implications	none								

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
	CSD44	<u>Division</u>	<u>Corporate Governance</u>								
		Description	Stop web casting meetings, Remove scrutiny support fund and reduce other supplies and services	68	0	35	0	0	L	M	SNS2
		Service Implication	Reduce support to members								
		Staffing Implications									
		Business Plan implications	none								
		Impact on other departments	reduction in capacity								
		Equalities Implications	none								

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)	
Page 154	CSD45	<u>Division</u>	<u>Corporate Governance</u>									
		Description	share audit and investigation service	465	0	60	20	0	M	M	SS1	
		Service Implication	reduction in management capacity for the authority. Reduction in audit and investigation capacity									
		Staffing Implications	reduction in 0.5 FTE manager and 1fte auditor									
		Business Plan implications	impact on audit assurance capacity									
		Impact on other departments	reduced audit resource									
		Equalities Implications	none									
Total Corporate Governance Savings					0	135	30	0				

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
Panel 155	CSD46	<u>Division</u>	<u>Policy Unit</u>	1,090	3		81		L	L	SNS1
		Description	Reduce budget for LCGS to match actual contribution								
		Service Implication	None								
		Staffing Implications	None								
		Business Plan implications	None								
		Impact on other departments	None								
Equalities Implications											

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
Page 159	CSD47	<u>Division</u>	<u>Policy Unit</u>	275		50			L	L	SS1
		Description	Delete 1 post								
		Service Implication	Small reduction in capacity								
		Staffing Implications	Delete 1 post								
		Business Plan implications	None								
		Impact on other departments	None								
Equalities Implications	None										
Total Policy Unit Savings					3	50	81	0			

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2015/16

P a n e l	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability (L/M/H)	Risk Analysis Reputational Impact (L/M/H)	Type of Saving (see key)
Page 157	CSD48	Division	Other								
		Description	CHAS Dividend	0	145	258			L	L	SI
		Service Implication	None								
		Staffing Implications	None								
		Business Plan implications	None								
		Impact on other departments	None								
		Equalities Implications	None								
Total Other Savings/Income					0	145	258	0			
Total - Corporate Services					130	1,660	1,163	165			
Total - Corporate Services (cumulative)					130	1,790	2,953	3,118			

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
C&YP	CSF2014-05	Service Description	Commissioning, Strategy and Performance Reduction in commissioning of early intervention and prevention services.	700		400			Medium	High	SS2 & SP2
		Service Implication	The council would not re-commission a number of early help services historically provided by local VCS providers. Residual early help commissioning would be restricted to evidence based models unlikely to be provided by local providers due to the nature of the work. Reduced investment in early help services could result in increased pressure on children's social care services.								
		Staffing Implications	Reductions in staffing, both in-house and voluntary organisations. Potential risk to sustainability of some local VCS organisations. Potential for increased workloads in children's social care services.								
		Business Plan implications	Reduced service offer for children and families in Merton.								
		Impact on other departments	None.								
		Equalities Implications	Likely to have a disproportionate impact on disadvantaged groups within the community.								
C&F	CSF2014-06	Service Description	Youth Service Young people will be signposted to VCS youth provision.	480		480			Medium	High	SS2 & SP2
		Service Implication	The Council's minimal youth offer will be targeted to young people at highest risk. Cease commissioned local youth VCS and continue small highly targeted provision to young people at risk.								
		Staffing Implications	Redundancy of both in house and commissioned services staff, circa 12 FTEs.								
		Business Plan implications	Reduced service offering. Potential impact on youth justice and crime.								
		Impact on other departments	Possible property implications.								
		Equalities Implications	Likely to have a disproportionate impact on young people from disadvantaged groups within the community.								

Panel	Ref	Description of Saving	Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
C&YP	CSF2014-07	<p>Service Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Public Health</p> <p>Children’s centres deliver the widest outcomes for under fives and getting a good start in life is key to narrowing inequalities in health outcomes.</p> <p>The use of Public Health funding to deliver health outcomes for under fives will enable our children centres to maintain a wider offer than childcare, delivering health outcomes to children and families.</p> <p>None.</p> <p>Continued offer to improve health outcomes for children, young people and families.</p> <p>Realignment of Public Health spend but still focussed on health outcomes in line with health and wellbeing strategy priority 1.</p> <p>None.</p>			400			Low	Medium	SG1
C&YP	CSF2014-08	<p>Service Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Schools</p> <p>Increased income from schools and/or reduced LA service offer to schools</p> <p>The LA provides some statutory services for schools and 'trades' via SLAs for additional services. This proposal would be achieved through greater income generation from schools and/or reduction of some services to statutory minima thus reducing staffing required.</p> <p>Potential redundancy of staff providing LA support services to schools. If the entire saving was made from staffing, it would equate to an estimated 10 FTEs.</p> <p>Changes in the LA's relationship with schools</p> <p>None.</p> <p>Potential for lesser LA support to schools could impact negatively on equalities and disadvantaged groups</p>	688 917		400			Medium	Medium	SI1/SNS2

Panel	Ref	Description of Saving	Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
C&YP	CSF2014-09	<p>Service Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Early Years</p> <p>We are working on the detailed proposals which will in essence reduce the service to paid-for childcare (parents and DSG) with a very limited targeted service for highly vulnerable families.</p> <p>If the entire saving was made from staffing, it would equate to an estimated 9 FTEs in 2016/17 and 10 FTEs in 2017/18.</p> <p>There will be a pressure on CSF children social care services if early intervention on 0-5 year olds is radically reduced.</p> <p>Many vulnerable families will not receive an early intervention service.</p>	3,640		254	296		Medium	High	SS2
Total Children, Schools and Families Savings				0	1,934	296	0				

Savings Type

- ~~SC~~ Staffing: reduction in costs due to efficiency
- ~~SS0~~ Staffing: reduction in costs due to deletion/reduction in service
- ~~SNS1~~ Non - Staffing: reduction in costs due to efficiency
- ~~SNS0~~ Non - Staffing: reduction in costs due to deletion/reduction in service
- ~~SP0~~ Procurement / Third Party arrangements - efficiency
- ~~SP2~~ Procurement / Third Party arrangements - deletion/reduction in service
- ~~SG1~~ Grants: Existing service funded by new grant
- ~~SG2~~ Grants: Improved Efficiency of existing service currently funded by unringfenced grant
- ~~SPROP~~ Reduction in Property related costs
- ~~SI1~~ Income - increase in current level of charges
- ~~SI2~~ Income - increase arising from expansion of existing service/new service

Panel

- ~~C&YP~~
- ~~O&S~~
- ~~HC&OP~~
- ~~SC~~

Draft

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R1	Service/Section Description	Various In order to meet the division's inflation on income target, savings on associated expenditure budgets will be implemented i.e. the annual inflationary increase (c£200k), and the PCN budget (c£163k) will be adjusted accordingly.		363			Low	Low	SI2/SNS1
		Service Implication	None							
		Staffing Implications	None							
		Business Plan implications	None							
		Impact on other departments	None							
		Equalities Implications	None							
Total Environment and Regeneration Savings					363	0	0			

Savings Type

- SI1 Income - increase in current level of charges
- SI2 Income - increase arising from expansion of existing service/new service
- SS2 Staffing: reduction in costs due to deletion/reduction in service
- SNS1 Non - Staffing: reduction in costs due to efficiency
- SNS2 Non - Staffing: reduction in costs due to deletion/reduction in service
- SP1 Procurement / Third Party arrangements - efficiency
- SP2 Procurement / Third Party arrangements - deletion/reduction in service
- SG1 Grants: Existing service funded by new grant
- SG2 Grants: Improved Efficiency of existing service currently funded by unringfenced grant
- SPROP Reduction in Property related costs

Panel

- O&S Overview & Scrutiny
- C&YP Children & Young People
- CC Corporate Capacity
- HC&OP Healthier Communities & Older People
- SC Sustainable Communities

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DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R1	<p>Service/Section Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Leisure & Culture Development Team</p> <p>Arts Development - further reduce Polka Theatre core grant This continues the year-on-year reductions that we have been requiring Polka Theatre to take and would require this to continue in a planned way for a further 3yrs requiring them to generate this shortfall through alternative funding sources and income generation. This core grant ensures that Polka are able to lever in a significant Arts Council Grant as a Regionally Funded Body of £570k per annum for 2015-18</p> <p>None</p> <p>This is in line with the Leisure & Culture Development Team's TOM.</p> <p>None</p> <p>None</p>	74	5	5	4	Low	Low	SNS2
SC	E&R2	<p>Service/Section Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Leisure & Culture Development Team</p> <p>Water sports Centre - Additional income from new business - Marine College & educational activities. This is a new business development as part of the teams transformation work. There will be less capacity in the team and within the facilities available for community type activities, rather more emphasis will be towards commercial products.</p> <p>Increased staff will be required should the business fully develop, but these costs would be covered within the business plan, still returning the surpluses included in this savings plan.</p> <p>This is in line with the Leisure & Culture Development Team's TOM.</p> <p>None</p> <p>None</p>	(367)	10	10	5	Medium	Low	SI2

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R3	Service/Section Description	Leisure & Culture Development Team Various Budgets - Reduction in supplies & services &/or increased income over expenditure	175		16		Low	Low	SNS1
		Service Implication	Savings from implementation of the team's TOM making continuous improvement via such activities as movement to online bookings & payments, use of social media, changing the channels by which we deliver services thus seeing reductions in letters, postage, printing, etc.							
		Staffing Implications	Staff will be retrained and deployed to deliver services in the changed way throughout the implementation of the TOM							
		Business Plan implications	This is in line with the Leisure & Culture Development Team's TOM							
		Impact on other departments	Efficiencies made in this team will assist in some savings in the corporate centre e.g. income collection, cheque handling, invoicing,etc. Also as the team changes the way it works there will be less capacity to support other team's projects unless it is also part of our business plans.							
		Equalities Implications	The team recognise that not all our customers will be able to change at the same rate and therefore we will need to put in place arrangements to assist some customers through a transition period							
SC	E&R4	Service/Section Description	Leisure & Culture Morden Leisure Centre	233			100	Low	Low	SP1
		Service Implication	The new Morden Leisure Centre (MLC) is due to be completed in the Spring of 2018 and this will result in a Deed of Variation with the contractors Greenwich Leisure Limited (GLL) to discontinue operation of the existing Morden Park Pools (MPP) and move to operate the new MLC. In doing this we expect to be making savings on the contract sum							
		Staffing Implications	None							
		Business Plan implications	This is in line with the Council's Strategic Plans and is included within the team' s Service and Transformation Plans							
		Impact on other departments	None							
		Equalities Implications	None							

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R5	Service/Section Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	Property Management Team transformation and asset review Leaner team structure potential reduction of at least one post [estates surveyor]but compensated by graduates Some Increased income from non operational portfolio. Reduced service as resource directed to increased income None	270		82		Medium	Low	SS2 &SI1
SC	E&R6	Service/Section Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	Property Management Reduced costs incurred as a result of sub-leasing Stouthall until 2024. In summary the Council is saving £38k p.a. for three years, and thereafter £57k p.a. as the rent repayment begins. None None None None None	139	39		18	Low	Low	SPROP

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R7	Service/Section Description	Parking Services Due to additional requests from residents, the budget will be adjusted to reflect the demand for and ongoing expansion of Controlled Parking Zone coverage in the borough. CPZs are only implemented where a majority of residents ask for them and there will be a corresponding increase in PCN fines and permits. There is greater certainty in earlier years where we know of CPZs that are being requested and consulted upon.	(7,176)	260	163	163	Medium	Low	SI2/SNS1
		Service Implication	None							
		Staffing Implications	None							
		Business Plan implications	None							
		Impact on other departments	None							
		Equalities Implications	None							
SC	E&R8	Service/Section Description	Parking Services In response to residents concerns about traffic congestion, enforcement of moving traffic contraventions, following the implementation of ANPR.	(5,446)	1,700	-1,540	-500	Medium	High	SI2
		Service Implication	Improvement of traffic enforcement efficiency and compliance by motorists							
		Staffing Implications	Expansion of FTEs in PCN processing and Debt Registration teams by up to 100%							
		Business Plan implications	Increase in fines from PCNs and expenditure and a need for more accommodation							
		Impact on other departments	Corporate Services: increasing accommodation will require Facilities input along with support from Business Improvement and IT infrastructure							
		Equalities Implications	None							

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R9	Service/Section Description	Parking Services Change in on-street bay suspension pricing structure. £42 per week change to £25 per day with one off admin fee of £25. This is consistent with the approach of other boroughs.	(215)	500			Low	High	SI1
		Service Implication	Implement a daily charge for suspensions rather than a weekly one to benefit residents by ensuring suspensions are not in place for longer than necessary							
		Staffing Implications	none							
		Business Plan implications	none							
		Impact on other departments	change to charges for skip approval applications will impact on Traffic & Highways administration							
		Equalities Implications	none							
SC	E&R10	Service/Section Description	Parking Services Back office reorganisation	1,177	80			Low	Low	SS1
		Service Implication	Review the current back office structure							
		Staffing Implications	Reduction in staff							
		Business Plan implications	Improve efficiencies by reducing revenue expenditure							
		Impact on other departments	None							
		Equalities Implications	None							
SC	E&R11	Service/Section Description	Parking Services Enforcement of pavement parking	(5,446)	60			Medium	High	SI2
		Service Implication	This saving is as a result of regular complaints from the public. We are currently assessing all roads where this problem exists and adjusting our enforcement policy so that we enforce in roads where vehicles could safely park on the highway but instead choose to park on the pavement.							
		Staffing Implications	None							
		Business Plan implications	There will be an increase in PCN fines for contraventions but that will change as compliance by the motorist improves							
		Impact on other departments	None							
		Equalities Implications	This will improve as it is often the public with disabilities and children in buggies that are adversely affected by pavement parking							

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R12	Service/Section Description	Parking Services End lease of Wycliffe Road This location was an additional a base for the Civil Enforcement Officers a decision was made to make a saving by ending the lease with the officers using their main base at Civic Centre	14	14			Low	Low	SPROP
		Service Implication								
		Staffing Implications	None							
		Business Plan implications	reduction in expenditure							
		Impact on other departments	Reduction in the corporate maintenance and IT needs							
		Equalities Implications	None							
SC	E&R13	Service/Section Description	Regulatory Services Increase income from discretionary fees & charges; Charge for business advice including pre-application planning advice;	(344)	50			Medium	Medium	SI1
		Service Implication	Slight increase in time taken for provision of officer advice.							
		Staffing Implications	None							
		Business Plan implications	In line with Reg.Services TOM							
		Impact on other departments	None							
		Equalities Implications	None							
SC	E&R14	Service/Section Description	Regulatory Services Further expansion of the shared service. This is new business development associated with potential new partners joining the existing shared regulatory services partnership. The estimate is based on two new boroughs joining the partnership.	1,278	100			Medium	Low	SS1/ SNS1
		Service Implication								
		Staffing Implications	None							
		Business Plan implications	In line with Reg.Services TOM							
		Impact on other departments	None							
		Equalities Implications	None							

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R15	Service/Section Description	Regulatory Services Alter funding of post dedicated to investigating potential recovery of funds under the POCA, to be funded from costs recovered.	50	50			High	Medium	SS1
		Service Implication	None							
		Staffing Implications	None							
		Business Plan implications	None							
		Impact on other departments	None							
		Equalities Implications	None							
SC	E&R16	Service/Section Description	Waste Services - Joint procurement joint procurement of waste, street cleansing, winter maintenance and fleet maintenance services (Phase C)	8,037		1,500		Medium	Medium	SP1
		Service Implication	Potential harmonising of services across the Partnership							
		Staffing Implications	TUPE arrangement to be in place to transfer staff to new contractor.							
		Business Plan implications	To be confirmed							
		Impact on other departments	Impact on Parks and Waste services.							
		Equalities Implications	to be confirmed prior to award of contract							
SC	E&R17	Service/Section Description	Street Cleansing To reduce the costs of the service and maintain current standards of cleaning within Merton it is proposed to alter how we deploy our resources by reducing residential solo sweepers and alter the use of mechanical sweepers by investing in electric sweepers (Gluttons). Still concentrating on the issues that are important to residents such as Litter and Fly tipping. Detritus will continue to be managed in a programmed way.	2,764	157			Low	Medium	SS2
		Service Implication	proposal alters how we deploy our resources allowing the mobile teams to be reactive , moving away from a routine schedule							
		Staffing Implications	7 staff reduction							
		Business Plan implications	This is consistent with the Transformation plan options							
		Impact on other departments	Possible impact on enforcement							
		Equalities Implications	None identified							

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R18	Service/Section Description	Waste Services - Caddy Liners Cease the distribution of food caddy liners Caddy liners will be procured by the service and available for collection by the residents	137	70			Low	Medium	SNS2
		Service Implication								
		Staffing Implications	Staff will be retrained and deployed to deliver services in the changed way throughout the implementation of the TOM							
		Business Plan implications	Impact on recycling target							
		Impact on other departments	Libraries may be able to provide a central collection point for liners. This may be a internal recharge. Residual waste may increase resulting in higher landfill cost.							
		Equalities Implications	Impacts on the 52% of residents that partake in the service							
SC	E&R19	Service/Section Description	Waste Services Align income budget to levels of income being generated from the sale of Textiles.	N/A	50			Low	Low	SI2
		Service Implication	None as collected by contractor DM Recycling							
		Staffing Implications	None							
		Business Plan implications	None							
		Impact on other departments	None							
		Equalities Implications	None							
SC	E&R20	Service/Section Description	Waste Services To contribute to a cleaner borough, enforcement of litter dropping under EPA/ ASB legislation with FPN fines for contraventions. This follows on from the Pilot private enforcement and in advance of any decisions on future procurement. Litter dropping by residents remains a significant issue and a big factor in the level of cleanliness on our streets .	(242)	20	-3	-2	Low	Low	SI2
		Service Implication	Fluctuating resource availability for education and encouragement activities							
		Staffing Implications	Training and support to existing internal staff							
		Business Plan implications	Cleaner borough							
		Impact on other departments	Legal services - cost of prosecution for non payment							
		Equalities Implications	Full Qualities Impact assessment needs to be undertaken and approved							

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R21	Service/Section Description	Waste Services HRRC Site operations procured to external provider. Contractual savings . None - Continuation of externalised service - current procurement in progress	629	30			Low	Low	SP1
		Service Implication								
		Staffing Implications	TUPE and impact on transfer station.							
		Business Plan implications	None							
		Impact on other departments	None							
		Equalities Implications	None							
SC	E&R22	Service/Section Description	Waste Services - Dog Waste Option 1 Removal of borough wide dog bins including Parks High - dog fouling is identified as one of the main concerns for residents. This waste would be disposed of in general litter bins currently provided.	42	42			Low	Medium	SNS2
		Service Implication	Reduction of 1 driver							
		Staffing Implications	Impact on Cleaner borough							
		Business Plan implications	Parks							
		Impact on other departments	None							
		Equalities Implications								
SC	E&R23	Service/Section Description	Waste Services - Dog Waste Option 2 Removal of dog bins from the highway whilst retaining within parks High - dog fouling is identified as one of the main concerns for residents. This waste would be disposed of in general litter bins currently provided.	42	12			Low	Medium	SNS2
		Service Implication	None							
		Staffing Implications	Impact on Cleaner borough							
		Business Plan implications	Parks - How would this waste be collected							
		Impact on other departments	None							
		Equalities Implications								

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R24	Service/Section Description	Greenspaces Reduction in current levels of staffing in the Greenspaces grounds maintenance and horticulture and sports teams.	1,723	130			Medium	High	SS2
		Service Implication	Reduction in maintenance standards in some parks							
		Staffing Implications	Reduction in staff by 4 FTEs							
		Business Plan implications	Staff establishment is projected to decline over the period of the plan							
		Impact on other departments	None directly							
		Equalities Implications	All sections of the community affected							
SC	E&R25	Service/Section Description	Greenspaces Joint procurement of greenspace services as part 2 of the Phase C SLWP procurement contract with LB Sutton	3,689		160		Medium	Medium	SP1
		Service Implication	Potential harmonising of services.							
		Staffing Implications	TUPE arrangement to be in place to transfer to new contractor.							
		Business Plan implications	To be confirmed							
		Impact on other departments	Impact on Parks and allied services							
		Equalities Implications	To be confirmed prior to award of contract							

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R26	Service/Section Description	Greenspaces Introduction of P&D within certain parks responding to demand for the management of parking and controlling excess demand for spaces/ commuter parking . This will require reprofiling of capital investment of £60k.	N/A	60			Medium	Medium	SI2
		Service Implication	Visitors will be required to pay to park in parks' car parks for some periods							
		Staffing Implications	None							
		Business Plan implications	consistent with Transformation plan / commercial approach							
		Impact on other departments	Impacts for Parking Services who will manage the controls/FPNs							
		Equalities Implications	Yes - possible adverse implications for park users on low incomes							
SC	E&R27	Service/Section Description	Greenspaces Additional property rental income	(341)	44			Medium	Low	SI1
		Service Implication	Re-letting of vacant parks properties within commercial property market. Rent review and increase for existing service tenancy properties.							
		Staffing Implications	No direct impact upon staff establishment							
		Business Plan implications	Integral to commercialisation agenda							
		Impact on other departments	Possible impact upon Housing: local rehousing need for some existing tenants							
		Equalities Implications	Not in respect of front-lines services. Tenants affected are predominantly current or former LBM staff who have retired or are near retirement							

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R28	Service/Section Description	Building and Development Control Proposed shared services with Wandsworth incorporating: 1) Shared enforcement and admin teams and investigation of other shared service options 2) Increased income generation from planning performance agreements and revised pre application charging 3) Joint re-procurement of M3 Northgate systems 4) Improved efficiency and resilience with larger teams. 5) Eliminate postal consultations 6) Efficiencies delivered through Mobile and flexible working arrangement rollout and other TOM improvements 7) Potential outsourcing of admin scanning functions At this stage it would be premature to predict exactly how the savings will be delivered. However, a consultant has been appointed and is starting the assessment.	1575 (884)		157		Medium	High	SS2, SNS1, SNS2, SP1
		Service Implication	Still to be determined as the scope of the review is still to be finalised. Shared services joint review commissioned with Wandsworth and due to be finalised early 2015. Saving spread over 2 years in same way as Shared regulatory service to allow for management restructure followed by frontline and process savings .							
		Staffing Implications	Still to be determined through the shared services report. Likely impact on management levels, enforcement and admin functions and working arrangements.							
		Business Plan implications	consistent with Transformation Plan							
		Impact on other departments	unknown at present							
		Equalities Implications	unknown at present							
SC	E&R29	Service/Section Description	Building & Development Control Enhanced pre-application process. This is in addition to previous savings proposals. Generating more additional income from Planning Performance Agreements as opposed to the normal pre-application process	(56)	40			Low	High	SI2
		Service Implication	The additional work pressure may impact on performance and delivery of regeneration projects as the PPA income is meant to be reinvested in the service to deliver such projects and this will not be the case.							
		Staffing Implications	No changes although there will be additional pressure on existing staff to deliver.							
		Business Plan implications	Potential impact on performance figures especially in relation to major schemes. Reduced ability to deliver regeneration projects in the borough.							
		Impact on other departments	none							
		Equalities Implications	none							

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R30	<p>Service/Section Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Building & Development Control - Planning Enforcement Reduce staffing levels within the enforcement team by 2 FTE's There are currently 4 FTE's dealing with enforcement so the team will be halved resulting in insufficient resources available to undertake the current work load. A significant backlog will quickly develop. Reduce the staff dealing with enforcement investigations in the team by 1 team leader and 1 officer. It will not be possible to investigate the current level of enforcement cases and a backlog will quickly develop resulting in more complaints and possible ombudsman awards against the Council Joint enforcement investigations will be severely hindered. none</p>	190	80			Low	High	SS2
SC	E&R31	<p>Service/Section Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Senior Management & Support Deletion of the 2 management support posts and absorption into existing resources. Less resource available to support service managers. Both posts are recently vacant and are delivering in year savings. Some of the budget will be used to deliver transformation projects in 15/16 None None None</p>	755	70			Low	Low	SS1

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Panel	Ref	Description of Saving	Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
SC	E&R32	<p>Service/Section Description Service Implication</p> <p>Staffing Implications Business Plan implications Impact on other departments Equalities Implications</p>	<p>Wifi Concessionary Contract Income from wifi concessionary contract to be let from 2015/16 Pan London contract into which Merton have joined will deliver income from public wifi service operated by private contractor utilising LBM street assets [principally lamp columns in town centres]. Some guaranteed and some non-guaranteed income. None Consistent with transformation Plan Traffic and highways will be required to asses structural integrity and this is factored in. The non-guaranteed income element would sit with Corporate Services (Communications).</p>	N/A	20	5		Medium	Low	SI2
SC	E&R33	<p>Service/Section Description</p> <p>Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications</p>	<p>Various Budgets - Increase in income from commercialisation of services Increase in commercial income across a range of budgets following recruitment of commercial sales manager from 15/16. This includes events in parks / commercial waste / leisure/ building control and other income streams to be developed Will work closely with Business managers in EandR and across Council 2 year Fixed term contract due to commence early 2015 funded from Transformation budgets alongside Marketing Manager. Consistent with transformation Plan Will work with other income generating staff across the council None anticipated</p>	N/A	250			High	Low	S11/SI2
SC	E&R34	<p>Service/Section Description Service Implication</p> <p>Staffing Implications Business Plan implications Impact on other departments Equalities Implications</p>	<p>Traffic & Highways Alternative delivery model of highway safety inspection service Further review of Highway Safety Inspection Service Review of JDs, working practices and working hours. Increased level of complaints and work load and may result in an increase in Insurance claims. Potential reduction of 1fte. Reduction in Service Delivery with a focus on maintaining Statutory Duties. Increase in Third Party insurance claims May have an impact on vulnerable road users such as the elderly and the disabled.</p>	99		30		Medium	Medium	SS2

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving	Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
SC	E&R35	<p>Service/Section Description Service Implication</p> <p>Staffing Implications Business Plan implications Impact on other departments Equalities Implications</p>	<p>Traffic & Highways Reduce street lighting contract costs Development of Specification and preparation of Tender and Contract Documents. Reduced specification No in-house resource to develop specifications and tender documents.</p> <p>The new Contract will need to include all Council owned lighting (lighting in car parks, parks etc.) to stimulate a better response from the market. We will require input from Procurement Team</p> <p>None</p>	335	25	25		Medium	Medium	SP1
SC	E&R36	<p>Service/Section Description Service Implication</p> <p>Staffing Implications Business Plan implications Impact on other departments Equalities Implications</p>	<p>Traffic & Highways Reduction in reactive work budget Some non urgent repairs such as replacement of damaged posts and bollards will no longer take place and other repairs will take longer. Increase in complaints against the Council</p> <p>Increase in whole Life costing of Highway asset. Increase with dis-satisfaction with the Council Increase in Third Party insurance claims</p> <p>None</p>	650	60			High	High	SNS2
SC	E&R37	<p>Service/Section Description Service Implication</p> <p>Staffing Implications Business Plan implications Impact on other departments Equalities Implications</p>	<p>Traffic & Highways Introduction of Lane rental approach to Highways works to assist in reducing congestion.</p> <p>Development of Lane Rental Scheme in Merton to manage street work activities and reduce impact of street work on congestion and traffic flows through Merton .</p> <p>Will require external support and advice to develop and implement the scheme</p> <p>Lane Rental would involve charging those working in the street for the time they occupy the Highway. Lane Rental has only operated as Pilot Scheme in London at present (except on TfL Road Network)</p> <p>Legal Services</p> <p>None</p>	N/A		50		Medium	Medium	SI2

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Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R38	Service/Section Description	Traffic & Highways Income from Section 278/Developers agreements where traffic works are required as part of development . Charging for work currently not charged for	N/A	50			Medium	Medium	SI2
		Service Implication	transition from Highway permitting to minimise duration and volume of highway openings.							
		Staffing Implications	None - delivered within existing resources							
		Business Plan implications	Increased income							
		Impact on other departments	Will require close liaison with DC/BC team							
		Equalities Implications	None							
SC	E&R39	Service/Section Description	Traffic & Highways Pre-application income. This is in addition to any previous pre-app savings proposal.	N/A	50			Medium	Medium	SI2
		Service Implication	Charging for pre-application services inputted from the T&H service as part of the pre application service.							
		Staffing Implications	Delivered within existing resources							
		Business Plan implications	Increased income							
		Impact on other departments	Will require close liaison with DC/BC team							
		Equalities Implications	None							
SC	E&R40	Service/Section Description	Future Merton Consultancy income. This is in addition to any previous savings proposal.	N/A	60			Medium	Medium	SI2
		Service Implication	Limited capacity for staff to attract work to the team and b. to complete new work against pressures of an existing challenging work programme							
		Staffing Implications	Capacity implications on other priorities							
		Business Plan implications	Impact on ability to deliver regeneration programme							
		Impact on other departments	Housing supply and Planning support impacts							
		Equalities Implications								

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2015/18

Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	E&R41	Service/Section Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	Future Merton Staff restructure Restructure with T&H already underway - only deliverable with a cut in the work programme 2 FTEs Reduced capacity to deliver regeneration and growth Planning, Facilities, Highways, Building Control and Partnership groups	1,023		80		Medium	Medium	SS2
SC	E&R42	Service/Section Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications	Future Merton Align Vestry Hall income budget with current levels of income being achieved. None None None None	(211)	20			Low	Low	SI2

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Panel	Ref	Description of Saving		Baseline Budget 14/15 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
O&S	E&R43	Service/Section Description	Safer Merton Reductions in staffing across Safer Merton	840		70		High	High	SS2
		Service Implication	Reduction of our Community Safety offer to a statutory minimum which would be ASB , Annual Strategic Assessment, some Domestic Violence work, and limited strategic / partnership activity.							
		Staffing Implications	2-3 FTEs to be deleted							
		Business Plan implications	This is in line with the team's TOM. Significant reductions in work on offenders and victims, neighbourhood watch and crime analysis.Partnership work would reduce including joint operations , LMAPs work , Neighbourhood Watch coordination.							
		Impact on other departments	Council wide							
		Equalities Implications	Crime affects all members of the Community . Higher levels of crime are reported in more deprived parts of the borough and any reduction in capacity would potentially affect these areas more .							
Total Environment and Regeneration Savings					4,196	810	-212			

Total Environment and Regeneration Savings Target	4,333	4,876	2,302
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(SURPLUS)/ SHORTFALL	137	4,066	2,514
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Savings Type

- SI1 Income - increase in current level of charges
- SI2 Income - increase arising from expansion of existing service/new service
- SS1 Staffing: reduction in costs due to efficiency
- SS2 Staffing: reduction in costs due to deletion/reduction in service
- SNS1 Non - Staffing: reduction in costs due to efficiency
- SNS2 Non - Staffing: reduction in costs due to deletion/reduction in service
- SP1 Procurement / Third Party arrangements - efficiency
- SP2 Procurement / Third Party arrangements - deletion/reduction in service
- SG1 Grants: Existing service funded by new grant
- SG2 Grants: Improved Efficiency of existing service currently funded by unringfenced grant
- SPROP Reduction in Property related costs

Panel

- O&S Overview & Scrutiny
- C&YP Children & Young People
- HC&OP Healthier Communities & Older People
- SC Sustainable Communities

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
HC&OP	CH19	<p>Service</p> <p>Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Adult Social Care Placements Income</p> <p>Realignment of Placements Income Budgets . Client and CCG contribution income budgets are currently under-stated and will be adjusted to meet this income savings target.</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	(11,666)	220	0	0	0	L	M	SI2
HC&OP	CH20	<p>Service</p> <p>Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Access and Assessment Employees</p> <p>Staff Savings - 12 FTE to be deleted in 2016/17, 12 FTE in 17/18, 12 FTE in 18/19 - These savings will come from across Access and Assessment, covering all service areas.</p> <p>Reduction in the ability to carry out assessments and reviews, social work support, safeguarding activities, DOLs responsibilities and financial assessments.</p> <p>Redundancies - Some staff would be subject to redundancy</p> <p>This will have an impact on the department's ability to meet it's statutory duties. Conceivable implications include longer waiting lists, delays in assessments and other support and a potential reduction in reviews which may in turn impact our finances. Work will be done to mitigate this impact.</p> <p>The primary impact is on service users and partners, such as the NHS.</p> <p>These changes impact on staff. A detailed EA would be undertaken at the time of any restructure. There is also an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	6,200	0	511	500	483	L	H	SS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH21	<p>Service Description</p> <p>Direct Provision Employees</p> <p>Staff Savings - 11 FTE to be deleted</p>	1,706	0	274	0	0	L	H	SS2
		<p>Service Implication</p> <p>Less activities available both at day centres and in the community. Clients would spend more time in larger congregated settings with less choice of activities. These savings would be made across the three LD and PD day centres.</p> <p>Staffing Implications</p> <p>Redundancies - Some staff would be subject to redundancy</p> <p>Business Plan implications</p> <p>Our business plan talks about working with people to promote independence. This model would reduce the ability to deliver that enhanced service. We will try to mitigate this by working closely with the voluntary sector and with volunteers.</p> <p>Impact on other departments Equalities Implications</p> <p>The primary impact is on service users.</p> <p>These changes impact on staff. A detailed EA would be undertaken at the time of any restructure. There is also an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>								
HC&OP	CH22	<p>Service Description</p> <p>Commissioning Employees</p> <p>Staff Savings - 4 FTE to be deleted</p>	996	0	156	0	0	L	H	SS2
		<p>Service Implication</p> <p>Reduced capacity to monitor quality within provider services, reduced capacity to monitor performance within services and a reduced capacity to proactively work to sustain and develop a local provider market.</p> <p>Staffing Implications</p> <p>Redundancies - Some staff would be subject to redundancy</p> <p>Business Plan implications</p> <p>Would impact on our statutory duties under the Care Act - we would attempt to mitigate this by investigating alternative models of quality and performance monitoring.</p> <p>Impact on other departments Equalities Implications</p> <p>None - main impact is on service users, carers and providers</p> <p>As staff would be at risk there is an equalities implication. A detailed EA would be undertaken at the time of any restructure. In addition, part of the monitoring role relates to monitoring the ability of provider services to meet the needs of the diverse population and thus meeting our equalities duty. This may be impacted.</p>								

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH23	<p>Service Directorate</p> <p>Description Staff Savings - 0.46 FTE to be deleted</p> <p>Service Implication None, post now funded by Public Health</p> <p>Staffing Implications None</p> <p>Business Plan implications None</p> <p>Impact on other departments None</p> <p>Equalities Implications None</p>	657	0	21	0	0	L	L	SS2 / SNS1
HC&OP	CH24	<p>Service Learning Disabilities - High Cost Packages</p> <p>Description Review of High Cost Packages using the progression model This would be a holistic review of 17 identified high cost placements (those receiving packages of care of over £1,500 per week and not health funded). We will use the progression model as the basis of these reviews. We are designing these figures based on a 6% reduction in support for the identified client group.</p> <p>Service Implication</p> <p>Staffing Implications Staff would need to conduct these reviews; which are likely to be more intensive than the standard review. Staff will also need additional training, to ensure these reviews are done in a new way.</p> <p>Business Plan implications All reviews will be based around promoting independence using the progression model which is in line with the business plan.</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	1,618	0	100	0	0	H	H	SNS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH27	<p>Service Description Mental Health - Care Packages Review of support packages within all areas of Mental Health services.</p> <p>Service Implication We anticipate this being a reduction of 5% across all support packages and will include a review of Direct Payments within this area. Options include less use of residential placements and quicker reviews as part of a recovery model.</p> <p>Staffing Implications Staff would need to conduct these reviews; which are likely to be more intensive than the standard review. Staff will also need additional training, to ensure these reviews are done in a new way.</p> <p>Business Plan implications All reviews will be based around promoting independence using the recovery model which is in line with the business plan.</p> <p>Impact on other departments None; the impact will primarily be on service users.</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	1,554	0	76	0	0	H	H	SNS2
HC&OP	CH28	<p>Service Description Older People - Home Care Review of Home Care within support packages</p> <p>Service Implication There are currently 596 Older People within Merton receiving home care within their support packages. This represents an average reduction of 9% in home care support packages.</p> <p>Staffing Implications Staff would need to conduct these reviews; which are likely to be more intensive than the standard review. Staff will also need additional training, to ensure these reviews are done in a new way.</p> <p>Business Plan implications All reviews will be based around promoting independence using the enablement model which is in line with the business plan.</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	4,455	0	387	0	0	H	H	SNS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH29	<p>Service Description Older People - Managing Crisis Managing crisis (including hospital discharge) admissions to residential care.</p> <p>Service Implication This would include a number of activities designed to reduce admissions to residential care placements. We would be looking to families to continue to support people at home for longer. This would fit in with our overall approach to enable independence.</p> <p>Staffing Implications This would require more intensive work from staff.</p> <p>Business Plan implications Any new processes would be based around promoting independence using the enablement model which is in line with the business plan.</p> <p>Impact on other departments None; the impact will primarily be on service users</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	5,267	0	125	0	0	H	H	SNS2
HC&OP	CH30	<p>Service Description Older People - Direct Payments Review of Direct Payments support packages</p> <p>Service Implication Review of all Direct Payments in Older People using the enablement model. We will review the Direct Payments received by clients to assess whether it is still set at the appropriate level for their needs and whether the full payment is being utilised. We will use the enablement model as the basis of these reviews. We anticipate this being an average reduction of 15% for individual support packages within this client group. There are currently 225 packages</p> <p>Staffing Implications Staff would need to conduct these reviews; which are likely to be more intensive than the standard review. Staff will also need additional training, to ensure these reviews are done in a new way.</p> <p>Business Plan implications All reviews will be based around promoting independence using the enablement model which is in line with the business plan.</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	2,338	0	345	0	0	H	H	SNS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH31	<p>Service Description Physical Disabilities - Direct Payments Review of all Direct Payments for clients with physical disabilities using the progression model.</p> <p>Service Implication We will review the Direct Payments received by clients to assess whether it is still set at the appropriate level for their needs and whether the full payment is being utilised. We will use the progression model as the basis of these reviews. We anticipate this being a reduction of 10% for individual support packages within this client group. There are currently 150 packages of this type.</p> <p>Staffing Implications Staff would need to conduct these reviews; which are likely to be more intensive than the standard review. Staff will also need additional training, to ensure these reviews are done in a new way.</p> <p>Business Plan implications All reviews will be based around promoting independence using the enablement model which is in line with the business plan.</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	1,414	0	134	0	0	H	H	SNS2
HC&OP	CH32	<p>Service Description Physical Disabilities - Home Care Review of Home Care within support packages</p> <p>Service Implication The saving would be delivered through a review of home care provision within support packages. There are currently 89 Physical Disabilities clients within Merton receiving home care within their support packages. The proposed savings represents an average reduction of 8% in home care for this group.</p> <p>Staffing Implications Staff would need to conduct these reviews; which are likely to be more intensive than the standard review. Staff will also need additional training, to ensure these reviews are done in a new way.</p> <p>Business Plan implications All reviews will be based around promoting independence using the enablement model which is in line with the business plan.</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	595	0	48	0	0	H	H	SNS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH33	<p>Service Description Physical Disabilities - High Cost Packages Review of PD Residential and 1-1 packages</p> <p>Service Implication This saving would be delivered through a targeted review of a small number of PD customers in residential care. These reviews would look at renegotiating unit costs, transferring users to other types of accommodation in the community and reducing or removing 1-1 costs</p> <p>Staffing Implications Staff would need to conduct these reviews; which are likely to be more intensive than the standard review. Staff will also need additional training, to ensure these reviews are done in a new way.</p> <p>Business Plan implications All reviews will be based around promoting independence using the enablement model which is in line with the business plan.</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	856	0	£60	0	0	H	H	SNS2
HC&OP	CH34	<p>Service Description Substance Misuse Placements Actively manage throughput in residential rehab placements</p> <p>Service Implication A reduction in the placements available for Substance misuse clients</p> <p>Staffing Implications This would require more intensive work from staff.</p> <p>Business Plan implications This would have an impact on the services provided for this client group</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	128	0	6	0	0	H	H	SNS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH35	<p>Service Description CSF Supporting People contracts We would reduce funding for contracts within the Supporting People area which support vulnerable young people</p> <p>Service Implication There would be reduced support available for young people - both in terms of the numbers we could support and the range of support we would be able to offer to those we could accommodate.</p> <p>Staffing Implications None</p> <p>Business Plan implications Less resources to be called off by those services which support vulnerable young people.</p> <p>Impact on other departments There is a potential impact on the CSF department.</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	162	0	0	100	0	H	H	SP2
HC&OP	CH36	<p>Service Description Single homeless contracts (YMCA, Spear, Grenfell) Reduce funding for contracts within the Supporting People area which support single homeless people</p> <p>Service Implication Reduced support available for single homeless people - both in terms of the numbers we could support and the range of support we could provide. In turn this would reduce their housing options</p> <p>Staffing Implications None</p> <p>Business Plan implications The risk is that this could increase pressure on the Housing Needs budget.</p> <p>Impact on other departments There is a potential internal pressure within the department on the HNES</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	734	0	£0	£56	£200	H	H	SP2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH37	<p>Service Description Direct Provision Residential and supported living management - staff reductions</p> <p>Service Implication We would expect to keep front line support staff but reduce management. This would mean less resource to provide outreach and the emphasis would be primarily on providing core services.</p> <p>Staffing Implications Redundancies - Some staff would be subject to redundancy. Fewer posts and potentially more responsibility for remaining staff.</p> <p>Business Plan implications Emphasis is on providing core services as outlined in the business plan</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	1,266	0	0	£200		M	H	SS2
HC&OP	CH38	<p>Service Description Assessment and Commissioning Placements budget reductions - An overall reduction in the placements budget of about 2% (NB: other savings from specific elements of the placements budget are listed above)</p> <p>Service Implication We anticipate this being a further reduction of 2% across all support packages although this will be targeted. The exact areas of reduction would be based on the previous work looking at specific areas to be delivered in advance of 2016/17.</p> <p>Staffing Implications Staff would need to conduct these reviews; which are likely to be more intensive than the standard review. Staff will also need additional training, to ensure these reviews are done in a new way.</p> <p>Business Plan implications We would continue to follow the appropriate model of promoting independence for the client group.</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	34,392	0	£17	£720	£0	H	H	SNS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH39	<p>Service</p> <p>Description Extra Care Sheltered Housing</p> <p>A review of, and reduction in, the extra care sheltered housing provision.</p> <p>Service Implication This would lead to a reduction in the extra support provided through the extra care sheltered housing block contracts and in house service.</p> <p>Staffing Implications There would be potential redundancies within the in-house provision</p> <p>Business Plan implications This provision is currently an alternative to residential care. After reviewing the contract the support we would continue to offer would be focused on those who meet our eligibility criteria.</p> <p>Impact on other departments None</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	753	0	£0	£0	£450	H	H	SP2 / SS2
Total Adult Social Care Savings				220	2,710	1,576	1,133			
HC&OP	CH40	<p>Service</p> <p>Description Housing Strategy</p> <p>Housing Strategy officer - deletion of 1 FTE</p> <p>Service Implication Delays in completing key research that provide essential</p> <p>Staffing Implications Housing strategy Team will be reduced to one officer. Current post holder will be leaving by end of November 2014</p> <p>Business Plan implications Delayed production of statutory strategies</p> <p>Impact on other departments Reduced joint working on future cross departmental strategies and policies, i.e. Gypsy and Travellers, Older persons, rough sleepers, single homeless and young people.</p> <p>Equalities Implications Reduced monitoring of Equalities data in relation to the housing needs service and strategy service</p>	94	0	43	0	0	L	M	SS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
		Service									
		Environmental Health Housing									
HC&OP	CH41	<p>Description Service Implication Staffing Implications Business Plan implications Impact on other departments Equalities Implications</p>	<p>Environmental health Technical officer deletion of 1 FTE Reduction in response times to service requests from private sector tenants. Less field work carried out and reduced detection and reduction of category one health and safety hazards. Reduction in response times to Disabled Facilities Grant applications. Increase in case loads for EHH officers and redundancy costs. Reduction in response times. DFG applications at risk. Number of statutory notices served at risk. Poorer standards in private sector housing may have health and social care implications, as well as increased risk of episodes of homelessness due to more health and safety hazards making properties unreasonable to occupy. Other E&R departments may also notice an impact. The service users approaching the Council for assistance with disrepair issues and Disabled Facility Grant requests are more likely to be from vulnerable backgrounds i.e. older people, disabled people. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	218	0	33	0	0	L	H	SS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
HC&OP	CH42	<p>Service Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Housing Options</p> <p>Housing options adviser deletion of 1.5 FTE</p> <p>The loss of front line operational staff may affect the Council's ability to respond to housing need particularly in its ability to respond in a timely manner to prevent homelessness. The likely outcome will be a reduction in homelessness preventions and an increased use of temporary accommodation with a corresponding increase in non-controllable general fund expenditure.</p> <p>This will lead to redundancy costs for the Council and possible increases in caseloads for remaining staff.</p> <p>Homelessness Preventions: Currently 550 households prevented from becoming homelessness each year, the reduction of 1.5 officers would see a decrease in the number of homeless preventions being achieved.</p> <p>Increased homelessness has impacts in both CSF and adult social care. Increased rough sleeping will impact on crime and disorder.</p> <p>BME communities are over represented nationally in homeless statistics and this may lead to a further increase in episodes of homelessness for these groups. An EA would be undertaken and where appropriate work will be done to mitigate the impact.</p>	543	0	53	0	0	M	H	SS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH43	<p>Service</p> <p>Housing Needs and Enablement Service and Environmental Health Housing</p> <p>Description Further Staff reductions. This will represent a reduction in staff from any areas of the HNES & EHH.</p> <p>Service Implication The loss of front line operational staff will affect the Council's ability to respond to housing need, particularly in its ability to respond in a timely manner to prevent homelessness and sustain tenancies in the private rented sector.</p> <p>Staffing Implications Redundancies - Some staff would be subject to redundancy. This would also lead to an increased workload for the remaining staff.</p> <p>Business Plan implications This would impact services across the division - impacting our ability to prevent homelessness, maintain standards in private sector accommodation and maintain our statutory housing strategies.</p> <p>Impact on other departments Increased homelessness has impacts in both children and adult social care. Increased rough sleeping will impact on crime and disorder.</p> <p>Equalities Implications There is an equalities implication in terms of service users. An EA would be undertaken and where appropriate work will be done to mitigate the impact. There would also be an equalities implication in terms of the staff who would be impacted by any redundancies.</p>	1,102	0	0	100	62	H	H	SS2
Total Housing General Fund Savings					129	100	62			
HC&OP	CH44	<p>Service</p> <p>Library & Heritage Service</p> <p>Description Deletion of all administrative support</p> <p>Service Implication All admin functions will be undertaken by managers and staff. General library enquiries will be funnelled through to libraries instead of being managed centrally. All hall bookings will be managed through a new online booking system. Bookstart and other functions will be facilitated by a library.</p> <p>Staffing Implications Deletion of 1xFTE</p> <p>Business Plan implications None identified provided that new online hall booking system is installed correctly and does not impact on current income levels.</p> <p>Impact on other departments Single point of contact for Bookstart enquiries will be dispersed to a library team with a lead contact.</p> <p>Equalities Implications Support will be provided in libraries and by telephone for customers who cannot make online bookings.</p>	59	0	26	0	0	M	M	SS2

