

To Executive Councillor for Customer Services & Resources:
Councillor Rod Cantrill

Report by Chief Executive, Director of City Services,
Director of Customer & Democratic Services,
Director of Environment & Planning, Director of Finance.

Relevant Scrutiny Committee Strategy and Resources 19th January 2009

Strategy and Resources - Customer Services & Resources Portfolio

- Service Plans for 2009/10
- Revenue and Capital Budgets 2008/09 (Revised)
- 2009/10 (Budgets) and 2010/11 (Forecast)

Key Decision

1 Executive summary

Service Plans & Performance Reviews

- 1.1 In the last Committee cycle, Service Performance Reviews were published on the Council's website. They set out the performance against objectives and targets for the first six months of 2008/09. The Service Plans for 2009/10, which accompany this agenda, now look ahead at service proposals, objectives, targets and the budget position for 2009/10 and forecast for 2010/11. This information will enable the Executive Councillor to consider whether service priorities and resources should be refocused, to enable objectives and targets for the coming year to be met.

Revenue Budget – 2008/09 Revised and 2009/10 Proposed

- 1.2 Appendix F sets out the overall base revenue budget position for the Customer Services & Resources Portfolio. The appendix compares the proposed revised budget to the current budget at September 2008 and details the proposed budget for 2009/10 and forecast for 2010/11.

2 Recommendations

The Executive Councillor is recommended to:

Performance Targets:

- a) Agree the service objectives and proposals for 2009/10 and future years for services contained within the Customer Services & Resources Portfolio, as set out in each service plan, and the performance indicators and targets as set out in Appendix 1 of each plan.

Review of Charges:

- b) Approve the proposed charges for Customer Services & Resources Portfolio services and facilities, as shown in Appendix B to this report.

Revenue Budgets:

- c) Approve, with any amendments, the current year funding requests and savings, (shown in Appendix A) and the resulting revised revenue budgets for 2008/09 (shown in Appendix F) for submission to the Executive.
- d) Agree proposals for revenue savings and bids, as set out in Appendix C, which have been incorporated into the budgets presented for this portfolio.
- e) Approve the budget for 2009/10 as shown in Appendix F, for submission to the Executive.

Capital:

- f) Approve capital bids, as identified in Appendix H, for submission to the Executive for inclusion in the Capital Plan or addition to the Hold List, as indicated.
- g) Seek approval from the Executive to carry forward resources from 2008/09, as detailed in Appendix G, to fund re-phased capital spending.
- h) Confirm that there are no items covered by this portfolio to add to the Council's Hold List, for submission to the Executive, as shown in Appendix I.
- i) Approve the revised Capital Plan for 2008/09, as detailed in Appendix J, to be updated for any amendments detailed in (f) and (g) above.
- j) Approve the following project appraisals as detailed in Appendix K:
 - K (1) Revenue and Benefit Services – Replacement Northgate Sun Server
 - K (2) Replacement of Oracle Financials (FMS) Server
 - K (3) Update to the Council's Decision Management ICT Systems
 - K (4) LPG Replacement Programme (2008-09)
 - K (5) Vehicle Replacements (2009-10)
 - K (6) Relocation of Streetscene

3 Background

Service Plans

- 3.1 Service Plans for services within the Customer Services & Resources Portfolio for 2009/10 accompany this agenda as listed in Section 12.

- 3.2 At its meeting on 11 September 2008, Council gave initial consideration to the budget prospects for the General Fund for 2009/10 and future years. As a result an overall cash limit was set for net expenditure, with individual cash limit targets identified for each service portfolio. As in previous years, there is some flexibility within portfolios to decide what actions are felt most appropriate to contain net expenditure within the cash limit.
- 3.3 In setting the overall General Fund cash limit, provision was made for a Priority Policy Fund (PPF) of £200,000 for 2009/10 (£500,000 in future years) – to provide funding for developments that can be demonstrated to make a significant contribution to the Medium Term Objectives, as set out in the Annual Statement.
- 3.4 The overall Budget Strategy Report (BSR) to Strategy & Resources Scrutiny Committee on 19 January 2009 will include a review of all the factors relating to the overall financial strategy that were included in the Medium Term Strategy (MTS). The draft BSR has made it clear that the level of budget pressures for the Council's General Fund, which have been identified since the publication of the MTS, are such that no funding will be available for the PPF bids in 2009/10. As a result no PPF bids are being submitted to this Scrutiny Committee for consideration at this stage.
- 3.5 The report to Strategy & Resources Scrutiny Committee is expected to include details of the Government's Final Settlement for 2009/10. The announcement is likely to be made shortly after the conclusion of the consultation period, which ends on 7 January 2009.
- 3.6 Capital bids will be prioritised by the Executive at its meeting on 29 January 2009. Items in the existing Capital Plan and Hold List will also be reviewed to identify any which are no longer required, or where the current indicated timing for spending is no longer accurate. The Capital Plan can then be revised to take account of any changes required.

4 Revised Budget 2008/09

4.1 Appendix F sets out the proposed revised revenue budget for this portfolio. The following table presents the overall position for the 2008/09 budget in comparison with the budget at September 2008.

Total Net Budget	2008/09 Budget Sep 2008 £	2008/09 Revised Budget Jan 2009 £	Variation Increase/ (Decrease) £
Customer Services & Resources Portfolio (as per Appendix F)	(7,322,860)	(7,697,000)	(374,140)
Variation represented by:			
Technical Adjustments			
- Capital Charges Adjustments			126,560
- Administration Recharge Adjustments			(147,680)
- Insurance Savings			(30,000)
Total Savings / Bids (as per Appendix A)			(425,260)

4.2 On 26 February 2009, Council will consider for approval the revised budget proposals for this portfolio. The table above demonstrates a reduction in the use of reserves of £425,260 compared to the position at September 2008. See Appendix A for further details of amended budget proposals/changes.

5 Review of Charges

5.1 Proposals for the review of charges for this portfolio are presented at Appendix B. The effects of any proposed changes have been included in the base budget projections.

6 Budget 2009/10

6.1 A summary of the proposed budget for 2009/10 for this portfolio is shown in Appendix F. This includes the effects of the proposed savings and bids together with the impact of the proposed new charges.

6.2 The proposed savings and bids, identified during the budget process to date, are detailed in Appendices C and D.

7 Overall Revenue Budget Position

- 7.1 The approved budget proposals for this portfolio are being submitted to the meeting of Strategy & Resources Scrutiny Committee on 19 January 2009 and for consideration by the Executive at its meeting on 29 January 2009.
- 7.2 An overall summary of the position, as set out in this report, is shown below.

Cash Limit Position	2008/09 Budget Sep 2008 £	2008/09 Revised Budget Jan 2009 £	2009/10 Budget £	2010/11 Forecast £
Net Base Budget	(7,322,860)	(7,697,000)	(5,058,470)	(4,940,360)
Exclude Non-Cash Limit Adjustments			1,664,450	1,702,450
			(6,722,920)	(6,642,810)
Latest Cash Limit			(6,778,240)	(6,738,350)
(Under)/Over Cash Limit			55,320	95,540

8 Capital – 2008/09 Revised Budget, Capital Bids and 2009/10 Proposed Budget

- 8.1 Appendix G shows the latest position against the 2008/09 Capital Plan at September 2008 for schemes and programmes within the Customer Services & Resources Portfolio, with variances explained in detail in the accompanying notes. A variance of (£600,000) is anticipated. £691,000 is due to slippage. The remaining variance of £91,000 relates to forecast net overspends on individual capital schemes and programmes, of which £35,000 will be funded from Repairs and Renewals funds.
- 8.2 Appendix H details the schemes, which have been identified as possible bids for the Capital Plan.
- 8.3 Appendix I shows the Hold List. Section 11 of the Medium Term Strategy, approved in September 2008, highlighted the need to review current Hold List items.
- 8.4 Appendix J shows the Capital Plan for all the schemes and programmes within this committee's portfolio (including any approvals since the MTS was published in September 2008, but before any changes arising in paragraphs 8.1, 8.2 and 8.3 above).