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
HC&OP	CH45	<p>Service Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Library & Heritage Service</p> <p>Reduction in activities programme</p> <p>Reduced budget available for activities means that they will need to be delivered more efficiently. More cost effective solutions will be pursued for certain schemes.</p> <p>None identified.</p> <p>None identified. All schemes will continue but delivered in more cost effective ways.</p> <p>None identified.</p> <p>None identified.</p>	2	0	2	0	0	L	M	SNS1
HC&OP	CH46	<p>Service Description</p> <p>Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments</p> <p>Equalities Implications</p>	<p>Library & Heritage Service</p> <p>Withdrawal from annual CIPFA public library user survey (PLUS)</p> <p>The PLUS survey used to provide informed benchmarking information. However, only a third of London boroughs now participate in the annual survey and benchmarking information can better be obtained through the Annual Residents Survey. The service will continue to undertake user surveys but in a more cost efficient manner.</p> <p>None identified.</p> <p>Some impact on benchmarking and ability to measure customer satisfaction but nothing specific.</p> <p>None identified.</p> <p>Reduced information on customer satisfaction although some information can be retrieved through other sources.</p>	3	0	3	0	0	L	M	SNS1

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
HC&OP	CH47	<p>Service Description Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments Equalities Implications</p>	Library & Heritage Service	38	0	20	0	0	M	M	SNS1
		<p>Reduction in volunteering contract</p> <p>A reduction in the contract to the voluntary sector to provide this service. The proposal will have no effect on the Home Visits Library Service but will mean that the recruitment of volunteers will be fully managed by the library service. The proposal should streamline the volunteer recruitment process but will increase capacity constraints.</p> <p>Some impact on staff meaning that they will have to undertake more administrative processes in the volunteer recruitment process.</p> <p>Volunteering recruitment and retention are key service priorities. It is felt that the changes being proposed would lead to improved recruitment time for volunteers but will increase capacity challenges.</p> <p>None identified.</p> <p>None identified.</p>									
HC&OP	CH48	<p>Service Description Service Implication</p> <p>Staffing Implications</p> <p>Business Plan implications</p> <p>Impact on other departments Equalities Implications</p>	Library & Heritage Service	239	0	45	0	0	M	M	SNS1
		<p>Reduction in media fund</p> <p>The reduction will lead to less stock being procured. Some of this will be managed through improved procurement systems, availability of stock through the wider London network of libraries and the likely transfer of more customers to using e-book services.</p> <p>None identified.</p> <p>Stock borrowing and active usage are key service objectives. These reductions will likely lead to less choice and could lead to a reduction in usage and customer satisfaction.</p> <p>None identified.</p> <p>Reduced customer choice will be mitigated somewhat by improving procurement methods.</p>									

DEPARTMENT: COMMUNITY AND HOUSING SAVINGS - BUDGET PROCESS 2015/16

Panel	Ref	Description of Saving	Baseline Budget 2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
HC&OP	CH49	<p>Service Library & Heritage Service</p> <p>Description Additional staff savings</p> <p>Service Implication Savings to be delivered through process re-engineering and redistributing responsibilities across service structure.</p> <p>Staffing Implications Deletion of 1.5xFTE</p> <p>Business Plan implications No specific implications but could have an effect on usage, customer satisfaction and income.</p> <p>Impact on other departments None identified.</p> <p>Equalities Implications More customer support will be provided online and via self-service. Recruitment of additional volunteers will attempt to mitigate any service reductions.</p>	1,070	0	0	38	0	M	M	SS2
HC&OP	CH50	<p>Service Library & Heritage Service</p> <p>Description Deletion of Projects & Procurement Manager post</p> <p>Service Implication The Projects & Procurement Manager post is a fixed term post in place to ensure the smooth rollout of new self-service technology and to progress library redevelopments along with managing efficiency savings already agreed. The contract ends in March 2017 and the post has been put forward for savings upon its expiry.</p> <p>Staffing Implications Deletion of 0.6xFTE</p> <p>Business Plan implications The post is crucial to ensuring that efficiency savings are delivered but is proposed to be deleted upon completion of these works.</p> <p>Impact on other departments None identified.</p> <p>Equalities Implications None identified.</p>	184	0	0	22	0	M	M	SS2
Total Libraries Savings					96	60	-			
Total Community & Housing Savings				220	2,935	1,736	1,195			

Savings Type

SS2	Staffing: reduction in costs due to deletion/reduction in service
SNS1	Non - Staffing: reduction in costs due to efficiency
SNS2	Non - Staffing: reduction in costs due to deletion/reduction in service
SP1	Procurement / Third Party arrangements - efficiency
SP2	Procurement / Third Party arrangements - deletion/reduction in service
SG1	Grants: Existing service funded by new grant
SG2	Grants: Improved Efficiency of existing service currently funded by unringfenced grant
SPROP	Reduction in Property related costs
SI1	Income - increase in current level of charges
SI2	Income - increase arising from expansion of existing service/new service

Panel

C&YP	Children & Young People
O&S	Overview and Scrutiny
HC&OP	Healthier Communities & Older People
SC	Sustainable Communities

SAVINGS REJECTED BY CABINET 2013/14

SUMMARY

Service Area	2013/14	2014/15	2015/16	2016/17	TOTAL
	£000	£000	£000	£000	£000
Corporate Services	0	0	0	0	0
Children, Schools and Families	0	25	0	0	25
Environment and Regeneration	0	122	120	80	322
Community and Housing	0	0	0	0	0
Rejected by Cabinet	0	147	120	80	
Cumulative	0	147	267	347	

DEPARTMENT: REJECTED SAVINGS - BUDGET PROCESS 2013/14

Panel	Ref	Description of Saving		Baseline Budget 12/13 £000	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
C&YP	CSF06	Service Description	CSF Children Social Care & Youth Inclusion Duke of Edinburgh reprovide via schools funding	53		25			L	L	SI2
		Service Implication	Seek new partnership with schools to fund DofE work with pupils.								
		Staffing Implications	None if income target met.								
		Business Plan implications	Expansion of sixth forms and RPA could mean more potential GOLD groups and more income required from schools.								
		Impact on other departments	None								
		Equalities Implications	None								
Sub-total: Children, Schools and Families Rejected Savings 2013/14					0	25	0	0			

DEPARTMENT: REJECTED SAVINGS - BUDGET PROCESS 2013/14

Panel	Ref	Description of Saving		Baseline Budget 12/13 £000	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	EN38	Service/Section Description	Leisure & Culture Development Team Reduction of Core Arts Grants to Attic Theatre - Proposal to further reduce Attic by £1k per annum in each of 2015/16 & 2016/17 financial years	120			1	1	Low	Medium	SNS2
		Service Implication	There are already reductions year on year on this grant and this would continue the reductions for two further years requiring the organisations to generate this shortfall through alternative funding sources and income generation								
		Staffing Implications	None								
		Business Plan implications	None								
		Impact on other departments	None								
		Equalities Implications	None								
SC	EN44	Service/Section Description	Parks, Greenspaces & Cemeteries Undertake Public Value Review to drive out savings in parks and green spaces.	1,565		78	119	79	Low	High	SS2
		Service Implication	Potentially a significant reduction of core in-house service establishment. Greater community and voluntary sector inputs to front line service delivery. Has potential to result in reduction of direct local authority control of policy, strategy and quality standards within affected sites however.								
		Staffing Implications	Depending on the outcome of the PVR, staff losses of 10-12FTE could be anticipated.								
		Business Plan implications	Yes. Integral to current service plan projects								
		Impact on other departments	No significant impact								
		Equalities Implications	Yes								

DEPARTMENT: REJECTED SAVINGS - BUDGET PROCESS 2013/14

Panel	Ref	Description of Saving		Baseline Budget 12/13 £000	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	EN46	Service/Section Description	Parks, Greenspaces & Cemeteries Introduction of parking fees in 5 key parks (Charges would be in region of £1.00 per hour in line with current car parking fees levied across the borough's other public car parks).(Sites under consideration: Wimbledon Park, Sir Joseph Hood MPF, Abbey RG, Haydons Road RG and Joseph Hood RG)	1,565		44			Medium	Medium	SI2
		Service Implication	Increased revenue from parking fees.Could however lead to a reduction in park usage and non parking income.								
		Staffing Implications	No								
		Business Plan implications	Yes. Integral to current service plan projects								
		Impact on other departments	Yes, especially Parking Services								
		Equalities Implications	Yes								
Sub-total: Environment and Regeneration Rejected Savings 2013/14					0	122	120	80			
Total					0	147	120	80			
Total - Cumulative					0	147	267	347			

SAVINGS REJECTED BY CABINET 17 February 2014

SUMMARY

Service Area	2015-16 £000	2016-17 £000	2017-18 £000	Total £000
Corporate Services	0	5	0	5
Children, Schools and Families	0	0	239	239
Environment and Regeneration	400	100	0	500
Community and Housing	0	0	0	0
Rejected by Cabinet	400	105	239	744
Cumulative	400	505	744	

SAVINGS REJECTED BY CABINET 17 FEBRUARY 2014

DEPARTMENT: CORPORATE SERVICES SAVINGS - BUDGET PROCESS 2014/15

P a n e l	Ref	Description of Saving		Baseline Budget 13/14 £000	2015/16 £000	2016/17 £000	2017/18 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
O&S	CS69	Infrastructure & Transactions						Low	Low	SNS2
		Description	Cease Councillors courier service and send items electronically or via the standard postal system.			5				
		Service Implication	None							
		Staffing Implications	None							
		Business Plan implications	None							
		Impact on other departments	None							
		Equalities Implications	None							
Total Corporate Services Savings					0	5	0			

SAVINGS REJECTED BY CABINET 17 FEBRUARY 2014

DEPARTMENT: CHILDREN, SCHOOLS AND FAMILIES SAVINGS - BUDGET PROCESS 2014/18

Panel	Ref	Description of Saving	Baseline Budget 13/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)	
C&YP	CSF03	<p>Service Description Service Implication</p> <p>Staffing Implications Business Plan implications Impact on other departments</p> <p>Equalities Implications</p>	<p>All Divisions</p> <p>Further reductions in staffing across CSF. Detailed proposals will need to be determined nearer the time in the context of statutory requirements and regulatory arrangements, demographic changes in overall numbers and the profile of the population. Will involve reduced thresholds and management of increased risks in relation to safeguarding. May require us to challenge regulatory staffing ratios.</p> <p>Approximately 8 staff FTE redundant.</p> <p>Reduced service offering. Significantly increased risk.</p> <p>Unlikely to be significant but will need to be assessed in light of detailed proposals at the time.</p> <p>Will lead to a reduction in service to disadvantaged groups within the community.</p>	22,661				239	High	High	SS2
Total Children, Schools and Families Savings					0	0	0	239			

SAVINGS REJECTED BY CABINET 17 FEBRUARY 2014

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2014-18

Panel	Ref	Description of Saving		Baseline Budget 13/14 £000	2015/16 £000	2016/17 £000	2017/18 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	EV03	Service/Section Description	Building & Development Control Deletion of two enforcement officer posts	184	80			Low	High	SS2
		Service Implication	Although a non-statutory service, this will lead to a sharp decrease in the sections ability to respond to enforcement complaints.							
		Staffing Implications	Loss of 2 FTE's.							
		Business Plan implications	Significantly reduced ability to respond to enforcement complaints and resulting inability to support built environment objectives. Complaints will not cease so significant impact on DC sections ability to operate and generate income.							
		Impact on other departments	Ability to progress joint actions to improve areas will be reduced.							
		Equalities Implications	None							
SC	EV04	Service/Section Description	Building & Development Control Outsourcing of certain administrative functions	204	30			Medium	Medium	SS2
		Service Implication	It is not entirely proven that outsourcing (scanning) will be more efficient as the team works very well. Other authorities have had issues with loss of control. Further analysis will be needed							
		Staffing Implications	1FTE although depends on which functions are outsourced and the cost of those services							
		Business Plan implications	Loss of control of functions could lead to a slow down in business processes.							
		Impact on other departments	None envisaged if successful							
		Equalities Implications	None							

SAVINGS REJECTED BY CABINET 17 FEBRUARY 2014

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2014-18

Panel	Ref	Description of Saving		Baseline Budget 13/14 £000	2015/16 £000	2016/17 £000	2017/18 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	EV05	Service/Section Description	Building & Development Control Development of shared service for Planning and Building Control admin	204	30			Medium	Medium	SS1
		Service Implication	The admin service has already been reduced to a point where it is not possible to progress work on time resulting in reduced service performance. Conjoining the admin teams may provide resilience but efficiencies are unlikely							
		Staffing Implications	Loss of one FTE							
		Business Plan implications	Reduced ability to progress cases to professional officers on time resulting in further reduced performance, more complaints and downward spiral in service provision							
		Impact on other departments	Reduced performance will slow respond times for other council projects i.e. Schools							
		Equalities Implications	None							
SC	EV06	Service/Section Description	Building & Development Control Deletion of two planning officer posts	217	80			Low	High	SS2
		Service Implication	This will lead to a sharp decrease in the sections ability to respond to and provide an acceptable level of service.							
		Staffing Implications	Loss of 2 professionally qualified planners							
		Business Plan implications	Significantly reduced ability to determine planning applications on time, with resulting complaints and restriction on economic development in the borough. Potential service performance failure with resulting Government intervention. HPDG (The Housing & Planning Delivery Grant)has historically funded 2 posts. This grant aid will expire in June 2014 in any event. This will significantly exacerbate the impact of these savings proposals.							
		Impact on other departments	Reduced ability to progress councils own developments on time e.g. Schools expansion programme ,Future Merton regeneration initiatives.							
		Equalities Implications	None							

SAVINGS REJECTED BY CABINET 17 FEBRUARY 2014

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS - BUDGET PROCESS 2014-18

Panel	Ref	Description of Saving		Baseline Budget 13/14 £000	2015/16 £000	2016/17 £000	2017/18 £000	Risk Analysis Deliverability	Risk Analysis Reputational Impact	Type of Saving (see key)
SC	EV07	Service/Section Description	Building & Development Control Deletion of one planning area team leader post	126	50			Low	High	SS2
		Service Implication	This will lead to a sharp decrease in the sections ability to respond to and provide an acceptable level of service.							
		Staffing Implications	Loss of one professionally qualified team leader.							
		Business Plan implications	Significantly reduced ability to progress planning applications on time, with resulting complaints and restriction on economic development in the borough. Potential service performance failure with resulting Gov't intervention							
		Impact on other departments	Reduced ability to progress councils own developments on time e.g. Schools expansion programme ,Future Merton regeneration initiatives.							
		Equalities Implications	None							
	EV10	Service/Section Description	Greenspaces To be determined through TOM, which will generate a series of business cases for volunteering channel shift and commercialisation of service.	2,763	130	100		Medium	High	SP1
		Service Implication	To be determined through TOM; working with volunteering channel shift to mitigate impact and maintain current level of service delivery; increase income through further commercialisation to offset budget reduction.							
		Staffing Implications	To be determined through TOM							
		Business Plan implications	To be determined through TOM							
		Impact on other departments	To be determined through TOM							
		Equalities Implications	To be determined through TOM							
Total Environment and Regeneration Savings: REJECTED/DEFERRED SAVINGS					400	100	0			

Council Tax Base 2015/16

1. INTRODUCTION

- 1.1 The council tax base is the measure of the number of dwellings to which council tax is chargeable in an area or part of an area. The Council Tax base is calculated using the properties from the Valuation List together with information held within Council Tax records. The properties are adjusted to reflect the number of properties within different bands in order to produce the Council Tax Base (Band D equivalent). This will be used to set the Council Tax at Band D for 2015/16. The Council is required to determine its Council Tax Base by 31 January 2015.
- 1.2 In 2013/14 the Council Tax Base calculation was affected by the introduction of the new local council tax support scheme and technical reforms to council tax. On 30 November 2012, new regulations set out in the Local Authorities (Calculation of council Tax Base) Regulations 2012 (SI 2012:2914) came into force. These regulations ensured that new local council tax support schemes, implemented under the Local Government Finance Act 2012, were fully reflected in the council tax base for all authorities.
- 1.3 At its meeting on 10 November 2014, Cabinet considered two reports which have implications for the Council Tax being, being Council Tax Empty Homes Premium, and the Council Tax Support Scheme 2015/16. At the meeting it was resolved that:-
- That Cabinet agrees that the Council will implement the council tax empty home premium of an additional charge of 50% on the council tax for long term empty properties (over two years empty) from 1st April 2015.
 - That Cabinet agree to the uprating changes for the 2015/16 council tax support scheme, detailed in the report, in order to maintain low council tax charges for those on lower incomes and other vulnerable residents.
- 1.4 The calculation of the Council Tax Base reflects the changes agreed by Cabinet.

2. CALCULATING THE COUNCIL TAX BASE FOR 2015/16

- 2.1 Under the regulations, the council tax base is the aggregate of the relevant amounts calculated for each valuation band multiplied by the authority's estimated collection rate for the year.
- 2.2 The relevant amounts are calculated as
- number of chargeable dwellings in each band shown on the valuation list on a specified day of the previous year,
 - adjusted for the number of exemptions, discounts, reductions for disability, and premiums that apply to those dwellings.

- 2.3 All authorities notify the DCLG of their unadjusted Council Tax Base using a CTB Form and the deadline for return was 17 October 2014 and Merton met this deadline.
- 2.4 The CTB form for 2015/16 includes the latest details about the Council Tax Support Scheme and the technical reforms which impacted on discounts and exemptions.
- 2.5 There is a separate council tax base for those properties within the area covered by Wimbledon and Putney Commons Conservators. The Conservators use this, together with the Council Tax bases from RB Kingston, and Wandsworth to calculate the levy which is charged each year. There is currently a review of the WPCC boundaries which may have an impact on the final calculation of the WPCC Council Tax Base.

2.6 Assumptions in the MTFS

- 2.6.1 Other than changes in the actual council tax rates levied, in producing a forecast of council tax yield in future years, there are two key variables to be considered:-

- the year on year change in Council Tax Base
- the council tax collection rate

- 2.6.2 The draft MTFS reported to Cabinet on 20 October assumed that the Council Tax Base increases 0.5% per year and that the collection rate is 97.25% in each of the years.

- 2.6.3 The assumptions used in paragraph 2.6.2 will be applied to the latest Council Tax Base information included on the CTB return completed on 17 October 2014.

2.7 Information from the October 2013 Council Tax Base Return

- 2.7.1 The Council makes two CTB returns, one for the whole area of the borough and the other for the area covered by the Wimbledon and Putney Common Conservators for which an additional levy is applied.
- 2.7.2 The information in the CTB returns has been used to calculate the council tax bases and these are summarised in the following table compared to 2013/14:-

Council Tax Base	2014/15	2015/16	Change
			%
Whole Area	68,087.4	69,638.0	2.3%
Wimbledon & Putney Common Conservators	10,708.8	10,880.0	1.6%

3. IMPLICATIONS FOR COUNCIL TAX YIELD 2014/15

- 3.1 Assuming that council tax charges remain as for 2014/15 the estimated income compared to 2014/15 and the current assumption in the MTFS are summarised in the following table:-

Council Tax: Whole area	2014/15	2015/16 MTFS Council 5/3/14	2015/16 MTFS Cabinet 20/10/14	2015/16 Based on CTB Return
Tax Base	68,087.4	68,427.8	68,604.2	69,638.0
Band D Council Tax	£1,102.25	£1,102.25	£1,102.25	£1,102.25
Estimated Yield	£75.05m	£75.43m	£75.62m	£76.76m
Change: 14/15 – latest 15/16				+ £1.71m
Change: Council–latest 15/16				+ £1.33m
Change: Cabinet–latest 15/16				+ £1.14m

3.2 Analysis of changes in yield 2014/15 to latest 2015/16

- 3.2.1 There are a number of reasons for the change in estimated yield between 2014/15 and the latest estimate based on the CTB data.
- 3.2.2 Over this period the Council Tax Base increased by 1,550.6 from 68,087.4 to 69,638 which multiplied by the Band D Council Tax of £1,102.55 results in additional yield of £1.709m.
- 3.2.3 An exact reconciliation for the change between years is not possible because of changes in distribution of Council Tax Support and discounts and benefits between years varies and the methodology used in each year is different. However, broadly the changes can be analysed as follows:-
- Change in collection rate from 97% to 97.25%
This increases the Council Tax Base by about 170 per year and equates to additional yield of approximately £0.187m.
 - Number of Chargeable Dwellings and Exempt Dwellings
Between years the number of properties increased by 348 from 82,241 to 82,589 and the number of exempt dwellings reduced by 89 from 949 to 860. This means that the number of chargeable dwellings increased by 437 between years. Based on a full charge, this equates to additional council tax of £0.482m.
 - Amount of Council Tax Support Reduction
In 2014/15 there was a reduction of 10,309.31 to the Council Tax Base for the council tax support reduction. This has reduced to 9,686.64 in 2015/16 which is a change of 622.67 and equates additional council tax of about £0.686m.

d) Changes in Discounts and Exemptions

Overall, the level of discounts and exemptions in the 2015/16 calculation is less than that included in 2014/15 resulting in an increase of about 353 in the council tax base which increases yield by around £0.389m

e) Summary

The following puts the individual elements together to show how the potential council tax yield changes between 2014/15 and 2015/16:-

	Approx. Change in Council Tax Base	Approx. Change in Council Tax yield £m
Increase Collection Rate: 97% to 97.25%	170	0.187
Increase in number of chargeable dwellings	437	0.482
Change in Council Tax Support Reductions	623	0.686
Change in discounts and exemptions	353	0.389
Balance due to changes in distribution etc.	(32)	(0.035)
Total	1,551	1.709

Approved and Indicative Programme as at October 2014 Monitoring with Proposed Changes

Merton	Updated Budget 14/15	Updated Budget 15/16	Updated Budget 16/17	Updated Budget 17/18	Updated Budget 18/19	Updated Budget 19/20	Updated Budget 20/21	Updated Budget 21/22	Updated Budget 22/23	Updated Budget 23/24
Children, Schools and Families										
Total Primary School Expansions	22,561,950	12,414,490	3,792,000	3,848,780	2,575,000	1,600,000	0	0	0	0
Total Secondary School Expansions	100,000	1,650,000	14,395,000	11,500,000	13,954,270	0	6,000,000	4,008,000	0	0
Total SEN	574,780	3,376,610	3,000,000	3,000,000	850,000	850,000	0	0	0	0
Total Other	2,028,470	822,460	2,602,140	2,525,580	2,724,530	815,600	1,246,800	1,051,580	658,800	658,800
Total Children, Schools and Families	25,265,200	18,263,560	23,789,140	20,874,360	20,103,800	3,265,600	7,246,800	5,059,580	658,800	658,800
Environment and Regeneration										
Total Footways Planned Works	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Total Greenspaces	998,350	461,420	365,000	250,000	350,000	350,000	350,000	350,000	350,000	350,000
Total Highways General Planned Works	714,630	434,600	419,000	419,000	419,000	419,000	419,000	419,000	419,000	419,000
Total Highways Planned Road Works	1,783,100	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Total Leisure Centres	734,290	1,200,000	9,300,000	1,300,000	1,800,000	300,000	300,000	300,000	300,000	300,000
Total Other E&R	234,340	300,000	0	0	0	0	0	0	0	0
Total On and Off Street Parking	1,342,910	0	0	0	0	0	0	0	0	0
Total Regeneration Partnerships	2,382,950	4,658,460	1,922,000	0	0	0	0	0	0	0
Total Plans and Projects	70,000	0	0	0	0	0	0	0	0	0
Total Street Lighting	410,000	200,000	462,000	290,000	509,000	509,000	290,000	290,000	290,000	290,000
Total Street Scene	80,000	375,190	60,000	60,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Transport for London	2,295,050	1,310,000	1,271,000	0	0	0	0	0	0	0
Total Traffic and Parking Management	216,730	135,000	150,000	156,000	175,000	175,000	175,000	175,000	175,000	175,000
Total Transport and Plant	620,000	5,546,890	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Total Safer Merton - CCTV & ASB	0	300,000	300,000	0	0	0	0	0	0	0
Total Waste Operations	215,400	49,000	25,500	25,500	25,500	20,000	20,000	20,000	20,000	20,000
Total Environment and Regeneration	13,097,750	17,470,560	17,274,500	5,500,500	6,378,500	4,873,000	4,654,000	4,654,000	4,654,000	4,654,000

	Cost Code	Scrutiny Panel *	Updated Budget 14/15	Updated Budget 15/16	Updated Budget 16/17	Updated Budget 17/18	Updated Budget 18/19	Updated Budget 19/20	Updated Budget 20/21	Updated Budget 21/22	Updated Budget 22/23	Updated Budget 23/24
Corporate Services												
Corporate Budgets												
Acquisitions Budget	CA003MA	OSC	1,042,340	500,000	500,000	0	0	0	0	0	0	0
Transformation Budgets	CT012EAZ	OSC	240,160	507,000	0	0	0	0	0	0	0	0
Capital Bidding Fund	CA004MA	OSC	500,000	1,000,000	500,000	0	0	0	0	0	0	0
Total Corporate Budgets			1,782,500	2,007,000	1,000,000	0	0	0	0	0	0	0
Business Improvements												
Replace doc management system	CT012EM	OSC	300,000	440,000	0	0	0	0	0	0	0	0
Customer Contact Programme	CT021EA	OSC	300,000	485,000	0	0	0	0	0	0	0	0
Data Labling	CT023NA	OSC	293,840	0	0	0	0	0	0	0	0	0
Replacement SC System	CT007EA	OSC	400,000	571,000	0	0	0	0	0	0	0	0
Total Buisness Improvement			1,293,840	1,496,000	0	0	0	0	0	0	0	0
Corporate Governance												
IER Capital Hardware	CT019NC	OSC	9,920	0	0	0	0	0	0	0	0	0
Total Corporate Governance			9,920	0	0	0	0	0	0	0	0	0
Resources												
Improving Information Systems	CT020NB	OSC	333,450	228,250	0	0	0	0	0	0	0	0
Total Resources			333,450	228,250	0	0	0	0	0	0	0	0
Information Technology												
Disaster recovery	CT003EA	OSC	1,710	0	0	0	0	0	0	0	0	0
Planned Replacement Programme	CT006EA	OSC	877,070	299,000	1,412,000	1,686,000	957,000	575,000	860,000	770,000	560,000	575,000
ITSD Enhancements	CT012ED	OSC	35,000	85,000	250,000	120,000	50,000	0	0	0	0	0
Multi-Functioning Device (MFD)	CT022EA	OSC	125,000	200,000	200,000	75,000	0	0	0	0	0	0
Room and Space Management	CT007EX	OSC	66,500	0	0	0	0	0	0	0	0	0
Total Information Technology			1,105,280	584,000	1,862,000	1,881,000	1,007,000	575,000	860,000	770,000	560,000	575,000
Facilities Management												
Civic Centre refurbishment	CF001AB	OSC	100,000	0	0	0	0	0	0	0	0	0
Invest to Save Schemes	CF002SA	OSC	500,000	1,800,300	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Water Safety Works	CF011FA	OSC	0	0	150,000	150,000	100,000	75,000	50,000	25,000	25,000	25,000
Asbestos Safety Works	CF011FB	OSC	0	0	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Capital Works - Facilities	CF004SA	OSC	200,000	200,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Civic Centre Passenger Lifts	CF001AL	OSC	465,000	185,000	0	0	0	0	0	0	0	0
Civic Centre Boilers		OSC	0	0	0	0	300,000	0	0	0	0	0
Data Centre Support Equipment		OSC	0	0	0	0	300,000	0	0	0	0	0
Civic Centre Staff Entrance Improvements		OSC	0	0	0	0	200,000	0	0	0	0	0
Civic Centre Windows	CF001AK	OSC	145,920	0	0	0	0	0	0	0	0	0
Total Facilities Management			1,410,920	2,185,300	1,000,000	1,000,000	1,750,000	925,000	900,000	875,000	875,000	875,000
TOTAL			5,935,910	6,500,550	3,862,000	2,881,000	2,757,000	1,500,000	1,760,000	1,645,000	1,435,000	1,450,000

Children, Schools and Families	Updated Budget 14/15	Updated Budget 15/16	Updated Budget 16/17	Updated Budget 17/18	Updated Budget 18/19	Updated Budget 19/20	Updated Budget 20/21	Updated Budget 21/22	Updated Budget 22/23	Updated Budget 23/24
Primary School Expansions										
All Saints/ South Wim YCC exp	14,250	0	0	0	0	0	0	0	0	0
Cranmer expansion	2,051,770	0	0	0	0	0	0	0	0	0
Dundonald expansion	788,000	4,218,860	1,117,000	0	0	0	0	0	0	0
Gorrige Park expansion	9,620	0	0	0	0	0	0	0	0	0
Hillcross School Expansion	3,216,520	1,623,830	0	0	0	0	0	0	0	0
Holy Trinity Expansion	61,000	0	0	0	0	0	0	0	0	0
Joseph Hood Permanent Expansn	83,350	0	0	0	0	0	0	0	0	0
Liberty expansion	2,620	0	0	0	0	0	0	0	0	0
Merton Abbey	3,621,050	889,710	0	0	0	0	0	0	0	0
Pelham School Expansion	2,992,220	2,523,340	0	0	0	0	0	0	0	0
Poplar Permanent Expansion	3,586,740	410,730	0	0	0	0	0	0	0	0
St Mary's expansion	2,786,850	159,190	0	0	0	0	0	0	0	0
Singlegate expansion	2,915,000	2,493,830	0	0	0	0	0	0	0	0
Wimbleton Chase DCSF grant	3,580	0	0	0	0	0	0	0	0	0
Wimbleton Park expansion	429,380	0	0	0	0	0	0	0	0	0
22 FE School Expansion	0	95,000	2,575,000	2,075,000	0	0	0	0	0	0
23 FE School Expansion	0	0	100,000	555,000	2,575,000	1,600,000	0	0	0	0
26 FE School Expansion	0	0	0	618,780	0	0	0	0	0	0
27 FE School Expansion	0	0	0	300,000	0	0	0	0	0	0
28 FE School Expansion	0	0	0	300,000	0	0	0	0	0	0
Total Primary School Expansions	22,561,950	12,414,490	3,792,000	3,848,780	2,575,000	1,600,000	0	0	0	0
Scheme 1 Phased Extra 4fe	20,000	180,000	2,800,000	0	3,677,560	0	0	0	0	0
Scheme 2 Phased Extra 4fe	20,000	180,000	2,800,000	0	2,270,120	0	0	0	0	0
Scheme 3 Phased Extra 4fe reduced to 2fe	20,000	180,000	2,800,000	0	0	0	0	0	0	0
Scheme 5 Phased Extra 2fe	0	0	95,000	1,500,000	1,527,640	0	0	0	0	0
Scheme 6 Phased Extra 2fe	20,000	30,000	1,900,000	3,000,000	2,000,000	0	0	0	0	0
Scheme 4 New School Extra 6fe	20,000	1,080,000	4,000,000	7,000,000	4,478,950	0	6,000,000	4,008,000	0	0
Secondary School Expansions	100,000	1,650,000	14,395,000	11,500,000	13,954,270	0	6,000,000	4,008,000	0	0

Children, Schools and Families	Updated Budget 14/15	Updated Budget 15/16	Updated Budget 16/17	Updated Budget 17/18	Updated Budget 18/19	Updated Budget 19/20	Updated Budget 20/21	Updated Budget 21/22	Updated Budget 22/23	Updated Budget 23/24
Cricket Green	20,000	130,050	1,500,000	1,500,000	0	0	0	0	0	0
Primary school autism unit	179,110	836,290	0	0	0	0	0	0	0	0
Perseid	335,670	1,150,270	0	0	850,000	850,000	0	0	0	0
Perseid - Further 28 Places Primary	0	100,000	1,500,000	1,500,000	0	0	0	0	0	0
Secondary School Autism Unit	40,000	1,160,000	0	0	0	0	0	0	0	0
Total SEN	574,780	3,376,610	3,000,000	3,000,000	850,000	850,000	0	0	0	0
Other										
Feasibility										
Inflation Contingency	0	172,460	1,952,140	1,875,580	2,074,530	165,600	596,800	401,580	8,800	8,800
Devolved Formula Capital	408,830	0	0	0	0	0	0	0	0	0
Sch's Cap Maint & Accessibility	666,170	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000
Merton Pk- Entrance adaptation	630	0	0	0	0	0	0	0	0	0
Raynes Park Sports Pavilion	4,770	0	0	0	0	0	0	0	0	0
Free School Meals	575,270	0	0	0	0	0	0	0	0	0
Schools Equipment Loans	372,800	0	0	0	0	0	0	0	0	0
Total Other	2,028,470	822,460	2,602,140	2,525,580	2,724,530	815,600	1,246,800	1,051,580	658,800	658,800
TOTAL	25,265,200	18,263,560	23,789,140	20,874,360	20,103,800	3,265,600	7,246,800	5,059,580	658,800	658,800

Environment and Regeneration	Cost Code	Scrutiny Panel *	Updated Budget 14/15	Updated Budget 15/16	Updated Budget 16/17	Updated Budget 17/18	Updated Budget 18/19	Updated Budget 19/20	Updated Budget 20/21	Updated Budget 21/22	Updated Budget 22/23	Updated Budget 23/24
A298/A238 Strategic Corridor	CE104FQ	SC	291,000	0	0	0	0	0	0	0	0	0
Total Transport for London			2,295,050	1,310,000	1,271,000	0	0	0	0	0	0	0
Traffic and Parking Management												
Traffic Schemes	CE142FA	SC	135,730	135,000	150,000	156,000	175,000	175,000	175,000	175,000	175,000	175,000
Replace Parking Phone System	CE150NA	SC	37,500	0	0	0	0	0	0	0	0	0
S106 Cycle Imp Beverley Rounda		SC	43,500	0	0	0	0	0	0	0	0	0
Total Traffic and Parking Management			216,730	135,000	150,000	156,000	175,000	175,000	175,000	175,000	175,000	175,000
Transport and Plant												
Replacement of Fleet Vehicles	CE082EA	SC	590,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Network Rail	CE085FA	SC	0	9,400	0	0	0	0	0	0	0	0
Shared Space	CE085FF	SC	0	20,000	0	0	0	0	0	0	0	0
B609 Wim Town Centre trans imp	CE085FR	SC	0	5,000	0	0	0	0	0	0	0	0
B610 Wim Town Centre trans imp	CE085FS	SC	30,000	12,490	0	0	0	0	0	0	0	0
Transportation Enhancements	CE085FW	SC	0	5,000,000	0	0	0	0	0	0	0	0
Total Transport and Plant			620,000	5,546,890	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Safer Merton - CCTV & ASB												
CCTV (match funding)	CE002EA	SC	0	300,000	300,000	0	0	0	0	0	0	0
Total Safer Merton - CCTV & ASB			0	300,000	300,000	0	0	0	0	0	0	0
Waste Operations												
Alley Gating Scheme - Fly Tip	CE087FA	SC	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Re-use/recycling Site Maintena	CE090SA	SC	29,000	23,500	0	0	0	0	0	0	0	0
Waste Bins - Finance Lease	CE001EC	SC	5,500	5,500	5,500	5,500	5,500	0	0	0	0	0
Waste Phase B - Replace RCVs	CE092EA	SC	30,900	0	0	0	0	0	0	0	0	0
GPS Vehicle Tracking	CE148EA	SC	130,000	0	0	0	0	0	0	0	0	0
Total Waste Operations			215,400	49,000	25,500	25,500	25,500	20,000	20,000	20,000	20,000	20,000
TOTAL			13,097,750	17,470,560	17,274,500	5,500,500	6,378,500	4,873,000	4,654,000	4,654,000	4,654,000	4,654,000

Previously Agreed Savings

DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS

Budget Process	Ref	Description of Saving		2015/16 £000	2016/17 £000	2017/18 £000
2014/17	EN14	Service/Section Description	Waste and Street Cleansing Operations Mobile technology including GPS and in cab monitors. Once implemented will reduce back office staff numbers as a result of reducing reliance on paper schedules and in addition the GPS vehicle tracking system will lead to improved service and fuel efficiency.	100		
		Service Implication	None			
		Staffing	3fte			
		Business Plan implications	None			
		Impact on other departments	Call centre			
		Equalities Implications	None			
Total Environment and Regeneration Savings				100	0	0

Deferred Savings proposals**DEPARTMENT: ENVIRONMENT AND REGENERATION SAVINGS**

Budget Process	Ref	Description of Saving		2015/16 £000	2016/17 £000	2017/18 £000
2014/17	EN14	Service/Section Description	Waste and Street Cleansing Operations Mobile technology including GPS and in cab monitors. Once implemented will reduce back office staff numbers as a result of reducing reliance on paper schedules and in addition the GPS vehicle tracking system will lead to improved service and fuel efficiency.	-100	100	
		Service Implication	None			
		Staffing Implications	3fte			
		Business Plan implications	None			
		Impact on other departments	Call centre			
		Equalities	None			
Total Environment and Regeneration Savings				-100	100	0

DRAFT MTFS 2015-19: RE-PRICED AND ROLLED FORWARD

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
Departmental Base Budget 2014/15	144,420	144,420	144,420	144,420
Inflation (Pay, Prices)	3,179	6,778	10,380	13,979
Autoenrolment/Nat. ins changes	0	1,000	2,000	2,000
FYE – Previous Years Savings	(4,252)	(9,149)	(10,576)	(10,576)
Replacement Savings	340	0	0	0
Income – Additional Fees/Charges	0	0	0	0
Growth	1,000	1,000	1,000	1,000
Revenuisation	(334)	(436)	(436)	(436)
Taxi card/Concessionary Fares	158	608	1,058	1,508
Education Services Grant	654	654	654	654
NHS t/f of Social Care Funding	(100)	(100)	(100)	(100)
Other (inc. reduced service grants)	610	986	1,056	1,129
Re-Priced Departmental Budget	145,675	145,761	149,456	153,578
Treasury/Capital financing	13,685	14,386	15,782	17,180
Pensions	4,205	4,395	4,592	4,799
Other Corporate items	(11,769)	(12,474)	(12,473)	(12,473)
Levies	637	637	637	637
Sub-total: Corporate provisions	6,758	6,944	8,538	10,143
BUDGET REQUIREMENT	152,433	152,705	157,994	163,722
Funded by:				
Revenue Support Grant	(30,136)	(24,107)	(15,933)	(11,988)
Business Rates (inc. Section 31 grant)	(33,961)	(33,931)	(35,155)	(36,515)
C. Tax Freeze Grant 2015/16	(868)	0	0	0
PFI Grant	(4,797)	(4,797)	(4,797)	(4,797)
New Homes Bonus	(2,487)	(2,000)	(2,000)	(2,000)
Council Tax inc. WPC	(77,051)	(77,435)	(77,821)	(78,208)
Collection Fund – (Surplus)/Deficit	421	0	0	0
TOTAL FUNDING	(148,879)	(142,270)	(135,706)	(133,508)
GAP excluding Use of Reserves (Cumulative)	3,554	10,435	22,289	30,214
- Use of Reserves	(2,841)	1,003	(3,914)	0
GAP including Use of Reserves (Cumulative)	713	11,438	18,375	30,214
- Savings/Income Proposals 2015/16	(713)	(11,438)	(15,443)	(16,591)
Gap	0	0	2,932	13,623

Draft Departmental Budget Summaries 2015-16

SUMMARY - SUBJECTIVE ANALYSIS

FULL TIME EQUIVALENTS		2014/15	2015/16	
Total FTE Staff		2,200.5	2,176.1	
SUBJECTIVE ANALYSIS OF ESTIMATES				
	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	90,272	1,085	608	91,965
Premises	8,808	87	(367)	8,527
Transport	12,824	106	678	13,608
Supplies and Services	159,257	853	3,709	163,819
Third Party Payments	79,750	1,005	481	81,237
Transfer Payments	108,354	0	(4,419)	103,934
Support Services	30,821	0	1,489	32,310
Depreciation and Impairment Losses	15,226	0	1,280	16,506
GROSS EXPENDITURE	505,312	3,136	3,459	511,906
Income				
Government Grants	(250,308)	0	452	(249,856)
Other Reimbursements and Contributions	(22,368)	0	(1,224)	(23,592)
Customer and Client Receipts	(55,874)	0	(3,369)	(59,243)
Interest	(44)	0	0	(44)
Recharges	(31,372)	0	(1,646)	(33,018)
Reserves	(929)	0	1,203	274
GROSS INCOME	(360,894)	0	(4,585)	(365,480)
NET EXPENDITURE	144,417	3,136	(1,126)	146,427
Corporate Provisions	18,125	(0)	(15,671)	2,452
NET EXPENDITURE	162,542	3,136	(16,798)	148,879
Funded by:				
Revenue Support Grant	(39,738)	0	9,602	(30,136)
Business Rates	(34,371)	0	410	(33,961)
New Homes Bonus	(3,199)	0	712	(2,487)
Council Tax	(75,049)	0	(1,709)	(76,758)
Council Tax Freeze Grant 2015/16	0	0	(868)	(868)
Council Tax Freeze Grant 2014/15	(858)	0	858	0
WPCC Levy	(293)	0	0	(293)
Collection Fund	(4,236)	0	4,657	421
PFI Grant	(4,797)	0	0	(4,797)
	(162,542)	0	13,663	(148,879)
	0	3,136	(3,136)	0
Other Variations: Contingency/Other				
Major Items: Corporate Provisions		£000	fte	
Corporate borrowing and Investment		104	0.0	
Further provision for revaluation/RCCO		(2,101)	0.0	
Pension Fund and Auto-enrolment		(9,392)	0.0	
Contingency and centrally held provisions		(98)	0.0	
Change in Grants		110	0.0	
Appropriation to/from Reserves		(2,841)	0.0	
Depreciation and impairment		(1,279)	0.0	
CHAS - dividend		(174)	0.0	
Levies		0	0.0	
TOTAL		(15,671)	0	

SUMMARY

FULL TIME EQUIVALENTS

Total FTE Staff

2014/15	2015/16
2,200.5	2,176.1

SERVICE AREA ANALYSIS

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Corporate Services	11,285	251	(306)	11,229
Education Services	48,040	853	(4)	48,889
Children's Services				
Environment and Regeneration	22,853	363	(371)	22,845
Adult Social Care	61,333	832	(445)	61,720
Cultural Services				
Housing General Fund				
Public Health	0	0	0	0
Single Status	100	0	0	100
Pay Award	807	837	0	1,644
TOTAL NET SERVICE EXPENDITURE	144,417	3,136	(1,126)	146,427
<i>Corporate Provisions/Appropriations</i>	18,125	0	(15,671)	2,453
NET EXPENDITURE	162,542	3,136	(16,798)	148,879
Funded by:				
Revenue Support Grant	(39,738)	0	9,602	(30,136)
Business Rates	(34,371)	0	410	(33,961)
New Homes Bonus	(3,199)	0	712	(2,487)
Council Tax	(75,049)	0	(1,709)	(76,758)
Council Tax Freeze Grant 2015/16	0	0	(868)	(868)
Council Tax Freeze Grant 2014/15	(858)	0	858	0
WPCC Levy	(293)	0	0	(293)
Collection Fund	(4,236)	0	4,657	421
PFI Grant	(4,797)	0	0	(4,797)
	(162,542)	0	13,663	(148,879)
	0	3,136	(3,136)	0

Other Variations: Contingency/Other

Major Items: Corporate Provisions	£000	fte
Corporate borrowing and Investment	104	0.0
Further provision for revaluation/RCCO	(2,101)	0.0
Pension Fund and Auto-enrolment	(9,392)	0.0
Contingency and centrally held provisions	(98)	0.0
Change in Grants	110	0.0
Appropriation to/from Reserves	(2,841)	0.0
Depreciation and impairment	(1,279)	0.0
CHAS - dividend	(174)	0.0
Levies	0	0.0
TOTAL	(15,671)	0

CORPORATE ITEMS ANALYSIS

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Cost of Borrowing including Minimum Revenue Provision	14,103	0	117	14,220
Further provision for revaluation/RCCO	2,165	0	(2,101)	64
Pension Fund	13,134	0	(9,392)	3,742
Pensions: Auto-enrolment	300	0	0	300
Centrally held provision for Utilities inflation	300	0	(200)	100
Adjustment re Income re P3/P4	400	0	0	400
Provision for excess inflation	585	0	102	687
Bad Debt Provision	500	0	0	500
Contingency	1,500	0	0	1,500
Change in Corporate Specific and Special Grants	(47)	0	110	63
Levies:-				
Lee Valley	214		0	214
London Pensions Fund	266		0	266
Environment Agency	157		0	157
WPC	293		0	293
GROSS EXPENDITURE	33,871	0	(11,365)	22,507
Income				
Investment Income	(522)		(13)	(535)
Depreciation & Impairment	(15,227)		(1,279)	(16,505)
Use of Reserves - Closing the Gap Reserve	0		(2,841)	(2,841)
CHAS Dividend	0		(174)	(174)
GROSS INCOME	(15,749)	0	(4,307)	(20,055)
NET EXPENDITURE	18,123	0	(15,671)	2,451



2015/2016 ESTIMATES

**CORPORATE SERVICES
DEPARTMENT**

SUMMARY: CORPORATE SERVICES DEPARTMENT

FULL TIME EQUIVALENTS (FTE)

Number of Permanent Staff

Number of Fixed term contracts

Number of FTE Sutton TUPE staff

Total FTE

2014/15	2015/16
457.5	453.3
14.0	45.0
40.6	39.0
512.1	537.3

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	23,220	22	(306)	22,936
Premises	2,882	35	(130)	2,787
Transport	143	2	(5)	139
Supplies and Services	11,078	172	235	11,485
Third Party Payments	1,333	20	(10)	1,343
Transfer Payments	98,188	0	(4,478)	93,710
Support Services	9,259	0	0	9,259
Depreciation and Impairment Losses	1,919	0	125	2,045
GROSS EXPENDITURE	148,022	251	(4,569)	143,704
Income				
Government Grants	(99,909)	0	4,743	(95,165)
Other Reimbursements and Contributions	(5,393)	0	10	(5,383)
Customer and Client Receipts	(6,183)	0	(343)	(6,526)
Interest	0	0	0	0
Recharges	(25,253)	0	(147)	(25,400)
Reserves	0	0	0	0
GROSS INCOME	(136,738)	0	4,263	(132,475)
NET EXPENDITURE	11,285	251	(306)	11,229

SUMMARY: CORPORATE SERVICES DEPARTMENT

FULL TIME EQUIVALENTS (FTE)
Number of Permanent Staff
Number of Fixed term contracts
Number of FTE Sutton TUPE staff
Total FTE

2014/15	2015/16
457.5	453.3
14.0	45.0
40.6	39.0
512.1	537.3

SERVICE AREA ANALYSIS

	CHANGE BETWEEN YEARS			2015/16 Estimate £000
	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	
Customer Services	2,465	30	(52)	2,443
Infrastructure & Transactions	(0)	77	(172)	(95)
Business Improvement	69	14	51	134
Corporate Governance	1,610	18	(268)	1,361
Resources	1,942	73	178	2,194
HR	4	13	(44)	(27)
Corporate Items	5,195	24	0	5,219
TOTAL EXPENDITURE	11,285	251	(306)	11,229
Contingency / Other	0	0	0	0
Capital Financing Adjustment	0	0	0	0
Levies	0	0	0	0
NET EXPENDITURE	11,285	251	(306)	11,229

INFRASTRUCTURE & TRANSACTIONS

The Infrastructure & Transactions Division consists of Facilities Management, IT Service Delivery, Post & Print Room and Transactional services. Safety services was transferred to Infrastructure and Transactions in December 2014.