9 Public Consultation

- 9.1 Since 2001 the Council's budget process has included budget consultation with the citizens of Cambridge. This has provided Members with information about citizens' current views on what should be the spending priorities for the Council, as well as highlighting changing views and trends on spending priorities over time.
- 9.2 Consultation on the 2008/09 budget was undertaken as part of the Council's Citizens Survey during October and early November 2007. The consultation was undertaken by mruk research limited and involved face-to-face interviews with a random selection of 1,100 residents. Questions covered the level of Council Tax, identification of those service areas that should receive more money and those that should receive less, and those services that it was felt that the Council should not provide at all.
- 9.3 For the 2009/10 Budget Consultation an allowance was made to cover some qualitative consultation with residents, probably through focus groups or an interactive workshop as part of the 2009/10 Budget process. Consultation on possible spending and saving proposals has not taken place this year.

10 Options / Implications

- 10.1 In relation to bids, the decisions made may have a number of implications. A decision not to approve a revenue bid will impact on managers' ability to deliver the service or scheme in question and could have staffing, equal opportunities, environmental and/or community safety implications. A decision not to approve a capital bid will impact on managers' ability to deliver the developments desired in the service areas.

11 Background papers

These background papers were used in the preparation of this report:

Budget Papers 2009/10

12 Appendices

Accompanying this agenda - Service Plans for:

- Accountancy and Support Services
- City Centre Management
- City Services – External Trading
- Customer Services
- Democratic Services
- Human Resources
- ICT Client Services
- Internal Audit
- Legal Services and Land Charges
- Procurement
- Property and Building Services
- Revenue and Benefit Services

In this Report:

- Appendix A – 2008/09 Revised Budget Items – January cycle
- Appendix B – Review of Charges (2009/10)
- Appendix C – Cash Limit Position, Bids and Savings (2009/10 to 2012/13)
- Appendix D * – Bids to Existing or External Revenue Funding
- Appendix E * – Priority Policy Fund (PPF) Bids (2009/10 to 2012/13)
- Appendix F – Revenue Budget 2008/09 to 2010/11
- Appendix G – Capital Budget 2008/09
- Appendix H – Capital Bids (2008/09 to 2012/13)
- Appendix I – Hold List
- Appendix J – Revised Capital Plan
- Appendix K – Project Appraisals:
 - (1) Revenue and Benefit Services – Replacement Northgate Sun Server
 - (2) Replacement of Oracle Financials (FMS) Server
 - (3) Update to the Council's Decision Management ICT Systems
 - (4) LPG Replacement Programme (2008-09)
 - (5) Vehicle Replacements (2009-10)
 - (6) Relocation of Streetscene
- Appendix L * – Earmarked Reserves

* = Not applicable for this portfolio.

13 Inspection of papers

To inspect the background papers or if you have a query on the report please contact.

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Report Name: O:\accounts\Committee Reports & Papers\Strategy & Resources Scrutiny from July 2007\2009 January\CS&R\2009-10 Budget Report Jan 2009 - S&R - CS&R.doc

2008/09 GF Revised Budget Items : January Cycle

- Bids and Savings

Appendix A
[Scrutiny Committee]