FULL TIME EQUIVALENTS (FTE)
Number of Permanent Staff
Number of Fixed term contracts
Total FTE

2014/15	2015/16
82.7	89.7
0.0	5.0
82.7	94.7

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	3,365	0	214	3,579
Premises	2,733	33	(121)	2,645
Transport	33	1	3	36
Supplies and Services	2,688	41	84	2,812
Third Party Payments	207	3	0	210
Transfer Payments	0	0	0	0
Support Services	875	0	101	976
Depreciation and Impairment Losses	1,916	0	128	2,045
GROSS EXPENDITURE	11,815	77	409	12,302
Income				
Government Grants	0	0	0	0
Other Reimbursements and Contributions	0	0	0	0
Customer and Client Receipts	(2,063)	0	(343)	(2,406)
Interest	0	0	0	0
Recharges	(9,752)	0	(238)	(9,990)
Reserves	0	0	0	0
GROSS INCOME	(11,815)	0	(581)	(12,396)
NET EXPENDITURE	(0)	77	(172)	(95)

Other Variations are analysed as follows:

Major Items	£000	fte
Previous years savings	(462)	(3.2)
New savings	(31)	
Transfer between departments	169	9.3
Technical adjustments	24	5.9
Depreciation adjustments	128	
Overheads adjustments		
TOTAL	(172)	12.0

CUSTOMER SERVICES

The Customer Services Division consists of: Merton Link (including the Cash Office, Translation Services and Contact Centre), Support Team, Local Taxation (including Business Rates, Baliff Team and Recovery Team), Benefits Administration, Registrars, Debt Recovery, Corporate Communications, Web Team and Consultation & Community Engagement

FULL TIME EQUIVALENTS (FTE)

Number of Permanent Staff

Number of Fixed term contracts

Total FTE

2014/15	2015/16
137.4	136.4
2.0	7.0
139.4	143.4

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	5,038	0	(90)	4,947
Premises	20	0	0	20
Transport	63	1	0	64
Supplies and Services	1,447	22	(44)	1,425
Third Party Payments	461	7	(10)	458
Transfer Payments	367	0	(367)	0
Support Services	2,465	0	0	2,465
Depreciation and Impairment Losses	3	0	(3)	0
GROSS EXPENDITURE	9,865	30	(514)	9,381
Income				
Government Grants	(1,981)	0	462	(1,519)
Other Reimbursements and Contributions	(930)	0	0	(930)
Customer and Client Receipts	(2,184)	0	0	(2,184)
Interest	0	0	0	0
Recharges	(2,305)	0	0	(2,305)
Reserves	0	0	0	0
GROSS INCOME	(7,400)	0	462	(6,938)
NET EXPENDITURE	2,465	30	(52)	2,443

Other Variations are analysed as follows:

Major Items	£000	fte
Previous years savings	(40)	(1.0)
New savings	(33)	
Transfer between departments		
Technical adjustments	24	5.0
Depreciation adjustments		
Overhead adjustments	(3)	
TOTAL	(52)	4.0

BUSINESS IMPROVEMENT

The Business Improvement Division consists of IT Business Systems, IT Business Process Re-engineering, Business Improvement and Programme Office.

FULL TIME EQUIVALENTS

Number of Permanent Staff
Number of Fixed term contracts
Total FTE

	2014/15	2015/16
Number of Permanent Staff	30.9	31.5
Number of Fixed term contracts	11.0	21.0
Total FTE	41.9	52.5

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	1,541	0	(60)	1,481
Premises	0	0		0
Transport	3	0		3
Supplies and Services	928	14	111	1,054
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	318	0	0	318
Depreciation and Impairment Losses	0	0	0	0
GROSS EXPENDITURE	2,791	14	51	2,856
Income				
Government Grants	0	0	0	0
Other Reimbursements and Contributions	0	0	0	0
Customer and Client Receipts	(84)	0	0	(84)
Interest	0	0	0	0
Recharges	(2,638)	0	0	(2,638)
Reserves	0	0	0	0
GROSS INCOME	(2,722)	0	0	(2,722)
NET EXPENDITURE	69	14	51	134

Other Variations are analysed as follows:

Major Items	£000	fte
Previous years savings	(81.0)	(1.0)
New savings	(10.0)	
Transfer between departments		
Technical adjustments	142.0	1.5
Depreciation adjustments		
Overheads adjustments		
TOTAL	51.0	0.5

CORPORATE GOVERNANCE

The Corporate Governance Division consists of the South London Legal Partnership, Internal Audit, Investigations, Democracy Services, Electoral Services and Information Governance. Safety Services was transferred to Infrastructure and Transactions in December 2014.

FULL TIME EQUIVALENTS (FTE)
Number of Permanent Staff
Number of Fixed term contracts
Total FTE

2014/15	2015/16
134.5	123.8
0.0	7.0
134.5	130.8

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 2014/15 £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	6,599	0	(332)	6,267
Premises	10	0	(3)	7
Transport	35	0	(3)	32
Supplies and Services	1,654	18	(122)	1,550
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	509	0	(101)	408
Depreciation and Impairment Losses	0	0	0	0
GROSS EXPENDITURE	8,807	18	(561)	8,264
Income				
Government Grants	(170)	0	170	0
Other Reimbursements and Contributions	(4,412)	0	33	(4,379)
Customer and Client Receipts	(530)	0	0	(530)
Interest	0	0	0	0
Recharges	(2,085)	0	91	(1,994)
Reserves	0	0		0
GROSS INCOME	(7,197)	0	294	(6,903)
NET EXPENDITURE	1,610	18	(268)	1,361

Other Variations are analysed as follows:

Major Items	£000	fte
Previous years savings	(156)	(1.0)
New savings		
Transfer between departments	(181)	(5.5)
Technical adjustments	69	2.8
Depreciation adjustments		
Overhead adjustments		
TOTAL	(268)	(3.7)

RESOURCES

The Resources Division consists of Policy & Strategy, Commercial Services, Business Planning, Accountancy and Business Partners . The Pensions service is now managed by LB Wandsworth.

FULL TIME EQUIVALENTS

Number of Permanent Staff
Number of Fixed term contracts
Total FTE

2014/15	2015/16
67.2	67.4
1.0	5.0
68.2	72.4

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	3,821	0	(19)	3,802
Premises	105	2	(6)	100
Transport	4	0		4
Supplies and Services	3,834	69	207	4,110
Third Party Payments	169	3	0	171
Transfer Payments	9	0	0	9
Support Services	718	0	0	718
Depreciation and Impairment Losses	0	0	0	0
GROSS EXPENDITURE	8,660	73	182	8,915
Income				
Government Grants	0	0	0	0
Other Reimbursements and Contributions	(50)	0	(4)	(54)
Customer and Client Receipts	(753)	0	0	(753)
Interest	0	0	0	0
Recharges	(5,914)	0	0	(5,914)
Reserves	0	0	0	0
GROSS INCOME	(6,718)	0	(4)	(6,721)
NET EXPENDITURE	1,942	73	178	2,194

Other Variations are analysed as follows:

Major Items	£000	fte
Previous years savings	(5)	
New savings	(17)	
Transfer between departments		
Technical adjustments	200	4.2
Depreciation adjustments	0	
Overhead adjustments		
TOTAL	178	4.2

HR

The HR division consists of: Strategic HR, Business Partnerships, Corporate Learning & Development, Diversity, iTrent Client team, Recruitment & Resourcing, Central Operations Team. The function also interfaces with Staff Side. The HR service is shared with the LB of Sutton. The payroll service is shared with LB of Sutton and LB of Kingston and Richmond.

FULL TIME EQUIVALENTS (FTE)

Number of Permanent Staff
 Number of Fixed term contracts
 Number of FTE Sutton TUPE staff
 Total FTE

	2014/15	2015/16
Number of Permanent Staff	4.8	4.5
Number of Fixed term contracts	0.0	0.0
Number of FTE Sutton TUPE staff	40.6	39.0
Total FTE	45.4	43.5

SUBJECTIVE ANALYSIS OF ESTIMATES

	2013/14 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	2,185	6	(19)	2,172
Premises	15	0		15
Transport	5	0	(5)	(0)
Supplies and Services	218	3	0	221
Third Party Payments	259	4	0	263
Transfer Payments	0	0	0	0
Support Services	451	0	0	451
Depreciation and Impairment Losses	0	0	0	0
GROSS EXPENDITURE	3,132	13	(24)	3,121
Income				
Government Grants	0	0	0	0
Other Reimbursements and Contributions	0	0	(20)	(20)
Customer and Client Receipts	(569)	0	0	(569)
Interest	0	0	0	0
Recharges	(2,559)	0	0	(2,559)
Reserves	0	0	0	0
GROSS INCOME	(3,128)	0	(20)	(3,148)
NET EXPENDITURE	4	13	(44)	(27)

Other Variations are analysed as follows:

Major Items	£000	fte
Previous years savings	(5)	
New savings	(39)	
Transfer between departments		
Technical adjustments		(1.9)
Depreciation adjustments		
Overheads adjustments		
TOTAL	(44)	(1.9)

CORPORATE ITEMS

Corporate Management is composed of Housing Benefit subsidy payments and entitlements, Agency contract, Coroners Court and Severance payments.

FULL TIME EQUIVALENTS(FTE) Number of Permanent Staff

2014/15	2015/16
0	0

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees*	672	16	0	688
Premises	0	0	0	0
Transport	0	0	0	0
Supplies and Services	308	5	0	313
Third Party Payments	238	4	0	242
Transfer Payments	97,812	0	(4,112)	93,700
Support Services	3,923	0	0	3,923
Depreciation and Impairment Losses	0	0	0	0
GROSS EXPENDITURE	102,953	24	(4,112)	98,866
Income				
Government Grants	(97,758)		4,112	(93,647)
Other Reimbursements and Contributions	0		0	0
Customer and Client Receipts	0		0	0
Interest	0		0	0
Recharges	(0)		0	(0)
Reserves	0		0	0
GROSS INCOME	(97,758)	0	4,112	(93,647)
NET EXPENDITURE	5,195	24	0	5,219

Other Variations are analysed as follows:

Major Items	£000	fte
Technical adjustments	(80)	
Overheads adjustments	(34)	
TOTAL	(114)	0.0

* The employee budgets shown here relate to employee redundancy payments. There are no FTE's in Corporate Items



2015/2016 ESTIMATES

CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT

CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT

This Page contains the Budget for the whole Children, Schools and Families Department including funding provided directly to Merton's Schools

FULL TIME EQUIVALENTS

Number of Permanent Staff
Number of DSG Staff
Number of Fixed term contracts
Total FTE

	2014/15	2015/16
Number of Permanent Staff	445.5	461.8
Number of DSG Staff	75.4	73.7
Number of Fixed term contracts	0.0	0.0
Total FTE	520.9	535.6

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000	2015/16 DSG Estimate £000	2015/16 LA Estimate £000
Expenditure						
Employees	25,140	22	740	25,902	4,136	21,766
Premises	1,426	6	132	1,564	309	1,255
Transport	3,340	47	(6)	3,381	65	3,316
Supplies and Services	138,679	570	3,388	142,637	134,649	7,988
Third Party Payments	27,129	208	20	27,357	10,191	17,166
Transfer Payments	417	0	(57)	360	0	360
Support Services	4,570	0	0	4,570	138	4,432
Depreciation and Impairment Losses	5,235	0	2	5,237	0	5,237
GROSS EXPENDITURE	205,936	853	4,219	211,008	149,488	61,520
Income						
Government Grants	(147,012)	0	(3,708)	(150,720)	(146,253)	(4,467)
Other Reimbursements and Contributions	(6,507)	0	(752)	(7,259)	(1,015)	(6,244)
Customer and Client Receipts	(4,421)	0	51	(4,370)	(2,220)	(2,150)
Interest	(44)	0	0	(44)	0	(44)
Recharges	0	0	0	0	0	0
Reserves	88	0	186	274	0	274
GROSS INCOME	(157,896)	0	(4,223)	(162,119)	(149,488)	(12,631)
NET EXPENDITURE	48,040	853	(4)	48,889	0	48,889

Other Variations are analysed as follows:

Major Items	£000	fte
Savings	(781)	-6.5
Overhead adjustments	0	
Depreciation adjustments	38	
Technical adjustments	739	
Revenuisation	0	
Transfers between departments	0	
TOTAL	(4)	(6.5)

SUMMARY: CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT**SERVICE AREA ANALYSIS**

	2014/15		Other	2015/16	2015/16	2015/16
	Estimate	Inflation	Variations	Estimate	DSG	LA
	£000	£000	£000	£000	Estimate	Estimate
					£000	£000
Senior Management	1,296	11	38	1,345	0	1,345
Childrens Social Care	13,128	33	(685)	12,476	96	12,380
Commissioning, Strategy and Performance	13,260	94	168	13,522	4,266	9,256
Education	34,728	124	96	34,948	21,833	13,115
Schools	(21,200)	0	59	(21,141)	(26,195)	5,054
Other Childrens, Schools and Families	6,828	591	320	7,739	0	7,739
TOTAL NET EXPENDITURE	48,040	853	(4)	48,889	0	48,889

CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT

Senior Management

This budget contains provision for the Senior Management of Children, Schools and Families Department.

FULL TIME EQUIVALENTS

Number of Permanent Staff
Number of DSG Staff
Number of Fixed term contracts
Total FTE

2014/15	2015/16
4.0	4.0
0.0	0.0
0.0	0.0
4.0	4.0

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000	2015/16 DSG Estimate £000	2015/16 LA Estimate £000
Expenditure						
Employees	494	0	29	523	0	523
Premises	0	0	0	0	0	0
Transport	1	0	0	1	0	1
Supplies and Services	743	11	9	763	0	763
Third Party Payments	0	0	0	0	0	0
Transfer Payments	0	0	0	0	0	0
Support Services	58	0	0	58	0	58
Depreciation and Impairment Losses	0	0	0	0	0	0
GROSS EXPENDITURE	1,296	11	38	1,345	0	1,345
Income						
Government Grants	0	0	0	0	0	0
Other Reimbursements and Contributions	0	0	0	0	0	0
Customer and Client Receipts	0	0	0	0	0	0
Interest	0	0	0	0	0	0
Recharges	0	0	0	0	0	0
Reserves	0	0	0	0	0	0
GROSS INCOME	0	0	0	0	0	0
NET EXPENDITURE	1,296	11	38	1,345	0	1,345

Other Variations are analysed as follows:

Major Items	£000	fte
Overhead adjustments	0	
Transfer between departments	0	
Shared legal services devolved budgets	0	
Technical adjustments	38	
TOTAL	38	0.0

CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT

Children's Social Care

This budget contains the funding for central social work; family and adolescent service; Mash and child protection; permanency, placements and looked after children; as well as safeguarding, standards and training.

FULL TIME EQUIVALENTS

Number of Permanent Staff
Number of DSG Staff
Number of Fixed term contracts
Total FTE

2014/15	2015/16
205.2	207.7
2.0	2.0
0.0	0.0
207.2	209.7

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000	2015/16 DSG Estimate £000	2015/16 LA Estimate £000
Expenditure						
Employees	9,503	3	109	9,615	89	9,526
Premises	125	2	(33)	94	0	94
Transport	187	3	2	192	1	191
Supplies and Services	1,160	12	(73)	1,099	6	1,093
Third Party Payments	1,781	13	(552)	1,242	0	1,242
Transfer Payments	398	0	(57)	341	0	341
Support Services	1,745	0	0	1,745	0	1,745
Depreciation and Impairment Losses	11	0	0	11	0	11
GROSS EXPENDITURE	14,910	33	(604)	14,339	96	14,243
Income						
Government Grants	(982)	0	(296)	(1,278)	0	(1,278)
Other Reimbursements and Contributions	(609)	0	24	(585)	0	(585)
Customer and Client Receipts	(5)	0	5	0	0	0
Interest	0	0	0	0	0	0
Recharges	0	0	0	0	0	0
Reserves	(186)	0	186	0	0	0
GROSS INCOME	(1,782)	0	(81)	(1,863)	0	(1,863)
NET EXPENDITURE	13,128	33	(685)	12,476	96	12,380

Other Variations are analysed as follows:

Major Items	£000	fte
Savings	(220)	(4.5)
Overhead adjustments	0	
Depreciation adjustments	0	
Transfer between departments	0	
Technical adjustments	(465)	
TOTAL	(685)	(4.5)

CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT

Commissioning, Strategy and Performance

This page contains the budgets for access to resources service; policy, planning and performance; joint commissioning and partnerships; as well as contract procurement and school organisation.

FULL TIME EQUIVALENTS

Number of Permanent Staff
Number of DSG Staff
Number of Fixed term contracts
Total FTE

2014/15	2015/16
50.4	46.2
5.9	5.9
0.0	0.0
56.3	52.0

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000	2015/16 DSG Estimate £000	2015/16 LA Estimate £000
Expenditure						
Employees	2,258	0	14	2,272	203	2,069
Premises	532	2	(11)	523	125	398
Transport	40	0	(3)	37	5	32
Supplies and Services	6,349	64	(145)	6,268	2,030	4,238
Third Party Payments	5,862	28	372	6,262	3,752	2,510
Transfer Payments	0	0	0	0	0	0
Support Services	595	0	0	595	32	563
Depreciation and Impairment Losses	0	0	0	0	0	0
GROSS EXPENDITURE	15,636	94	227	15,957	6,147	9,810
Income						
Government Grants	(106)	0	32	(74)	0	(74)
Other Reimbursements and Contributions	(310)	0	27	(283)	(28)	(255)
Customer and Client Receipts	(1,960)	0	(118)	(2,078)	(1,853)	(225)
Interest	0	0	0	0	0	0
Recharges	0	0	0	0	0	0
Reserves	0	0	0	0	0	0
GROSS INCOME	(2,376)	0	(59)	(2,435)	(1,881)	(554)
NET EXPENDITURE	13,260	94	168	13,522	4,266	9,256

Other Variations are analysed as follows:

Major Items	£000	fte
Savings	(321)	0.0
Overhead adjustments	0	
Transfer between departments	0	
Revenuisation	0	
Technical adjustments	489	
TOTAL	168	0.0

CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT

Education

To page contains the budgets for school improvement; early years and children's centres; education inclusion; as well as special educational needs and disability integrated service.

FULL TIME EQUIVALENTS

Number of Permanent Staff
Number of DSG Staff
Number of Fixed term contracts
Total FTE

2014/15	2015/16
183.7	201.8
67.5	65.9
0.0	0.0
251.2	267.6

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000	2015/16 DSG Estimate £000	2015/16 LA Estimate £000
Expenditure						
Employees	10,106	0	598	10,704	3,206	7,498
Premises	734	3	176	913	150	763
Transport	3,112	44	(5)	3,151	58	3,093
Supplies and Services	13,956	58	162	14,176	12,465	1,711
Third Party Payments	9,435	19	97	9,551	6,440	3,111
Transfer Payments	19	0	0	19	0	19
Support Services	2,156	0	0	2,156	106	2,050
Depreciation and Impairment Losses	191	0	(19)	172	0	172
GROSS EXPENDITURE	39,709	124	1,009	40,842	22,425	18,417
Income						
Government Grants	(250)	0	(66)	(316)	(146)	(170)
Other Reimbursements and Contributions	(2,337)	0	(949)	(3,286)	(79)	(3,207)
Customer and Client Receipts	(2,394)	0	102	(2,292)	(367)	(1,925)
Interest	0	0	0	0	0	0
Recharges	0	0	0	0	0	0
Reserves	0	0	0	0	0	0
GROSS INCOME	(4,981)	0	(913)	(5,894)	(592)	(5,302)
NET EXPENDITURE	34,728	124	96	34,948	21,833	13,115

Other Variations are analysed as follows:

Major Items	£000	fte
Savings	(240)	(2.0)
Overhead adjustments	0	
Transfer between departments	0	
Depreciation adjustments	17	
Technical adjustments	319	
TOTAL	96	(2.0)

CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT

Schools

This budget covers schools funding as well as some centrally retained DSG money to support the schools function.

FULL TIME EQUIVALENTS

Number of Permanent Staff
 Number of DSG Staff
 Number of Fixed term contracts
 Total FTE

2014/15	2015/16
0.0	0.0
0.0	0.0
0.0	0.0
0.0	0.0

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000	2015/16 DSG Estimate £000	2015/16 LA Estimate £000
Expenditure						
Employees	639	0	(1)	638	638	0
Premises	34	0	0	34	34	0
Transport	0	0	0	0	0	0
Supplies and Services	116,251	0	3,897	120,148	120,148	0
Third Party Payments	0	0	0	0	0	0
Transfer Payments	0	0	0	0	0	0
Support Services	0	0	0	0	0	0
Depreciation and Impairment Losses	5,033	0	21	5,054	0	5,054
GROSS EXPENDITURE	121,957	0	3,917	125,874	120,820	5,054
Income						
Government Grants	(142,104)	0	(4,003)	(146,107)	(146,107)	0
Other Reimbursements and Contributions	(1,053)	0	145	(908)	(908)	0
Customer and Client Receipts	0	0	0	0	0	0
Interest	0	0	0	0	0	0
Recharges	0	0	0	0	0	0
Reserves	0	0	0	0	0	0
GROSS INCOME	(143,157)	0	(3,858)	(147,015)	(147,015)	0
NET EXPENDITURE	(21,200)	0	59	(21,141)	(26,195)	5,054

Other Variations are analysed as follows:

Major Items	£000	fte
Depreciation adjustments	21	
Technical adjustments	38	
TOTAL	59	0.0

CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT

Other Children Schools and Families Budgets

This budget covers asylum seeker costs, past and present pension and redundancy costs, ESG income and PFI unitary charges.

FULL TIME EQUIVALENTS

Number of Permanent Staff
 Number of DSG Staff
 Number of Fixed term contracts
 Total FTE

2014/15	2015/16
2.2	2.2
0.0	0.0
0.0	0.0
2.2	2.2

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000	2015/16 DSG Estimate £000	2015/16 LA Estimate £000
Expenditure						
Employees	2,140	18	(7)	2,151	0	2,151
Premises	0	0	0	0	0	0
Transport	0	0	0	0	0	0
Supplies and Services	221	425	(462)	184	0	184
Third Party Payments	10,050	148	103	10,301	0	10,301
Transfer Payments	0	0	0	0	0	0
Support Services	16	0	0	16	0	16
Depreciation and Impairment Losses	0	0	0	0	0	0
GROSS EXPENDITURE	12,427	591	(366)	12,652	0	12,652
Income						
Government Grants	(3,570)	0	625	(2,945)	0	(2,945)
Other Reimbursements and Contributions	(2,198)	0	0	(2,198)	0	(2,198)
Customer and Client Receipts	(61)	0	61	0	0	0
Interest	(44)	0	0	(44)	0	(44)
Recharges	0	0	0	0	0	0
Reserves	274	0	0	274	0	274
GROSS INCOME	(5,599)	0	686	(4,913)	0	(4,913)
NET EXPENDITURE	6,828	591	320	7,739	0	7,739

Other Variations are analysed as follows:

Major Items	£000	fte
Savings	0	
Overhead adjustments	0	
Technical adjustments	320	
TOTAL	320	0.0



2015/2016 ESTIMATES

ENVIRONMENT AND REGENERATION DEPARTMENT

SUMMARY: ENVIRONMENT & REGENERATION

FULL TIME EQUIVALENTS (FTE)

Permanent Staff

Fixed Term Contract

TUPE Staff

Total FTE

2014/15	2015/16
636	637

SERVICE AREA ANALYSIS

	CHANGE BETWEEN YEARS			2015/2016 Estimate £000
	2014/2015 Original Estimate £000	Inflation £000	Other Variations £000	
Street Scene and Waste	25,561	242	(8,754)	17,049
Public Protection and Development	(5,741)	25	(2,095)	(7,811)
Sustainable Communities	1,785	93	11,703	13,581
Safer Merton	1,248	0	(1,248)	0
Senior Management and Support	0	3	23	26
TOTAL EXPENDITURE	22,853	363	(371)	22,845

ENVIRONMENT AND REGENERATION DEPARTMENT

Departmental Summary

FULL TIME EQUIVALENTS (FTE)

Permanent Staff
Fixed Term Contract
TUPE Staff
Total FTE

2014/15	2015/16
636	637

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/2015 Original Estimate £000	Inflation £000	Other Variations £000	2015/2016 Estimate £000
Expenditure				
Employees	21,896	103	694	22,693
Premises	3,406	29	(347)	3,088
Transport	8,140	39	687	8,866
Supplies and Services	4,325	46	220	4,591
Third Party Payments	9,504	146	739	10,390
Transfer Payments	16	0	(7)	9
Support Services	8,635	0	1,343	9,979
Depreciation and Impairment Losses	7,333	0	1,250	8,583
GROSS EXPENDITURE	63,255	363	4,581	68,199
Income				
Government Grants	(410)	0	(358)	(768)
Other Reimbursements and Contributions	(2,413)	0	(1,181)	(3,593)
Customer and Client Receipts	(33,618)	0	(3,021)	(36,639)
Interest	0	0	0	0
Recharges	(3,010)	0	(1,343)	(4,353)
Reserves	(950)	0	950	(0)
GROSS INCOME	(40,402)	0	(4,952)	(45,354)
NET EXPENDITURE	22,853	363	(371)	22,845

Other variations are analysed as follows:

Major Items	£000	fte
Savings	(1,591)	
Depreciation adjustments	1,250	
Overheads adjustments	0	
Transfer between departments	(77)	
Technical adjustments	(146)	
Use of Reserves adjustments	193	
TOTAL	(371)	0

ENVIRONMENT AND REGENERATION DEPARTMENT

Street Scene and Waste: Transport Services, Waste Management and Operations.

FULL TIME EQUIVALENTS (FTE)

Permanent Staff
Fixed Term Contract
TUPE Staff
Total FTE

2014/15	2015/16
351	316

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/2015 Original Estimate £000	Inflation £000	Other Variations £000	2015/2016 Estimate £000
Expenditure				
Employees	10,868	101	(1,665)	9,304
Premises	1,437	1	(1,162)	276
Transport	7,627	30	576	8,233
Supplies and Services	1,532	12	(406)	1,138
Third Party Payments	8,270	98	(1,694)	6,674
Transfer Payments	2	0	0	2
Support Services	4,073	0	(621)	3,452
Depreciation and Impairment Losses	6,436	0	(5,243)	1,193
GROSS EXPENDITURE	40,245	242	(10,215)	30,272
Income				
Government Grants	(288)	0	11	(277)
Other Reimbursements and Contributions	(1,894)	0	878	(1,016)
Customer and Client Receipts	(12,005)	0	713	(11,292)
Recharges	(497)	0	(141)	(638)
Reserves	0	0		0
GROSS INCOME	(14,684)	0	1,461	(13,223)
NET EXPENDITURE	25,561	242	(8,754)	17,049

Other variations are analysed as follows:

Major Items	£000	fte
Savings	(443)	
Depreciation adjustments	141	
Overheads adjustments	0	
Transfer between departments	(7)	
Technical adjustments	(8,445)	(36.6)
TOTAL	(8,754)	(36.6)

ENVIRONMENT AND REGENERATION DEPARTMENT

Public Protection: Regulatory Services Partnership, Parking Control.

FULL TIME EQUIVALENTS (FTE)	2014/15	2015/16
Permanent Staff		
Fixed Term Contract		
TUPE Staff		
Total FTE	136	130

SUBJECTIVE ANALYSIS OF ESTIMATES	2014/2015 Original Estimate £000	Inflation £000	Other Variations £000	2015/2016 Estimate £000
Expenditure				
Employees	5,226	0	(109)	5,117
Premises	691	1	(49)	643
Transport	226	3	(44)	185
Supplies and Services	670	12	95	777
Third Party Payments	326	9	337	672
Transfer Payments	2	0	(2)	(0)
Support Services	1,635	0	(201)	1,434
Depreciation and Impairment Losses	76	0	136	212
GROSS EXPENDITURE	8,852	25	163	9,040
Income				
Government Grants	(0)	0	(108)	(108)
Other Reimbursements and Contributions	(99)	0	(1,116)	(1,215)
Customer and Client Receipts	(14,387)	0	(1,140)	(15,527)
Recharges	0	0	0	0
Reserves	(106)	0	106	(0)
GROSS INCOME	(14,592)	0	(2,258)	(16,850)
NET EXPENDITURE	(5,741)	25	(2,095)	(7,811)

Other variations are analysed as follows:

Major Items	£000	fte
Savings	(611)	(7.3)
Depreciation adjustments	(3)	
Overheads adjustments	0	
Transfer between departments	(45)	(1.0)
Technical adjustments	(1,461)	(37.1)
Use of Reserves adjustments	25	
TOTAL	(2,095)	(45.4)

ENVIRONMENT AND REGENERATION DEPARTMENT

Sustainable Communities: Traffic and Highway Services, Development Control, Building Control, Physical Regeneration, Spatial Planning and Policy, Regeneration Partnerships, Property Management, Greenspaces, Leisure and Culture Development, Transport Planning & Safety Education, Business Performance.

FULL TIME EQUIVALENTS (FTE)

Permanent Staff
Fixed Term Contract
TUPE Staff
Total FTE

2014/15	2015/16
117	180

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/2015 Original Estimate £000	Inflation £000	Other Variations £000	2015/2016 Estimate £000
Expenditure				
Employees	4,203	2	3,283	7,488
Premises	1,276	27	866	2,169
Transport	260	6	162	428
Supplies and Services	1,745	19	713	2,477
Third Party Payments	780	39	2,225	3,044
Transfer Payments	12	0	(5)	7
Support Services	2,552	0	2,395	4,947
Depreciation and Impairment Losses	683	0	6,496	7,179
GROSS EXPENDITURE	11,511	93	16,135	27,739
Income				
Government Grants	(52)	0	(331)	(383)
Other Reimbursements and Contributions	(218)	0	(1,144)	(1,362)
Customer and Client Receipts	(7,220)	0	(2,599)	(9,819)
Recharges	(1,391)	0	(1,202)	(2,593)
Reserves	(844)	0	844	(0)
GROSS INCOME	(9,726)	0	(4,432)	(14,158)
NET EXPENDITURE	1,785	93	11,703	13,581

Other variations are analysed as follows:

Major Items	£000	fte
Savings	(534)	(5.9)
Depreciation adjustments	1,112	
Overheads adjustments	0	
Transfer between departments	(25)	
Technical adjustments	10,982	73.7
Use of Reserves adjustments	168	0.4
TOTAL	11,703	68.2

ENVIRONMENT AND REGENERATION DEPARTMENT

Safer Merton: Management of the Community Safety Partnership and related legislation.

FULL TIME EQUIVALENTS (FTE)

Permanent Staff
Fixed Term Contract
TUPE Staff
Total FTE

2014/15	2015/16
22	0

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/2015 Original Estimate £000	Inflation £000	Other Variations £000	2015/2016 Estimate £000
Expenditure				
Employees	841	0	(841)	0
Premises	2	0	(2)	0
Transport	7	0	(7)	0
Supplies and Services	179	0	(179)	0
Third Party Payments	129	0	(129)	0
Transfer Payments	0	0	0	0
Support Services	230	0	(230)	0
Depreciation and Impairment Losses	139	0	(139)	0
GROSS EXPENDITURE	1,525	0	-1,525	0
Income				
Government Grants	(70)	0	70	0
Other Reimbursements and Contributions	(201)	0	201	0
Customer and Client Receipts	(6)	0	6	0
Recharges	0	0	0	0
Reserves	0	0	0	0
GROSS INCOME	(277)	0	277	0
NET EXPENDITURE	1,248	0	(1,248)	0

Other variations are analysed as follows:

Major Items	£000	fte
Saving	0	
Depreciation adjustments	0	
Overheads adjustments	0	
Technical adjustments	(1,248)	(22.0)
TOTAL	(1,248)	(22)

ENVIRONMENT AND REGENERATION DEPARTMENT

Senior Management and Support: The Department's senior management and secretarial support.

FULL TIME EQUIVALENTS (FTE)

Permanent Staff

Fixed Term Contract

TUPE Staff

Total FTE

2014/15	2015/16
11	11

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/2015 Original Estimate £000	Inflation £000	Other Variations £000	2015/2016 Estimate £000
Expenditure				
Employees	758	0	26	784
Premises	0	0	0	0
Transport	20	0	0	20
Supplies and Services	198	3	(3)	198
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	146	0	0	146
Depreciation and Impairment Losses	0	0	0	0
GROSS EXPENDITURE	1,122	3	23	1,148
Income				
Government Grants	0	0	0	0
Other Reimbursements and Contributions	0	0	0	0
Customer and Client Receipts	0	0	0	0
Recharges	(1,122)	0	0	(1,122)
Reserves	0	0	0	0
GROSS INCOME	(1,122)	0	0	(1,122)
NET EXPENDITURE	0	3	23	26

Other variations are analysed as follows:

Major Items	£000	fte
Saving	(3)	
Overheads adjustments	0	
Technical adjustments	26	
TOTAL	23	0



2015/2016 ESTIMATES

COMMUNITY AND HOUSING DEPARTMENT

SUMMARY: COMMUNITY AND HOUSING**FULL TIME EQUIVALENTS**

Number of FTE Staff

Number of FTE PCT TUPE staff

2014/15	2015/16
531.79	524.71
21.28	19.88
553.1	544.6

SERVICE AREA ANALYSIS

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Adult Social Care	55,498	780	(188)	56,090
Libraries and Heritage	3,193	16	(149)	3,060
Merton Adult Education	39	8	(29)	18
Housing General Fund	2,207	26	(79)	2,154
Senior Management	396	2	0	398
NET EXPENDITURE	61,333	832	(445)	61,720

COMMUNITY AND HOUSING DEPARTMENT

Total

The department includes Adult Social Care, Housing, Libraries and Merton Adult Education.

FULL TIME EQUIVALENTS

	2014/15	2015/16
Number of FTE Staff	531.05	466.32
Number of FTE PCT TUPE staff	24.24	22.74
Number of Fixed Term contract	0.00	0.00

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	19,110	101	(520)	18,691
Premises	1,094	17	(23)	1,088
Transport	1,202	18	2	1,222
Supplies and Services	5,175	65	(134)	5,106
Third Party Payments	41,784	631	(268)	42,147
Transfer Payments	9,732	0	123	9,855
Support Services	8,356	0	146	8,502
Depreciation and Impairment Losses	739	0	(98)	641
GROSS EXPENDITURE	87,192	832	(772)	87,252
Income				
Government Grants	(2,977)	0	(226)	(3,203)
Other Reimbursements and Contributions	(8,055)	0	699	(7,356)
Customer and Client Receipts	(11,651)	0	(57)	(11,708)
Interest	0	0	0	0
Recharges	(3,109)	0	(156)	(3,265)
Reserves	(67)	0	67	0
GROSS INCOME	(25,859)	0	327	(25,532)
NET EXPENDITURE	61,333	832	(445)	61,720

Other Variations are analysed as follows:

Major Items	£000	fte
Current Year savings	(2,154)	(48.14)
Previous years savings	0	0
Previous years growth	1,000	0
Overheads adjustments	0	0
Depreciation adjustments	(98)	0
Rebasing of Income	(220)	0
Technical adjustments	28	0
Transfers between departments	0	0
Grants	0	0
Other	1,006	0
TOTAL	(438)	(48.14)

COMMUNITY AND HOUSING DEPARTMENT

Adult Education

Provides high quality learning and training needs of Merton communities for ages 16-65. Funded by LSC, MAE is able to support financially qualifying learners and or offer free courses. Services are provided through two main town centres Whatley Avenue, Wimbledon's Marlborough hall, and four neighbourhood centres, Cobham Court, Mitcham's Canons house, Pollards Hill and Morden libraries.

FULL TIME EQUIVALENTS

Number of FTE Staff

Number of Fixed Term contract

2014/15	2015/16
29.36	27.29
0.00	0.00

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15		Other	2015/16
	Original	Inflation	Variations	Estimate
	£000	£000	£000	£000
Expenditure				
Employees	1,785	0	69	1,854
Premises	174	3	(11)	166
Transport	3	0	0	3
Supplies and Services	345	5	0	350
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	311	0	0	311
Depreciation and Impairment Losses	97	0	(5)	92
GROSS EXPENDITURE	2,715	8	53	2,776
Income				
Government Grants	(1,873)	0	(82)	(1,955)
Other Reimbursements and Contributions	0	0	0	0
Customer and Client Receipts	(803)	0	0	(803)
Interest	0	0	0	0
Recharges	0	0	0	0
Reserves	0	0	0	0
GROSS INCOME	(2,676)	0	(82)	(2,758)
NET EXPENDITURE	39	8	(29)	18

Other Variations are analysed as follows:

Major Items	£000	fte
Current Year savings	(14)	(0.50)
Previous years savings	0	
Previous years growth	0	
Overheads adjustments	0	
Depreciation adjustments	(5)	
Rebasing of Income	0	
Technical adjustments	(10)	
Transfers between departments	0	
Grants	0	
Other	0	
TOTAL	(29)	(0.50)

COMMUNITY AND HOUSING DEPARTMENT
Library & Heritage Services

Services are provided through three main town centre libraries, Mitcham, Morden, Wimbledon and four neighbourhood libraries, Donald Hope, Pollards Hill, Raynes Park and West Barnes. Additional services available are home visits and school services. Also available is the Heritage Service located at Morden Library.

FULL TIME EQUIVALENTS

	2014/15	2015/16
Number of FTE Staff	47.00	45.71
Number of Fixed Term Contract	0.00	0.00

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	1,327	0	(23)	1,304
Premises	401	6	6	413
Transport	4	0	0	4
Supplies and Services	582	9	(117)	474
Third Party Payments	65	1	(28)	38
Transfer Payments	0	0	0	0
Support Services	689	0	0	689
Depreciation and Impairment Losses	566	0	(76)	490
GROSS EXPENDITURE	3,634	16	(238)	3,412
Income				
Government Grants	0	0	0	0
Other Reimbursements and Contributions	(114)	0	99	(15)
Customer and Client Receipts	(327)	0	(10)	(337)
Interest	0	0	0	0
Recharges	0	0	0	0
Reserves	0	0	0	0
GROSS INCOME	(441)	0	89	(352)
NET EXPENDITURE	3,193	16	(149)	3,060

Other Variations are analysed as follows:

Major Items	£000	fte
Current Year savings	(22)	
Previous years savings	0	
Previous years growth	0	
Overheads adjustments	0	
Depreciation adjustments	(76)	
Rebasing of Income	0	
Technical adjustments	(51)	
Transfers between departments	0	
Grants	0	
Other	0	
TOTAL	(149)	0.00

COMMUNITY AND HOUSING DEPARTMENT
Housing General Fund

Housing Needs and Enabling Service

FULL TIME EQUIVALENTS

Number of FTE Staff

Number of Fixed Term Contract

2014/15	2015/16
32.50	30.53
0.00	0.00

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	1,310	0	(79)	1,231
Premises	38	1	(1)	38
Transport	28	1	(1)	28
Supplies and Services	200	3	(31)	172
Third Party Payments	1,154	21	221	1,396
Transfer Payments	338	0	(34)	304
Support Services	277	0	0	277
Depreciation and Impairment Losses	0	0	0	0
GROSS EXPENDITURE	3,345	26	75	3,446
Income				
Government Grants	(969)	0	(171)	(1,140)
Other Reimbursements and Contributions	(5)	0	0	(5)
Customer and Client Receipts	(97)	0	(50)	(147)
Interest	0	0	0	0
Recharges	0	0	0	0
Reserves	(67)	0	67	0
GROSS INCOME	(1,138)	0	(154)	(1,292)
NET EXPENDITURE	2,207	26	(79)	2,154

Other Variations are analysed as follows:

Major Items	£000	fte
Current Year savings	(104)	(1.00)
Previous years savings	0	
Growth	0	
Overheads adjustments	0	
Depreciation adjustments	0	
Rebasing of Income	0	
Technical adjustments	19	
Transfers between departments	0	
Grants	0	
Other	6	
TOTAL	(79)	(1.00)

COMMUNITY AND HOUSING DEPARTMENT

Adult Social Care

This area includes Older People, Mental Health, Learning Disability, Physical Disability and sensory Impaired clients. It also includes No Recourse to Public Fund, aids support and substance misuse clients, concessionary fares and clients receiving other services.

FULL TIME EQUIVALENTS

	2014/15	2015/16
Number of FTE Staff	420.19	360.79
Number of FTE PCT TUPE staff	24.24	22.74
Number of Fixed Term Contract	0.00	0.00

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	14,464	101	(487)	14,078
Premises	481	7	(17)	471
Transport	1,167	17	3	1,187
Supplies and Services	3,914	46	14	3,974
Third Party Payments	40,565	609	(461)	40,713
Transfer Payments	9,394	0	157	9,551
Support Services	7,041	0	146	7,187
Depreciation and Impairment Losses	76	0	(17)	59
GROSS EXPENDITURE	77,102	780	(662)	77,220
Income				
Government Grants	(135)	0	27	(108)
Other Reimbursements and Contributions	(7,936)	0	600	(7,336)
Customer and Client Receipts	(10,424)	0	3	(10,421)
Interest	0	0	0	0
Recharges	(3,109)	0	(156)	(3,265)
Reserves	0	0	0	0
GROSS INCOME	(21,604)	0	474	(21,130)
NET EXPENDITURE	55,498	780	(188)	56,090

Other Variations are analysed as follows:

Major Items	£000	fte
Current Year savings	(2,014)	(46.64)
Previous years savings	0	
Growth	1,000	
Overheads adjustments	0	
Depreciation adjustments	(17)	
Rebasing of Income	(220)	
Technical adjustments	70	
Transfers between departments	0	
Grants	0	
Other	1,000	
TOTAL	(181)	(46.64)

COMMUNITY AND HOUSING DEPARTMENT Senior Management

This area includes the cost of the Director and PA.

FULL TIME EQUIVALENTS

Number of FTE Staff

Number of Fixed Term Contract

2014/15	2015/16
2.00	2.00
0.00	0.00

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	224	0	0	224
Premises	0	0	0	0
Transport	0	0	0	0
Supplies and Services	134	2	0	136
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	38	0	0	38
Depreciation and Impairment Losses	0	0	0	0
GROSS EXPENDITURE	396	2	0	398
Income				
Government Grants	0	0	0	0
Other Reimbursements and Contributions	0	0	0	0
Customer and Client Receipts	0	0	0	0
Interest	0	0	0	0
Recharges	0	0	0	0
Reserves	0	0	0	0
GROSS INCOME	0	0	0	0
NET EXPENDITURE	396	2	0	398

Other Variations are analysed as follows:

Major Items	£000	fte
Current Year savings	0	
Previous years savings	0	
Growth	0	
Overheads adjustments	0	
Depreciation adjustments	0	
Rebasing of Income	0	
Technical adjustments	0	
Transfers between departments	0	
Grants	0	
Other	0	
TOTAL	0	0.00

COMMUNITY AND HOUSING DEPARTMENT
Public Health

This area includes all Public Health responsibilities .

FULL TIME EQUIVALENTS

Number of FTE Staff

Number of Fixed Term Contracts

2014/15	2015/16
13.77	14.77
0.00	0.00

SUBJECTIVE ANALYSIS OF ESTIMATES

	2014/15 Original Estimate £000	Inflation £000	Other Variations £000	2015/16 Estimate £000
Expenditure				
Employees	922	0	71	993
Premises	0	0	0	0
Transport	7	0	(5)	2
Supplies and Services	4,431	0	81	4,512
Third Party Payments	4,374	0	(131)	4,243
Transfer Payments	0	0	0	0
Support Services	110	0	0	110
Depreciation and Impairment Losses	0	0	0	0
GROSS EXPENDITURE	9,844	0	16	9,860
Income				
Government Grants	(9,236)	0	0	(9,236)
Other Reimbursements and Contributions	(608)	0	(16)	(624)
Customer and Client Receipts	0	0	0	0
Interest	0	0	0	0
Recharges	0	0	0	0
Reserves	0	0	0	0
GROSS INCOME	(9,844)	0	(16)	(9,860)
NET EXPENDITURE	0	0	0	0

Other Variations are analysed as follows:

Major Items	£000	fte
Current Year savings	0	
Previous years savings	0	
Growth	0	
Overheads adjustments	0	
Depreciation adjustments	0	
Rebasing of Income	0	
Technical adjustments	0	
Transfers between departments	0	
Grants	0	
Other	0	
TOTAL	0	0.00

BUSINESS PLAN - GLOSSARY OF TERMS
<p>ANNUAL MINIMUM REVENUE PROVISION The council is required to pay off an element of the accumulated General Fund capital spend each financial year through a revenue charge, as required by the Local Government and Housing Act 1989.</p>
<p>ASSET MANAGEMENT PLAN / REVIEW An Asset Management Plan (AMP) is a tactical plan for managing an organisation's infrastructure and other assets to deliver an agreed standard of service. This information is reviewed annually.</p>
<p>BALANCES Balances are maintained to meet expenditure pending the receipt of income and to provide a cushion against expenditure being higher or income lower than expected. Contributions to balances can be either a planned contribution from the revenue budget or a transfer of any revenue surplus at the year end. The maintenance of an appropriate level of balances is a fundamental part of prudent financial management.</p>
<p>BORROWING STRATEGY A borrowing strategy set up the parameters within which money may be borrowed by the Authority. These parameters are designed to manage the risk taken by the authority within best practice.</p>
<p>BUDGET Statement of the spending plans for the year.</p>
<p>CAPITAL EXPENDITURE Expenditure on the acquisition of a fixed asset or expenditure, which adds to, and not merely maintains, the value of an existing fixed asset.</p>
<p>CAPITAL FINANCING REQUIREMENT (CFR) Is the total historical outstanding capital expenditure which has not yet been paid for from either revenue or capital resources i.e. a measure of the underlying borrowing need.</p>
<p>CAPITAL PROGRAMME Is documentation which summarises the outcome of priority allocations contained in the capital strategy and details individual schemes for approval by Council / Cabinet.</p>
<p>CAPITAL PROGRAMME BOARD The Capital Programme Board ensures:</p> <ul style="list-style-type: none"> • that the overall capital investment strategy is consistent with strategic objectives, is affordable within the revenue budget strategy, examining potential funding options. • that bids are submitted in accordance with set framework and guidelines (including business cases, value for money and options appraisal) and prioritised in accordance of agreed criteria • compiles and manages a multi-year capital programme for consideration by CMT and approval by Cabinet • oversees the Council's Accommodation and disposals strategy.
<p>CAPITAL PROJECTS / SCHEMES Capital Projects / Schemes is the level at which Member approval is obtained.</p>
<p>CAPITAL RECEIPTS Proceeds from the sale of fixed assets and repayments of capital grants and loans. These are divided into reserved and usable parts.</p>

BUSINESS PLAN - GLOSSARY OF TERMS Continued...
<p>CAPITAL MONITORING The monthly comparison of actual spend against the anticipated spend (profiled budget) and the revision of projected year end spend where necessary. Periodically budget managers will be required to review their in year budget requirement and re-profile their projected expenditure over subsequent financial years.</p>
<p>CAPITAL STRATEGY A Capital Strategy is a core planning document designed to dovetail with the MTFs and Treasury Strategy to ensure that limited capital resources are deployed in accordance with corporate priorities / achieving our vision. The document will also detail how the proposed capital programme will be funded.</p>
<p>CASH FLOW MANAGEMENT Cash flow is the movement of money into or out of a business. Cash flow management optimises activity and investment around these cash flows.</p>
<p>CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA) The Institute produces standards and codes of practice that must be followed in preparing the Council's financial statements.</p>
<p>CODE OF PRACTICE LOCAL AUTHORITY ACCOUNTING These are designed to support consistent standards of financial accounting in local authorities. There are two accounting codes :- The Code of Practice on Local Authority Accounting supports consistent financial reporting at the level of the formal statements of accounts. The Service Reporting Code of Practice (SerCOP) supports consistent financial reporting between local authorities below the level of the formal statement of accounts. In particular the SerCOP is designed to support consistency and comparability in reporting the cost of individual services and activities. The IFRS based Code of Practice requires that the analysis of services in the Consolidated Revenue Account should follow that prescribed by the SerCOP.</p>
<p>COLLECTION FUND This is a statutory 'ring fenced' account. It records income and expenditure on Council Tax, Non Domestic Rates, payments to the precepting authorities and transfer to the Council's General Fund.</p>
<p>COMMUNITY ORGANISATION An organisation with benevolent or philanthropic purposes.</p>
<p>COMPACT Compacts are partnership agreements between statutory bodies and the voluntary and community sector to improve their relationships and provide a framework within which the sectors can understand what to expect from each other. Compacts offer the means of supporting the development of the voluntary and community sector's capacity so that groups can do more to meet both their aims and those of their statutory partners, thereby enhancing their contribution to the local community. The national compact (between central government and the voluntary and community sector) was launched in 1998 and it is now a requirement for all local authorities and PCTs to develop a compact with the voluntary and community sector. They are not legally binding documents but the Compact is approved and signed policy and affects the conduct of all partners.</p>

BUSINESS PLAN - GLOSSARY OF TERMS Continued...	
COMPREHENSIVE SPENDING REVIEW (CSR)	The CSR is a governmental process carried out by HM Treasury which sets out fixed three-year departmental expenditure limits and, through public sector service agreements, defines key service improvements.
CONTINGENCY	A contingency is the setting aside of a finite sum to offset the cost of a future event or circumstance which may or may not occur.
CORPORATE AND DEMOCRATIC CORE	The corporate and democratic core comprises all activities which local authorities engage in specifically because they are elected, multi-purpose authorities. It has two elements - corporate management and democratic representation and management. The activities within the corporate and democratic core are in addition to those which would be carried out by a series of independent, single purpose bodies managing the same services. There is, therefore, no logical basis for apportioning these costs to services.
CORPORATE GOVERNANCE	Corporate Governance is the system by which local authorities direct and control their functions and communicate to their communities.
COUNCIL TAX	This is the main source of local taxation to local authorities. It is levied on households within the authority's area and the proceeds are paid into the Collection Fund for distribution to precepting authorities and to the authority's own General Fund.
COUNTRY LIMITS	The current economic climate has not only affected companies and financial institutions; it has affected sovereigns as well. This will be incorporated into counterparty selection.
CREDIT APPROVAL	The permission to borrow given to each local authority annually by the Secretary of State. Local authorities can obtain supplementary credit approvals during the year for particular projects.
CREDITORS	The individual or organisation to whom the Authority owes money. Accordingly, it does not include money on taxation to the Council.
COUNCIL'S BORROWING REQUIREMENT	Based on projected spend, this is the amount of money a local authority will need to borrow to finance this projected spend.
COUNTERPARTIES	The organisation in respect of which the Authority borrows from or invests money with.
COUNTERPARTIES DOWNGRADES	A counterparty will be removed, suspended or kept on close watch from the council's approved list if it fails to meet the Council's criteria.
CORPORATE BONDS	Is a bond that a corporation issues to raise money in order to expand its business.
COUPON	Is the interest rate stated on a bond at the time it is issued.

BUSINESS PLAN - GLOSSARY OF TERMS Continued...
<p>CREDITWORTHINESS An assessment of the likelihood that a borrower will default on their debt obligations. It is based upon factors, such as their history of repayment and their credit score. Lending institutions also consider the availability of assets and extent of liabilities to determine the probability of default.</p>
<p>DEBTORS A debtor is an organisation or individual that owes the Authority money.</p>
<p>DEBT RESCHEDULING Where certain debt may be redeemed and a further loan obtained. This may be undertaken to provide an even spread of debt redemption date and terms, It may also be used to optimise beneficial borrowing rates in the market while maintaining activity within acceptable risk levels.</p>
<p>DEPRECIATION Depreciation is a charge to the revenue account to reflect the reduction in the useful economic life of a fixed asset. The reduction in the value of a fixed asset in the balance sheets is in line with the expected useful life.</p>
<p>COUNTERPARTY DOWNGRADES This is a reduction in the credit rating of an organisation during a periodic review.</p>
<p>EARMARKED CAPITAL REOURCES / GRANTS Money received by the Authority which has certain conditions / restrictions over its use limiting the type of expenditure that it may be applied against.</p>
<p>FINANCIAL INSTRUMENT A real or virtual document representing a legal agreement involving some sort of monetary value. In today's financial marketplace, financial instruments can be classified generally as equity based, representing ownership of the asset, or debt based, representing a loan made by an investor to the owner of the asset.</p>
<p>FINANCIAL YEAR The financial year runs from 1 April to the following 31 March.</p>
<p>FIXED ASSETS Assets that yield benefits to the local authority and the services it provides for a period of more than one year. These assets can be tangible or intangible.</p>
<p>FTSE 100 This is the index of the top 100 UK listed companies by market capitalisation.</p>
<p>GENERAL FUND The main fund of the Council, from which all expenditure is met and all income is paid, with the exception of those items, which by statute have to be taken to some other account.</p>
<p>GOVERNMENT GRANTS Financial assistance by government and other bodies, in the form of cash transfers to an authority, issued in return for compliance with certain conditions relating to the activities of the authority.</p>
<p>GROSS EXPENDITURE The total expenditure of a fund or account.</p>
<p>GROUP LIMITS This is a limit on the amount of money that may be invested with or borrowed from a particular conglomerate.</p>

BUSINESS PLAN - GLOSSARY OF TERMS Continued...
<p>HOUSING REVENUE ACCOUNT (HRA) This is a statutory account that shows all income and expenditure relating to the provision, management and maintenance of the Council's housing stock. The government defines the items of income and expenditure that must be included in the account. This account is ring-fenced under the Local Government and Housing Act 1989.</p>
<p>INTERNATIONAL FINANCIAL REPORTING STANDARD (IFRS) International Financial Reporting Standards are the standards that both the SORP and the UK GAAP are converging towards and local authorities have had to fully comply with since 2010/11 financial year</p>
<p>INVESTMENT POLICY The London Borough of Merton's investment policy has regard to the CLG's Guidance on Local Government Investments and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes. The council's investment priorities will be security first, liquidity second, then return.</p>
<p>INVESTMENT STRATEGY The investment of the Authority's cash balances to optimise its strategic and operational needs.</p>
<p>INVESTMENT TREASURY INDICATOR AND LIMIT This is a prudential indicator for funds invested for more than 364 days, designed to measure the need for early investment redemption against the Authority's liquidity requirement.</p>
<p>LENDERS OPTION BORROWERS OPTION (LOBO) When borrowing or lending money, certain time related limits may be established when the arrangement is made e.g. at a certain point in time the interest rate of a loan will increase; at this point both parties have the opportunity to opt in / out of the arrangement.</p>
<p>LEVY An amount levied by a local authority or other statutory body which is paid by the Council.</p>
<p>LIABILITIES An entity's obligations to transfer economic benefits as a result of past transactions or events.</p>
<p>LOCALISM ACT 2011 It sets out a series of proposals with the potential to achieve a substantial and lasting shift in power away from central government and towards local people. They include: new freedoms and flexibilities for local government; new rights and powers for communities and individuals; reform to make the planning system more democratic and more effective</p>
<p>MERTON 2015 BOARD Merton 2015 Board oversees the management and monitoring of the Merton 2015 programme and the promotion of best practices within the Council. Its work falls into four main areas:</p> <ul style="list-style-type: none"> • manage and monitor the Merton 2015 programme including giving the go ahead for new projects and project closure; • steer the implementation and future development of the Merton 2015 programme; • lead on developing and maintaining cross-cutting initiatives; and • manage, co-ordinate and monitor business improvement activity across the council.

BUSINESS PLAN - GLOSSARY OF TERMS Continued...
<p>MINIMUM REVENUE PROVISION</p> <p>The council is required to pay off an element of the accumulated General Fund capital spend each financial year through a revenue charge, as required by the Local Government and Housing Act 1989.</p>
<p>NON-DOMESTIC RATE (NDR)</p> <p>A levy on businesses based on national 'rateable value' of the premises occupied. NDR is collected by the Council in line with national criteria, paid into a national pool and then redistributed to all local and police authorities on the basis of population.</p>
<p>NON-SPECIFIED INVESTMENTS</p> <p>A body which has been provided with a government issued guarantee for wholesale deposits within specific timeframes.</p>
<p>OPERATIONAL BOUNDARY</p> <p>The operational boundary is a prudential indicator for monitoring the total external debt, gross of investments, and separately identifying borrowing from other long term liabilities.</p>
<p>PENSION FUND</p> <p>The Local Government Pension Scheme (LGPS) is a scheme established by statute to provide death and retirement benefits for all eligible employees. The scheme's benefits are defined in the LGPS Regulations, and are geared to a scheme member's final salary and length of service (this current scheme is currently under review).</p> <p>The scheme is financed by a combination of employee and employer contributions, together with income from a fund of investments. The employee contribution rate is set at 6% of pensionable pay, whilst the employer's rate varies according to an assessment of the funds current and forecast pension/benefit costs, (the fund's liabilities), relative to its income. This assessment is undertaken, in accordance with LGPS Regulations, every three years by the Fund's appointed actuary, who sets the necessary level of employer contribution into the fund so that the fund's liabilities can be paid.</p>
<p>PERFORMANCE MANAGEMENT FRAMEWORK</p> <p>Performance management is about how an organisation consistently plans and manages to ensure continuous improvement. Sustainable improvements in services are unlikely to happen without it. A performance framework is designed to help individuals, teams, divisions etc. understand :</p> <ul style="list-style-type: none"> • what the organisation is trying to achieve (golden thread), • the planning, monitoring and review cycle • their responsibilities.
<p>PRECEPTS</p> <p>An amount collected by the Council as part of the Council Tax on behalf of another statutory body.</p>
<p>PRIVATE FINANCE INITIATIVE (PFI)</p> <p>PFI contracts are agreements with private sector organisations to refurbish, maintain and operate fixed assets on behalf of public sector organisations such as local authorities.</p>
<p>PROCUREMENT BOARD</p> <p>The Procurement Board provides a corporate focus for procurement issues and oversees the procurement development in Merton. The Board also provides both strategic direction for, and effective governance of, the procurement arrangements across the Authority, ensuring they are effective, efficient and utilised.</p>

BUSINESS PLAN - GLOSSARY OF TERMS Continued...
<p>PROFILE</p> <p>Refers to budget management, where an allocated annual budget is split over the months in which it is estimated that expenditure will be incurred. For example, utility bills may well be split into four and entered into the months in which quarterly payments are due.</p>
<p>PROVISIONS</p> <p>Amounts set aside for any liabilities or losses which are likely to be incurred, but which are uncertain as to the amounts or the dates on which they will arise.</p>
<p>PRUDENTIAL CODE OF BORROWING</p> <p>The Local Government Finance Act (NI) 2011 requires the Council to adopt the CIPFA Prudential Code for Capital Finance in Local Authorities. In doing so, the Council is required to set and monitor a series of Prudential Indicators, the key objectives of which are to ensure that, within a clear framework, the capital investment plans of the council are affordable, prudent and sustainable.</p>
<p>RESCHEDULING OF DEBT</p> <p>The switching of debt between the short term and the longer term and vice versa to obtain favourable borrowing rates.</p>
<p>RESERVES</p> <p>These are amounts set aside for specific purposes. The Council has discretion in whether it wishes to set aside these amounts as distinct from sums set aside in provisions.</p>
<p>REVENUE EXPENDITURE</p> <p>Expenditure incurred on day to day running costs and confined to accounts within one financial year.</p>
<p>REVENUE MONITORING</p> <p>The monthly comparison of actual expenditure and income spend against the anticipated spend (profiled budget). A budget manager will then allow for known income/expenditure to project the year end position</p>
<p>RISK MANAGEMENT</p> <p>A risk is a threat, obstacle, barrier, etc. that will stop the Authority from achieving its ambitions, aims and objectives. Risk management is the process of managing the risks that may prevent delivery of desired outcomes so that the organisation can anticipate and respond positively to change. Merton's approach to risk management is to raise awareness, integrate it into day to day operations and establish a robust framework and procedures to identify, analyse, assess and manage risk.</p>
<p>SECTION 151 OFFICER</p> <p>Section 151 of the Local Government Act 1972 requires every local authority to make arrangements for the proper administration of their financial affairs and requires one officer to be nominated to take responsibility for the administration of those affairs. The Section 151 officer is usually the local authority's treasurer and must be a qualified accountant belonging to one of the recognised chartered accountancy bodies. The Section 151 officer has a number of statutory duties, including the duty to report any unlawful financial activity involving the authority (past, present or proposed) or failure to set or keep to a balanced budget.</p>
<p>SECURITISATION</p> <p>'Securitisation' as used in this context means the disposal of future revenues. For example, someone receiving rents from properties might transfer the entitlement to that income to a bank for (e.g.) 20 years, in exchange for an immediate lump-sum payment.</p>

BUSINESS PLAN - GLOSSARY OF TERMS Continued...	
SPECIFIED INVESTMENTS	These are to be sterling investments of a maturity period of not more than 364 days, or those which could be for a longer period but where the Council has the right to be repaid within 364 days if it wishes. These are low risk assets where the possibility of loss of principal or investment income is considered negligible.
SUPER OUTPUT AREA	A Super Output Area (SOA) is a geographical area designed for the collection and publication of small area statistics. It is used on the Neighbourhood Statistics site, and has a wider application throughout national statistics. SOAs give an improved basis for comparison throughout the country because the units are more similar in size of population than, for example, electoral wards
SUPPORT SERVICES	These are services that are not statutory local authority services but which give support to those services.
SUPPORTED CAPITAL EXPENDITURE	This is the term for central government support for local authority capital expenditure with effect from 1 April 2004. Under the new system, central government provides allocations to replace the previous system of credit approvals. The allocations enable services to borrow to finance capital schemes. The services also receive revenue funding through the revenue support grant to pay for the borrowing.
TAX INCREMENTAL FINANCING	The Local Government Finance Bill was passed in December 2011 and introduces a rate retention scheme enabling local authorities to retain a proportion of the business rates generated in their area. The Bill also includes a framework for the localisation of support for council tax in England, which alongside other council tax measures will give councils increased financial autonomy and a greater stake in the economic future of their local area, while providing continuation of council tax support for the most vulnerable in society. In determining the affordability of borrowing for capital purposes, authorities currently take account of their current income streams and forecast future income.
TREASURY MANAGEMENT	The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
TREASURY MANAGEMENT PRACTICES / TREASURY MANAGEMENT CODE OF PRACTICE	The Local Government Finance Act (NI) 2011 requires the Council to adopt the CIPFA Prudential Code for Capital Finance in Local Authorities. In doing so, the Council is required to set and monitor a series of Prudential Indicators, the key objectives of which are to ensure that, within a clear framework, the capital investment plans of the council are affordable, prudent and sustainable.
USEFUL LIFE	This is the period over which the local authority derives benefit from the use of a fixed asset.

<u>BUSINESS PLAN - GLOSSARY OF TECHNICAL TERMS ARISING FROM BUSINESS RATE RETENTION SCHEME</u>	
Aggregate start-up funding assessment	This is the total amount of funding that has been allocated to the local government sector in 2013-14. It is the adjusted local government spending control total for 2013-14.
Baseline funding level	The amount of a local authority's <i>start up funding assessment</i> which is provided through the <i>local share</i> of the estimated business rates aggregate at the outset of the scheme. It will form the baseline against which <i>tariffs</i> and <i>top-ups</i> will be calculated.
Billing authority	A local authority which bills and collects business rates, for example a district council or unitary council.
Billing authority business rates baseline	Determined by dividing the <i>local share</i> of the estimated business rates aggregate between billing authorities on the basis of their <i>proportionate shares</i> .
Central share	The percentage share of locally collected business rates that will be paid to central government by billing authorities. This will be set at 50 per cent. The <i>central share</i> will be re-distributed to local government through grants including the <i>Revenue Support Grant</i> .
Efficiency Support Grant	A grant awarded to local authorities who would otherwise see a reduction of more than 8.8 per cent of their revenue spending power.
Estimated Business Rates Aggregate	The total business rates forecast to be collected by all billing authorities in England. This will include two adjustments, one to address volatility in outturn compared to forecast and the other to cover future appeals losses.
Floor damping	A method by which stability in funding is maintained through limiting the effect of reductions in grant. A floor guarantees a lower limit to year-on-year reductions in grant for each authority. The grant changes of authorities whose grants are above the floor are scaled back by a fixed proportion to help pay for the floor.
Formula funding	This refers to the element of the aggregate start-up funding assessment that used to be funded through formula grant and which is distributed according to a mathematical formula to individual local authorities.

BUSINESS PLAN - GLOSSARY OF TECHNICAL TERMS ARISING FROM BUSINESS RATE RETENTION SCHEME Continued ...	
Individual authority business rates baseline	Derived by apportioning the <i>billing authority business rates baseline</i> between billing and major precepting authorities on the basis of <i>major precepting authority shares</i> .
Individual authority start-up funding assessment	Referred to as start-up funding allocation in the technical consultation paper. A local authority's share of the <i>local government spending control total</i> which will comprise its <i>Revenue Support Grant</i> for the year in question and its <i>baseline funding level</i> .
Levy	A mechanism to limit disproportionate benefit from increase in business rates. The levy is applied proportionally on a 1:1 basis. Thus a 1 per cent increase in business rates income produces a corresponding 1 per cent increase in revenue from the rates retention scheme. There is a limit on the maximum levy rate of 50p in the pound. Levy payments will be used to fund the safety net.
Local government spending control total	The total amount of expenditure in the Department for Communities and Local Government's Local Government Departmental Expenditure Limit allocated to the local government sector by HM Treasury for each year of a Spending Review. For 2013-14, this is equal to the start-up funding assessment.
Local share	The percentage share of locally collected business rates that will be retained by local government. This will be set at 50 per cent. At the outset, the <i>local share</i> of the estimated business rates aggregate will be divided between billing authorities on the basis of their <i>proportionate shares</i> .
Major precepting authority	A local authority that does not collect business rates but is part of the business rates retention scheme. They are county councils in two tier areas, single purpose fire and rescue authorities and the Greater London Authority.
Major precepting authority shares	Used to establish the proportion of the <i>local share</i> that is paid by a billing authority to its major precepting authorities. Also applied to <i>billing authority business rates baselines</i> to establish <i>individual authority business rates baselines</i> for both billing and major precepting authorities.
Multiplier	The business rates multiplier when multiplied by the rateable value of a property determines a ratepayer's business rate bill. There are two multipliers – one for small businesses and one for larger businesses. These are set nationally. The small business multiplier is updated annually by the retail prices index (although exceptionally a lesser increase may be imposed) and the other multiplier adjusted accordingly. There will be no change to the way in which multipliers are set as a result of the introduction of the business rates retention scheme.

BUSINESS PLAN - GLOSSARY OF TECHNICAL TERMS ARISING FROM BUSINESS RATE RETENTION SCHEME Continued ...	
New Burdens	The Government uses the New Burdens Assessment to keep pressure on council tax bills to a minimum. It requires all government departments to justify why new duties, powers, targets and other bureaucratic burdens should be placed on local authorities, as well as how much these policies and initiatives will cost and where the money will come from to pay for them.
National Non-Domestic Rates 1 Form (NDR1)	The form submitted by 31 January by a billing authority to its major precepting authority and central government to provide an estimate of its business rate income for the upcoming financial year.
Proportionate Share	This is the percentage of the national business rates yield which a billing authority has collected - on the basis of the average rates collected by authorities over the two years 2010-11 and 2011-12. This percentage will be applied to the <i>local share</i> of the estimated business rates aggregate to determine the <i>billing authority business rates baseline</i> .
Rate reliefs	The rating system currently provides mandatory relief to charities and other categories of ratepayer (e.g. certain rural ratepayers) and permits authorities to grant discretionary relief to other rate payers. There will be no changes to the terms of existing mandatory and discretionary reliefs for businesses as a result of the introduction of the business rates retention scheme.
Relative Needs Formulae	These are the first stage in the calculation the Government uses to distribute formula funding.
Reset	New <i>baseline funding levels</i> , new <i>individual authority business rates baselines</i> (and therefore new <i>tariffs</i> or <i>top-ups</i>) are set for each authority to take account of changes in relative need and resource.
Reset period	The years between <i>resets</i> in which local authorities are able to retain (after taking into account the <i>levy</i> and payments owing to relevant shares) the growth in business rates income. It is the Government's intention that the initial <i>reset period</i> will run from 2013 to 2020, and thereafter for ten years.
Revenue Support Grant	All authorities will receive <i>Revenue Support Grant</i> from central government in addition to its <i>baseline funding level</i> . An authority's <i>Revenue Support Grant</i> amount plus its <i>baseline funding level</i> will together comprise its <i>start-up funding assessment</i> .
Ring-fenced grant	A grant paid to local authorities which has conditions attached to it, which restrict the purposes for which it may be spent.

BUSINESS PLAN - GLOSSARY OF TECHNICAL TERMS ARISING FROM BUSINESS RATE RETENTION SCHEME Continued ...	
Safety net	Mechanism to protect any authority which sees its business rates income drop, in any year, by more than 7.5 per cent below their <i>baseline funding level</i> . The baseline funding levels are updated each year by the September Retail Prices Index for the purposes of assessing eligibility for the safety net.
Safety net payment	A payment made by central government to local authorities who are eligible for safety net support. These are payable after the end of the financial year
Safety net payment on account	A safety net payment made to a local authority on the basis of forecast non domestic rating income. This means it will be made in year – in advance of the calculation of actual <i>safety net payments</i> - which will be calculated on the basis of audited accounts data following the end of that financial year. Any difference between the two amounts will be reconciled and corrected.
Safety net threshold	This is 92.5 per cent of a local authority's baseline funding level.
Service tiers	There are three service tiers corresponding to the services supplied by the three types of authorities. These are upper-tier services – those services, other than fire, supplied by county councils in two-tier areas; fire and rescue services; and lower-tier services – those services supplied by district councils in two-tier areas. Some authorities may provide more than one tier of service.
Spending Power	The definition of revenue spending power is spending power from council tax, Government revenue grants and National Health Service Funding for social care. The calculation of each local authority's spending power is used to calculate eligibility for Efficiency Support Grant.
Tariffs and top-ups	Calculated by comparing an <i>individual authority business rates baseline</i> against its <i>baseline funding level</i> . <i>Tariffs</i> and <i>top-ups</i> will be self-funding, fixed at the start of the scheme and index linked to the Retail Prices Index in future years.
Tariff authority	An authority with a higher <i>individual authority business rates baseline</i> than its <i>baseline funding level</i> , and which therefore pays a <i>tariff</i> .
Tariff payment	The payment made from tariff authorities to central government over the course of the financial year.
Top-up authority	An authority with a lower <i>individual authority business rates baseline</i> than its <i>baseline funding level</i> , and which therefore receives a <i>top-up</i> .

**BUSINESS PLAN - GLOSSARY OF TECHNICAL TERMS ARISING FROM
BUSINESS RATE RETENTION SCHEME Continued ...****Top-up payment**

The payment made from central government to top-up authorities over the course of the financial year.

Transitional protection payment

An adjustment to ensure that authorities do not experience gains or losses in rates income as a consequence of the transitional arrangements

BUSINESS PLAN – LIST OF ACRONYMS

<u>Acronym</u>	<u>Definition</u>
AD	Assistant Director
ADASS	Association of Directors of Adult Social Services
Apps	Applications
ASB	Anti Social Behaviour
ASC	Adult Social Care
ASH	Our miscellaneous income, invoicing and recovery system
BC	Building Control
BESD	Behavioural Emotional and Social Difficulties
BME	Black Minority Ethnic
C & YP	Children and Young People
CAF	Common Assessment framework
CAMHS	Child and Adolescent Mental Health Services
CC	Children's Centre
CC	Children's Centre
CCTV	Close Circuit Television
CEN	Creative Environmental Networks
CEO	Civil Enforcement Officer
CFR	Capital Financing Requirement
CIPFA	Chartered Institute Public Finance and Accountancy
CMT	Corporate Management Team
CNEA	Clean Neighbourhood and Environment Act
COM	Current Operating Model
CPD	Centre for Professional Development
CPD	Continuing Professional Development
CPZ	Controlled Parking Zone
CRB	Criminal Records Bureau
CRM	Customer Relationship Management
CSC	Children's Social Care
CSF	Children Schools & Families
CYP	Children and Young People
CYPP	Children and Young peoples Plan
DC	Development Control
DEFRA	Department for Environment Food and Rural Affairs
DFG	Disabled Facilities grant

<u>Acronym</u>	<u>Definition</u>
DMT	Departmental Management Team
DSG	Dedicated Schools Grant
E&R	Environment and Regeneration
EA	Equality Analysis
EAL	English as an Additional Language
EH	Environmental Health
EIA	Equalities Impact Assessment
EIG	Early Intervention Grant
ERTG	Enforcement Review Task Group
ESOL	English for Speakers of Other Languages
EU	European Union
EY	Early Years
FACS	Fair Access to Care Services
FM	Facilities Management
FOI	Freedom Of Information
FPN	Fixed Penalty Notice
FTE	Full Time Equivalent
GLA	Greater London Authority
HB	Housing Benefits
HC&OP	Healthier Communities and older People
HCA	Homes and Community Agency
HNES	Housing Needs and Enabling Services
HRRC	Household Reuse and Recycling Centre
ICT	Information and Communications Technology
IFRS	International Financial Reporting Standard
IP	Intellectual Property
IT	Information Technology
iTrent	Our new payroll system
JD	Job Description
K	£ Thousand
L & D	Learning and Development
LA	Local Authority
LAC	Looked After Children
LALO	Local Authority Liaison Officer
LATS	Landfill Allowances and Trading Scheme
LB	London Borough
LBM	London Borough of Merton
LCGS	London Councils Grant Scheme
LDD	Learning Development and Diversity
LGA	Local Government Association
LLC	Local Land Charges
LSC	Learning Skills Council
LSCB	Local Safeguarding Children's Board
LSP	Local Strategic Partnership
LOBO	Lenders Option Borrowers Option
MAE	Merton Adult Education
MARAC/DV	Multi Agency Risk Assessment Case Conference / Domestic Violence

<u>Acronym</u>	<u>Definition</u>
MCIL	Merton Centre for Independent Living
MIS	Management Information System
MP	Member of Parliament
MRP	Minimum Revenue Provision
MSLT1&2	Merton's Senior Leadership Team Levels 1 and 2
MTFS	Medium Term Financial Strategy
MVSC	Merton Voluntary Service Council
NEET	Not in Education Employment or Training
NNDR	National Non Domestic Rate
O&S	Overview and Scrutiny
OJEU	Official Journal of the European Union
OT	Occupational Therapy
PATAS	Parking And Traffic Appeals Service
PC	Police Constable
PCN	Penalty Charge Notice
PCT	Primary Care Trust
PFI	Private Finance Initiative
PM&R	Pavement Maintenance and Repair
PM&R	Pavement Maintenance and Repair
PPD	Public Protection and Development
PPP	Policy Planning and Performance
PRS	Private Rented Sector
PVI	Private Voluntary and Independent
QA	Quality Assurance
SC	Sustainable Communities
SEN	Special Educational Needs
SEND	Special Educational Needs and Disabilities
SFA	Skills Funding Agency
SLA	Service Level Agreement
SLA	Service Level Agreements
SLWP	South West London Partnership
SME	Subject Matter Expert
SMT	Senior Management team
SOAs	Super Output Areas
SSQ	School Standards and Quality
SW	South West
SWLSG	South West London and St George's Mental Health NHS Trust
TBC	To Be Confirmed
TEC	Transport and Environment Committee
TFL	Transport For London
TOM	Target Operating Model
TUPE	The Transfer of Undertaking (Protection of Employment) Regulations
VAT	Value Added Tax
VLE	Virtual Learning Environment
VS	Voluntary Sector
YOT	Youth Offending Team

Standard Subjective Analysis – The Key

Introduction

The subjective analysis is the analysis of income and expenditure that is applicable to all Best Value reporting requirements for all accounting periods from 1 April 2008.

We use a set standard subjective analysis for a number of reasons:-

- The subjective analysis is a CIPFA recommended structure.
- It minimises the reporting requirements for Government statistical reporting.
- It provides information in a multi dimensional format for Best Value
- It improves consistency and therefore helps Authorities to make effective comparisons for Best Value and other financial requirements
- A subjective Analysis provides further information that is useful for benchmarking analysis.
- For analysing costs in reviews.

Glossary of the standard Subjective analysis

Details of Expenditure groups and what is included:

1 Employees: This group includes the costs of employee expenses, both direct and indirect to the Authority.

Direct employee expenses

- Salaries
- Employer's National Insurance contribution
- Employers retirement benefit costs
- Agency Staff
- Employee expenses

Indirect employee expenses

- Relocation
- Interview
- Training
- Advertising
- Severance payments
- Employee - related schemes

2 Premises: This group includes expenses directly related to the running of the premises and land.

- Energy costs
- Rent
- Rates
- Water Services
- Fixtures and Fittings
- Apportionment of expenses of operating buildings
- Cleaning and Domestic Supplies
- Grounds maintenance costs
- Premises Insurance
- Contribution to premises - related provisions.

3 Transport: This group includes all costs associated with the provision, hire or use of transport, including travelling allowances and home to school transport..

Direct Transport costs

- Repair and maintenance, running costs and contributions to provisions in respect of vehicles.
- Repairs and maintenance of (e.g.) roads included in this heading, but should be included in the relevant subjective headings (such as staff costs, supplies and services etc),

- This could include the write-off in the year of any assets not deemed material by the authority's capital accounting policies i.e. below de minimis thresholds set).
 - Contract hire and operating leases
 - Public Transport
 - Staff Travelling expenses
 - Car allowances
 - Contribution to transport related provisions
- 4** Supplies and Services: This group includes all direct supplies and service expenditure to the authority.
- Equipment, furniture and materials
 - Catering Services
 - Communications and computing includes expenses
 - Grants and subscriptions
 - Private Finance Initiatives and Public Private Partnership schemes.
 - Contributions to provisions
 - Miscellaneous expenses
- 5** Third Party Payments: Independent units within the council; included services defined as category (a) to (e) in Appendix D of BVACOP
- Joint Authorities
 - Other Local authorities
 - Health authorities
 - Government departments
 - Voluntary associations
 - Other establishments
 - Private contractors
 - Other agencies
 - Debit resulting from soft loans
- 6** Transfer Payments: This includes the cost of payments to individuals for which no goods or services are received in return by the local authority. Four sub-groups are suggested: However, this list is not exhaustive.
- Schoolchildren and students
 - Adult Social Services clients
 - Housing benefits
 - Debit resulting from soft loans
- 7** Support Services: Charges for services that support the provision of services to the public.
- Finance
 - IT

- Human Resources
- Property Management /Office Accommodation
- Legal services (not included in the definition of Corporate and democratic Core)
- Procurement Services
- Corporate Services not included in the definition of Corporate and democratic Core)
- Transport Functions

8 Depreciation and Impairment losses: This provides the subjective analysis that will record the revenue impact of capital items in the services revenue accounts for the authority,

9 Income: This group included all income received by the services from external users or by way of charges or recharges to internal users.

Government Grants

- Specific and special government grants

Other Reimbursements and contributions

- Revenue Income received to finance a function/project jointly or severally undertaken with other bodies.
- Contributions from other local authorities.
- Value of costs recharged to outside bodies including other committees.

Customer and Client Receipts

- Sales products or materials, data technology or surplus products.
- Fee and charges for services, use of facilities, admissions and lettings
- Rents, tithes, acknowledgements. way leaves and other land and property-based charges of a non-casual user.

Interest

Recharges

- Value of costs recharged to internal users

Reserves

- All credits resulting from soft loans should be included in this subjective (as a corporate entry).

The Service Plans agreed by service departments during the 2015/19 Business Planning Process are set out in the following pages. During this process Service Plans were considered by Cabinet on 8 December 2014 and 16 February 2015.

Proposed Final Service Plans were considered and agreed by Council on 4 March 2015 these plans will be subject to scrutiny in April 2014 so may be subject to minor changes.

Interim Service Plans were scrutinised by the Overview and Scrutiny Commission and Panels during the January 2015 cycle of meetings and by the Overview and Scrutiny Commission on 29 January 2015.

The service plan is designed to be a two page document the first page summarises key resources, drivers and performance. The second page focusses on the outcomes and impacts of the major projects identified.

At the start of the Business Planning Process managers were issued with guidance to clarify understanding and improve the quality and consistency of submissions. Each department reviewed the appropriateness of their current service plans. The tables below summarise the 28 service plans over their relevant Scrutiny Panels and departments.

Scrutiny Panels

Children & Young People	Healthier Communities & Older People	Overview & Scrutiny	Sustainable Communities
Children’s Social Care	Adult Social Care	Business Improvement	Commercial Services (Waste)
Commissioning, Strategy & Performance	Public Health	Corporate Governance	Development & Building Control
Education		Customer Services	Regulatory Service Partnership (formerly Environmental Health)
		Human Resources	Future Merton
		Infrastructure & Transactions	Housing Needs & Enabling
		Resources	Leisure & Culture Development
		Safer Merton	Libraries
		Shared Legal Services	Merton Adult Education
			Parking
			Parks & Green Spaces
			Property
			Street Cleaning
			Traffic & Highways
			Transport (merged Commissioning and Passenger Fleet)
			Waste Management

Departments

APPENDIX 3

Children, Schools and Families	Community and Housing	Corporate Services	Environment and Regeneration
Children's Social Care	Adult Social Care	Business Improvement	Commercial Services (Waste)
Commissioning, Strategy & Performance	Housing Needs & Enabling	Corporate Governance	Development & Building Control
Education	Libraries	Customer Services	Regulatory Service Partnership (formerly Environmental Health)
	Merton Adult Education	Human Resources	Future Merton
	Public Health	Infrastructure & Transactions	Leisure & Culture Development
		Resources	Parking
		Shared Legal Services	Parks & Green Spaces
			Property
			Safer Merton
			Street Cleaning
			Traffic & Highways
			Transport (merged Commissioning and Passenger Fleet)
			Waste Management

The paragraphs below provide an overview of the approach taken to completing the information requirements on the service plans:

Page 1

- i) Service description – Managers are asked to provide a succinct description of the key activities undertaken by the service.
- ii) Anticipated demand - What their key demand channels are and how best to measure them.
- iii) Anticipated non-financial resources - What are the key resources used to deliver services and products, to aid completion drop down menus can be used to identify accommodation, contractors, staff, transport and voluntary services. Managers may also identify their own resources.
- iv) Corporate strategies – From a drop down menu managers are asked to identify what key strategies they contribute to. These strategies are identified on page 6 of the Business Plan 2013-17.
- vi) Performance indicators – Managers are asked to identify the key performance indicators for their service, they must then indicate whether they should be measured monthly, quarterly, annual or biennial. Polarity indicates whether a higher or lower score are beneficial. Finally, indicators must be allocated one of the following six classifications:
 - **Business critical** - the business critical function of the service often with severe consequences if this is interrupted or not met.
 - e.g. tonnage of waste sent to landfill (a high tonnage can lead to landfill tax which has a detrimental effect to the council)
 - **Outcome** - The success of the service in fulfilling its service description
 - e.g. the % of waste recycled
 - **Output** – The quantity of work or services produced.
 - e.g. the number of Housing Benefit applications processed
 - **Perception** - resident or user satisfaction with the service or part of the service
 - e.g. resident satisfaction with street cleanliness
 - **Quality** - the quality of the service delivery
 - e.g. % of missed refuse collections
 - **Unit cost** - Cost required to provide or produce a unit of a service or product
 - e.g. cost per household per refuse collection

Page 2

vii) Major projects and/or procurement – Managers are asked to briefly describe up to 10 major projects they are undertaking over the planning period (2014-18). On the second page they are able to provide additional details of the project and the following key impact information:

- **Major expected outcome** - the following eight choices are available to managers:
 - Improved customer satisfaction
 - Improved reputation
 - Improved resident wellbeing
 - Income generation
 - Income loss
 - More efficient way of working
 - To meet budget savings
 - To meet legislative requirements
- **Risk** - managers are asked to consider the risks that could prevent them from achieving projects or work programmes within agreed timescales and budgets and to the required standard and are referred to the corporate guidance on risk management which is contained in Section C of this document

The following pages display service plans for 2014-18 in departmental order.

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Children, Schools and Families Department

Children's Social Care

APPENDIX 3

		PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME		
				Likelihood	Impact	Score
Project 1		Project Title:	Deliver transforming families year 2 & year 3 programme	To meet legislative requirements		
Start date	2013-14	Project Details:	Continues programme of TF programme and claiming of performance based grant funding. Implementation of TF exit strategy & realigning TF team into CSF family intervention for the future. 2015-16 - Claim Transforming Families performance by results funding.	2	3	6
End date	2015-16					
Project 2		Project Title:	Social Care Information System procurement & implementation	To improve case records, data quality, & management information on all casework in CSF, & to improve compliance with statutory & regulatory requirements including for inspection purposes		
Start date	2013-14	Project Details:	Cross-cutting project to provide system for both CSF & C&H casework, including financial aspects; led by Corporate Services. Will encompass capability to deal with new statutory requirements including C&F Bill in relation to CYP with SEND, management information & reporting for inspection purposes. Implementation phase will include extensive work to improve associated processes. Also interim improvements re data quality & reporting in CF. Involves parts of Education Division dealing with casework. System also used by R&I & ART within CSP.	3	3	9
End date	2015-16					
Project 3		Project Title:	Preparation for new inspection regime	To meet legislative requirements		
Start date	2013-14	Project Details:	To improve data quality, case records & management, filing & retention, & reporting to provide required information for inspection purposes. To improve assessment, case management & associated quality assurance. Primarily CSC project but also involves parts of Education Division & requires substantial input from CSP Division.	4	3	12
End date	2014-15					
Project 4		Project Title:	Youth Justice	To meet legislative requirements		
Start date	2014-15	Project Details:	Development of policy framework in response to regulation. Trend analysis.	3	2	6
End date	2015-16					
Project 5		Project Title:	Joint work with Housing	Improved resident well being		
Start date	2014-15	Project Details:	To develop joint approaches for older LAC, unaccompanied asylum seekers, families with NRTPF. Relates to commissioning under CSP.	4	2	8
End date	2015-16					
Project 6		Project Title:	Post-reorganisation review of staffing structure & processes	To improve safeguarding, contain services within limited budgets, & for staff retention		
Start date	2013-14	Project Details:	To review allocation of staffing between teams, caseloads & throughput, recruitment & retention implications. Associated process refinement across assessment, application of thresholds, EIP, specialist & enhanced services. Joint work with legal on 26 week limit.	3	2	6
End date	2014-15					
Project 7		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						
Project 8		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						
Project 10		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						

Commissioning, Strategy and Performance
 Cllrs Maxi Martin & Martin Whelton, Cabinet Members for Childrens Services & Education

Enter a brief description of your main activities and objectives below

The Commissioning, Strategy & Performance Division provides strategic services for the Children, Schools & Families Department (CSF):

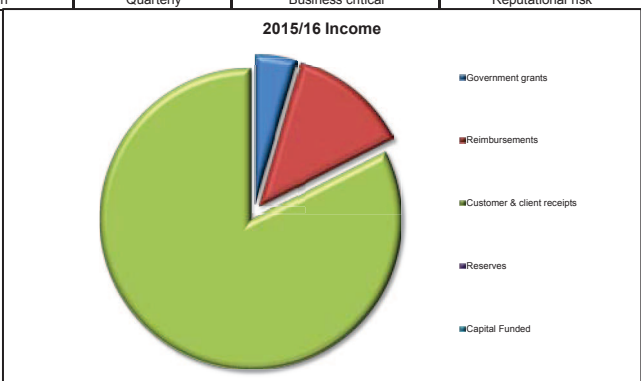
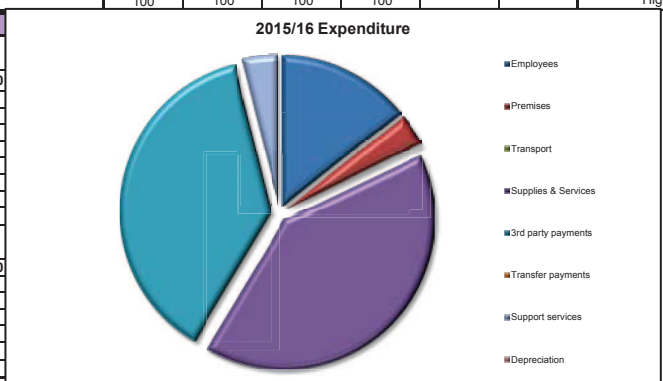
- policy, planning & performance management;
- commissioning, procurement & contract management;
- access to resources for looked after children/pupils with SEN;
- pupil place planning;
- school admissions;
- school expansion & overall CSF capital programme management;
- some departmental business support.

Main activities include:

- leading on strategic & operational planning for CSF;
- leading on local Children's Trust & partnership development;
- production of management information for internal performance management & external reporting inc statutory returns;
- production of policy documents & procedural guidance for professional staff;
- commissioning operational services & leading on joint commissioning with partners;
- managing schools' Private Finance Initiative contract & other service contracts;
- procuring placements for looked after children/pupils with SEN;
- planning sufficient school places;
- co-ordination of pupil admissions to Merton schools;
- project managing school expansions & other capital schemes.

Planning Assumptions		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20			
Anticipated demand											
Increased demand for primary school		2fe	2fe	1fe	2fe	0fe	0fe	0fe			
Increased demand for secondary school				0-1fe	4fe (cumulative)	6fe (cumulative)	15fe (cumulative)				
Increased demand for special school places					se Perseid Lower to 84 pl						
Overall demographic		Impact of birth rate - increase of 40% in births between 2002 & 2011									
Anticipated non financial resources											
Staff (FTE)		49	56	56	56	56					
Contractors		Commissioning of a range of services to support CSF functions									
Performance indicator		Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
		2013/14(T)	2014/15(T)	2015/16(T)	2016/17 (PT)	2017/18(PT)	2018/19(PT)				
% reception year surplus places		2	2	4	5			Low	Annual	Business critical	parental choice
% secondary school Yr7 surplus places Inc. Academies		12	8	5	5			Low	Annual	Business critical	parental choice
% major capital projects green/amber to time		90	90	90	90			High	Quarterly	Business critical	Increased costs
% spend on approved capital programme				80	80			High	Quarterly	Business critical	Increased costs
% fostered LAC in external agency foster care placements		38	36	35	34			High	Quarterly	Business critical	Increased costs
Numbers of in-house foster carers recruited		16	20	20	20			High	Quarterly	Quality	Increased costs
% completion rates for parenting programmes		75	80	80	80			High	Quarterly	Business critical	outcomes not improved
% commissioned services quarterly monitoring completed		100	100	100	100			High	Quarterly	Business critical	reduced contract compliance
% statutory returns to government on time		100	100	100	100			High	Quarterly	Business critical	Reputational risk

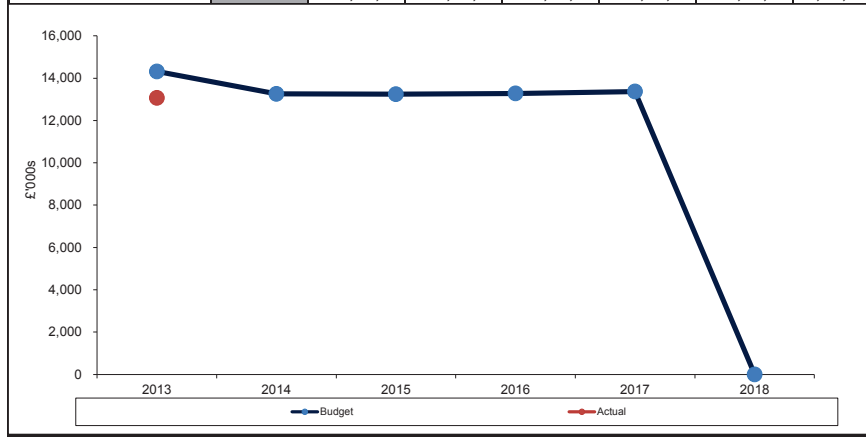
DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	17,078	16,183	15,636	15,620	15,661	15,751	0
Employees	2,268	2,126	2,258	2,259	2,259	2,260	
Premises	951	896	532	526	527	528	
Transport	39	58	40	40	41	41	
Supplies & Services	6,696	7,235	6,349	6,306	6,314	6,371	
3rd party payments	6,612	5,289	5,862	5,894	5,925	5,956	
Transfer payments	0	0	0	0	0	0	
Support services	512	579	595	595	595	595	
Depreciation	0	0	0	0	0	0	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	2,762	3,111	2,377	2,379	2,381	2,383	0
Government grants	388	332	106	106	106	106	
Reimbursements	428	474	311	311	311	311	
Customer & client receipts	1,946	2,305	1,960	1,962	1,964	1,966	
Reserve	0	0	0	0	0	0	
Capital Funded	0	0	0	0	0	0	
Council Funded Net Budget	14,316	13,072	13,259	13,241	13,280	13,368	0



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Primary Schools Expansions		10,355,680	22,561,950	12,414,490	3,792,000	3,848,780	2,575,000
Secondary School Expansions		0	100,000	1,650,000	14,395,000	11,500,000	13,954,270
SEN Expansions		295,680	574,780	3,376,610	3,000,000	3,000,000	850,000
Inflation		0	0	172,460	1,952,140	1,875,580	2,074,530
Devolved Formula Capital/FSM		390,191	984,100	0	0	0	0
Schools Capital Maintenance		388,746	666,170	650,000	650,000	650,000	650,000
Other		580,086	378,200	0	0	0	0
Total	0	12,010,383	25,265,200	18,263,560	23,789,140	20,874,360	20,103,800

2015/16

Reduce expenditure on LAC and SEN placements: £100,000
 Reduce expenditure on post 16 LAC/Care Leavers placements: £58,000
 Reduce early intervention commissioning budgets: £63,000



2016/17

Reduce expenditure on LAC and SEN placements: £50,000
 Reduce expenditure on post 16 LAC/Care Leavers placements: £50,000
 Reduce early intervention commissioning budgets: £40,000

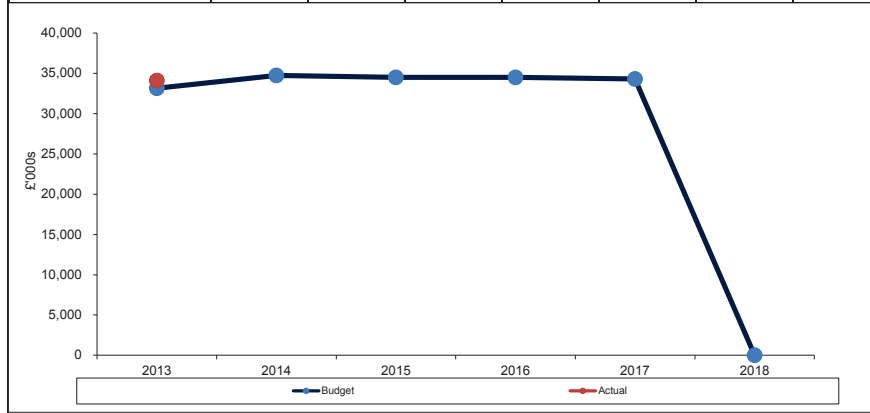
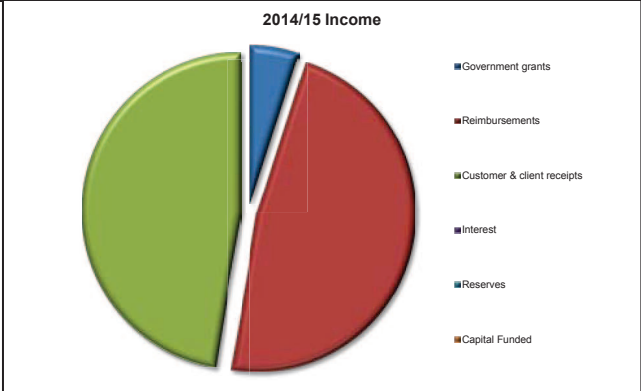
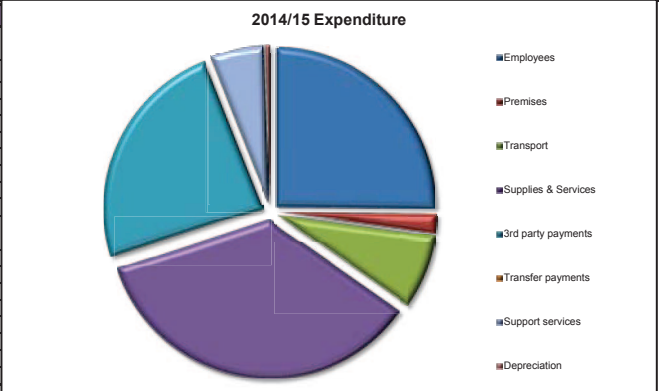
2017/18

2018/19

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME					
		Likelihood	Impact	Score	Risk		
Project 1		Project Title:	Commissioning				
Start date	2014-15	Project Details:	Range of significant changes to CSF commissioning, including working jointly with public health on commissioning of health visitor and school nursing services for CYP & families; working with PH and CCG to explore and implement more integrated models for the future commissioning of health services for CYP & families; commissioning of post-16 AltEd & RPA places; commissioning of placements for older LAC and care leavers accommodation.	More efficient way of working	3	2	6
End date	2015-16						
Project 2		Project Title:	Implementation of secondary & special school expansion strategy				
Start date	2014-15	Project Details:	Pupil place planning; implementation of strategy; liaison with potential Free School providers; statutory processes; planning & delivery of construction contracts.	To meet legislative requirements	4	3	12
End date	2019-20						
Project 3		Project Title:	Schools' PFI				
Start date	2014-15	Project Details:	Complete renegotiation and implementation of new Governing Body Agreements with PFI schools. Progress savings opportunities from 2014 DfE sponsored savings review.	More efficient way of working	4	2	8
End date	2015-16						
Project 4		Project Title:	Release of Assets				
Start date	2013-14	Project Details:	To address a range of issues related to CSF property & accommodation, including implementation of flexible working for CSP services in the Civic Centre; review of asset release possibilities inc school caretakers' houses.	More efficient way of working	3	3	9
End date	2015-16						
Project 5		Project Title:	Increase uptake of Free School Meals				
Start date	2014-15	Project Details:	Continue project to Increase proportion of those eligible for free school meals who apply for and then take up entitlement. Work includes reviewing marketing and application procedures and targeted work with schools with lower FSM registrations than would be expected from analysis of deprivation factors.	Improved resident well being	3	1	3
End date	2015-16						
Project 6		Project Title:	Framework i Implementation				
Start date	2014-15	Project Details:	Engagement with implementation project with particular focus on ensuring system reporting tools and processes are fit for purpose to enable improved internal performance management reporting and external statutory returns.	More efficient way of working	2	2	4
End date	2015-16						
Project 7		Project Title:	Children and Young People Plan				
Start date	2015-16	Project Details:	Co-ordination of partner agencies in the review and refresh of Merton's Children and Young People Plan	More efficient way of working	2	2	4
End date	2015-16						
Project 8		Project Title:	Personal Budgets				
Start date	2014-15	Project Details:	Phased introduction of personal budgets for families of children subject to Education, health and care plans (ex SEN Statements). Initial phase PBs for home-school transport; following phases for exploration inc domiciliary care; overnight respite care	To meet legislative requirements	3	2	6
End date	2016-17						

Education	Planning Assumptions											
Cllrs Maxi Martin & Martin Whelton, Cabinet Members for Children's Services & Education	Anticipated demand		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
Enter a brief description of your main activities and objectives below	Forecast increase in population 5-19					2400			Children & Young person's Plan			
Merton School Improvement (MSI) will improve outcomes for all pupils in Merton Schools by: · monitoring, analysing & evaluating pupil & school performance · developing skills in planning, teaching, assessment, leadership & management · working with schools to reduce inequality & improve achievement for vulnerable groups · strengthening partnership working and school to school support · Special Education Needs & Disabilities Integrated Service (SENDIS) will improve outcomes for CYP with SEND by: · building early help capacity in schools & settings, families & the community · focus on safeguarding, early intervention & prevention as well as direct support for families · implementing the requirements of the Children and Families Act ensuring that families are central and receive a joined up service Early Years Services will improve outcomes for all children aged 0-5 by: · managing the childcare market to ensure the supply of good quality funded early education provision for children aged 2, 3 and 4 in accordance with statutory duties · delivering Children's Centre services through a locality model with a focus on early help & targeted services for vulnerable families · using the CASA to inform robust planning and case work for identified families · working with the early years sector to improve quality, reduce inequality and improve outcomes for vulnerable children and their families · developing the work force to work more holistically with vulnerable families and young children introducing a more robust performance management framework Youth Inclusion will improve outcomes for Young People by: · providing universal & targeted in house & commissioned services for YP & schools · providing support to prevent bullying, substance misuse & teenage pregnancy, to improve attendance & to encourage emotional & social development · developing alternative education offerings to enable YP to stay in education, training & employment · leading on the council's partnership with the police & CAMHS for education	Increase in compulsory education to 18								Community Plan			
	Forecast increase in targeted SEND services					200 - 400				Corp Equality Scheme		
	Forecast increase in population 0 - 4					780				Performance Management Framework		
	Anticipated non financial resources		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
Staff (FTE)		236	251	247	247	237						
School to school support		Facilitate and encourage schools to support each other										
Voluntary Services		Review arrangements for some commissioned services										
Voluntary Services		Volunteers in schools, youth and early years										
Performance indicator	Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met		
	2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)						
% 5 GCSE A-C including English & maths	64	65	65				High	Annual	Outcome	Reputational risk		
% outcome of Ofsted inspections good or outstanding	77	85	85				High	Monthly	Outcome	Inspection outcomes		
% L4 English & maths as KS2	78	82	82				High	Annual	Outcome	Reputational risk		
% secondary school attendance (LA only)	new	94.5	95				High	Quarterly	Outcome	Increased costs		
% primary school attendance (LA only)	new	95	96				High	Quarterly	Outcome	Breach statutory duty		
% of new EHCP requests completed within 20 weeks	new	85%	85				High	Annual	Outcome	Reputational risk		
% EY foundation stage profile	60	65	67				High	Annual	Outcome	Increased costs		
% Good or Outstanding children's centres per Ofsted	100	100	100				High	monthly	Outcome	Inspection outcomes		
Youth service participation rate	2000	2000	2000				High	Annual	Output	Reputational risk		

DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	38,968	39,491	39,709	39,499	39,542	39,348	0
Employees	10,536	10,591	10,106	9,956	9,949	9,700	
Premises	824	752	734	746	759	771	
Transport	3,222	3,636	3,112	2,998	2,995	3,042	
Supplies & Services	12,951	12,710	13,956	13,984	14,012	13,995	
3rd party payments	9,021	9,224	9,435	9,449	9,461	9,474	
Transfer payments	19	17	19	19	19	19	
Support services	2,188	2,354	2,156	2,156	2,156	2,156	
Depreciation	207	207	191	191	191	191	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	5,831	5,411	4,982	5,019	5,056	5,073	0
Government grants	401	482	250	250	250	250	
Reimbursements	2,261	2,410	2,390	2,390	2,390	2,390	
Customer & client receipts	2,397	2,605	2,342	2,379	2,416	2,433	
Interest	0	0	0	0	0	0	
Reserves	772	-86	0	0	0	0	
Capital Funded							
Council Funded Net Budget	33,137	34,080	34,727	34,480	34,486	34,275	0



2015/16	
Increased income generation and management efficiencies in School Standards and Quality service: £80,000	
Substantial reduction in EY budgets whilst retaining existing Children's Centres targeted work in areas of higher deprivation: £160,000	
Reduced investment in commissioned and in-house youth service: £100,000	
2016/17	
Substantial reduction in EY budgets whilst retaining existing Children's Centres targeted work in areas of higher deprivation: £17,000	
2017/18	
Substantial reduction in EY budgets whilst retaining existing Children's Centres targeted work in areas of higher deprivation: £250,000	
Reduced service offer from school improvement: £75,000	
2018/19	

Education

APPENDIX 3

PROJECT DESCRIPTION

MAJOR EXPECTED OUTCOME

Risk
Likelihood Impact Score

Project 1		Project Title:	Improving pupil outcomes at KS2 & KS4	Improved resident well being	2	3	6
Start date	2013-14	Project Details:	Rigorous support and challenge for schools in RI or vulnerable to RI including use of newly designed Securing Good Schools Programme. Training and briefings on Ofsted, assessment, curriculum and improving teaching. New outstanding teacher courses for primary and secondary teachers.				
End date	2016-17						
Project 2		Project Title:	School Improvement through partnership	Improved resident well being	2	2	4
Start date	2013-14	Project Details:	Ongoing support for the development of the Merton Education Partnership and brokerage of school to school support through Merton Leaders of Education, primary expert teachers and liaison with Teaching Schools				
End date	2016-17						
Project 3		Project Title:	Transforming Early Years	Improved resident well being	3	2	6
Start date	2013-14	Project Details:	Securing supply of good quality sufficient number of funded education places for 2, 3 and 4 year olds.; On-going development of the Locality Model to reorganise Children's Centre provision to maximise outcomes within available funding. Service realignment and standardisation across back office functions. Develop further alternative / shared / mixed use for the centres to include an accommodation review and ICT infrastructure review. To increase income and develop a charging framework across the service, includes customer contact and self serve options for fee paying customers.				
End date	2015-16						
Project 4		Project Title:	Implementation of requirements of Children & Families Act	To meet legislative requirements	4	3	12
Start date	2013-14	Project Details:	Implementation of legislative requirements including assessment framework, Ed, Health & Care Plan, development of the local offer, preparation for adulthood pathways, secure web portal, personal budgets for those families that want them. Related to SCIS Programme. Addressing new statutory duty for age 19-25. Develop plan and manage process within available funding streams.				
End date	2015-16						
Project 5		Project Title:	Development of AltED & linked provision	To meet legislative requirements	3	2	6
Start date	2013-14	Project Details:	Development of Melbury College and commissioning of AltEd provision. Including addressing new statutory duty for age 19-25. Develop plan and manage process within available funding streams.				
End date	2015-16						
Project 6		Project Title:	Youth transformation phases 2 & 3	Improved resident well being	4	3	12
Start date	2013-14	Project Details:	Consolidation of localities - Morden and Wimbledon and roll out of Mitcham provision				
End date	2015-16						
Project 7		Project Title:	Improve rates of Persistent Absenteeism	To meet legislative requirements	3	2	6
Start date	2014 -2015	Project Details:	Pilot project for one year initially to target PA in years 5,6 and 7 through targetted early intervention and family support in collaboration with schools and EWS				
End date	2015 -2016						

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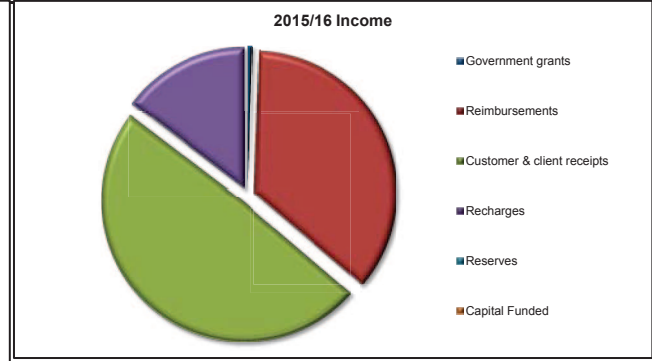
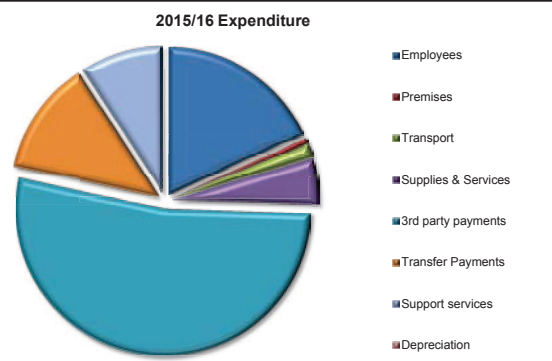
Community and Housing Department

Adult Social Care is a statutory service, underpinned by several pieces of legislation, whereby the council has a duty to provide or commission support, based on an assessment of need for people over the age of 18. People who are in need /at risk due to disability or illness. Once a need has been defined, there is a duty to meet it. There are eligibility criteria to define need and to keep this in line with resources as far as possible. Our approach to redesign the service and find savings is based on a model for using resources. This means maintaining some focussed investment in prevention and recovery in order to limit spend on long term support. Where long term support is needed, we do this in a person centred way which encourages maximum independence, minimises processes if they don't add value for customers or taxpayers, to work in partnership to achieve these goals, and to enable and encourage everyone to contribute to their own or others' support alongside what is funded by the taxpayer. Looking ahead there are two key national policy changes and challenges to incorporate in our redesign, namely the Care Act and integration with health services.

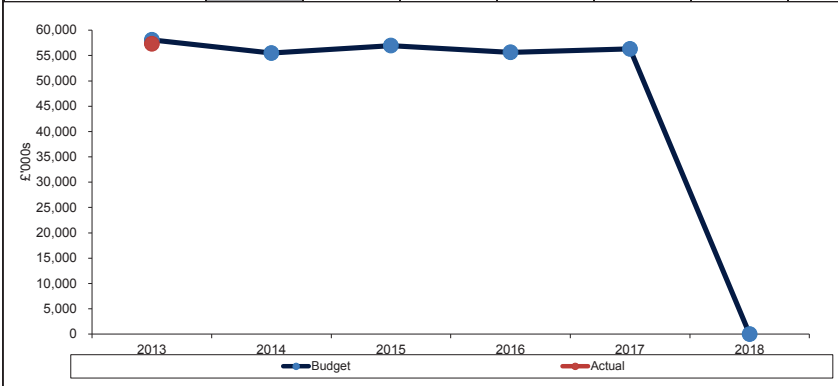
Table with columns: Anticipated demand, 2013/14, 2014/15, 2015/16, 2016/17, 2017/18, 2018/19. Rows include: No. of people requiring services, People aged 85-89, People aged 95+, No. of people aged 65+ with dementia, Anticipated non financial resources, Staff (FTE), Performance indicator, Performance Targets (T) & Provisional Performance Targets (PT), Polarity, Reporting cycle, Indicator type, Main impact if indicator not met.

DEPARTMENTAL BUDGET AND RESOURCES

Table with columns: Revenue/Expenditure, Budget 2013/14, Actual 2013/14, Budget 2014/15, Budget 2015/16, Budget 2016/17, Budget 2017/18, Budget 2018/19. Rows include: Expenditure (Employees, Premises, Transport, etc.), Revenue (Government grants, Reimbursements, etc.), Council Funded Net Budget, Capital Budget.



Summary of major budget etc. changes ~ 2015/16. Growth - Placements - Demographic changes - £1m. Growth for Concessionary fares increase - £0.436m. Savings - £2.014m. BCF allocation increases to £11.254m. £5.4m of the total allocation will be spent on investments managed by the Council (i.e £2.9m spend carried forward from 2014/15 and £2.4m proposed new investments)



2016/17: Growth for Concessionary fares increase - £0.157m. Savings - £2.328m. 2017/18: Growth for Concessionary fares increase - £0.157m. Savings - £0.322. 2018/19: (empty section)

DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Adult Social Care

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME					
		Likelihood	Impact	Score	RISK		
Project 1		Project Title:	Below inflation uplift to third party suppliers				
Start date	2015-16	Project Details:	Continue the below inflation uplift. This will be a total of 8 years at 0% or below inflation uplift (2015-16 & 2016-17 Ref: CH1).	To meet budget savings and service design requirements	4	2	8
End date	2016-17						
Project 2		Project Title:	Brokerage efficiencies				
Start date	2015-16	Project Details:	Care and support packages will be negotiated and brokered to deliver the best value solution based on assessed need (2015-16 to 2017-18 Ref: CH3).	To meet budget savings and service redesign requirements	4	2	8
End date	2017-18						
Project 3		Project Title:	Procurement efficiencies				
Start date	2015-16	Project Details:	Delivering efficiencies through contract negotiations ((2015-16 - 2017-18 Ref: CH10).	To meet budget savings and service redesign requirements	4	2	8
End date	2017-18						
Project 4		Project Title:	Remodelling and re-procuring the domiciliary care service				
Start date	2015-16	Project Details:	Remodelling and re-procuring the domiciliary care service, following the end of the 3 year contract starting in 2012 (2015-16 to 2017-18 Ref: CH2)	To meet budget savings and service redesign requirements	3	2	6
End date	2017-18						
Project 5		Project Title:	Supporting People				
Start date	2015-16	Project Details:	Review and restructuring of Supporting People contracts. (2015-16 Ref: CH11)	To meet budget savings and service redesign requirements	4	2	8
End date	2015-16						
Project 6		Project Title:	Staffing Reductions (Commissioning)				
Start date	2015-16	Project Details:	Staffing reductions within the Commissioning Team (2015-16 Ref:?)	To meet budget savings and service redesign requirements	4	3	12
End date	2015-16						
Project 7		Project Title:	Promoting Independence				
Start date	2015-16	Project Details:	Public Value Review - Efficiencies to be found in hospital discharge process and customers to be enables to regain and maintain independence (2015-16 to 2016-17 Ref: CH2).	To meet budget savings and service redesign requirements	4	2	8
End date	2016-17						
Project 8		Project Title:	Staffing Reductions (Direct Provision)				
Start date	2015-16	Project Details:	Staffing reductions within the Direct Provision Team (2015-16 Ref: CH7).	To meet budget savings and service redesign requirements	4	2	8
End date	2015-16						
Project 9		Project Title:	Voluntary Sector Organisations				
Start date	2016-17	Project Details:	Realise benefits of new prevention programme in terms of reduced demand for statutory services, or alternatively if these benefits have not occurred then to reduce investment in the prevention programme through reduced grants to the voluntary sector (2016-17 Ref: CH5).	To meet budget savings and service redesign requirements	4	3	12
End date	2016-17						
Project 10		Project Title:	Staffing Reductions (Access and Assessment)				
Start date	2016-17	Project Details:	Reduction in management and staffing costs within Access and Assessment (2016-17 Ref:CH4).	To meet budget savings and service redesign requirements	4	3	12
End date	2016-17						

Adult Social Care

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME				
		Likelihood	Impact	Score	Risk	
Start date	2016-17	Project Title: Additional Staff Savings - Access & Assessment Project Details: Additional staff savings - 12 FTE to be deleted from Access and Assessment (2016-17 Ref: CH20).	To meet budget savings and service redesign requirements	4	2	8
End date	2016-17					
Start date	2016-17	Project Title: Additional Staff Savings - Direct Provision Project Details: Additional staff savings - 11 FTE to be deleted from Direct Provision (2016-17 Ref:CH21).	To meet budget savings and service redesign requirements	4	2	8
End date	2016-17					
Start date	2016-17	Project Title: Additional Staff Savings - Commissioning Project Details: Additional staff savings - 4 FTE to be deleted from Commissioning (2016-17 Ref: CH22).	To meet budget savings and service redesign requirements	4	2	8
End date	2016-17					
Start date	2016-17	Project Title: Directorate Project Details: Reduction in salaries costs (2016-17 Ref: CH23).	To meet budget savings and service redesign requirements	3	2	6
End date	2016-17					
Start date	2016-17	Project Title: Learning Disabilities - High Cost/ Medium Cost/Direct Payment Packages Project Details: Review of high cost (>£1.5k) and medium cost (£400 - £1.5k) packages using the progression model (2016-17 Ref: CH24/CH25/CH26).	To meet budget savings and service redesign requirements	4	2	8
End date	2016-17					
Start date	2016-17	Project Title: Mental Health - Care Packages Project Details: Review of support packages within all areas of Mental Health services using the recovery model (2016-17 Ref: CH27).	To meet budget savings and service redesign requirements	5	2	10
End date	2016-17					
Start date	2016-17	Project Title: Older People - Home Care/Direct Payments Project Details: Review of Home Care within support packages and review of Direct Payment support packages using the enablement model (2016-17 Ref: CH28/CH30).	To meet budget savings and service redesign requirements	4	2	8
End date	2016-17					
Start date	2016-17	Project Title: Older People - Managing Crisis Project Details: Managing crisis (including hospital discharge) admissions to residential care (2016-17 Ref: CH29).	To meet budget savings and service redesign requirements	4	2	8
End date	2016-17					
Start date	2016-17	Project Title: Physical Disabilities - Direct Payments/Home Care/High Cost Packages Project Details: Review of all Direct Payments, home care within support packages and high cost packages using the progression model (2016-17 Ref: CH31/ CH32/ CH33).	To meet budget savings and service redesign requirements	4	2	8
End date	2016-17					
Start date	2016-17	Project Title: Substance Misuse Placements Project Details: Actively manage throughput in residential rehab placements (2016-17 Ref: CH34).	To meet budget savings and service redesign requirements	3	1	3
End date	2016-17					

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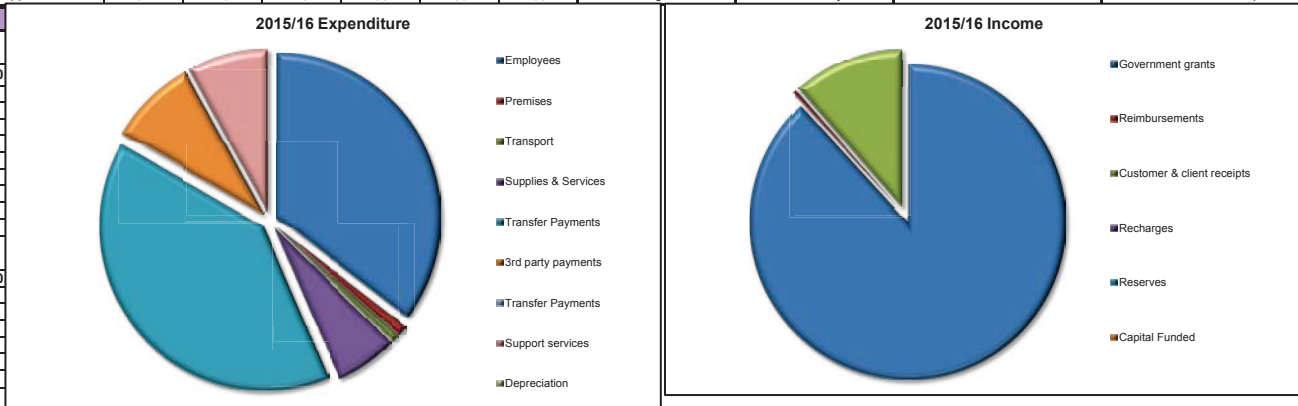
Adult Social Care

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME		RISK			
				Likelihood	Impact	Score	
Start date	2015-16	Project Title:	Review of customer care packages. Continue to review customers and make savings.	To meet budget savings	4	3	12
End date	2015-16	Project Details:					
Start date	2015-16	Project Title:	First Contact Service - Voluntary Sector Voluntary sector interface with public as first point of contact for potential social care customers.	To meet budget savings	3	4	12
End date	2015-16	Project Details:					
Start date	2015-16	Project Title:	Supporting People Contract Reduce capacity within the supporting people contract.	To meet budget savings	3	3	9
End date	2015-16	Project Details:					
Start date	2015-16	Project Title:	Day Care Services Change the day service offer around Merton day care services.	To meet budget savings	4	3	12
End date	2015-16	Project Details:					
Start date		Project Title:		Select one major outcome	0	0	0
End date		Project Details:					
Start date		Project Title:		Select one major outcome	0	0	0
End date		Project Details:					
Start date		Project Title:		Select one major outcome	0	0	0
End date		Project Details:					
Start date		Project Title:		Select one major outcome	0	0	0
End date		Project Details:					
Start date		Project Title:		Select one major outcome	0	0	0
End date		Project Details:					
Start date		Project Title:		Select one major outcome	0	0	0
End date		Project Details:					

Housing Needs and Enabling Services	Planning Assumptions							The Corporate strategies your service contributes to			
Cllr Nick Draper Cabinet Member for Community & Culture	Anticipated demand	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Homelessness Strategy			
Enter a brief description of your main activities and objectives below	Housing advice, options, private tenants & landlords advice	10400	11000	11000	12000	12000	12000	Housing Strategy			
To fulfil statutory housing functions to prevent homelessness and avoid the use of temporary accommodation.	Housing register applicants	7625	6500	7400	8350	7300	8250				
	Housing options casework	1000	1000	1000	1150	1150	1150				
	Demand for temporary accommodation	265	320	350	360	360	360				
To plan services in response to changes in national policies and in the housing market, and to develop innovative projects or models of delivery that maximise the use of resources and deliver services that minimise costs to the council.	Anticipated non financial resources	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
	Housing Needs Staff (FTE)	26.5	26.5	24.5	22	19	17.5				
	Environmental Health (Housing)	0	7.03	6.03	5.03	5.03	5.03				
The purpose of this service is to - Prevent homelessness in accordance with statutory housing law - Provide homes to people in housing need - Plan for the future delivery of housing via general conformity with the London Housing Strategy - Formulate and deliver statutory housing strategies for the borough - Maintain the housing register and choice based lettings process and nominate households to vacant housing association homes - Maximise supply of affordable homes with registered providers and private landlords - Provide care and housing support to vulnerable adults - Relationship management between the council and stock transfer housing associations - Carry out a statutory duty to enforce Environmental Health (Housing) legislation - Provide grant assistance for improvements and adaptations	Performance indicator	Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
		2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)				
	No. of homelessness preventions	550	550	550	450	450	450	High	Monthly	Business critical	Increased costs
	No. of households in temporary accommodation	100	125	130	145	145	145	Low	Monthly	Business critical	Increased costs
	Highest no. of families in B&B	10	10	10	10	10	10	Low	Monthly	Business critical	Increased costs
	Highest no. of adults in B&B	7	10	10	10	10	10	Low	Monthly	Business critical	Increased costs
	Affordable homes delivered	150	70	35	20	20	20	High	Annual	Outcome	Reputational risk
	Social housing lets	430	410	415	360	360	360	High	Quarterly	Outcome	Increased waiting times
	Rent deposit - new tenancies	90	90	90	90	90	90	High	Annual	Outcome	Increased waiting times
	No. of enforcement/improvement notices	57	60	55	55	55	55	High	Quarterly	Outcome	Reduced enforcement
	Number of Disabled Facilities Grants approved	52	75	75	60	60	60	High	Quarterly	Outcome	Customer hardship

DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	3,031	3,305	3,566	3,481	3,412	3,357	0
Employees	972	1,001	1,310	1,233	1,233	1,197	
Premises	39	23	38	38	38	38	
Transport	18	19	28	28	28	28	
Supplies & Services	202	165	200	213	186	153	
Transfer Payments	1,140	1,409	1,375	1,389	1,403	1,417	
3rd party payments	430	443	338	303	247	247	
Transfer Payments	0	0	0	0	0	0	
Support services	230	245	277	277	277	277	
Depreciation	0	0	0	0	0	0	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	1,063	1,354	1,359	1,293	1,294	1,296	0
Government grants	969	1,179	1,140	1,140	1,140	1,140	
Reimbursements	0	22	5	5	5	5	
Customer & client receipts	94	153	147	148	149	151	
Recharges	0	0	0	0	0	0	
Reserve	0	0	67	0	0	0	
Capital Funded	0	0	0	0	0	0	
Council Funded Net Budget	1,968	1,951	2,207	2,188	2,118	2,061	0

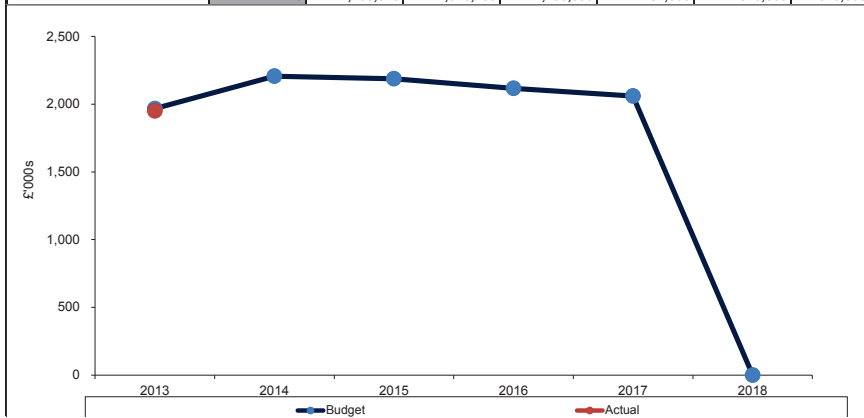


Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Birches Close		111,860	0	0	0	0	0
8 Wilton Road		40,758	489,240	0	0	0	0
Western Road		760,000	760,000	115,000	0	0	0
Disabled Facilities Grant		1,218,567	839,610	1,341,890	784,000	340,000	340,000
Other		21,855	10,000	0	0	0	0
The Gables		0	577,300	0	0	0	0
Total	0	2,153,040	2,676,150	1,456,890	784,000	340,000	340,000

Summary of major budget etc. changes

2015/16
 Savings £35k Reduction of Homelessness Prevention grant
 Environmental Health Housing savings of £69k to include deletion of 1x FTE post

2016/17
 Savings £56k Reduction of Homelessness Prevention grant
 Savings £30k Rationalisation of admin budget (CH9)
 Newly proposed savings to be approved: Deletion of 3.5 posts @ £129k (included in reduced FTE staff numbers above)



2017/18
 Savings £36k Rationalisation of admin budget (CH9)
 Savings £36k Deletion of one staffing post (CH10)

2018/19

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME					
		Likelihood	Impact	Score	Risk		
Project 1		Project Title:	Deliver on-line self-assessment tools				
Start date	2014-15	Project Details:	Implement on-line Housing Self-assessment tools for Housing Options and Housing Register Pre-assessment.	More efficient way of working	3	1	3
End date	2015-16						
Project 2		Project Title:	Maximise use of private rented sector				
Start date	2013-14	Project Details:	Increase housing supply in Private Rented Sector (PRS) by continuing to consider and implement new and innovative ways to maximise use of the private sector housing market including rehousing through empty homes grants.	More efficient way of working	2	2	4
End date	2018-19						
Project 3		Project Title:	CHMP Regeneration				
Start date	2014-15	Project Details:	Input to CHMP regeneration and master-planning with Future Merton.	Improved resident well being	1	3	3
End date	2018-19						
Project 4		Project Title:	Housing Service Review				
Start date	2015-16	Project Details:	Review whether or not to keep the Housing Needs and Enabling Service in house or outsource, whilst also considering the place of Environmental Health (Housing).	Evaluation of alternative service delivery	3	1	3
End date	2015-16						
Project 5		Project Title:	Feasibility Study: Social Enterprise Private Lettings Agency				
Start date	2014-15	Project Details:	Commission a feasibility study on benefits of running a Social Enterprise Private Lettings Agency.	More efficient way of working	3	1	3
End date	2015-16						
Project 6		Project Title:	Technology Review				
Start date	2016-17	Project Details:	Review whether to retain Capita Housing and Home Connections in light of operating environment and undertake a "soft market test" on alternative products.	More efficient way of working + compliance with corporate policy	2	1	2
End date	2016-17						
Project 7		Project Title:					
Start date		Project Details:					0
End date							
Project 8		Project Title:					
Start date		Project Details:					0
End date							
Project 9		Project Title:					
Start date		Project Details:					0
End date							
Project 10		Project Title:					
Start date		Project Details:					0
End date							

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Libraries

Cllr Nick Draper Cabinet Member for Community & Culture

Enter a brief description of your main activities and objectives below

The purpose of the service is to provide a 'comprehensive and efficient' library service, addressing the 'needs of adults and children' according to the Public Libraries and Museums Act 1964.

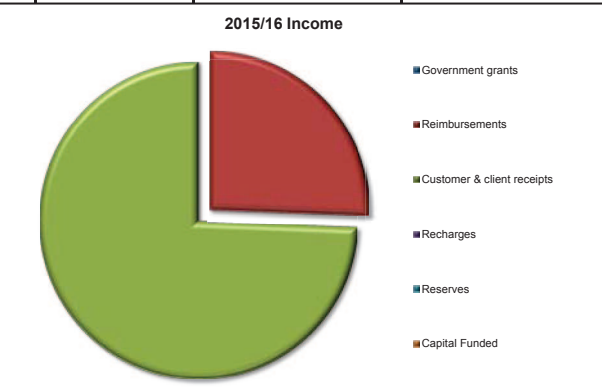
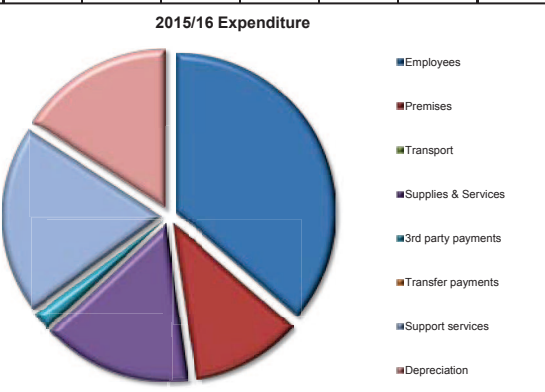
Local authorities have a statutory duty to make provision for a library service but may decide on how this is delivered.

Certain aspects of the service must be provided for free:
 Free lending of books
 Free access to information
 Free library membership

The Library Service aims to provide a modern, high quality and cost effective service that is responsive to the needs of customers. Our vision is to remain the most efficient library service in London whilst continuing to achieve some of the highest customer satisfaction levels.

Planning Assumptions		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	The Corporate strategies your service contributes to		
Anticipated demand										
Active users		54,000	54,500	55,000	56,000	56,000	56,000	Community Plan		
Stock issues		1050000	1100000	1100000	1100000	1,100,000	1,100,000	Corp Equality Scheme		
Registered members		125,000	130,000	135,000	135,000	135,000	135,000	Customer Services Strategy		
Visitor figures		1,150,000	1,150,000	1,200,000	1,200,000	1,210,000	1,210,000	Voluntary Sector Strategy		
Anticipated non financial resources								Performance Management Framework		
Staff (FTE)		46	47	45.71	44.71	41.61	41.61	ICT Policy		
Accommodation (Libraries)		7	7	7	7	7	7	Performance Management Framework		
Equipment (PC's)		144	144	144	144	144	144	Workforce Development Plan		
								Asset Management Plan		
Performance indicator	Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
	2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)				
No. of visitors accessing the library service online	110,000	115,000	125,000	135,000	150,000	150,000	High	Monthly	Business critical	Reduced uptake of service
Active users - peoples network terminal	54,000	54,500	55,000	56,000	56,000	56,000	High	Monthly	Business critical	Reduced uptake of service
% self service usage for stock transactions	95	95	95	95	95	95	High	Monthly	Outcome	Increased costs
Active volunteers in libraries	180	180	200	210	220	230	High	Monthly	Business critical	Customer hardship
Maintain Income	£282,570	£327,000	£331,000	£336,000	£340,000	£340,000	High	Monthly	Unit cost	Increased costs
Partnership numbers	25	30	30	30	30	30	High	Monthly	Quality	Customer hardship
% customer satisfaction (ARS)	78	78	78	78	78	78	High	Annual	Outcome	Reduced customer service

DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	3,795	3,730	3,634	3,586	3,603	3,529	0
Employees	1,338	1,243	1,327	1,305	1,306	1,216	
Premises	456	465	401	407	413	419	
Transport	3	5	4	4	4	4	
Supplies & Services	629	580	582	549	558	567	
3rd party payments	65	63	65	66	67	68	
Transfer payments	0	0	0	0	0	0	
Support services	814	884	689	689	689	689	
Depreciation	490	490	566	566	566	566	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	508	346	441	445	450	454	0
Government grants	0	0	0	0	0	0	
Reimbursements	154	72	114	114	114	114	
Customer & client receipts	329	274	327	331	336	340	
Recharges	0	0	0	0	0	0	
Reserves	25	0	0	0	0	0	
Capital Funds							
Council Funded Net Budget	3,287	3,384	3,193	3,141	3,153	3,075	0

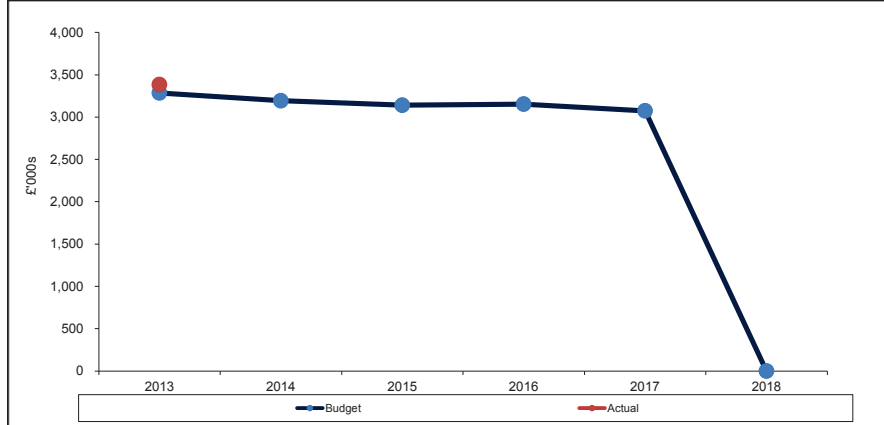


Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Relocation of Colliers Wood Library	0	0	0	0	550,000	0	0
Library Self Service	0	0	0	350,000	0	0	0
	0	0	0	350,000	550,000	0	0

Summary of major budget etc. changes

2015/16

Savings - Reduction in Media Fund - £12k (CH5)
 Savings - Increase Income - £10k (CH6)
 Revenueisation - £42k



2016/17

Savings - Activities - £2k
 Savings - Staffing - £26k
 Savings - PLUS Consultation - £3k
 Savings - Volunteer Contract - £20k
 Savings - Reduction in Media Fund - £45k

2017/18

Savings - Introduce self-serve Libraries at off peak times - £90k
 Savings - Staffing - £60k

2018/19

DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Libraries

APPENDIX 3

PROJECT DESCRIPTION

MAJOR EXPECTED OUTCOME

Risk

				Likelihood	Impact	Score	
Project 1		Project Title:	E-communications				
Start date	2013-14	Project Details	Continue to channel shift communication through digital methods: 1. Channel shift more customers towards receiving e-mail and SMS notifications; 2. Issue a quarterly customer e-newsletter; 3. Develop a library application for mobile phones; 4. Continue to develop library website.	More efficient way of working	2	1	2
End date	2015-16						
Project 2		Project Title:	Heritage Strategy				
Start date	2015-16	Project Details	Publish new Heritage Strategy and deliver expected outcomes. Continue to draw in external funding and improve income streams.	Improved customer satisfaction	2	1	2
End date	2019-20						
Project 3		Project Title:	Stock efficiency program				
Start date	2013-14	Project Details	Continue to deliver efficiencies in the way that stock is managed. Deliver media fund savings for 2015/16 and 2016/17. Maximise usage of e-resources.	More efficient way of working	2	1	2
End date	2015-16						
Project 4		Project Title:	Children & Young People's projects				
Start date	2013-14	Project Details	Complete the rollout of the universal library membership scheme for all school children and students in Merton. Increase engagement with young people by establishing youth panels in libraries.	Improved resident well being	3	1	3
End date	2016-17						
Project 5		Project Title:	Outreach and Community Engagement plan				
Start date	2013-14	Project Details	Deliver an annual outreach plan to increase usage of libraries including the rollout of Library Connect (pop up library solution). Complete annual user surveys and conduct research and engagement work with under represented groups to shape services accordingly.	Improved customer satisfaction	2	1	2
End date	2017-18						
Project 6		Project Title:	IT Projects				
Start date	2013-14	Project Details	Tender for replacement self-service technology in 2015/16. Develop payment services online and rollout new hall booking system in line with corporate systems. Implement self-service libraries at off peak times in branch libraries.	Improved customer satisfaction	3	2	6
End date	2017-18						
Project 7		Project Title:	Assisted digital support				
Start date	2013-14	Project Details	Increase volunteer numbers and skills in supporting customers with more complex IT needs. Support national initiatives such as National Numeracy Challenge and 6 Book Reading Challenge to improve residents skills.	Improved resident well being	2	1	2
End date	2016-17						
Project 8		Project Title:	Security services contract				
Start date	2015-16	Project Details	Re-tender of contract and on-going monitoring of performance.	More efficient way of working	3	2	6
End date	2018-19						
Project 9		Project Title:	Library redevelopments				
Start date	2013-14	Project Details	Progress redevelopment plans for West Barnes and Donald Hope libraries. Investigate co-location opportunities with other council services and partners.	Improved customer satisfaction	3	2	6
End date	2017-18						
Project 10		Project Title:	London Libraries Consortium				
Start date	2013-14	Project Details	Work with LLC to improve systems and drive through efficiencies. Implement actions in LLC 3-year Strategy.	More efficient way of working	2	2	4
Projects	2017-18						

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PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME					
		Likelihood	Impact	Score	Risk		
Project 1		Project Title:	Introduction of New 24+ Loans				
Start date	2013-14	Project Details:	Devise and implement an awareness raising campaign to promote the take up of the new 25+ Advanced Loans	To meet legislative requirements	3	2	6
End date	2014-15						
Project 2		Project Title:	MAE Commercial Business Plan				
Start date	2013-14	Project Details:	Implement a range of income generating products in line with saving targets. Action plans to be implemented for MAE Adult Social Care short course programme, Event Hosting, Leadership and Management short course programme, Early Years and Schools short course programme	Income generation	3	2	6
End date	2014-15						
Project 3		Project Title:	Widening Participation in Learning				
Start date	2013-14	Project Details:	Update and implement the college widening participation strategy focused on increasing participation amongst disadvantaged localities within the borough.	Improved resident well being	2	1	2
End date	2015-16						
Project 4		Project Title:	Accommodation Strategy				
Start date	2013-14	Project Details:	In response to Children Schools and Families requiring possible secondary school sites, undertake a full analysis of possible sites across Merton. Undertake explorations with a number of key partners	To meet legislative requirements and respond to growing school population	3	2	6
End date	2015-16						
Project 5		Project Title:	Virtual Learning Environment Strategy				
Start date	2013-14	Project Details:	Outline a robust VLE model and implement a range of programmes and services via this medium	More efficient way of working	2	1	2
End date	2014-15						
Project 6		Project Title:	Increase the use of the E Learning Portal Moodle				
Start date	2014-15	Project Details:	Provide training and awareness raising for tutors in how to access and use the Moodle on line system for managing resources and communicating with students	More efficient way of working	2	1	2
End date	2015-16						
Project 7		Project Title:	Adult Skills and Employability Scrutiny Action Plan Implementation				
Start date	2013-14	Project Details:	Implement the key skills and employability elements of the scrutiny action plan	More efficient way of working	2	1	2
End date	2015-16						
Project 8		Project Title:	Option Appraisal on the Future of the Service and Consultation				
Start date	2014-15	Project Details:	Production of Merton Adult Education option appraisal and public consultation on the options	Income loss	3	2	6
End date	2015-2016						
Project 9		Project Title:					
Start date		Project Details:					
End date							
Project 10		Project Title:					
Start date		Project Details:					
End date							

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DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Public Health

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME		Risk		
				Likelihood	Impact	Score
Project 1		Project Title:	Integrated sexual health service			
Start date	2014-15	Project Details:	Commissioning an integrated tier 2 sexual health service which either combines existing provision in Contraceptive and Sexual Health (CaSH) and extends this provision to tier 2 testing and treatment of sexually transmitted infections. This service would be commissioned on a Payment by Results or tariff basis and allowing for cross-charging of non-Merton residents.	Improved customer satisfaction	3	3
End date	2017-18					
Project 2		Project Title:	Embedding Chlamydia screening programme			
Start date	2014-15	Project Details:	To move from a separately commissioned service to embedding Chlamydia screening into existing primary care services - GPs, Pharmacists, CaSH. These services will then have responsibility for meeting the diagnostic target for Chlamydia which is a PHOF indicator.	More efficient way of working	3	2
End date	2015-16					
Project 3		Project Title:	Review of local HIV services			
Start date	2014-15	Project Details:	Analyse local need in relation to HIV, review existing services which are funded through pan-London and South London partnerships to ensure they are fit for purpose and meet local need, and increase HIV testing in the community. Re-commission HIV prevention and support services to more effectively meet the changing needs relating to HIV and late diagnosis.	Improved resident well being	3	3
End date	2015-16					
Project 4		Project Title:	LiveWell			
Start date	2014-15	Project Details:	LiveWell is a programme that supports Merton residents to lead a healthy lifestyle and offers motivation support to achieve personalised goals around stopping smoking, reducing alcohol levels, being more physically active and being a healthy weight. The programme has a network of health champions, linked to voluntary sector groups who promote healthy living and signpost their peers to a range of activities.	Improved resident wellbeing	2	1
End date	2014-15					
Project 5		Project Title:	Prevention			
Start date	2014-15	Project Details:	Public Health work with a range of partners on the prevention agenda, ranging from the direct commissioning of programmes e.g. LiveWell to the influencing of local policy to create an environment that supports healthy choices e.g. alcohol licensing policy. Work from across the council e.g. the contract to manage the boroughs leisure centres, complements the public health led activity and has an important role to play in reducing the stark health inequalities between east and west Merton.	Improved resident wellbeing	2	1
End date	2014-15					
Project 6		Project Title:	Transition of responsibility for Health Visiting Service to Local Authority			
Start date		Project Details:	Responsibility for Health Visiting Services are due to transfer from NHS England to LB Merton in April 2015. Project required to manage transition, including establishment of Task group; agreeing vision for health Visiting and Early Years; developing Project Plan with key timelines; participation in pan-London transition programme.	Select one major outcome	0	0
End date						
Project 7		Project Title:	National Child Measurement Programme			
Start date		Project Details:	Children aged reception year and Year 6 are weighed and measured and schools that are identified with larger numbers of children who are overweight or obese are targeted with weight management classes for families.	Improved Health and Wellbeing	0	0
End date						
Project 8		Project Title:	NHS Health Checks			
Start date	2013/14	Project Details:	People aged 40 -74 with no known heart disease (or other specified conditions) are offered an NHS Health Checks every five years to detect early signs of heart disease and risk factors.	Improved Health and Wellbeing	2	2
End date						
Project 9		Project Title:	Drugs and Alcohol Prevention and Treatment			
Start date		Project Details:	The responsibility for drugs and alcohol transferred to Public Health during 2013/14. A review of alcohol needs is being commissioned to inform development of a prevention strategy/action plan.	Select one major outcome	0	0
End date						
Project 10		Project Title:	Support to Merton Clinical Commissioning Group			
Start date		Project Details:	Public Health is required to provide up to forty per cent of its staff capacity to support the work of the MCCG. Public Health staff participate in 5 of the 6 work streams that represent MCCG priorities, providing data analysis, needs assessment and evidence of best practice.	Select one major outcome	0	0
End date						

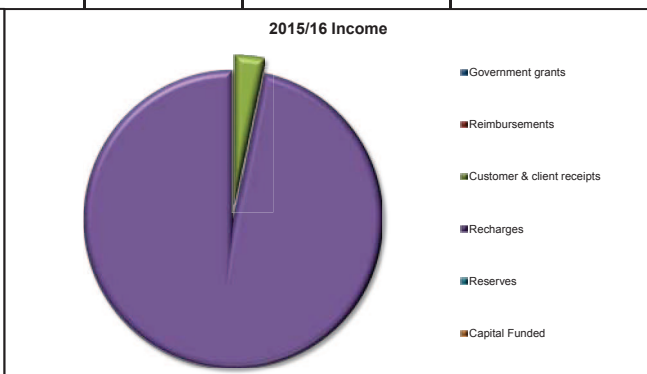
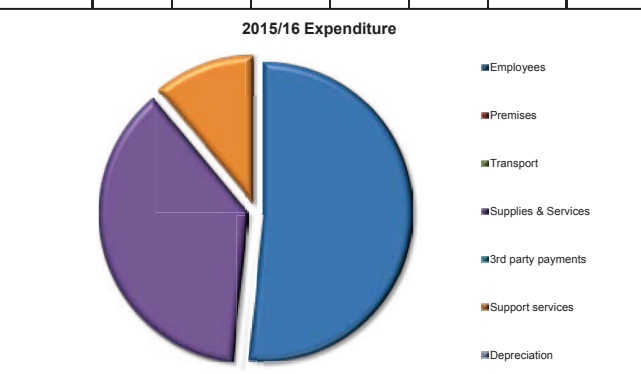
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Corporate Services Department

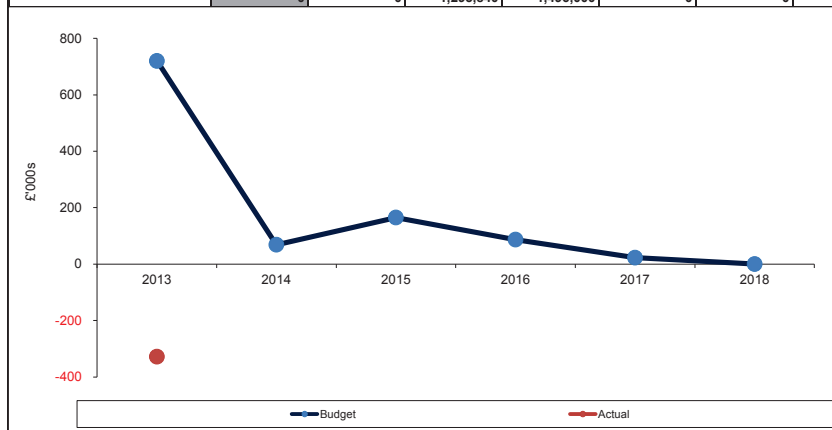
Business Improvement	Planning Assumptions							The Corporate strategies your service contributes to		
CLIR Mark Allison Cabinet Member for Finance	Anticipated demand	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19			
Enter a brief description of your main activities and objectives below	Core service request (days)	4400	4493	4023	3555	3355	3255	Customer Services Strategy		
	Non Core service requests (days)	2000	1800	1620	1450	1450	1350	ICT Policy		
	Support for continuous/business improvement (days)	600	880	880	880	880	880	Capital Programme		
	Project/Programmes	12.8FTE	11 FTE	21 FTE	12 FTE	0 FTE	0 FTE	Children & Young person's Plan		
								Information Governance Policy		
- Operate as a Centre of Excellence for Project and Programme Management (PPM), raising the capacity of the organisation to consistently plan and deliver projects/programmes successfully.										
- Support DMTs to embed a culture of continuous business improvement within the organisation through the provision of tools, techniques, advice and support – including but not limited to lean.										
- Manage and deliver adhoc Projects and Programmes of work at the direction of CMT and M2015 Board.										
- Lead and deliver a coordinated programme of service reviews to deliver efficiencies and improve customer satisfaction.										
- Establish a Programme Management Office (PMO), ensuring that all transformational activity is directed and monitored through DMTs, M2015 and CMT so that resources, dependencies, risks and issues are managed effectively and benefits – aligned to organisational objectives are realised.										
- Work with businesses and I&T to establish – under the direction of CMT – the strategy for IT, an associated implementation plan and manage its delivery.										
- Establish a Technical Design Authority (TDA), ensuring the organisation takes a coordinated and planned approach to systems implementation that complies with and drives agreed corporate strategy, standards and supportability.										
- Proactively advise businesses of opportunities to exploit emerging technologies and to leverage existing systems investments for improved business efficiency and service.										
- Provide support to the business for operational and maintenance related tasks for applications including upgrades, housekeeping, periodic scheduled tasks and batch processing, thus sustaining business continuity: availability, performance, and capability of the systems.										
Anticipated non financial resources		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19			
Staff - Programme Office (FTE)		4	4	4.5	4.5	2.5	2.5			
Staff - Business Systems Team (FTE)		25.9	26	25	22	20	20			
Staff - Programmes and projects (fixed term)		12.8	11	21	12	0	0			
Apprentices		2	2	2	0	0	0			
Performance indicator	Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
	2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)				
Systems availability	80%	95%	97%	98%	99%	99%	High	Monthly	Business critical	Reduced service delivery

DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	3,459	3,440	2,790	2,892	2,814	2,750	0
Employees	2,081	1,953	1,541	1,491	1,403	1,329	
Premises			0				
Transport	3	0	3	3	3	3	
Supplies & Services	1,034	909	928	1,080	1,090	1,100	
3rd party payments		0	0				
Support services	341	578	318	318	318	318	
Depreciation							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	2,739	3,768	2,722	2,727	2,727	2,727	0
Government grants							
Reimbursements							
Customer/client receipts	79	127	84	89	89	89	
Recharges	1,875	3,129	2,638	2,638	2,638	2,638	
Reserves	785	513	0				
Capital Funded							
Council Funded Net Budget	720	-328	69	165	87	23	0



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Document management system	0	0	300,000	440,000			
Customer contact programme	0	0	300,000	485,000			
Data Labeling		0	293,840	0			
Replace Social Care System			400,000	571,000			
0	0	1,293,840	1,496,000	0	0	0	0

Summary of major budget etc changes	
2015/16	
CS1 Rationalisation of management costs £50k	
CS3 Generate income through training £5k	
Further implementation of the workforce plan in 2015/6 will meet target savings.	
2016/17	
Reorganisation of systems development and support arrangements CS63 £38k.	
2017/18	
Reorganisation of systems development and support arrangements CS63 £74k.	
2018/19	



DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Business Improvement

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME			Risk		
		Likelihood	Impact	Score			
Project 1		Project Title:	Customer Contact programme		More efficient way of working		
Start date	01/04/2013	Project Details:	Lead and deliver CC programme; to deliver improvements (technology and service redesign) set out in CC Strategy.	The programme is part of the move to a 21st Century organisation, with technology that supports a more comprehensive and cohesive service to customers and recognises the new, modern ways in which they wish to access services. Through channel shift and a reduction in avoidable contact/failure demand we expect the programme to support and enable the achievement of savings and efficiencies within individual services.	2	2	4
End date	31/03/2016						
Project 2		Project Title:	Electronic document and records management system		More efficient way of working		
Start date	01/04/2013	Project Details:	Procure and implement a replacement EDRMS to support and enable flexible/remote working and Customer Contact.	EDRMS will enable flexible and remote working, more efficient and cost effective storage and retrieval of documentation.	3	2	6
End date	31/03/2016						
Project 3		Project Title:	Social Care Information System		To meet legislative requirements		
Start date	01/06/2014	Project Details:	Procure and implement a Social Care Information system to support adults social and children and families integrated care.	A fit for purpose system that supports efficient business practices and care management now and into the future	1	3	3
End date	31/12/2015						
Project 4		Project Title:	Data Labelling System		To meet legislative requirements		
Start date	01/06/2014	Project Details:	Introduce technology to automatically and retrospectively assess and protectively mark (for security) all Council data and to provide the facility to protectively mark all documents and emails for security going forward.	Ensures compliance with legislative requirements on categorisation and storage of data and information.	2	1	2
End date	31/03/2015						
Project 5		Project Title:	Corporate TOM Refresh exercise		More efficient way of working		
Start date	01/09/2015	Project Details:	Lead and coordinate a pan-organisation exercise to review and refresh all Target Operating Models and enabling strategies as required	Provides a disciplined, organised approach to planning for future change and improvement and ensures work programmes align to deliver the ambitions of the services within the organisation.	1	1	1
End date	31/03/2016						
Project 6		Project Title:			0	0	0
Start date		Project Details:			0	0	0
End date							
Project 7		Project Title:			0	0	0
Start date		Project Details:			0	0	0
End date							
Project 8		Project Title:		Select one major outcome			0
Start date		Project Details:					0
End date							
Project 9		Project Title:		Select one major outcome			0
Start date		Project Details:					0
End date							
Project 10		Project Title:		Select one major outcome			0
Start date		Project Details:					0
End date							

DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Corporate Governance

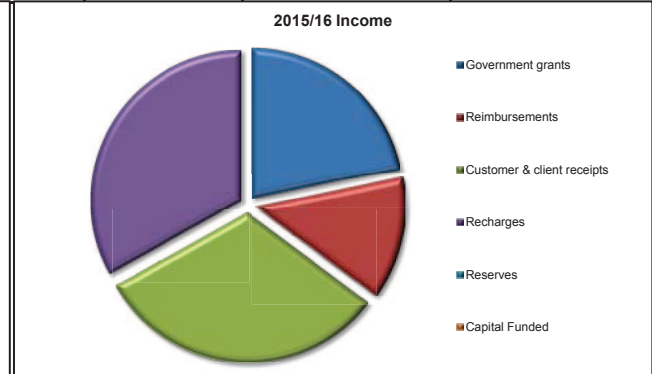
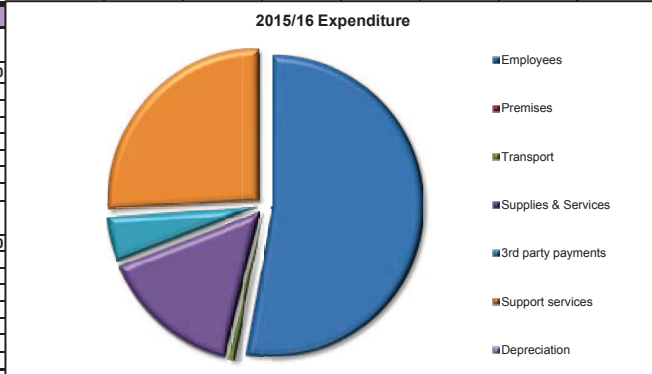
APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME		Risk		
				Likelihood	Impact	Score
Project 1		Project Title:	Support new intake of councillors	Improved customer satisfaction		
Start date	01/04/2013	Project Details:	To prepare information and support for new intake of councillors following May 2014 council elections. To ensure smooth introduction of any consequent changes to decision making structure or process.	1	1	1
End date	31/03/2015					
Project 2		Project Title:	2013/17 Implement individual electoral registration	To meet legislative requirements		
Start date	01/04/2013	Project Details:	Introduce new system of Individual Electoral Registration by implementing new processes to register residents, whilst undertaking data matching and public awareness strategies to seek to maximise the accuracy and completeness of the register of electors.	3	3	9
End date	31/12/2016					
Project 3		Project Title:	2013/17 Administer statutory elections, referendums and ballots.	To meet legislative requirements		
Start date	01/04/2013	Project Details:	Administer London borough council and European Parliament elections in 2014, Parliamentary general election in 2015, GLA elections in 2016, and Willow BID ballot in 2014, together with any other referendums and ballots that may be required	3	3	9
End date	31/03/2017					
Project 4		Project Title:	Prepare for and implement changes to single fraud initiative	To meet legislative requirements		
Start date	01/02/2014	Project Details:	To prepare for the SFIS and the effect on audit and investigation in relation to the focus on workload from Housing Benefit fraud to other areas of fraud	2	2	4
End date	31/03/2015					
Project 5		Project Title:	Committee report workflow	More efficient way of working		
Start date	01/06/2014	Project Details:	To improve workflow through implementation of features within new software system. Will enable report authors to submit electronically, receive deadline reminders and get legal and finance comments as well as sign off by Directors and Cabinet Members.	2	1	2
End date	01/10/2014					
Project 6		Project Title:	Scrutiny Improvement Programme	Improved reputation		
Start date	01/04/2014	Project Details:	To continue to improve effectiveness and impact of the scrutiny function and to engage new councillors in scrutiny activities.	2	1	2
End date	31/03/2015					
Project 7		Project Title:	LLC service delivery	To meet legislative requirements		
Start date	01/04/2014	Project Details:	Review of LLC service delivery; dependent on national directive	3	1	3
End date	31/03/2015					
Project 8		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						
Project 9		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						
Project 10		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						

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Customer Services	Planning Assumptions							2018/19	The Corporate strategies your service contributes to			
Select your Cabinet Member & Portfolio	Anticipated demand	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19					
Enter a brief description of your main activities and objectives below There are 5 core services: Local Taxation - responsible for Council Tax & Business Rates collection, Debt recovery & Bailiff collection services; - this includes a shared bailiff service with Sutton Council Housing Benefit - responsible for administering housing and council tax benefit schemes & identification and prevention of fraud; Merton Link - first point of contact for most council customers & visitors, through either face to face or via telephone - also provide Translation Services & Concessionary Travel Schemes; Registrars - responsible for registration of births & deaths, marriages & civil partnerships, citizenship ceremonies & nationality services; Communications - responsible for protecting and enhancing the reputation of Merton Council; promoting Merton as a good place to live, work and learn; ensuring residents know about and have access to services; ensuring the community is able to have a say in the council decisions; and engaging council staff so they understand the direction of the council and are committed to putting customers at the heart of all they do. Front line service for Universal Credit - local authorities will be responsible for delivering front line services for universal credit for those claimants that cannot claim and access on-line. It is anticipated that this new service will be delivered within this service plan period but details are vague due to the uncertainty of the roll-out of the scheme. It is also unclear how the roll out of Universal Credit will impact on the Housing Benefit caseload and workload	Benefit/Council Tax support claimants	16,000	16,000	16,000	15,000	14,000	14,000	Customer Services Strategy				
	Telephone callers	500,000	600,000	600,000	500,000	450,000	400,000	Homelessness Strategy				
	Face to face customers	115,000	100,000	90,000	85,000	80,000	70,000	Medium Term Financial Strategy				
	Council tax properties	82,000	82,500	83,000	83,000	83,000	85,000	Social Inclusion Strategy				
	Anticipated non financial resources		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
	Staff (FTE)	162.4	139.4	136.4	134.4	133.4	133.4					
	Apprentices(FTE)	3	3	4								
	Performance indicator		Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
	Business Rates collected	97%	97.25%	97.50%	97.50%	97.50%	97.50%	High	Monthly	Business critical	Loss of income	
	% of Merton Bailiff Service files paid in full (excluding parking and miscellaneous debt)	58%	58%	58%	58%	58%	58%	High	Monthly	Outcome	Loss of income	
	HB - COC & new claims processing days	16	16	16	16	16	16	Low	Monthly	Business critical	Customer hardship	
	First contact resolution		60%	65%	70%	75%	75%	High	Monthly	Perception	Reduced customer service	
	Income from events (marriages, civil partnerships etc)		415,000	400,000	415,000	425,000	450,000	High	Monthly	Business critical	Loss of income	
Successful website visits	83%	84%	84%	84%	84%	84%	High	Monthly	Perception	Reduced uptake of service		
No. of on-line transactions				30,000	45,000	60,000	High	Monthly	Business critical	Reduced customer service		
Council Tax Collected	97%	97%	97.25%	97.25%	97.25%	97.25%	High	Monthly	Business critical	Loss of income		

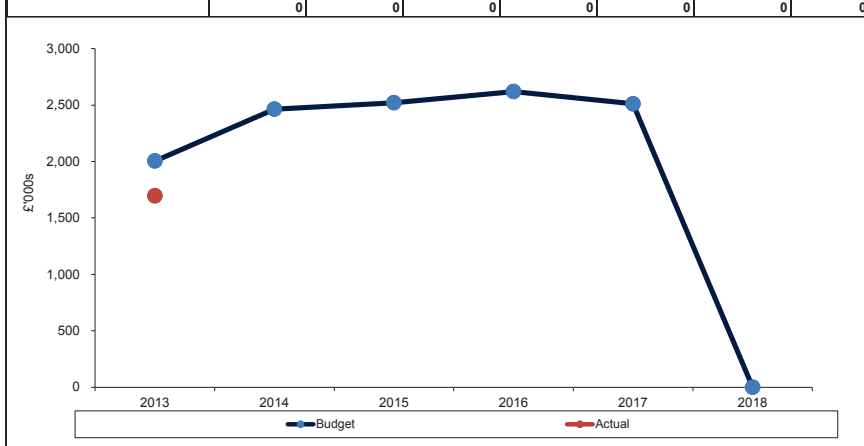
DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	9,618	9,752	9,865	9,487	9,394	9,312	0
Employees	5,200	5,267	5,038	5,008	4,897	4,788	
Premises	29	27	20	21	21	21	
Transport	63	73	63	64	65	65	
Supplies & Services	1,467	1,551	1,447	1,459	1,470	1,491	
3rd party payments	920	450	828	467	473	479	
Support services	1,940	2,384	2,465	2,465	2,465	2,465	
Depreciation	0	0	3	3	3	3	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	7,613	8,055	7,400	6,966	6,774	6,801	0
Government grants	2,270	2,264	1,981	1,520	1,302	1,302	
Reimbursements	930	1,497	930	930	930	930	
Customer & client receipts	2,138	2,334	2,184	2,211	2,237	2,264	
Recharges	2,275	2,275	2,305	2,305	2,305	2,305	
Reserves	0	-315	0				
Capital Funded							
Council Funded Net Budget	2,005	1,697	2,465	2,521	2,620	2,511	0



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
	0	0	0	0	0	0	0

Summary of major budget etc changes 2015/16

The DWP have not committed funding for the Local Welfare Support scheme. A decision is required regarding future funding for the scheme and its administration. Funding for 15/16 for Housing Benefit administration grant has been reduced. With continued delays with the implementation of the Customer Contact programme the impact of the Customer Service Review will not save £30k in this year. Savings from elsewhere within the Division will cover this years saving target.. Ongoing savings through reduction of cash collection following implementation of telephone parking £10k. There may be funding from the DWP for the new Local Support Services framework for supporting Universal Credit.



2016/17

Deferred budgetary savings from 14/15 include a deletion of manager position within Customer Services and a reduction within the debt recovery/bailiff function, review of welfare benefits resulting in £111k of savings. Continued impact of the Customer Service Review will save £30k annually. Ongoing savings through reduction of cash collection following implementation of telephone parking £10k. The roll out of Universal Credit will impact further on the level of Housing Benefit administration grant. There may be funding from the DWP for the new Local Support Services framework for supporting Universal Credit. New performance target required to monitor take-up of on-line services. This includes revision of number of telephone calls and face-to-face customers.

2017/18

CS60 Deletion of Assistant Director post £109k. Continued impact of Customer Contact project to further reduce telephone calls and face-to-face customers.

2018/19

Continued impact of Customer Contact project to further reduce telephone calls and face-to-face customers. Anticipated small increase in number of Council Tax properties.

DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Customer Services

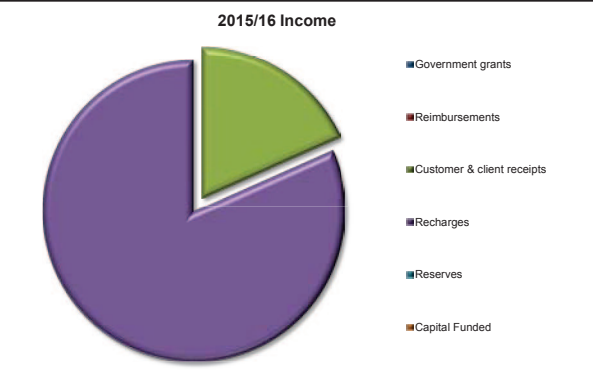
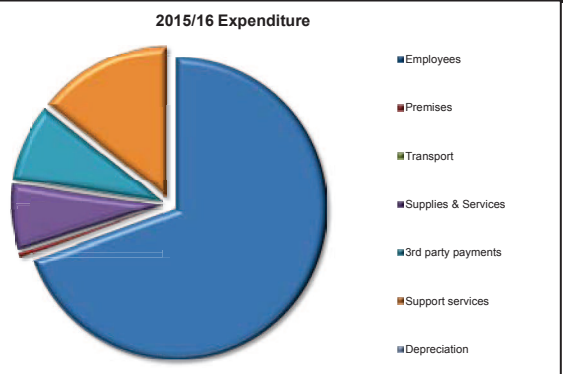
APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME		Risk		
				Likelihood	Impact	Score
Project 1		Project Title:	Customer Service review	More efficient way of working		6
Start date	01/04/2013	Project Details:	As part of the implementation of the customer contact electronic solution processes and resourcing will be reviewed	3	2	
End date	31/03/2015					
Project 2		Project Title:	Improve access to on-line services	More efficient way of working		4
Start date	01/04/2013	Project Details:	Maintain successful visits to the website target at 83%., improve the look and feel of the website, implement the recommendations of the customer services review, increase uptake of online transactions.	2	2	
End date	31/03/2016					
Project 3		Project Title:	Council Tax support scheme	To meet legislative requirements		2
Start date	01/04/2013	Project Details:	During 14/15 options for a revised scheme will be reviewed for Council decision and possible implementation for 15/16	2	1	
End date	31/03/2016					
Project 4		Project Title:	Implement and review Welfare Assistance Scheme	Improved resident well being		2
Start date	01/04/2013	Project Details:	A review of the scheme will be undertaken during 2014/15, however, there is currently uncertainty regarding future funding from 15/16	2	1	
End date	31/03/2015					
Project 5		Project Title:	Appoint a medical examiner	To meet legislative requirements		4
Start date	01/04/2014	Project Details:	The Council will need to appoint a medical examiner for registration of deaths. This will be achieved through the sharing of another boroughs recruitment and appointment.	2	2	
End date	31/12/2014					
Project 6		Project Title:	Local Support Services	To meet legislative requirements		4
Start date	01/04/2014	Project Details:	In line with implementation and roll out of Universal Credit local authorities have been asked to provide a front line solution for those customers than cannot access and claim on-line. This service may be multi agency and include Job Centre Plus, voluntary sector and neighbouring authorities	2	2	
End date	31/03/2016					
Project 7		Project Title:	Review Debt Collection Processes	More efficient way of working		6
Start date	01/06/2015	Project Details:	With the implementation of the new Financial management computer systems a review of the existing debt collection processes will be undertaken as part of the system implementation.	3	2	
End date	01/04/2016					
Project 8		Project Title:		Select one major outcome		0
Start date		Project Details:				
End date						
Project 9		Project Title:		Select one major outcome		0
Start date		Project Details:				
End date						
Project 10		Project Title:		Select one major outcome		0
Start date		Project Details:				
End date						

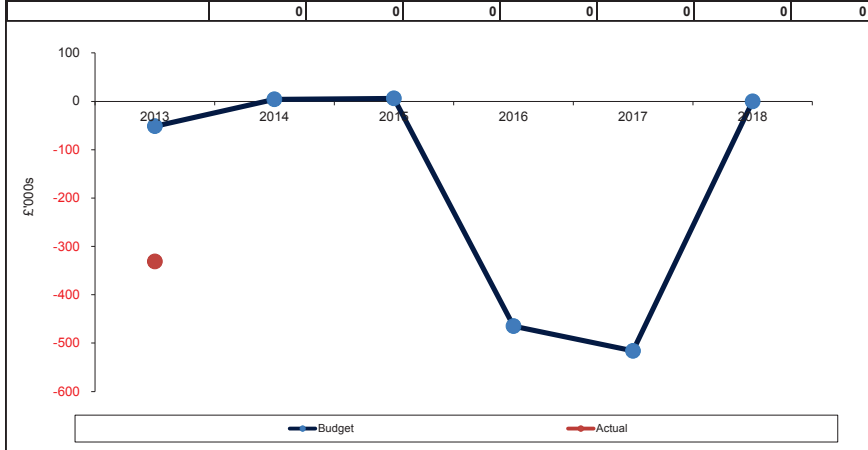
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Human Resources		Planning Assumptions						2018/19	Workforce Development Plan		
Cllr Mark Allison Cabinet Member for Finance		Anticipated demand	2013/14	2014/15	2015/16	2016/17	2017/18				
Enter a brief description of your main activities and objectives below		Employees in Merton for HR, payroll, advice, L&D, EAP etc	4,600	4,400	4,400	4,400	4,200	4,000	Economic Development Strategy		
1) Support effective people management across the organisation through development of a workforce strategy/TOM people layer 2) Implement and maintain efficient HR transactions for recruitment, induction, employee data, payroll, performance management, appraisal, learning and development 3) Provide HR business partner support across the Council 4) Produce HR metrics, analyse people-related problems and take appropriate actions 5) Produce HR strategies, policy frameworks and systems to support effective people management 6) Support and develop capacity building in Members		New recruits to be appointed	180	160	160	160	150	140	Workforce Development Plan		
		HR FTE	46.4	45.4	45.4	41.4	40.4	35			
		Anticipated non financial resources		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19		
		Select anticipated resources									
		Select anticipated resources									
		Select anticipated resources									
Performance indicator		Performance Targets (T) & Provisional Performance Targets (PT)					Polarity	Reporting cycle	Indicator type	Main impact if indicator not met	
	2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)					
Time to hire		90	90	90	90	88	86	Low	Monthly	Outcome	Increased costs
Sickness absence (Average days per fte)		8	8	8	8	7	7	Low	Monthly	Outcome	Increased costs
% Appraisals completed		98%	98%	98%	98%	98%	98%	High	Annual	Outcome	Poor decision making
% Members L&D satisfaction		81%	82%	83%	83%	83%	83%	High	Quarterly	Outcome	Poor decision making

DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	3,425	3,111	3,132	3,140	2,674	2,629	0
Employees	2,613	2,158	2,185	2,185	1,825	1,767	
Premises	14	15	15	15	15	15	
Transport	4	4	5	5	5	5	
Supplies & Services	219	241	218	222	152	161	
3rd party payments	255	349	259	262	226	230	
Support services	318	344	451	451	451	451	
Depreciation							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	3,476	3,442	3,128	3,134	3,139	3,145	0
Government grants							
Reimbursements			0				
Customer & client receipts	533	587	569	575	580	586	
Recharges	2,568	2,827	2,559	2,559	2,559	2,559	
Reserves	375	27	0				
Capital Fund							
Council Funded Net Budget	-51	-331	4	6	-465	-516	0



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
	0	0	0	0	0	0	0



Summary of major budget etc changes	2015/16	2016/17	2017/18	2018/19
Existing:	CS49 Introduction of new application tracking system £5k New/b/f: £270K HR business partner review			
Existing:	CS48 Further rationalisation of HR Services £130k CS49 (2013-2017) Introduction of new application tracking system £10k CS50 Occupational Health & Employee Assistance programme £40k CS51 HR Transactions - including COT £90k CS49(2012-2016) Further consolidation of HR advisory work £140k CS74 Review of L&D £69k New: £152K COT review			
Existing:	CS75 Review of COT staffing in light of 4 borough shared service opportunities £58k			
New:	HR transactions information systems £50K			

DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Human Resources

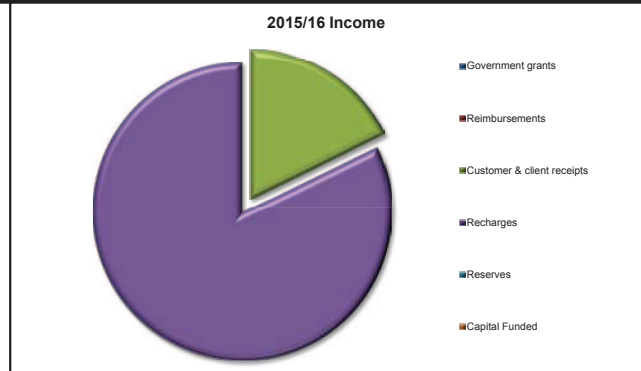
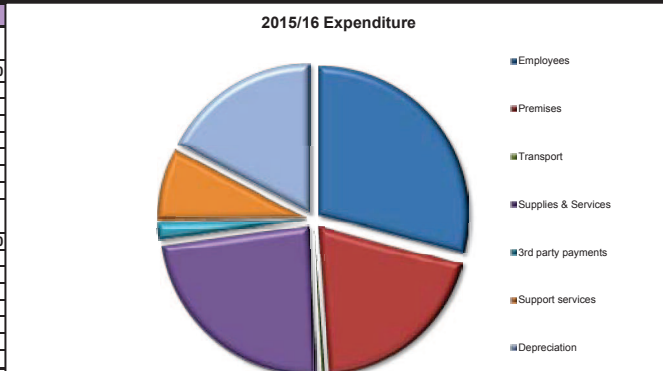
APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME				
		Risk				
		Likelihood	Impact	Score		
Project 1		Project Title:	Occupational Health Service		More efficient way of working	
Start date	01/04/2015	Project Details:	Review and re-let of contract to improve cost and efficiency		3	3
End date	31/03/2016					
Project 2		Project Title:	Employee Assistance programme		More efficient way of working	
Start date	01/04/2015	Project Details:	Review and re-let of contract to improve cost and efficiency.		3	4
End date	31/03/2016					
Project 3		Project Title:	Workforce Strategy		More efficient way of working	
Start date	01/04/2014	Project Details:	Deliver the 5 key strands of the Council's workforce strategy to support the wider TOM programme for organisational change		3	3
End date	31/03/2017					
Project 4		Project Title:	Establishment and workforce		More efficient way of working	
Start date	01/04/2015	Project Details:	Embed systems to maintain, monitor and control an accurate establishment and vacancy position across the Council for both permanent and interim staff		3	3
End date	31/03/2016					
Project 5		Project Title:	Review HR policies		Select one major outcome	
Start date		Project Details:	Embed a new suite of simplified and business-focussed HR policies, supported by appropriate management development		3	3
End date						
Project 6		Project Title:	Budget savings		To meet budget savings	
Start date		Project Details:	Deliver both existing and new budget savings for the HR function		4	3
End date						
Project 7		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						
Project 8		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						
Project 9		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						
Project 10		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						

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Infrastructure and Transactions	Planning Assumptions						2018/19	The Corporate strategies your service contributes to		
Anticipated demand	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
Repairs & Maintenance of Corporate Buildings (Revenue)	806,000	800,00	780,000	740,000	740,000	700,000	Asset Management Plan			
IT Service Calls	23,600	25,700	27,800	26,500	25,000	22,500	Customer Services Strategy			
Service Requests	6,400	6,800	7,200	7,000	7,000	6,500	Customer Services Strategy			
Transactions requested by departments	130,000	130,000	120,000	115,000	110,000	105,000	Customer Services Strategy			
Anticipated non financial resources	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
FM (FTE)	36	35	29	27	24	20				
Transactional Services (FTE)	14.7	14.7	13	13	10	8				
IT Service Delivery (FTE)	32.8	32.8	32	30	23	19				
Staff (Apprentices)	2	5	4	3	3	3				
Performance indicator	Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
Repairs & Maintenance ratio of Reactive to Planned	50/50	40/60	30/70	30/70	30/70	30/70	Low	Annual	Outcome	Increased costs
Total external fee income	200,00	225,000	235,000	285,000	320,000	320,000	High	Quarterly	Output	Loss of income
CO2 emissions corporate buildings (tonnes)	4,200	4,100	4,000	3,900	3,800	3,800	Low	Quarterly	Output	Environmental issues
First time fix rate for IT Service Desk	63%	64%	68%	70%	72%	75%	High	Monthly	Outcome	Reduced service delivery
Customer Satisfaction - IT incident resolution	85%	90%	90%	90%	90%	90%	High	Monthly	Outcome	Reduced customer service
Invoices paid within 30 days of receipt by LBM	91%	93%	95%	95%	95%	95%	High	Monthly	Business critical	Reduced service delivery
Carefirst invoices paid within 30 days from invoice date	88%	93%	95%	95%	95%	95%	High	Monthly	Business critical	Increased costs

DEPARTMENTAL BUDGET AND RESOURCES								
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19	
Expenditure	13,212	13,599	11,815	11,061	10,807	10,768	0	
Employees	3,589	3,717	3,365	3,222	3,080	2,995		
Premises	2,705	2,608	2,733	2,185	2,132	2,160		
Transport	39	33	33	33	33	34		
Supplies & Services	2,863	3,151	2,687	2,620	2,558	2,573		
3rd party payments	204	106	206	210	213	215		
Support services	1,941	2,113	875	875	875	875		
Depreciation	1,871	1,871	1,916	1,916	1,916	1,916		
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19	
Income	12,264	12,914	11,815	11,864	11,868	11,907	0	
Government grants								
Reimbursements			0					
Customer & client receipts	1,990	2,335	2,063	2,112	2,116	2,155		
Recharges	10,057	10,362	9,752	9,752	9,752	9,752		
Reserves	217	217	0					
Capital Funded	0							
Council Funded Net Budget	948	685	0	-803	-1,061	-1,139	0	



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Information Technology		1,244,814	1,105,280	584,000	1,862,000	1,881,000	1,007,000
Facilities Management		3,288,425	1,410,920	2,185,300	1,000,000	1,000,000	1,750,000
0	4,533,239	2,516,200	2,769,300	2,862,000	2,881,000	2,757,000	

Summary of major budget etc changes 2015/16

CS5 Review procurement of support , maintenance & license contracts £34k
 CS7 re-procurement of mobile telephone contract £10k
 CS8 Reduction of WAN costs £10k, CS15 Asset & change analyst post £24k
 CS17 Post savings £30k
 CS20 Energy refit £100k, CS21 Increase income targets for building and repair work £45k
 CS22 Restructure of Archive Store £15k, CS23 Outsourcing building services and security services £35k
 CS25 Deletion of one post £30k, CS27 consolidation of utilities budgets £50k

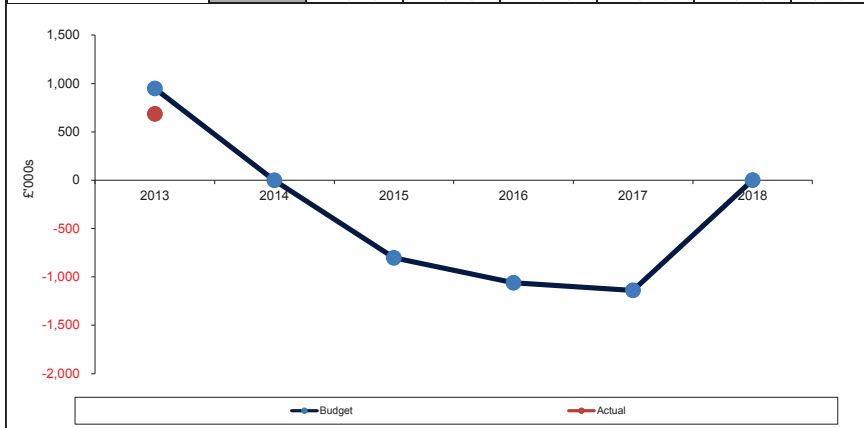
2016/17

CS5 Review procurement of support , maintenance & license contracts £29k
 CS7 re-procurement of mobile telephone contract £20k
 CS8 Reduction of WAN costs £20k
 CS10 Outsourcing of service £20k
 CS12 Deletion of post £37k Information governance post £37k
 CS16 (deferred from 14/15)Surrender overtime budget £35k, CS23 Outsourcing building services and security services £50k
 CS28 Amalgamation of intruder alarm contract £20k,

2017/18

CS70 Apply admin charge to customer requesting hard copy paper invoice £35k
 CS71 Deletion of two posts £85k
 CS72 Consolidation of budgets £34k

2018/19



DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Infrastructure and Transactions

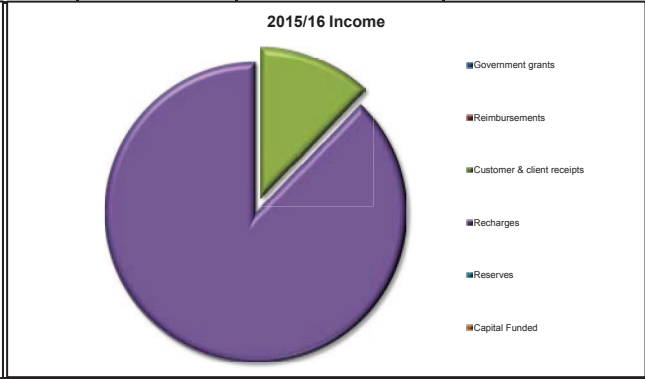
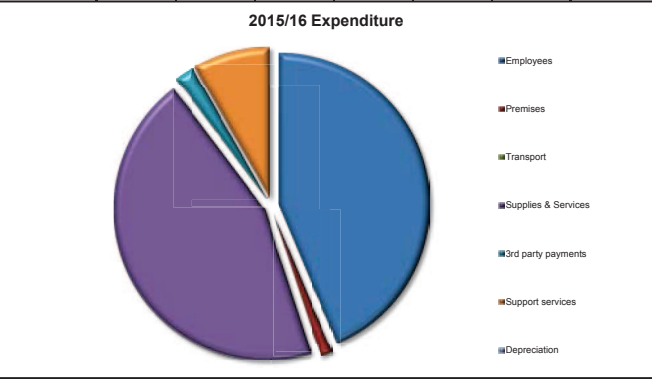
APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME		Risk		
				Likelihood	Impact	Score
Project 1		Project Title:	Implementation of IT Strategy & Plan	More efficient way of working		
Start date	01/11/2014	Project Details:	Implementation of corporate IT Strategy & Plan which has been developed on the basis of information derived from departmental Target Operating Models.	3	2	6
End date	31/03/2017					
Project 2		Project Title:	Backscanning of existing paper records	More efficient way of working		
Start date	01/06/2014	Project Details:	Backscanning of paper records into a digital format which will be prioritised in order to support the roll out of the Flexible Working Programme. This project also links directly to the Customer Contact programme which includes the implementation of a new Electronic Documents and Records Management System (EDRMS).	1	2	2
End date	31/03/2018					
Project 3		Project Title:	Upgrading of IT Disaster Recovery Arrangements	Improve IT Disaster Recovery and Business Continuity arrangements		
Start date	01/12/2013	Project Details:	Replacement of Storage Area Network (SAN) equipment and associated hardware to provide improved disaster recovery arrangements for the Councils main IT systems and minimise any potential loss of service in the event of a major incident or IT equipment failure.	2	3	6
End date	31/03/2015					
Project 4		Project Title:	Flexible Working Programme	More efficient way of working		
Start date	01/04/2012	Project Details:	The Flexible Working Programme is the innovative use of modern IT technology, infrastructure and office accommodation to enable the council to deliver services in the most efficient and cost effective manner possible.	2	2	4
End date	31/12/2015					
Project 5		Project Title:	Refurbishment of 4 main passenger lifts at Civic Centre	Improved customer satisfaction and more efficient ways of working.		
Start date	01/01/2014	Project Details:	Project to refurbish the 4 main passenger lifts at the Civic centre which were installed in 1960 and that are now 'Life Expired' in terms of maintenance and obtaining spare parts in the event of a breakdown or mechanical failure. The project is essential to ensure that the premises are safe and compliant with statutory requirements.	1	2	2
End date	30/06/2016					
Project 6		Project Title:	Energy "Invest to Save" Initiatives	More efficient way of working		
Start date	01/04/2007	Project Details:	Completion of a range of projects across the councils entire portfolio of properties which will reduce energy consumption and associated CO2 emissions and that are designed to have a maximum financial pay back of between 7 and 10 years.	1	1	1
End date	01/04/2018					
Project 7		Project Title:	Review Civic Centre Building Services & Security arrangements	To meet budget savings		
Start date	01/07/2013	Project Details:	Review of both the scope and method of delivery of the Civic Centre building services and security arrangements to produce the best balance of a cost effective solution and one that protects the reputational risks inherent in managing a front-line service in the highest profile corporate building within the authority.	2	2	4
End date	01/04/2015					
Project 8		Project Title:	Process review of Accounts Payable and Receivable functions	More efficient way of working		
Start date	01/04/2015	Project Details:	Review the Councils current processes and procedures for managing the AR and AP functions in order to maximise any potential efficiency gains and cost reductions that are available through the development and use of E-Billing and electronic invoicing.	1	2	2
End date	31/03/2017					
Project 9		Project Title:	Continuation of work on the Locations Layer of the Corporate TOM	More efficient way of working		
Start date	01/10/2013	Project Details:	Works to develop an online corporate asset register covering all of the property related assets owned and operated by the council which will be an essential element of a larger piece of work relating to the longer term strategic management of property and assets across the authority.	2	2	4
End date	31/03/2015					
Project 10		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						

Resources	Planning Assumptions						The Corporate strategies your service contributes to			
Cllr Mark Allison Cabinet Member for Finance	Anticipated demand	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19			
Enter a brief description of your main activities and objectives below Resources is made up of four major areas of activity: Accountancy - manage financial health of the council through advice & support to officers and Members, production of council's financial accounts, revenue & budget setting, profiling, reporting & monitoring, council's day to day cash flow, insurance services, treasury management & pensions. Over the next four years we will transform by improving use of technology /reviewing processes how information is stored in our financial systems. Business planning - manage Financial Strategy & Capital Strategy/Monitoring, Financial Systems Liaison & Development, Business & Service Planning, Performance Management (PM) & Risk Management, developing key business metrics to help services transform & facilitate multi-year planning, target resources, manage risk & integrate financial, business & performance information. Over the next four years we will improve robustness of our systems & projections, challenge services to improve their performance management to facilitate transformation, data quality and risk management Commercial & procurement - The purpose of the Commercial Services and Procurement team is to be a strategic centre of excellence for procurement and contract management, guidance, training and advice including ownership of the Council's Procurement Strategy, involvement in key tender processes, identification of savings opportunities and commercial benefits, compliance with EU and UK procurement legislation, benchmarking and best practice and ownership of the contracts register. Policy and strategy - coordinate corporate strategy & policy, ensure effective & high-quality policy development across the council, promote a positive relationship with the voluntary and community sector; ensure the council meets its responsibilities under equalities & community cohesion policy; lead on effective partnership working by managing the local strategic partnership, including leading on the Stronger Communities agenda and delivery of the Sustainable Community Strategy; and provide a secretariat function for CMT and LSG.	Revenue/Capital Budget Managers	147/23	147/23	147/23	147/23	147/23	147/23			
	Voluntary Sector Organisations Supported	150+	150+	150+	150+	150+	150+			
	Budget, Service, Performance & Risk Setting	8 Reports	8 Reports	8 Reports	8 Reports	8 Reports	8 Reports			
	Budget, Service, Performance & Risk Monitoring	8 Reports	8 Reports	8 Reports	8 Reports	8 Reports	8 Reports			
	Budget, Service, Performance & Risk Closing	2 Reports	2 Reports	2 Reports	2 Reports	2 Reports	2 Reports			
	Anticipated non financial resources	2012/13	2013/14	2014/15	2015/16	2016/17	2018/19			
	Staff (FTE)	69.2	64.2	64.2	61.2	61.2				
	Staff (Trainees)	4	4	4	4	4				
	Staff (Apprentices)	0	2	2	0	0				
	Performance indicator	Performance Targets (T) & Provisional Performance Targets (PT)					Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
	2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)				
Accuracy of P8 Revenue Forecast (compared to outturn)	90%	90%	90%	90%	90%	90%	High	Annual	Outcome	Poor decision making
Accuracy of P8 (P9 to 2013/14) Capital Forecast		90%	90%	90%	90%		High	Annual	Outcome	Poor decision making
Number of Adjustments to Draft Accounts	0	0	0	0	0		Low	Annual	Business critical	Government intervention
% of contracts over threshold overseen by Procurement Board		80%	80%	80%	80%		High	Quarterly	Quality	Poor decision making
Action plans in place for 'red' risks	90%	90%	90%	90%	90%		High	Quarterly	Outcome	Poor decision making

APPENDIX 9

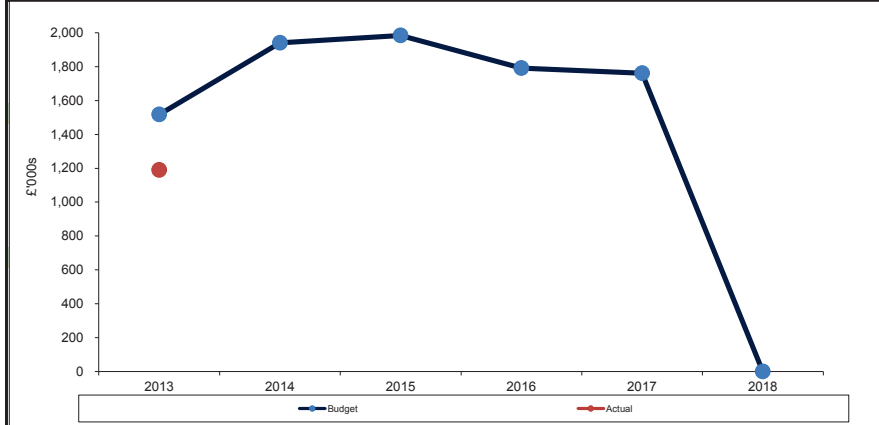
DEPARTMENTAL BUDGET AND RESOURCES								
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19	
Expenditure	9,175	9,177	8,660	8,717	8,539	8,524	0	
Employees	4,084	4,121	3,821	3,815	3,643	3,586		
Premises	103	99	105	106	107	109		
Transport	4	7	4	4	4	4		
Supplies & Services	4,532	4,403	3,834	3,895	3,889	3,919		
3rd party payments	23	81	178	179	178	178		
Support services	429	467	718	718	718	718		
Depreciation	0		0		0			
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19	
Income	7,657	7,987	6,718	6,732	6,747	6,762	0	
Government grants	0	9	0	0	0	0	0	
Reimbursements	50	36	0	0	0	0	0	
Customer & client receipts	739	992	804	818	833	848		
Recharges	6,443	6,525	5,914	5,914	5,914	5,914		
Reserves	425	425	0	0	0	0		
Capital Funded	0		0		0			
Council Funded Net Budget	1,519	1,190	1,942	1,985	1,792	1,762	0	



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Financial System re-engineering			333,450	228,250	0	0	0
Acquisitions Budget		30,730	1,042,340	500,000	500,000		
Transformation Budgets			240,160	507,000			
Capital Bidding Fund			500,000	1,000,000	500,000		
	0	30,730	2,115,950	2,235,250	1,000,000	0	0

Summary of major budget etc changes 2015/16

MTFS/Business Planning: Throughout the financial year officers within the team will be compiling the Business Plan for 2016-20, this will include provision of a timetable for compilation and horizon scanning and evaluating the impact of any legislative changes. The modelling assumptions will be reviewed and detailed scenario planning undertaken.
Financial System: From 1 December 2015 the new financial system will be fully operational. It is envisaged that the implementation of this new financial system and the adoption of new streamlined processes. Options around exploring shared service will be explored.
Savings: Savings for future years will be identified from improved processes resulting from the new financial system.



MTFS/Business Planning: Throughout the financial year officers within the team will be compiling the Business Plan for 2017-21, this will include provision of a timetable for compilation and horizon scanning and evaluating the impact of any legislative changes. The modelling assumptions will be reviewed and detailed scenario planning undertaken.
Financial System: The new financial system and the adoption of new streamlined processes will facilitate the further savings below.
Savings: Savings of £103k (checking) will be delivered by reduction of three posts, non salary budgets savings £137k through improved processes, consolidation of budgets and review of recharges.

2017/18

MTFS/Business Planning: Throughout the financial year officers within the team will be compiling the Business Plan for 2018-22, this will include provision of a timetable for compilation and horizon scanning and evaluating the impact of any legislative changes. The modelling assumptions will be reviewed and detailed scenario planning undertaken.
Savings: Savings of £78,000 (checking) will be delivered from improved processes and the appropriate charging for services.

2018/19

DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

APPENDIX 3

		Resources		Risk		
PROJECT DESCRIPTION			MAJOR EXPECTED OUTCOME			
				Likelihood	Impact	Score
Project 1		Project Title:	Evaluation of future funding levels	To meet legislative requirements		
Start date	01/04/2013	Project Details:	Analysis of all relevant information relating to local government finance. This will include details provided in annual Local Government Finance Settlements, Annual Budgets, Spending Reviews and other financial information published by the Government. This information is incorporated into the Council's MTFS and updated as part of annual Budget Setting Procedures. Modelling of the retained NNDR system will be undertaken along with sensitivity analysis.	2	2	4
End date	31/03/2018					
Project 2		Project Title:	Financial systems re-engineering programme	More efficient way of working		
Start date	01/08/2013	Project Details:	Procurement of a single integrated financial system to replace the suite of products that are current used to provide GL, AP, P2P & AR functions. This will involve a new chart of accounts and new ways of working, driving efficiencies throughout the organisation. The potential for joint working with neighbour boroughs is currently being investigated. Initial estimate of Go Live date 1 December 2015 - project length allows for post implementation review	3	3	9
End date	01/12/2015					
Project 3		Project Title:	Develop and implement whole life costing for capital projects	More efficient way of working		
Start date	01/09/2014	Project Details:	This project will be undertaken in four stages 1) Develop a template to capture appropriate information 2) Pilot the template on two selected schemes 3) Amend the template 4) Apply the temple to selected schemes	3	2	6
End date	31/03/2016					
Project 4		Project Title:	Improve joint finance and business planning	More efficient way of working		
Start date	01/04/2015	Project Details:	The project requires the quarterly update of service plans scheduled to start with September 2014 information following the implementation of the new performance and risk management system	2	2	4
End date	31/03/2018					
Project 5		Project Title:	Evaluation of different models of funding the capital programme	Required to deliver options for the MTFS		
Start date	01/07/2014	Project Details:	In recent years there has been no need to borrow externally to fund capital expenditure, it is anticipated that some external funding will be needed towards the end of the current planning period and therefore a detailed consideration of all reasonable options needs to be done, including leasing, renting and borrowing or any other suitable methods of funding capital expenditure.	2	2	4
End date	31/03/2016					
Project 6		Project Title:	Fully implement the new performance/risk management IT system	More efficient way of working		
Start date	01/04/2014	Project Details:	Implementation of a cloud based system for the management and governance of performance and risk information known as Covalent. The earlier phases of the project are now complete, this financial year the three final phases will be completed: 1) The transfer of risk registers will be completed by the end of May 2014 2) The roll out of the system for use in monitoring local performance indicators 3) the provision of screen icons to senior management for performance and risk information.	2	2	4
End date	31/03/2015					
Project 7		Project Title:	Capital Review	More efficient way of working		
Start date	01/04/2014	Project Details:	In 2012 there was a comprehensive review of the management of the capital programme. This led to the production of an action plan. It would be appropriate to undertake a follow-up review now.	2	2	4
End date	31/03/2015					
Project 8		Project Title:	Recharge Review	More efficient way of working		
Start date	01/04/2014	Project Details:	Annual reviews of recharges have been undertaken. These have tended to be tactical. In 2014/15 a full scale strategic review will be undertaken. The project will need to dovetail with work undertaken to develop and implement the new financial system.	3	2	6
End date	31/03/2015					
Project 9		Project Title:	Infrastructure Assets Accounting	Required to deliver options for the MTFS		
Start date	31/03/2014	Project Details:	Legislative requirement for sset accounting of highways and associated assets which will have a huge impact on our balance sheet. Financial officers will need to workclosely with technical staff within Environment and Regeneration.			0
End date	31/03/2016					
Project 10		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						

Legal Services

APPENDIX 3

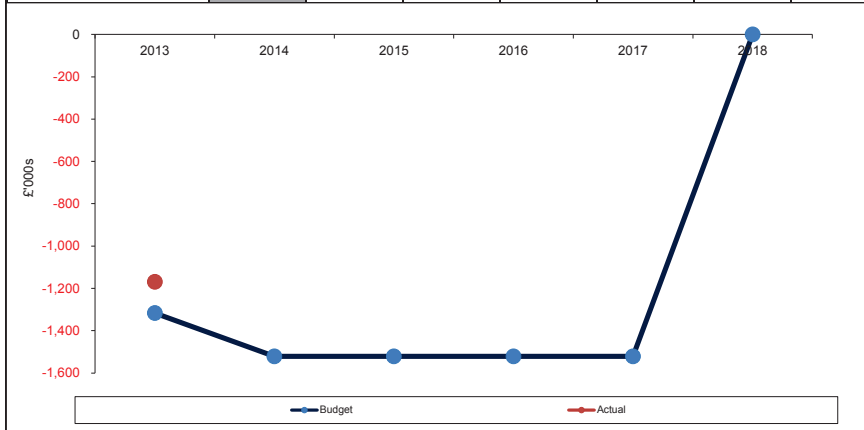
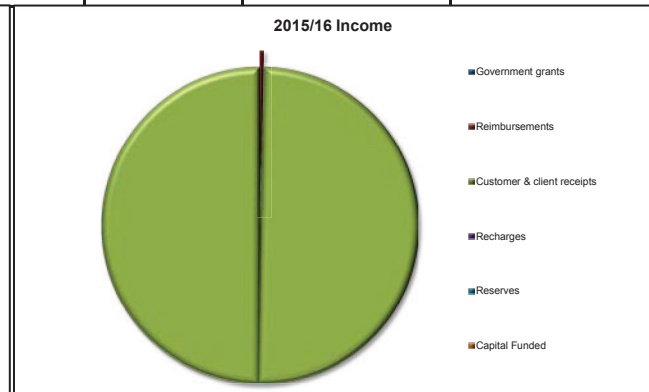
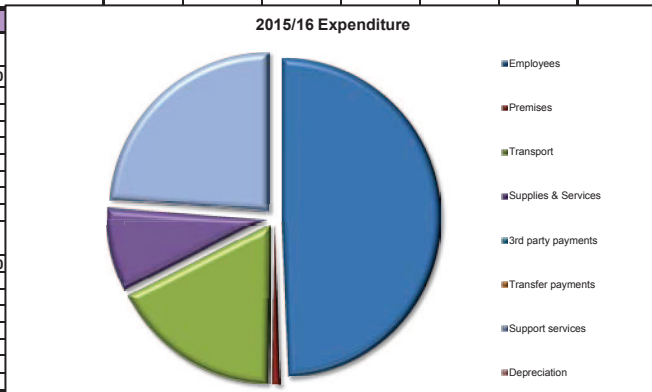
PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME				
		Likelihood	Impact	Score	Risk	
Project 1		Project Title:	Shared service		Improved customer satisfaction	
Start date	01/04/2014	Project Details:	To embed the newly expanded shared service, to identify and exploit the efficiencies of the new service in order to improve the customer experience and to identify further savings	2	2	4
End date	31/03/2016					
Project 2		Project Title:	Smarter Working		More efficient way of working	
Start date	01/04/2014	Project Details:	To ensure the service is maximising the use of IT systems and software in order to enable mobile working across four authorities, reduce costs and increase the effectiveness and efficiency of the officers in the service	2	1	2
End date	31/03/2016					
Project 3		Project Title:	Delivering Savings		To meet budget savings	
Start date	01/04/2015	Project Details:	To deliver £80,000 of savings to Merton and such savings as required by Sutton, Kingston and Richmond	2	2	4
End date	31/03/2018					
Project 4		Project Title:	Future Model		Income generation	
Start date	01/04/2015	Project Details:	To consider whether the practice needs to apply to become an Alternative Business Structure in order to deliver legal services to council services provided by external third parties.	2	2	4
End date	31/03/2016					
Project 5		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						
Project 6		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						
Project 7		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						
Project 8		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						
Project 9		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						
Project 10		Project Title:			Select one major outcome	
Start date		Project Details:				0
End date						

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Environment and Regeneration Department

Commercial Services (Waste Operations)	Planning Assumptions						The Corporate strategies your service contributes to					
Cllr Judy Saunders Cabinet Member for Performance & Implementation	Anticipated demand		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Waste Management Plan			
Enter a brief description of your main activities and objectives below	Residual contracts		983	1183	1000	1100	1200	1300	Climate Change Strategy			
<p>Commercial Waste & Recycling, Collection & Disposal directly from local businesses. Under government legislation the council has a duty to arrange for the collection of commercial waste when requested to do so. The Act defines commercial waste as: "waste from premises used wholly or mainly for the purposes of a trade or business or the purposes of sport, recreation or entertainment".</p> <p>Pest Control Service: Legislation requires that local authorities undertake enforcement for the purposes of controlling rats and mice. Owners / tenants have discretion on pest control providers. Merton is able to offer its residents and businesses a good quality, competitively priced service using fully qualified officers.</p> <p>Objectives</p> <ul style="list-style-type: none"> - to make both services more efficient, cost effective and competitive in the commercial market - be more reactive to seasonal demands - become competitive in both commercial waste and pest control, looking at the marketing of the services and pricing structure. <p>TOM</p>	Dry recycling contracts		643	993	600	700	800	800	Medium Term Financial Strategy			
	Anticipated non financial resources		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
	Staff (FTE)		14	11	11	11	11	11				
	Transport		4	4	4	4	4	4				
	Performance indicator		Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
			2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)				
	Total Income from commercial waste		£1.45m	£1.5m	£1.2m	£1.25m	£1.3m	£1.35m	High	Monthly	Business critical	Loss of income
	Market Share Commercial waste %		New	30	26	28	29	30	Low	Quarterly	Outcome	Loss of income
	Customer satisfaction survey %		New	85	87	89	91	91	High	Annual	Outcome	Reputational risk

DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	712	430	723	723	723	723	723
Employees	404	234	357	357	357	357	357
Premises	6	0	6	6	6	6	6
Transport	126	24	126	126	126	126	126
Supplies & Services	62	55	62	62	62	62	62
3rd party payments	0	0	0	0	0	0	0
Transfer payments	0	0	0	0	0	0	0
Support services	103	106	172	172	172	172	172
Depreciation	11	11	0	0	0	0	0
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	2,029	1,599	2,245	2,245	2,245	2,245	2,245
Government grants	0	0	0	0	0	0	0
Reimbursements	7	0	7	7	7	7	7
Customer & client receipts	2,022	1,599	2,238	2,238	2,238	2,238	2,238
Recharge							
Reserve							
Capital Fund							
Council Funded Net Budget	-1317	-1169	-1522	-1522	-1522	-1522	0
Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
	0	0	0	0	0	0	0



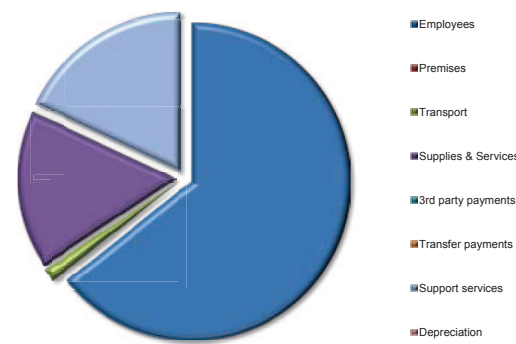
Summary of major budget etc. changes	
2015/16	
2016/17	
2017/18	
2018/19	

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME			Risk					
		Likelihood	Impact	Score	Likelihood	Impact	Score			
Project 1		Project Title:	Market Testing of Pest Control Service		To meet budget savings					
Start date	2014-15	Project Details:	Market testing has been completed. We are entering into a full procurement exercise for the Pest Control service.			2	2	4		
End date	2014-15									
Project 2		Project Title:	Sales and Marketing Plan		Income generation					
Start date	2014-15	Project Details:	Sales and Marketing plan for Commercial Waste Service area has been completed and action plan provided.			3	2	6		
End date	2014-15									
Project 3		Project Title:	South London waste partnership (phase C)		More efficient way of working					
Start date	2015-16	Project Details:	The SLWP includes Merton, Sutton, Croydon and Kingston. If Members of the 4 boroughs agree the partnership will procure contracts for a wide range of environmental services including : waste collection , street cleansing , grounds and parks maintenance , winter gritting and fleet maintenance as well as commercial waste collection.			0	0	0		
End date	2017-18									
Project 4		Project Title:								
Start date		Project Details:				0	0	0		
End date										
Project 5		Project Title:								
Start date		Project Details:						0		
End date										
Project 6		Project Title:			Select one major outcome					
Start date		Project Details:						0		
End date										
Project 7		Project Title:			Select one major outcome					
Start date		Project Details:						0		
End date										
Project 8		Project Title:			Select one major outcome					
Start date		Project Details:						0		
End date										
Project 9		Project Title:			Select one major outcome					
Start date		Project Details:						0		
End date										
Project 10		Project Title:			Select one major outcome					
Start date		Project Details:						0		
End date										

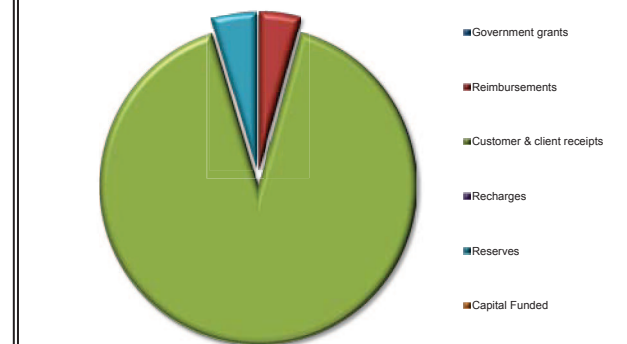
Development and Building Control		Planning Assumptions						The Corporate strategies your service contributes to					
Cllr Andrew Judge Cabinet Member for Sustainability & Regeneration		Anticipated demand		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
Enter a brief description of your main activities and objectives below		enforcement cases		700	750	780	800	820	800				
Building Control Building Control competes with AIS. We provide a Building Control Service in competition with AIS to deliver high quality Building Control advice and regulation. We also regulate sales through D structures and also sports grounds.		Planning applications (economy dependant)		2000	2500	2600	2700	2800	2800				
Development control Promote regeneration by assessing and determining planning applications against the adopted policies for the built environment contained within the council's Core Strategy. Continue to implement the Mayor, Community Infrastructure Levy (CIL) charging regime.		BC applications (economy dependant)		1650	1700	1750	1750	1800	1800				
Objectives - continue to concentrate on the commercialisation of the Building Control (BC) service and maintain or improve the market share - review the pre-application charging regime for Development Control (DC) and to investigate whether additional income generation is possible. - implement mobile/flexible working to improve efficiency - as part of sustainable communities to enable a comprehensive development management process to encourage regeneration. - review the possibility of shared services with neighbouring boroughs.		Tree applications		600	620	640	660	670	670				
		Pre applications		113	105	110	115	120	125				
		Planning performance agreements		0	3	7	10	10	10				
		Prior approvals (permitted development)		225	580	600	620	640	640				
		Anticipated non financial resources		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
		Staff (FTE)		39	37	36	35	35	35				
		Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met		
		Performance Indicator		2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)					2017/18(PT)	2018/19(PT)
		% Major applications processed within 13 weeks		60	60	60	60	60	60	High	Monthly	Quality	Reduced customer service
		% Minor applications processed within 8 weeks		65	65	66	65	65	65	High	Monthly	Quality	Reduced customer service
		% Other applications processed within 8 weeks		80	81	81	82	82	82	High	Monthly	Quality	Reduced customer service
		% appeals lost		35	35	35	35	35	35	Low	Quarterly	Perception	Reputational risk
		Income (Development and Building Control)		£1.97m	£2.01m	£2.05m	£2.11m	£2.11m	2.11	High	Monthly	Business critical	Loss of income
		% Market share retained by LA (BC)		65	65	66	66	67	67	High	Monthly	Perception	Loss of income
		% enforcement site visits within 15 days		80	75	75	75	75	75	High	Quarterly	Quality	Reduced service delivery
		Number of enforcement cases closed		600	600	600	600	600	600	High	Quarterly	Quality	Reduced service delivery
		backlog of enforcement cases		800	775	750	750	725	700	High	Quarterly	Output	Reduced service delivery
		% satisfied with Planning (annual resident survey)		28	29	29	30	31	32	High	Annual	Perception	Reputational risk

DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	2,476	2,496	2,433	2,393	2,341	2,341	0
Employees	1,561	1,608	1,580	1,540	1,488	1,488	
Premises	2	0	2	2	2	2	
Transport	32	23	32	32	32	32	
Supplies & Services	365	327	386	386	386	386	
3rd party payments	0	0	0	0	0	0	
Transfer payments	2	0	2	2	2	2	
Support services	514	538	431	431	431	431	
Depreciation	0	0	0	0	0	0	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	1,950	1,859	2,061	2,261	2,261	2,261	0
Government grants	0	0	0	0	0	0	
Reimbursements	134	181	96	96	96	96	
Customer & client receipts	1,816	1,678	1,859	2,059	2,059	2,059	
Recharges	0	0	0	0	0	0	
Reserves	0	0	106	106	106	106	
Capital Funded							
Council Funded Net Budget	526	637	372	132	80	80	0

2015/16 Expenditure

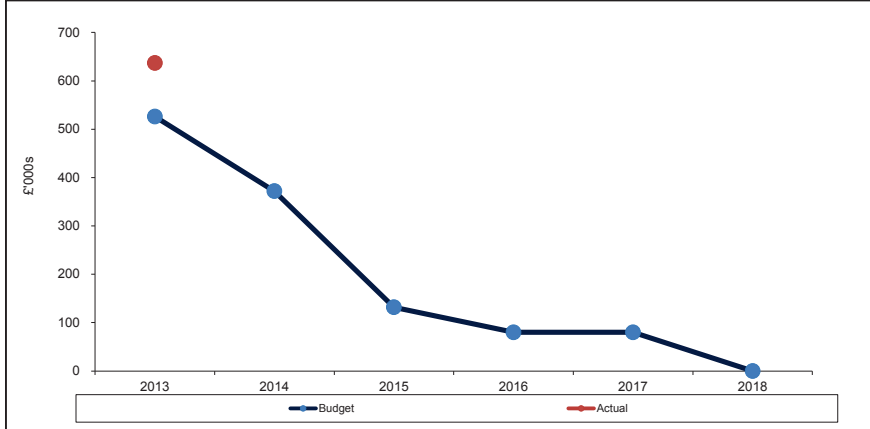


2015/16 Income



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
	0	0	0	0	0	0	0

Summary of major budget etc. changes 2015/16
HPDG grant expires June 2014(2 DC officers)



2016/17
ER07=£200K; EN09=£40K
EN11=£52K

2017/18

2018/19

Development and Building Control

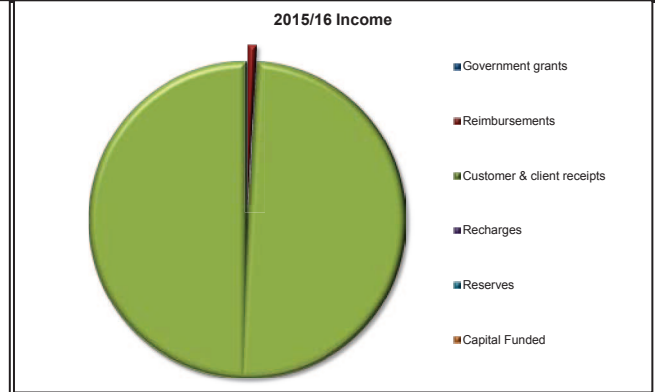
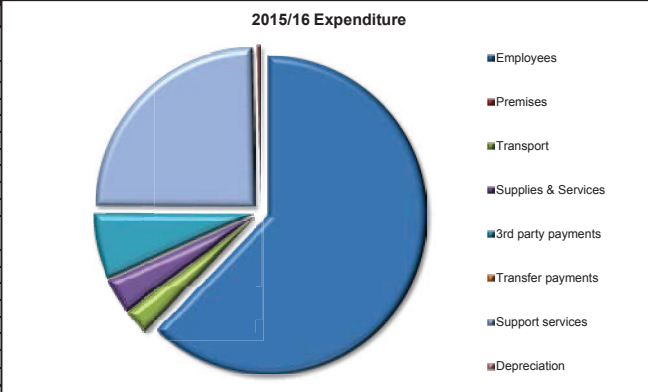
APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME		Risk		
				Likelihood	Impact	Score
Project 1		Project Title:	Commercialisation of Building Control	Income generation		
Start date	2013-14	Project Details:	This is to ensure Building Control is more commercially aware in a more competitive market.	3	2	6
End date	2014-15					
Project 2		Project Title:	Mobile/Home working	More efficient way of working		
Start date	2014-15	Project Details:	This is introducing mobile and home working to the teams.	2	2	4
End date	2014-15					
Project 3		Project Title:	Improving the development management processes	Delivering regeneration in the Borough		
Start date	2014-3	Project Details:	As part of sustainable communities to provide an end to end development management process to deliver regeneration objectives.	2	2	4
End date	2014-5					
Project 4		Project Title:	developing eforms and M3 capability and e-payments	utilising IT to our advantage		
Start date	2014-5	Project Details:	Enforcement eforms , BC eforms and DC e-payments	4	1	4
End date	2015-6					
Project 5		Project Title:	Section review	More efficient way of working		
Start date	2014-15	Project Details:	Section review looking the structure and interaction with other services	6	2	12
End date						
Project 6		Project Title:	Shared services review with Wandsworth (part of TOM)	More efficient way of working		
Start date	2014/15	Project Details:	Looking at oportunities for sharing with wandsworth, especalli back office functions given both authorities use the same IT product	3	2	6
End date	2015/16					
Project 7		Project Title:	Lean review of pre-application process (part of TOM)	Income generation		
Start date	2014/15	Project Details:	To ensure the priocess is efficient and robust from a customer perspectiv e and to investigate any further incom oportunities.	6	1	6
End date	2014/15					
Project 8		Project Title:	DC 60 Day rapid improvement plan	Improved customer satisfaction		
Start date	2014/15	Project Details:	Improving all elements of the service from a customer care perspective and embedding new working practices.	5	1	5
End date	2014/15					
Project 9		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						
Project 10		Project Title:		Select one major outcome		
Start date		Project Details:				0
End date						

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Regulatory Services Partnership		Planning Assumptions							The Corporate strategies your service contributes to				
Cllr Andrew Judge Cabinet Member for Sustainability & Regeneration		Anticipated demand		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Air Quality Action Plan			
Enter a brief description of your main activities and objectives below		Total number of food premises		1530	1535	1540	1545	1550	1550	Central Government			
Provide statutory environmental health, trading standards and licensing functions across those council's that make up the Regulatory Services Partnership (currently LB Merton and LB Richmond).		Total number of service requests		6000	6250	6500	6760	7030	7030	Climate Change Strategy			
Deliver savings and efficiencies by:		Licence/permit applications		1860	1870	1880	1890	1900	1900	Commercial & Trading Standards Delivery			
• reducing overheads		Anticipated non financial resources								Crime & Disorder (partnership plan)			
• generating additional income		Staff (FTE)		35	27	27	27	27	27				
• attracting new business													
• rationalising ICT systems													
Transform the service by:		Performance indicator					Performance Targets (T) & Provisional Performance Targets (PT)		Polarity	Reporting cycle	Indicator type	Main impact if indicator not met	
				2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)					2018/19(PT)
• demand management		% service requests replied in 5 working days		90	85	90	95	96	96	High	Monthly	Perception	Reduced customer service
• streamlining business processes		Income generation by EHTSL		£345,000	£345,000	£345,000	£345,000	£345,000	£345,000	High	Monthly	Outcome	Loss of income
• implementing new ways of working		% of category A,B & C food premises inspected		95	95	96	97	98	98	High	Annual	Business critical	Government intervention
		No. of underage sales test purchases		220	220	230	235	240	240	High	Quarterly	Business critical	Anti social behaviour
		% Data capture from air pollution monitoring sites		90	90	90	90	90	90	High	Quarterly	Business critical	Reduced enforcement
		% licensing apps. processed within 21 days.		95	95	96	96	98	98	High	Quarterly	Business critical	Reputational risk
		% of food premises rated 2* or above		90	92	94	95	96	96	High	Quarterly	Outcome	Reputational risk

DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	2,536	2,622	1,739	1,510	1,511	1,512	0
Employees	1,521	1,600	1,169	939	939	939	
Premises	2	0	0	0	0	0	
Transport	48	47	39	39	39	39	
Supplies & Services	322	313	54	54	54	54	
3rd party payments	162	164	101	102	103	104	
Transfer payments	0	0	0	0	0	0	
Support services	481	498	371	371	371	371	
Depreciation	0	0	5	5	5	5	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	695	804	347	347	347	347	0
Government grants	67	60	0	0	0	0	
Reimbursements	86	160	3	3	3	3	
Customer & client receipts	346	388	344	344	344	344	
Recharges	0	0					
Reserves	196	196	0	0	0	0	
Capital Funded	0	0					
Council Funded Net Budget	1,841	1,818	1,392	1,163	1,164	1,165	0

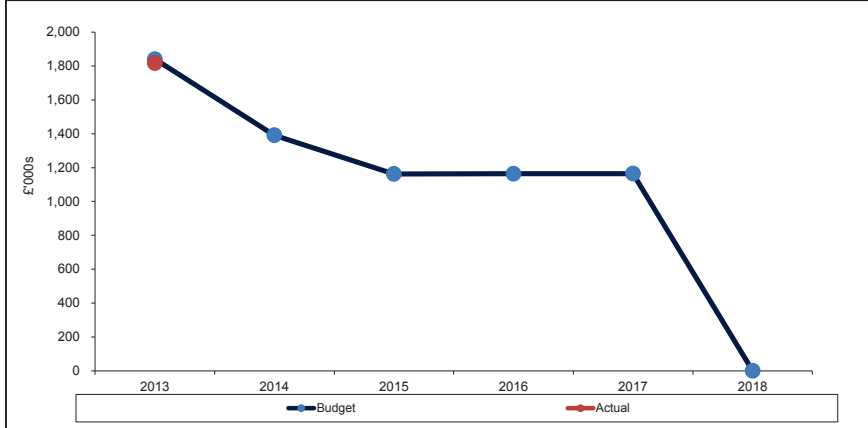


Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
	0	0	0	0	0	0	0

Summary of major budget etc. changes

2015/16

ER10=£230K



2016/17

2017/18

2018/19

DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Regulatory Services Partnership

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME			Risk			
					Likelihood	Impact	Score	
Project 1		Project Title:	Development of shared 'regulatory' service		To meet budget savings	2	3	6
Start date	2012-13	Project Details:	Provision of Environmental Health, Trading Standards and Licensing services with the London Boroughs of Croydon and Richmond with Merton acting as the lead/host borough.					
End date	2014-15							
Project 2		Project Title:	Implementation of 'Flexible Working' across section		More efficient way of working	2	1	2
Start date	2014-15	Project Details:	Following Phase 1 of Shared Service implementation look at opportunities to 'mobilise' operational staff, enhance flexible working arrangements i.e. working from home and satellite "touch-down" areas in partner boroughs arrangements to provide for a more efficient and resilient service.					
End date	2015-16							
Project 3		Project Title:	Work with Public Health England to deliver 'Healthy Catering Commitment'		Improved resident well being	2	2	4
Start date	2014-15	Project Details:	Build on existing practise by developing a system by which officers through their premises inspection work can better engage business in the development of improved health outcomes					
End date	2016-17							
Project 4		Project Title:	Work with Public Health England to deliver 'Healthy Catering Commitment'		Improved resident well being	2	2	4
Start date	2014-15	Project Details:	Build on existing practise by developing a system by which officers through their premises inspection work can better engage business in the development of improved health outcomes					
End date	2016-17							
Project 5		Project Title:	Investigation of contaminated land at Marlowe Square		Improved resident well being	5	2	10
Start date	2013-14	Project Details:	Assess outcomes of wide scale soil sampling activities and develop action plan for treatment/remediation as necessary to reduce the risk of harm to local residents					
End date	2015-16							
Project 6		Project Title:	Introduce hard charging to determine core service costs		More efficient and cost effective way of working	2	1	2
Start date	2014-15	Project Details:	Introduce hard charging to determine core service costs and menu of optional additional services.					
End date	2015-16							
Project 7		Project Title:	Establish commissioning model		More efficient and cost effective way of working	2	1	2
Start date	2014-15	Project Details:	Establish commissioning model to facilitate negotiation between shared service and constituent boroughs.					
End date	2015-16							
Project 8		Project Title:						0
Start date								
End date								
Project 9		Project Title:						0
Start date								
End date								
Project 10		Project Title:						0
Start date								
End date								

2015-16

DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Future Merton

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME		Risk			
				Likelihood	Impact	Score	
Project 1		Project Title:	Local Plan: Estate Regeneration				
Start date	2014/15	Project Details:	Working with Circle Merton Priory to deliver investment in new homes and the regeneration of High Path, Eastfields and Ravensbury estates. Supported by the preparation of a Local Plan (DPD) Also working with Moat housing to coordinate investment in regenerating Pollards Hill.	Improved resident well being	3	2	6
End date	2024/25						
Project 2		Project Title:	Rediscover Mitcham				
Start date	2012-13	Project Details:	Revitalising Mitcham Fair Green and surrounding streets by investing c£6m in the public realm, local businesses, and transport proposals, working closely with local residents, the business community and Transport for London. Rediscover Canons HLF Bids (Parks for People and Townscape Heritage c£2.5m)	Improved resident well being	2	2	4
End date	2016-17						
Project 3		Project Title:	Connecting Colliers Wood / South Wimbledon Planning Framework				
Start date	2014-15	Project Details:	Work with stakeholders to facilitate the regeneration and growth of Colliers Wood / South Wimbledon via preparation of GLA Development Framework (strategic masterplan, delivery of public real, new homes and town centre re-designation) Stage 1; delivery c£2.5m investment in 'Connecting Colliers Wood' public realm project on track to complete summer 2015. Masterplan to follow 2015/16+	Quality place making to support a growing population whilst identifying regeneration opprtunities and inward investment.	4	1	4
End date	2019-20						
Project 4		Project Title:	Wimbledon Stadium				
Start date	2011-12	Project Details:	Delivery of a new stadium and associated developments, working with stakeholders on a masterplan for the site following the outcome of the <i>Sites and Policies Plan</i>	Improved efficiency of investment into the borough and make it a more attractive place to live and work	3	1	3
End date	2016-17						
Project 5		Project Title:	Climate Change Strategy & Action Plan				
Start date	2014-15	Project Details:	Managing internal and external energy efficiency and renewable energy investment in the council's buildings, schools and in the wider community to reduce carbon while saving money, towards the creation of a revolving invest-to-save investment fund. Other projects include Air Quality, Greening Businesses, PV roll-out and District Heat & Power feasibility	Income generation	2	2	4
End date	2018-19						
Project 6		Project Title:	futureWimbledon & Crossrail 2				
Start date	2014-15	Project Details:	Identifying the growth potential of Wimbledon as the premier business hub in South London. Explore investment and development opprtunities linked to Crossrail 2 and improving the quality of architecture, design and placemaking. Conference (2013) Ideas Competition (2014) Inward investment Prospectus (2015/16) Masterplan linked to Crossrail 2 (2015/16-2017/18)	Promoting Merton and achieving greater inward investment in terms of Jobs and infrastructure.	2	2	4
End date	2022-23						
Project 7		Project Title:	Morden Town Centre Regeneration				
Start date	2011/12	Project Details:	Growth, investment and intensification to support regeneration in Morden. Strategic Planning Policies (2011-2013) Development Brief with TFL for Morden Station (2014) Major scheme bid to TFL for public realm overhaul and gyratory removal (2015/16) GLA Housing Zone bid (2014/2016) Development Partner selection (2015/16-2016/17) Physical project delivery c2017/18	Increasing Merton's hosing supply. Attracting investment into Morden. Physical improvements to public space and streetscape. Economic benefits and increased jobs via new development and increased local spending power. Improved resident wellbeing and improved reputation for LBM.	4	3	12
End date	2019/2020						
Project 8		Project Title:	Economic Development Strategy and Action Plans				
Start date	2012-13	Project Details:	Inward Investment and Business Retention Strategy. Employment and Skills Strategy. Merton Business Support Service. Merton Micro Loan and Business Loan Fund.	Improved economic resilience, supporting jobs and business growth	2	1	2
End date	2015-16						
Project 9		Project Title:	Smarter travel: road safety				
Start date	2013-14	Project Details:	Running various programmes to improve road safety and encourage smarter and healthier travel choices, including adult and children cycle training, walk to school, motorcycle and learner driver training. Reduces road related injuries and helps Merton deliver its share of the Mayor's Transport Strategy.	Improved resident well being	2	2	4
End date	2015-16						
Project 10		Project Title:	Borough Cycling Initiatives				
Start date	2014-15	Project Details:	TFL Quietways funding for cycling infrastructure improvements. TFL Major Scheme bid for Wimbledon Town Centre cycle segregation scheme (2014/15-2017/18)	Improved resident well being	2	1	2
End date	2024-26						

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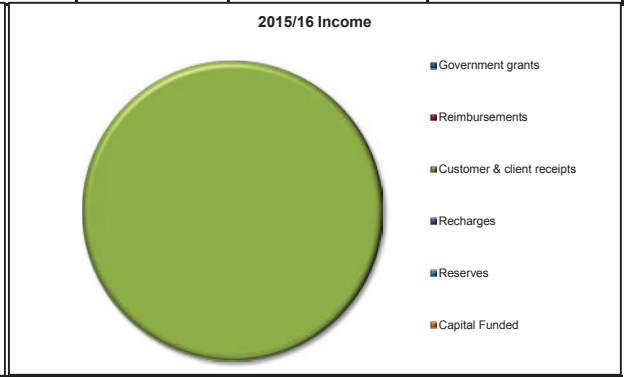
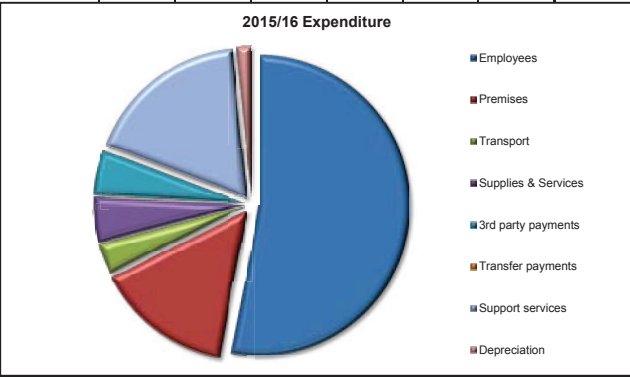
Leisure & Cultural Development

APPENDIX 3

		PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME			Risk		
							Likelihood	Impact	Score
Project 1		Project Title:	Increasing participation in culture, sport and physical activity	Improved resident well being					
Start date	2014	Project Details:	Develop with partners joint community programmes in the east of the borough in accordance with the Culture & Sport Framework				2	2	4
End date	2018-19								
Project 2		Project Title:	Increasing participation & engagement in the arts, cultural and well-being activities	Improved resident well being					
Start date	2014	Project Details:	Develop and deliver in partnership with others projects and programmes which celebrate and commemorate local, national and international events.				2	2	4
End date	2018-19								
Project 3		Project Title:	Leisure Centres Contract	To meet budget savings					
Start date	2016	Project Details:	Vary the Leisure Centre Contract to take account of the new Morden Leisure Centre				2	2	4
End date	2017-18								
Project 4		Project Title:	Morden Park Pool & Wimbledon Park Masterplan including Replacement Watersports Centre	Improved resident well being					
Start date	2014	Project Details:	Deliver a replacement Morden Park Pools and a master plan for Wimbledon Park which includes the replacement of the existing Wimbledon Park Watersports Centre.				4	2	8
End date	2017-18								
Project 5		Project Title:	Implementation of Online Leisure & Cultural Bookings	More efficient way of working					
Start date	2012	Project Details:	Develop & implement online booking & payment system for pitch, halls, pavilions, courses, events and activities. Working with IT and other service beneficiaries for a whole council approach. Work with Customer Contact Programme to ensure service needs are appropriately embedded within that initiative.				2	2	4
End date	2016-17								
Project 6		Project Title:	Commercialisation of Culture & Sport Activities, Projects and Programmes	To meet budget savings					
Start date	2014	Project Details:	Rebrand the Merton Active Plus programme and generate increased income over a three year period to cover the salary of the officer that delivers it. Develop the Marine College and Outdoor Education Centre at the Watersports Centre. Also move the work of the development team to cover two distinct strands of commercial and community activities.				2	2	4
End date	2016-17								
Project 7		Project Title:	St Mark's Academy School - Community Use	Improved resident well being					
Start date	2012	Project Details:	Work with St Mark's Academy School to increase their sports facilities; develop a community leisure facility increasing community use and transferring the management of the BMX track to the school.				2	1	2
End date	2016-17								
Project 8		Project Title:	Cultural Framework Implementation	More efficient way of working					
Start date	2012	Project Details:	Promote Culture & Sport Framework widely as well as implementing delivery locally within that framework.				2	1	2
End date	2017-8								
Project 9		Project Title:	Develop the boroughs involvement in major sporting, arts & cultural events	Improved reputation					
Start date	2012	Project Details:	Deliver and develop Merton's contribution to the Merton's Golden Jubilee, Ride London, Etc., as well as delivering Merton's contribution to other major sporting, arts and cultural events as appropriate and required				2	2	4
End date	2018-19								
Project 10		Project Title:	External Funding & Inward Investment Opportunities	Income generation					
Start date	2012	Project Details:	Seek out partnership working and funding opportunities that deliver against the Cultural Framework as well as seeking external funding to deliver our strategic needs. Eg Morden Leisure Centre; facilities at Wimbledon Park, etc.				2	1	2
End date	2018-19								

Parking	Planning Assumptions						The Corporate strategies your			
Cllr Judy Saunders Cabinet Member for Performance & Implementation	Anticipated demand	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Service contributes to		
Enter a brief description of your main activities and objectives below The service is required to enforce the parking regulations to ensure the through flow of traffic can be maintained and ensuring residents and blue badge holders have the ability to park in bays they have a permit or badge for. Surplus income generated by traffic management must be used for transport related areas.	Number of resident permits issued	13,638	14,481	Not known	Not known	Not known		Local Safety Plan		
	Number of visitors permits issued	252,520	280,600	Not known	Not known	Not known		Medium Term Financial Strategy Local Transport Plan		
Objectives <ul style="list-style-type: none"> enforce parking regulations across the borough including Controlled Parking Zones and bus lanes to implement measures to improve traffic enforcement efficiency, specifically the introduction of Automatic Number Plate Recognition (ANPR) cameras at bus lane and moving traffic locations. This will improve compliance and ease congestion at key points across the borough to maintain a survey of parking needs, hours of operation, the availability of parking spaces and the charging structure to monitor the borough's parking infrastructure to ensure that locations subject to regulatory controls can be effectively enforced thus improving compliance and ultimately congestion to take account in business planning of the increase in population and changes in planning legislation allowing business premises to be changed to residential use which could result in an increase in demand for parking spaces in existing CPZ's and pressure in areas with no controlled parking to introduce CPZ's. 	Anticipated non financial resources	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19			
	Staff (FTE)	71	72	87	87	87				
	Transport	15	15	15	Not known dependant upon ANPR needs	Not known dependant upon ANPR needs				
Performance indicator	Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
% of parking permits issued within 5-7 days	2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)				
	90%	90%	90%	90%	90%	90%	High	Monthly	Outcome	Loss of income
Sickness- No of days per FTE (12 month rolling average)	12	11	10	9	8	8	Low	Quarterly	Quality	Loss of income
Percentage of cases won at PATAS compared to previous years data	48%	50%	52%	54%	54%	54%	High	Monthly	Business critical	Loss of income
Percentage of cases lost at PATAS compared to the previous years data	24%	23%	22%	21%	21%	21%	Low	Monthly	Business critical	Loss of income
Percentage of cases where council does not contest at PATAS due to new evidence compared to the previous years data	28%	27%	26%	25%	25%	25%	Low	Monthly	Business critical	Loss of income

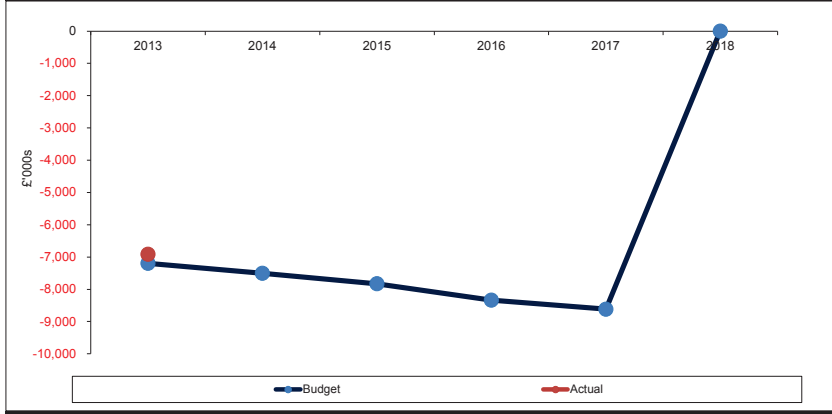
DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	4,527	4,469	4,677	4,677	4,677	4,677	4,677
Employees	2,407	2,338	2,476	2,476	2,476	2,476	2,476
Premises	692	663	689	689	689	689	689
Transport	144	130	155	155	155	155	155
Supplies & Services	229	261	229	229	229	229	229
3rd party payments	221	215	225	225	225	225	225
Transfer payments	0	0	0	0	0	0	0
Support services	747	775	832	832	832	832	832
Depreciation	87	87	71	71	71	71	71
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	11,725	11,383	12,182	12,505	13,013	13,295	13,295
Government grants	0	0	0	0	0	0	0
Reimbursements	0	4	0	0	0	0	0
Customer & client receipts	11,725	11,379	12,182	12,505	13,013	13,295	13,295
Recharges							
Reserves							
Capital Funded							
Council Funded Net Budget	-7,198	-6,914	-7,505	-7,828	-8,336	-8,618	0



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Tackling Traffic Congestion			1,300,000	0	0	0	0
Other		57,095	42,910	0	0	0	0
	0	57,095	1,342,910	0	0	0	0

Summary of major budget etc. changes 2015/16

EN05=£37K; EV02=£4K; EV11=£125K
 Add 12 FTEs (72.5 to 84.5 total) ME7 grade admin officers to handle increase in back office volumes with introduction of ANPR camera enforcement £340K
 ANPR income = £3,214k
 Growth = £550k - To help mitigate loss of income from proposed Deregulation Bill regarding the enforcement of static contraventions.. Funded from introduction of ANPR .



2016/17

EN02=£226K; EV12=£125K
 ANPR income reduction = £1,300k

2017/18

EV12=£125K
 ANPR income reduction = £500k

2018/19

Parking

APPENDIX 3

PROJECT DESCRIPTION

MAJOR EXPECTED OUTCOME

Risk
Likelihood Impact Score

Project 1		Project Title:	Tackling Traffic Congestion	More efficient way of working	2	2	4
Start date	2014-15						
End date	2015-16	Project Details:	Replace the existing cameras and back office system to enable unmanned (automated) enforcement of bus lane and moving traffic contraventions.				
Project 2		Project Title:	Cashless parking	Improved customer satisfaction	1	1	1
Start date	2013-14						
End date	2014-15	Project Details:	Rollout a cashless/mobile phone payment service for on and off-street parking charges, permits and suspensions.				
Project 3		Project Title:					
Start date		Project Details:					
End date							
Project 4		Project Title:					
Start date		Project Details:					
End date							
Project 5		Project Title:					
Start date		Project Details:					
End date							
Project 6		Project Title:					
Start date		Project Details:					
End date							
Project 7		Project Title:					
Start date		Project Details:					
End date							
Project 8		Project Title:					
Start date		Project Details:					
End date							
Project 9		Project Title:					
Start date		Project Details:					
End date							
Project 10		Project Title:					
Start date		Project Details:					
End date							

Parks and Green Spaces

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME		Risk		
				Likelihood	Impact	Score
Project 1		Project Title:	Management of parks & open spaces			
Start date	2012-13	Project Details:	Encourage and facilitate the management of parks and/or parks facilities by friends and other community groups. Increase volunteering in parks	More efficient way of working	2	2
End date	2017-18					
Project 2		Project Title:	Management of bowling greens			
Start date	2012-13	Project Details:	Review and transformation of the current bowls provisions in Merton	More efficient way of working	2	2
End date	2017-18					
Project 3		Project Title:	Commercialisation of grounds and sports services			
Start date	2012-13	Project Details:	Increased commercialisation of the grounds, sports and other Greenspaces' services, including outdoor events	Income generation	2	2
End date	2018-19					
Project 4		Project Title:	New cemetery extensions			
Start date	2012-13	Project Details:	Provision of new burial capacity across Merton's cemeteries	Income generation	2	3
End date	2015-16					
Project 5		Project Title:	Development of new sporting hub at Joseph Hood Rec			
Start date	2012-13	Project Details:	Production and implementation of a new masterplan for Joseph Hood Recreation Ground	Income generation	3	2
End date	2017-18					
Project 6		Project Title:	New pavilion & facilities at Dundonald Rec			
Start date	2014-15	Project Details:	Delivery of new pavilion and allied facilities at Dundonald Rec (with CSF)	Improved reputation	2	2
End date	2016-17					
Project 7		Project Title:	Management of paddling pools			
Start date	2013-14	Project Details:	Investment in new water play facilities.	More efficient ways of working	2	2
End date	2015-16					

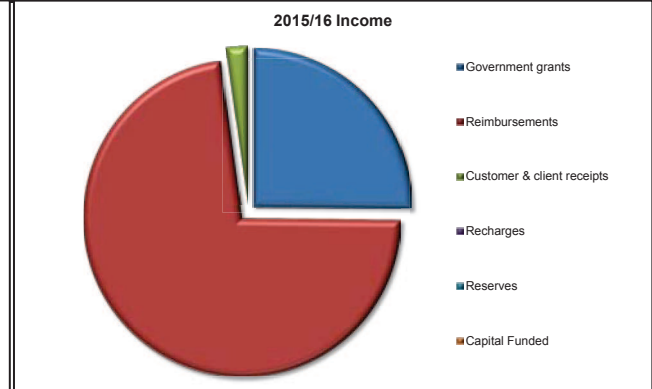
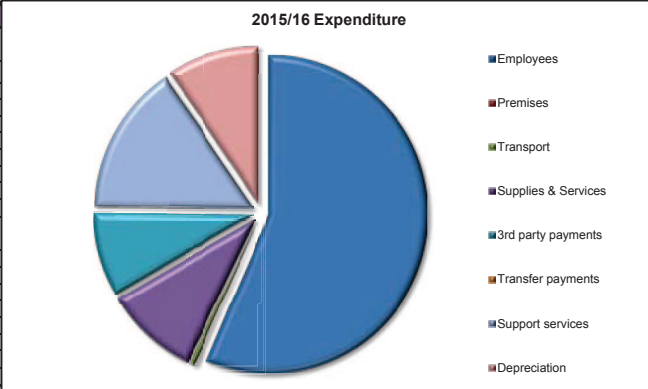
Property

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME					
		Likelihood	Impact	Score	Risk		
Project 1		Project Title:	Integrated Project Team				
Start date	2012-13	Project Details:	This is to create a team which covers all aspects of the council which will allow better use of council properties and maximise capital receipts through either selling or rental	Income generation	2	2	4
End date	on going						
Project 2		Project Title:	Asset Management Plan				
Start date	2012-13	Project Details:	This is the creation of a plan which will help to maximise all the property held by the council	Income generation	1	2	2
End date	on going						
Project 3		Project Title:					
Start date		Project Details:					
End date							
Project 4		Project Title:					
Start date		Project Details:					
End date							
Project 5		Project Title:					
Start date		Project Details:					
End date							
Project 6		Project Title:					
Start date		Project Details:					
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Project 7		Project Title:					
Start date		Project Details:					
End date							
Project 8		Project Title:					
Start date		Project Details:					
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Project 9		Project Title:					
Start date		Project Details:					
End date							
Project 10		Project Title:					
Start date		Project Details:					
End date							

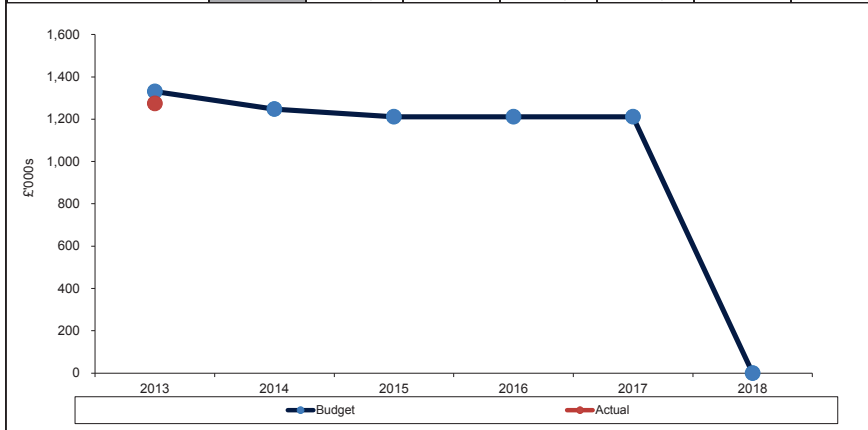
Safer Merton	Planning Assumptions						The Corporate strategies your service contributes to			
Cllr Edith Joan Macauley Cabinet Member for Engagement & Equality	Anticipated demand	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19			
Enter a brief description of your main activities and objectives below	Number of new ASB cases	540	600	600	600	600	600	Adult Treatment Plan		
<p>Safer Merton is a partnership of the statutory, voluntary and business sector partners who work together to combat crime & disorder and increase safety & the perceptions of safety, within the borough. The team consists of Voluntary Sector and Police and Health funded staff. The delivery of Crime and Disorder reduction is achieved through a range of interventions such as</p> <ul style="list-style-type: none"> Tackling anti social behaviour and domestic violence Managing Neighbourhood Watch Drugs and alcohol abuse The provision of school officers, CCTV and offender work <p>Other support and commissioned services are part of the teams remit as well as ensuring that the council is compliant with legislation.</p> <p>The service is managed through the council, and delivered by Police officers, joint health staff, voluntary sector and the community.</p> <p>The Statutory duty of the council consists of:</p> <ul style="list-style-type: none"> A duty to establish a crime and disorder partnership Complete an annual strategic assessment and agree a plan with partners in response Respond to and deal with crime and disorder through evidence based analytical work Delivering Anti-Social Behaviour actions and interventions Specific duties around Domestic Violence. 	Population	206,038	208,822	211,569	214,229	216,806	216,806	Anti Social Behaviour		
	No. Multi Agency Risk Assessment cases (domestic abuse)	158	158	158	158	158	158	Central Government		
	Clients presenting at the One Stop Shop	191	230	230	230	230	230	Children & Young person's Plan		
	Anticipated non financial resources	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Community Plan		
	Staff (FTE)	22	20	20				Crime & Disorder (partnership plan)		
								E Merton & Mitcham N'bourhood Renewal		
Performance indicator	Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
	2013/14(TP)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)				
% CCTV cameras operational	94	95	95	95	95	95	High	Quarterly	Outcome	Reputational risk
% of residents worried about drunk & rowdy behaviour (ARS)	41	40	40	39	39	38	Low	Annual	Perception	Reputational risk
% of residents worried about ASB (ARS)	44	43	43	42	42	41	Low	Annual	Perception	Reputational risk
% of residents worried about crime (ARS)	50	50	50	49	49	48	Low	Annual	Perception	Reputational risk
No. Multi Agency Risk Assessment cases (domestic abuse)	158	129	141	153	153	153	High	Monthly	Business critical	Breach statutory duty
No. of One Stop Shop sessions	45	46	46	46	46	46	High	Quarterly	Business critical	Reduced service delivery
No. of Local Multi Agency Problem Solving meetings	33	27	27	27	27	27	High	Quarterly	Business critical	Reduced service delivery
% of residents worried about drug users (ARS)	33	32	32	31	31	30	Low	Annual	Perception	Reputational risk
% of residents feeling well informed about tackling ASB (ARS)	35	31	31	33	33	34	High	Annual	Perception	Reputational risk

DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	1,668	1,544	1,526	1,490	1,490	1,490	0
Employees	863	799	840	840	840	840	
Premises	2	5	2	2	2	2	
Transport	7	1	7	7	7	7	
Supplies & Services	179	159	179	143	143	143	
3rd party payments	162	118	129	129	129	129	
Transfer payments	0	0	0	0	0	0	
Support services	330	337	230	230	230	230	
Depreciation	125	125	139	139	139	139	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	337	270	278	278	278	278	0
Government grants	217	195	70	70	70	70	
Reimbursements	84	48	202	202	202	202	
Customer & client receipts	123	114	6	6	6	6	
Recharges	0	0	0	0	0	0	
Reserves	-87	-87	0	0	0	0	
Capital Fund							
Council Funded Net Budget	1,331	1,274	1,248	1,212	1,212	1,212	0



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
		10,167	0	300,000	300,000	0	0
	0	10,167	0	300,000	300,000	0	0

Summary of major budget etc. changes
2015/16
EV01=£36K



2016/17
2017/18
2018/19

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME					
		Likelihood	Impact	Score	Risk		
Project 1		Project Title:	Risk limitation of future grant loss				
Start date	2013-14	Project Details:	CCTV Review - This includes planning and funding of the system going forward. A coordinated and cohesive approach across numerous partner agencies and departments in the council will be a key requirement in delivering successful outcomes	More efficient way of working	4	2	8
End date	on going						
Project 2		Project Title:	ASB changes				
Start date	2014-15	Project Details:	ASB legislation changes from October 2014 requires changes in protocols and strategy for partnership delivery	To meet legislative requirements	4	3	12
End date	on going						
Project 3		Project Title:					
Start date		Project Details:					
End date							
Project 4		Project Title:					
Start date		Project Details:					
End date							
Project 5		Project Title:					
Start date		Project Details:					
End date							
Project 6		Project Title:					
Start date		Project Details:					
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Project 7		Project Title:					
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Project 8		Project Title:					
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Project 10		Project Title:					
Start date		Project Details:					
End date							

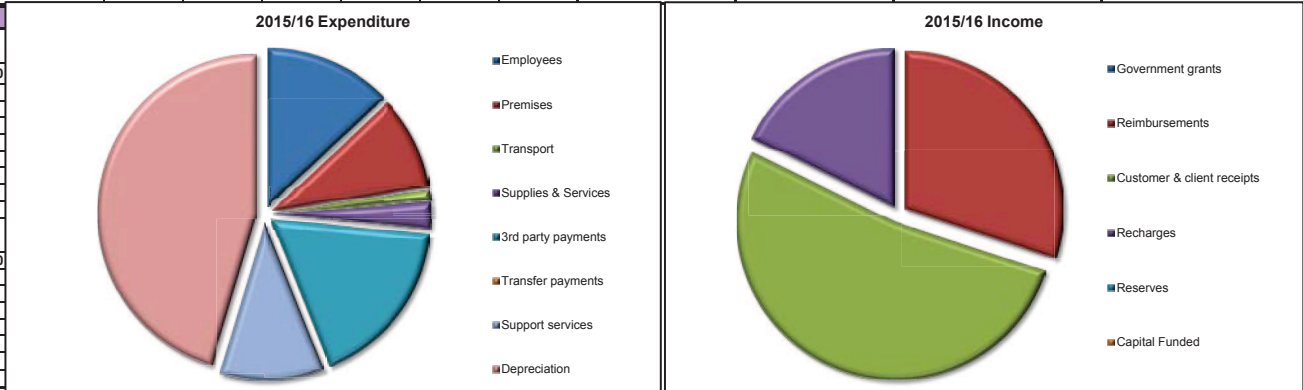
Street Cleaning

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME					
		Likelihood	Impact	Score	Risk		
Project 1		Project Title:	Introduce mobile working				
Start date	2014-15	Project Details:	This to introduce the use of handheld devices for all operators enabling receiving of reports from residents and also to report any to the office.	More efficient way of working	2	2	4
End date	2015-16						
Project 2		Project Title:	Introduce timed commercial waste collections in town centres				
Start date	2013-14	Project Details:	Introduce time banded waste collections in town centres starting with Wimbledon town centre now completed. We are expanding this year to Mitcham and Morden Town centres.	To meet legislative requirements	2	2	4
End date	2015-16						
Project 3		Project Title:	Review Street Cleansing equipment				
Start date	2014-15	Project Details:	Chewing Gum equipment as well as review Mechanicals sweeping resource with a view to consider more flexible vehicles. Procurement of new pedestrian vehicles (Gluttons) being finalised.	Improve residents satisfaction	2	2	4
End date	2015-16						
Project 4		Project Title:	Street Champions Initiative				
Start date	2014-15	Project Details:	Re-launch street champions initiative	Improve residents satisfaction	2	2	4
End date	2015-16						
Project 5		Project Title:	Increase Enforcement Capacity				
Start date	2014-15	Project Details:	We have develop and launched a pilot programme to increase enforcement potentially utilising additional private contractor capacity. We are considering whether this should be extended.	Improve residents satisfaction	3	1	4
End date	2015-16						
Project 6		Project Title:	South London waste partnership (phase C)				
Start date	2015-16	Project Details:	The SLWP includes Merton, Sutton, Croydon and Kingston. If Members of the 4 boroughs agree the partnership will procure contracts for a wide range of environmental services including : waste collection , street cleansing , grounds and parks maintenance , winter gritting and fleet maintenance as well as commercial waste collection.	More efficient way of working	2	2	4
End date	2017-18						
Project 7		Project Title:	Litter bin type and provision				
Start date	2014-15	Project Details:	Review of existing litter bin provision and type considering different options for greater capacity and reduced emptying	More efficient way of working	1	2	3
End date	2015-2016						
Project 8		Project Title:	Optimisation of Mechanical equipment				
Start date	2015-16	Project Details:	Undertake a review of existing work of mechanical vehicles and with a view to optimise routes.	More efficient way of working	2	2	4
End date	2015-16						
Project 9		Project Title:					
Start date		Project Details:					
End date							

Traffic & Highways		Planning Assumptions						The Corporate strategies your service contributes to					
Cllr Andrew Judge Cabinet Member for Sustainability & Regeneration		Anticipated demand		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
Enter a brief description of your main activities and objectives below		Street lights		12,673	12,673	12,673	12,673	12,673					
The service discharges the council's responsibilities as a Highway, Traffic and Local Flood Risk Authority, assists with its responsibilities as a Local Planning Authority and assists in the delivery of the Community Plan vision. It maintains 12,673 street lights, 363.5 kms of road network and 16,500 trees on the public highway with an anticipated additional 70 new trees planted per year.		Number of trees to be maintained		16,570	16,640	16,710	16,710	16,710					
		Network Maintenance and Improvement		363.5km	363.5km	363.5km	363.5km	363.5km					
		Number of Streetwork Permits issued		11,650	18,000	18,000	18,000	18,000					
		Anticipated non financial resources		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
The main aims of the service are to:		Staff (FTE)		38	38	Merger of T&H and fm							
<ul style="list-style-type: none"> Ensure the safe and expeditious movement of all traffic on the Highway Network. Improve the condition of the highway network Improve the Public Realm. Improve the Street Scene. Improve the quality of life of local residents 		Performance indicator		Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
				2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)				
Objectives		Avg days taken to repair out of light Lamp Columns		New	3	3	3	3	3	Low	Quarterly	Quality	Reduced customer service
		% response to Emergency Callouts (within 2 hrs)		100	100	100	100	100	100	High	Monthly	Quality	Increased costs
The overall objectives of the Service is to effectively maintain and manage the highway network and to ensure that this network is safe and serviceable for all road users.		% Streetworks permitting determined		98	98	98	98	98	98	High	Monthly	Quality	Loss of income
		% Streetworks inspections completed		32	35	37	38	38	38	High	Quarterly	Unit cost	Loss of income
Specific Objectives:		% jobs completed where no Fixed Penalty Notice issued		96	98	99	99	99	99	High	Monthly	Outcome	Reduced customer service
		% of Condition Surveys completed on time		90%	92%	95%	95%	95%	95%	High	Annual	Quality	Increased costs
Introduce Mobile working Channel shift and move to on-line self service system		Carriageway Condition - Unclassified Roads non principal Defectiveness Condition Indicator		New	21%	20%	19%	19%	19%	Low	Annual	Quality	Increased costs
		Footway condition - Defectiveness Condition Indicator		New	21%	20%	19%	19%	19%	Low	Annual	Quality	Increased costs

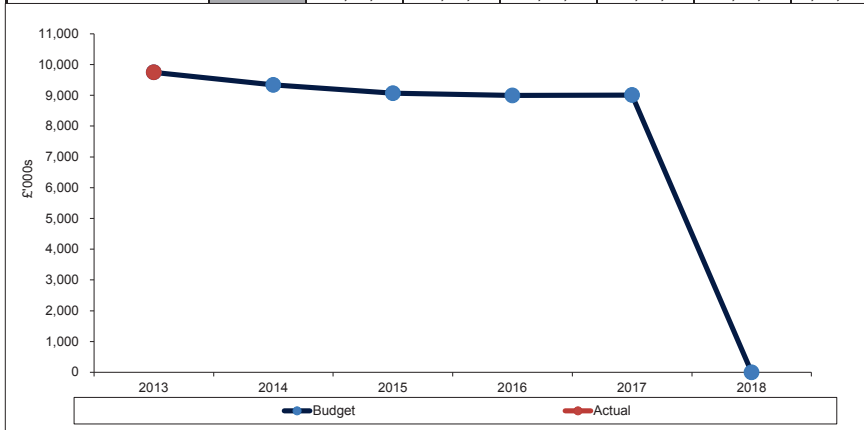
DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	12,708	12,455	12,127	11,856	11,792	11,808	0
Employees	1,857	1,645	1,831	1,543	1,544	1,544	
Premises	1,224	1,158	1,138	1,138	1,108	1,108	
Transport	131	113	131	131	131	131	
Supplies & Services	399	350	326	327	307	307	
3rd party payments	2,152	2,144	2,058	2,074	2,059	2,075	
Transfer payments	0	0	0	0	0	0	
Support services	1,294	1,394	1,259	1,259	1,259	1,259	
Depreciation	5,651	5,651	5,384	5,384	5,384	5,384	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	2,957	2,705	2,787	2,787	2,797	2,797	0
Government grants	0	0	0	0	0	0	
Reimbursements	954	526	837	837	847	847	
Customer & client receipts	1,444	1,639	1,453	1,453	1,453	1,453	
Recharges	559	540	497	497	497	497	
Reserve							
Capital Funded							
Council Funded Net Budget	9,751	9,750	9,340	9,069	8,995	9,011	0



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Traffic & Parking Management		326,474	216,730	135,000	150,000	156,000	175,000
Highways Gen Planned Works		451,089	714,630	434,600	419,000	419,000	419,000
Footways Planned Works		1,060,859	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Street Lighting		628,532	410,000	200,000	462,000	290,000	509,000
Street Scene		306,921	80,000	375,190	60,000	60,000	100,000
Highways Planned Road Works		1,590,625	1,783,100	1,500,000	1,500,000	1,500,000	1,500,000
Transport For London		2,350,921	2,295,050	1,310,000	1,271,000	n/k	n/k
		0	6,715,421	6,499,510	4,954,790	4,862,000	3,425,000

Summary of major budget etc. changes 2015/16

EN29=£252K
Growth = £464k - To mitigate budget pressure of reduced ability to capitalise revenue expenditure. Funded from introduction of ANPR.



2016/17
2017/18
2018/19
EN27=£10K; EN30=£20K; EN31=£30K; EN32=£10K

Traffic & Highways

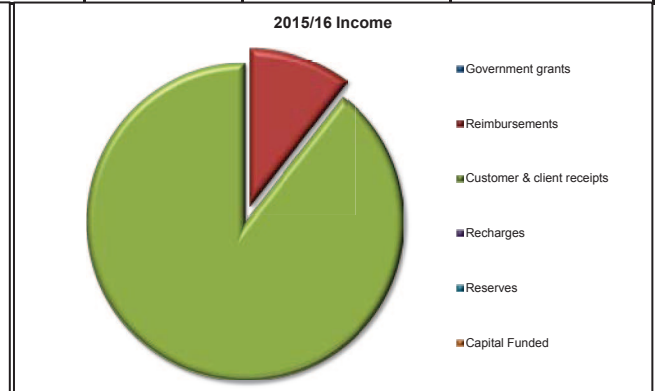
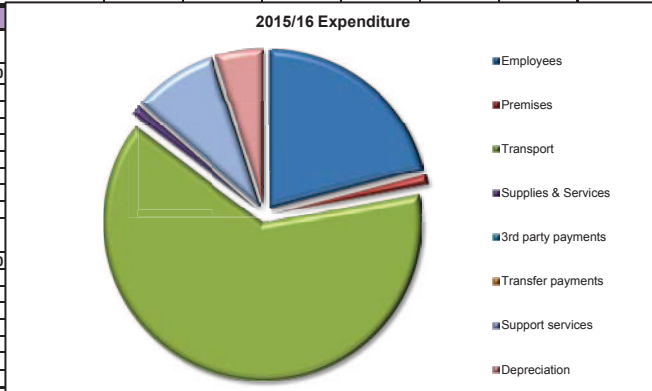
APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME					
		Likelihood	Impact	Score	Risk		
Project 1		Project Title:	Flood and Water Management Schemes				
Start date	2013-14	Project Details:	Development and adoption of Local Flood Risk Management Strategy	To meet legislative requirements	1	1	1
End date	2015-16						
Project 2		Project Title:	Delivery of Mitcham Town Centre scheme				
Start date	2013-14	Project Details:	Major improvement to road network around Mitcham Town Centre	Improved customer satisfaction	4	3	12
End date	2015-16						
Project 3		Project Title:	Ride London				
Start date	2015-16	Project Details:	Delivery of London - Surrey Cycle Road Race	Improved customer satisfaction	1	1	1
End date	2015-16						
Project 4		Project Title:	Mobile Working				
Start date	31/01/2015	Project Details:	Implement Mobile working solution across Traffic and Highway	More efficient way of working	2	2	4
End date	31/03/2015						
Project 5		Project Title:	On-line self Service System				
Start date	2015-16	Project Details:	Move to on-line self service system	Improved customer satisfaction	2	2	4
End date	2016-17						
Project 6		Project Title:	4 Year work Programme				
Start date	2015-16	Project Details:	Development and delivery of a 4 year Capital funded work programme across the borough		2	1	3
End date	2019-20						
Project 7		Project Title:	Street Lighting Investment - Conversion to LED				
Start date	2015-16	Project Details:	Conversion to LED to generate energy saving targets and reduce on-going maintenance costs	Improved resident well being	2	2	4
End date	2018-19						
Project 8		Project Title:					
Start date		Project Details:		Improved resident well being	2	2	4
End date							
Project 9		Project Title:					
Start date		Project Details:					
End date							
Project 10		Project Title:					
Start date		Project Details:					
End date							

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Transport	Planning Assumptions						The Corporate strategies your service contributes to				
Cllr Andrew Judge Cabinet Member for Sustainability & Regeneration	Anticipated demand	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Capital Programme	Children & Young person's Plan	Adult Treatment Plan	Customer Services Strategy
Enter a brief description of your main activities and objectives below	CSF Passenger Journeys - Contractors	95000	95000	95000	95000	95000					
To provide a comprehensive and effective Home to School and Vulnerable Adults transport service, in support of the user departments such as Children Schools & Families and Community & Housing using the in-house fleet and taxi providers.	CSF Passenger Journeys - In-House	70000	70000	70000	70000	70000					
Providing self drive vehicles for the in-house departments (Waste Operations, Leisure, Parking etc.) who require vehicles to carryout their services.	C&H Passenger Journeys - Contractors	48000	50000	50000	50000	50000					
Full fleet management is provided to support the council fleet of vehicles. This includes all servicing , repairs maintenance and Operators Licence requirements.	C&H Passenger Journeys - In-House	85000	85000	70000	70000	70000					
Providing health & safety and vehicle related in-house training to all council staff and external organisations	Anticipated non financial resources	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19				
Procurement of vehicles for the authority ensuring depts get the vehicles to suit their services, and provide assistance on vehicle specifications.	No. of Commissioned Taxi Framework contractors	34	34	34	34	34					
Objectives	Staff	68	63	63	63	63					
Ensuring that the service provided by cTransport is effective ,value for money while still meeting customers expectations.	No.Transport Fleet vehicles	192	192	192	192	192					
Procurement of goods & services for the workshop area. Ensuring value for money and complying with authorities standing orders											
Procurement of replacement vehicles for the whole of the authority. We will ensure legal compliance with regards to all statutory requirements for road tranpost services including operators licence requiemts.											
	Performance indicator	Performance Targets (T) & Provisional Performance Targets (PT)						Polarity	Reporting cycle	Indicator type	Main impact if indicator not met
		2013/14(T)	2014/15(T)	2015/16(PT)	2016/17(PT)	2017/18(PT)	2018/19(PT)				
	Spot checks on contractors	50	50	50	50	50	50	High	Monthly	Business critical	Reduced customer service
	Parents/carers satisfaction with taxi journeys	0	75%	75%	80%	80%	80%	High	Annual	Perception	Reduced customer service
	% MOT vehicle pass rates	95	95	95	95	95	95	High	Quarterly	Outcome	Reduce customer service
	Average % passenger vehicles in use	65	65	70	70	70	70	High	Quarterly	Unit cost	Increased costs
	% in-house journey that meet timescales	85	85	85	85	85	85	High	Quarterly	Outcome	Increased costs
	% Client user satisfaction	97	97	97	97	97	97	High	Annual	Outcome	Reduce update of service
	Sickness - average days per FTE	16	12	10	10	8	8	High	Quarterly	Unit cost	Increased costs

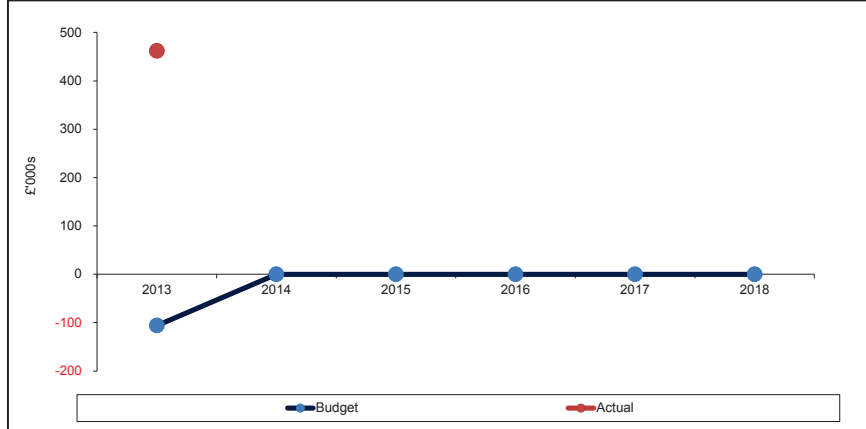
DEPARTMENTAL BUDGET AND RESOURCES							
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Expenditure	8,665	9,017	8,572	8,687	8,687	8,687	0
Employees	1,806	2,176	1,837	1,835	1,835	1,835	
Premises	91	97	91	88	88	88	
Transport	5,740	5,686	5,378	5,492	5,492	5,492	
Supplies & Services	97	92	89	95	95	95	
3rd party payments	0	5	0	0	0	0	
Transfer payments	0	0	0	0	0	0	
Support services	541	574	752	752	752	752	
Depreciation	387	387	425	425	425	425	
Revenue £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Income	8,771	8,555	8,572	8,687	8,687	8,687	0
Government grants	0	0	0	0	0	0	
Reimbursements	911	839	911	911	911	911	
Customer & client receipts	7,868	7,716	8,572	7,776	7,776	7,776	
Recharges	0	0	0	0	0	0	
Reserves	0	0	0	0	0	0	
Capital Funded	0	0	0	0	0	0	
Council Funded Net Budget	-106	462	0	0	0	0	0



Capital Budget £'000s	Budget 2013/14	Actual 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19
Replacement Fleet Vehicles		89,100	590,000	500,000	500,000	500,000	500,000
Other		14,236	30,000	46,890	0	0	0
Total	0	103,336	620,000	546,890	500,000	500,000	500,000

Summary of major budget etc. changes 2015/16

Existing passenger Taxi framework expires in Oct 2015 - New passenger framework working with neighbouring boroughs Sutton, Kingson and Richmond due to commence August 2015



2016/17
2017/18
2018/19

DETAILS OF MAJOR PROJECTS (INCLUDING PROCUREMENT) - MAXIMUM OF 10 OVER THE FOUR YEAR PERIOD

Transport

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME					
		Likelihood	Impact	Score	Risk		
Project 1		Project Title:	New Joint Passenger Transport Framework				
Start date	2015-16	Project Details:	Joint Passenger Transport Framework with neighboring boroughs Sutton and Kingston.	More efficient way of working, reducing costs and sharing routes	2	2	4
End date	2019-20						
Project 2		Project Title:	Benchmarking - Internal Services				
Start date	2014-15	Project Details:	To carry out benchmarking exercises on internal services to find alternative options, value for money and possible savings to client departments	To improve service and reduce costs	2	2	4
End date	2015-16						
Project 3		Project Title:					
Start date		Project Details:					0
End date							
Project 4		Project Title:					
Start date		Project Details:					0
End date							
Project 5		Project Title:					
Start date		Project Details:					0
End date							
Project 6		Project Title:					
Start date		Project Details:					0
End date							
Project 7		Project Title:					
Start date		Project Details:					0
End date							
Project 8		Project Title:					
Start date		Project Details:					0
End date							
Project 9		Project Title:					
Start date		Project Details:					0
End date							
Project 10		Project Title:					
Start date		Project Details:					0
End date							

Waste Management

APPENDIX 3

PROJECT DESCRIPTION		MAJOR EXPECTED OUTCOME			
		Likelihood	Impact	Score	Risk
Project 1		Project Title:	South London waste partnership (phase B)		
Start date	2012-13	Project Details:	The partnership manages the waste disposal for Merton, Kingston, Croydon and Sutton. Management consists of disposing waste in a sustainable manner and to ensure cost effectiveness. Interim service commencing on 1 April 2014		
End date	2014-15				
Project 2		Project Title:	Mobile technology including GPS and in cab monitors		
Start date	2014-15	Project Details:	Procurement and introduction of the GPS, driver behavioural management, route optimisation system. This project has been delayed as planned to introduce during 2014-15. Will not start to be implemented until 2015-16, therefore planned savings need to be deferred.		
End date	2015-16				
Project 3		Project Title:	Double shift garden waste collection vehicles reduce 2 x vehicles		
Start date	2015-16	Project Details:	Issues with disposal licences may cause a delay to the commencement date of this project.		
End date	2016-17				
Project 4		Project Title:	LWARB efficiency review of Domestic waste collections		
Start date	2014-15	Project Details:	Review of existing service to ensure we have the most efficient service and consider options for the future. Phase one completed need to agree if we move forward with phase 2.		
End date	2014-15				
Project 5		Project Title:	South London waste partnership (phase C)		
Start date	2014-15	Project Details:	The SLWP includes Merton, Sutton, Croydon and Kingston. If Members of the 4 boroughs agree the partnership will procure contracts for a wide range of environmental services including : waste collection , street cleansing , grounds and parks maintenance , winter gritting and fleet maintenance as well as commercial waste collection.		
End date	2017-18				
Project 6		Project Title:	SLWP HRRC Procurement		
Start date	2013-14	Project Details:	The planned re-procurement of the HWRC contract / return of Garth Road Transfer Station		
End date	2014-15				
Project 7		Project Title:	Waste Framework procurement		
Start date	2014-15	Project Details:	A project for procurement of a Framework Agreement for non-guaranteed tonnages across different waste streams, to achieve better pricing from materials in the medium term.		
End date	2014-15				
Project 8		Project Title:			
Start date		Project Details:			
End date					
Project 10		Project Title:			
Start date		Project Details:			
End date					

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Committee: Overview and Scrutiny Commission

Date: 29 January 2015

Wards: All

Subject: **Scrutiny of the Business Plan 2015-2019: comments and recommendations from the overview and scrutiny panels**

Lead officer: Julia Regan, Head of Democracy Services

Lead member: Councillor Peter Southgate, Chair of Overview & Scrutiny

Contact officer: Julia Regan; Julia.regan@merton.gov.uk; 020 8545 3864

Recommendations:

- A That in determining its response to Cabinet on the business plan 2015-19, the Overview and Scrutiny Commission considers and takes into account the comments and recommendations made by overview and scrutiny panels.
-

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report sets out the comments and recommendations of each of the overview and scrutiny panels following consideration of the business plan. The Overview and Scrutiny Commission is recommended to take these into account when determining its response to Cabinet.

2. DETAILS

- 2.1 On 20 October 2014, Cabinet received a report on the business plan for 2015-19. This included details of savings targets and the draft capital programme 2015-19. These items have been reported to the Overview and Scrutiny Panels and to the Commission so that comments and recommendations from scrutiny can be conveyed to Cabinet at its meeting on 8 December 2014.
- 2.2 The Overview and Scrutiny Commission has a constitutional duty to coordinate the scrutiny responses on the business plan and budget formulation. The outcome of scrutiny by the panels (described in section 3 below) is presented to Commission for this purpose.
- 2.3 The substantive report on the Business Plan 2015-2019 is contained elsewhere on this agenda for the Commission's consideration.

3. FINDINGS AND RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY PANELS

- 3.1 Appendix 1 contains comments and recommendations made by the scrutiny panels.
- 3.5 The Overview and Scrutiny Commission is recommended to consider the comments and recommendations put forward by the scrutiny panels when determining its overall scrutiny response to Cabinet on the Business Plan 2015-19.

4. ALTERNATIVE OPTIONS

- 4.1 The Constitution requires the Overview and Scrutiny Commission to consider the comments and recommendations put forward by the overview and scrutiny panels and to agree a joint overview and scrutiny response. Cabinet is then required under the terms of the Constitution to receive, consider and respond to references from overview and scrutiny.

5. CONSULTATION UNDERTAKEN OR PROPOSED

- 5.1 The Constitution contains the requirements for consulting scrutiny on the budget and business plan. There is an initial phase of scrutiny in November each year, with the second round in January/February representing the formal consultation of scrutiny on the proposed Business Plan, Budget and Capital Programme.

6. TIMETABLE

- 6.1 Round one of scrutiny of the 2015-19 Business Plan was undertaken as follows:-
- Children & Young People Overview & Scrutiny Panel: 4 November 2014
 - Sustainable Communities Overview & Scrutiny Panel: 11 November 2014
 - Healthier Communities & Older People Scrutiny Panel: 12 November
 - Overview and Scrutiny Commission: 25 November 2014
- 6.2 Comments and recommendations from round one were reported to Cabinet on 8 December 2014.
- 6.3 Round two of scrutiny of the Business Plan was undertaken as follows:-
- Sustainable Communities Overview & Scrutiny Panel: 8 January 2015
 - Children & Young People Overview & Scrutiny Panel: 13 January 2015
 - Healthier Communities & Older People Scrutiny Panel: 14 January 2015
 - Overview and Scrutiny Commission: 29 January 2015
- 6.4 The responses from round two will be presented to Cabinet on 16 February 2015. A meeting of full Council will then take place on 4 March 2015.

7. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 7.1 These are detailed in the substantive reports elsewhere on this agenda and in the reports considered by Cabinet on 20 October 2014.

8. LEGAL AND STATUTORY IMPLICATIONS

- 8.1 The process for developing the budget and business plan is set out in Part 4C of the Council's Constitution. The role of the Overview and Scrutiny

Commission and panels with regard to the development of the budget and business plan is set out in Part 4E of the Constitution.

- 8.2 The legal and statutory implications relating to the Business Plan are contained in the reports elsewhere on this agenda.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 None directly relating to this report.

10. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 10.1 It is a fundamental aim of the scrutiny process to ensure that there is full and equal access to the democratic process through public involvement and engagement.

11. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

- 11.1 These implications are detailed in the reports elsewhere on this agenda.

12. APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

Appendix 1: comments and recommendations made by the scrutiny panels in relation to the Business Plan 2015-19.

13. BACKGROUND PAPERS

- 13.1 Minutes of the meetings of the Overview & Scrutiny Panels in January 2015

References/Comments from Scrutiny Panels to the Overview & Scrutiny Commission 29 January 2015

Scrutiny of the Business Plan 2015-2019

Sustainable Communities Overview and Scrutiny Panel: 8 January 2015

CH42 housing options - Panel agreed to forward a recommendation that this proposal be kept under review to ensure that the council could be confident that this was a viable saving.

ER16 Waste Services – Joint Procurement - Take out ‘harmonizing’ and replace with ‘collaboration’ and clarify reference to any impact of saving on parks and waste services.

ER22/23 Waste Services – Dog Waste options 1 and 2 - The Panel support option 1 (ER22) and ask that Cabinet explore the issues of overflowing bins and bring back benchmarking data on the effectiveness of this approach.

ER30 Building and Development Control (Planning Enforcement) - That the shared service proposals be developed further to inform the decision to be taken in 2016/17 to make this change and the proposed associated savings.

Children and Young People Overview and Scrutiny Panel: 13 January 2015

The Children and Young People Scrutiny Panel noted with concern the implications of the proposed savings within the Children, Schools and Families Department, in particular with regard to the Youth Service, but reluctantly accepted them in the light of the overall budget position.

Healthier Communities and Older People O&S Panel: 14 January 2015

The Panel would like the Cabinet to ask officers to look again at the equality impact assessment of all the savings taking into consideration those all those who will be affected and particularly looking at the knock on effects on the voluntary sector.

There was some concern about the process for considering the feedback on the consultation on changes to adult social care. At the meeting it was confirmed that scrutiny will now have the opportunity to consider the outcomes before it goes to Cabinet.

The Panel have concerns that the current savings proposals are based upon an inflation rate of 1.5% when it currently stands at 0.5%. This differential could have a huge impact on the level of savings that need to be made

Committee: Overview and Scrutiny Commission

Date: 29 January 2015

Wards: All

Subject: Scrutiny review of public sector delivery models – scope and terms of reference

Lead officer: Julia Regan, Head of Democracy Services

Lead member: Councillor Peter Southgate, Chair of the Overview and Scrutiny Commission

Contact officer: Julia Regan; Julia.regan@merton.gov.uk; 020 8545 3864

Recommendations:

- A. That the Overview and Scrutiny Commission agree to set up a task group review to increase its knowledge of different models of service provision and the associated implications for scrutiny;
 - B. That the Commission discuss and approve the terms of reference and scope of the public sector delivery models task group, set out in paragraph 2.3-2.6 below;
 - C. That the Commission appoint members to the task group.
-

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To present the draft terms of reference and scope of the public sector delivery models task group to the Overview and Scrutiny Commission for approval.

2. DETAILS

- 2.1 The Commission and the Scrutiny Panels will increasingly be scrutinising services that have been provided or commissioned through a wide range of different mechanisms, as well as proposals to move to alternative delivery arrangements. In order to carry out effective scrutiny, it is recommended that the Commission undertake a task group review that will help scrutiny members to understand the different models of service provision and to identify the best approach to scrutinising each model.
- 2.2 There are a number of different models, including but not exclusively:
 - shared service provision
 - commissioning from private or voluntary/community sector
 - joint commissioning with other public bodies
 - joint venture companies
 - transfer to social enterprises or trusts
 - arms-length trading companies

- 2.3 Draft terms of reference have been set out below for the consideration by the Commission:
- to outline the different models of public sector service provision;
 - to understand the potential advantages and disadvantages of each for the council and local residents;
 - to identify the best approach to scrutinising each of the identified models and make recommendations on what performance management information would be appropriate.
- 2.4 It is anticipated that the task group would examine examples of each model both in Merton, in other local authorities and elsewhere in the public and private sector as appropriate. The task group would question officers and cabinet members as well as external experts. Much of the work would therefore be done through site visits plus a small number of task group meetings to scope the work, plan visits, reflect on findings and agree recommendations.
- 2.5 The task group would produce a report for the Commission's meeting in July 2015 so that its findings could inform the Commission's work programme for 2015/16.
- 2.6 Support would be provided by the Head of Democracy Services.
- 3. ALTERNATIVE OPTIONS**
- 3.1 The Overview and Scrutiny Commission can select topics for scrutiny review and for other scrutiny work as it sees fit, taking into account views and suggestions from officers, partner organisations and the public.
- 4. CONSULTATION UNDERTAKEN OR PROPOSED**
- None for the purposes of this report.
- 5. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**
- 5.1 None for the purposes of this covering report. Any resource implications will need to be taken into account when drawing up & approving specific review recommendations
- 6. LEGAL AND STATUTORY IMPLICATIONS**
- 6.1 There are none specific to this report.
- 7. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**
- 7.1 There are none specific to this report.
- 8. CRIME AND DISORDER IMPLICATIONS**
- 8.1 There are none specific to this report.
- 9. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**
- 9.1 There are none specific to this report.
- 10. APPENDICES**
- 10.1 None
- 11. BACKGROUND PAPERS**
- 11.1 None

Overview and Scrutiny Commission Work Programme 2014/15



This table sets out the Overview and Scrutiny Commission's Work Programme for 2014/15 that was agreed by the Commission at its meeting on 8 July 2014. This work programme will be considered at every meeting of the Commission to enable it to respond to issues of concern and incorporate reviews or to comment upon pre-decision items ahead of their consideration by Cabinet/Council.

The work programme table shows items on a meeting by meeting basis, identifying the issue under review, the nature of the scrutiny (pre decision, policy development, issue specific, performance monitoring, partnership related) and the intended outcomes. The last page provides information on items on the Council's Forward Plan that relate to the portfolio of the Overview and Scrutiny Commission so that these can be added to the work programme should the Commission wish to.

The Commission is asked to identify any work programme items that would be suitable for the use of an informal preparatory session (or other format) to develop lines of questioning (as recommended by the 2009 review of the scrutiny function).

The Overview and Scrutiny Commission has specific responsibilities regarding budget and financial performance scrutiny and performance monitoring which it has delegated to the financial monitoring task group – agendas and minutes are published on the Council's website.

Scrutiny Support

For further information on the work programme of the Overview and Scrutiny Commission please contact: -
Julia Regan, Head of Democracy Services, 0208 545 3864, Julia.regan@merton.gov.uk

Meeting date – 7 October 2014

Scrutiny category	Item/Issue	How	Lead Member/ Lead Officer	Intended Outcomes
Scrutiny of crime and disorder	Borough Commander	Presentation/report and in-depth discussion	Borough Commander	Update on policing issues
Holding the executive to account	Customer contact programme	Report	Sophie Ellis, Assistant Director of Business Improvement	Progress report for comment
Policy development	CCTV review	Report from external consultant	Chris Lee, Director of Environment and Regeneration	To review with a view to follow up through task group review
Scrutiny reviews	Review of use of co-option and expert witnesses in scrutiny	Report	Cllr Peter Southgate Julia Regan	To discuss and agree policy in relation to recruitment of co-opted members
	Financial monitoring task group	Minutes of meeting	Cllr Peter Southgate Julia Regan	To note minutes of meeting held on 22.07.14

Meeting date – 25 November 2014

Scrutiny category	Item/Issue	How	Lead Member/ Lead Officer	Intended Outcomes
Budget scrutiny	Business Plan 2015/19 - information pertaining to round one of budget scrutiny	Report – to include safer Merton service plan	Cllr Mark Allison Caroline Holland, Director of Corporate Services	To send comments to Cabinet budget meeting 8 December
Policy development	Financial resilience project	Update report	Simon Williams, Director of Community and Housing	To impact on emerging recommendations and/or the action plan
	Domestic violence audit	Report on findings and outcome of the audit and update on discussions regarding location of DV services	Chris Lee, Director of Environment and Regeneration	To discuss and comment
	My Merton	Short briefing report on circulation and distribution, to include results from annual Residents Survey in relation to readership	Sophie Poole, Head of Communications	To discuss and comment
Scrutiny reviews	Financial monitoring task group	Minutes of meeting	Cllr Peter Southgate Julia Regan	To note minutes of meeting held on 05.11.14

Meeting date – 29 January 2054 – scrutiny of the budget

Scrutiny category	Item/Issue	How	Lead Member/Lead Officer	Intended Outcomes
Holding the executive to account	Customer contact programme	Report	Sophie Ellis, Assistant Director of Business Improvement	Progress report for comment
Budget scrutiny	Business Plan 2015/19	Report – common pack for Panels and Commission	Cllr Mark Allison, Cabinet Member for Finance Caroline Holland, Director of Corporate Services	To report to Cabinet on budget scrutiny round 2
	Business Plan update - latest info from Cabinet 19 January (if any)	Report	Cllr Mark Allison, Cabinet Member for Finance Caroline Holland, Director of Corporate Services	To report to Cabinet on budget scrutiny round 2

Meeting date – 10 March 2015

Scrutiny category	Item/Issue	How	Lead Member/Lead Officer	Intended Outcomes
Scrutiny of crime and disorder	Discussion of questions for the Borough Commander	Discussion	Cllr Peter Southgate Julia Regan	Discussion to plan line of questioning for meeting on 25 March
Policy review	Monitoring the Council's equalities commitments	Report	Yvette Stanley, Director, Children Schools and Families	To comment on annual action plan update
Holding the executive to account	Volunteering	Report	Simon Williams, Director of Community and Housing	Update on implementation of Merton Partnership Volunteering & Community Action Strategy and annual update from lead CMT member.
	Customer contact programme	Report	Sophie Ellis, Assistant Director of Business Improvement	Progress report for comment
Scrutiny reviews	Report of the Immunisation task group review	Report	Cllr Brenda Fraser Stella Akintan	To agree final report and recommendations
	Financial monitoring task group	Minutes of meeting	Cllr Peter Southgate Julia Regan	Note minutes of meeting held on 26.02.15

Meeting date – 25 March 2015

Scrutiny category	Item/Issue	How	Lead Member/Lead Officer	Intended Outcomes
Scrutiny of crime and disorder	Borough Commander	Presentation/report and discussion	Borough commander	Update on future of policing in Merton
	Rehabilitation strategies	Information and data on how rehabilitation (probation) services are delivered and anticipated changes in line with the Offender Rehabilitation Act 2014	John Hill Head of Public Protection	To assess the impact that the Act will have in Merton & whether it wishes to make any recommendations about ways of working locally
Holding the executive to account	CCTV update	Report from CCTV steering group	Paul Walshe Parking Services Manager Claire Cuffie Anti-Social Behaviour Supervisor & temp CCTV Mgr	Update on implementation of action plan
Performance management	Overview and Scrutiny Annual Report	Report	Cllr Peter Southgate Julia Regan	To approve and forward to Council

Forward plan items relating to remit of the Commission

Insurance Programme 2015-2020

Details - Purchase of insurance policies subject to a three year long term agreements and two further annual options to extend

Decision due: 16 Feb 2015 by Cabinet

Asset Management Plan

Details - Update current Asset Management Plan 2011-2015 to include Transformation, latest MTFs, Asset Review, economic growth, regeneration and Community Right to Bid.

Decision due: 16 Feb 2015 by Cabinet

Items for Commission meetings in 2015/16

July 2015	Analysis of Members' annual scrutiny survey 2015	Report	Cllr Peter Southgate Julia Regan	Discuss findings and agree action plan for 2015/16
Sep 2015 (or July if ready?)	Update on work of the violence against women and girls strategy group	Report	Yvette Stanley, Director of Children, Schools and Families	To review progress

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