Ref.	Item Description	Detail / Justification	2008/09 Revised Budget £	Reported in Nov. £	Change in Jan. £	Ongoing Effect	Linked to Item	2009/10 Effect £	Contact
Strategy & Resources Scrutiny Committee									
Strategy & Resources - Customer Services & Resources Portfolio									
Revised Budget									
RB1844	Savings on Organisational Development budget [Human Resources Service Plan]	Saving on OD budget due to successful early completion of HR work linked to CAS, £20,000. Saving on Pay & Reward Strategy one-off budgets of £10,000, work being undertaken in-house.	(30,000)	0	(30,000)	No	-	0	Sue Dawson
RB1847	Savings achieved through maximising market occupancy and a sustained approach to tackling bad debts [Tourism & City Centre Management (CS&R part) Service Plan]	The over achievement on income has been due to maximising occupancy at all times through booking traders on additional stalls as casuals when they are available. There has also been a proactive and sustained approach at chasing up bad debtors.	(12,000)	0	(12,000)	No	-	0	Emma Thornton
RB1853	Benefit Overpayments Recovered - one-off savings [Revenue Services Service Plan]	The latest forecasts indicate that Benefit Overpayments Recovered (from claimants no longer receiving benefit) will exceed the 2008/09 income budget by £60,000.	(60,000)	0	(60,000)	No	-	0	John Frost
RB1855	Housing Benefits - Staffing Savings	One-off savings due to staff vacancies	(30,000)	0	(30,000)	No	-	0	John Frost

Ref.	Item Description	Detail / Justification	2008/09 Revised Budget £	Reported in Nov. £	Change in Jan. £	Ongoing Effect	Linked to Item	2009/10 Effect £	Contact
	[Revenue Services Service Plan]	during the first 6 months of the 2008/09 financial year.							
RB1859	Accountancy & Support Services employee budget savings in 2008/09 [Accountancy and Support Services Service Plan]	2008/09 Revised budget savings relating to provision for enhanced maternity pay not required (£23,760) and saving achieved following transfer of Arts and Entertainments invoice input to the Central Payments team (£7,000).	(30,760)	0	(30,760)	No	-	0	Julia Minns
RB1866	Internal Audit - One-off savings [Internal Audit Service Plan]	Savings in the 2008/09 financial year due to reduced staffing costs as a result of maternity leave and forecast supplies and services underspends.	(28,500)	0	(28,500)	No	-	0	Sarita Haggart
RB1957	Saving in bank charges to the Council [Accountancy and Support Services Service Plan]	Net savings in bank charges to the Council largely attributable to an increase in the volume of BACS and other electronic transactions which bear lower unit costs than traditional payment and collection methods.	(6,000)	0	(6,000)	Yes	S1956	(3,000)	Julia Minns
RB1998	Saving on Staff General budget - HR related Equal Opportunities budget [Human Resources Service Plan]	Profiled saving on Equal Opportunities (Staff General) budget due to clarification of expected future usage of current budget provision. £3,000 one off saving in 2008/09 and on-going saving of £1,000 thereafter.	(3,000)	0	(3,000)	No	-	0	Sue Dawson
RB1999	Saving on HR salary budget,	Saving on HR salary budget due to	(20,000)	0	(20,000)	No	-	0	Sue Dawson

Ref.	Item Description	Detail / Justification	2008/09 Revised Budget £	Reported in Nov. £	Change in Jan. £	Ongoing Effect	Linked to Item	2009/10 Effect £	Contact
	deletion of vacant HR Administrator post. [Human Resources Service Plan]	deletion of vacant HR Administrator post. Work reassigned within capacity of existing posts. One-off saving in 2008/09 of £20,000. Ongoing saving £22,000.							
RB2000	Saving on Recruitment budget [Human Resources Service Plan]	Savings have been identified on Recruitment budget due to increased use of online applications.	(3,000)	0	(3,000)	Yes	S1845	(3,000)	Sue Dawson
RB2001	Savings on Travel Plan budget [Human Resources Service Plan]	Savings on Travel Plan budget. General use rather than sole use Streetcar Car Club (£6,500) and general rather than purchased cycle provision in the Grand Arcade (£3,500).	(10,000)	0	(10,000)	Yes	S1846	(10,000)	Sue Dawson
RB2003	Increase in Council Tax Costs Recovered [Revenue Services Service Plan]	The latest forecasts indicate that additional income of £10,000 can be recovered from 2008/09 onwards.	(10,000)	0	(10,000)	Yes	S1854	(10,000)	John Frost
RB2054	Saving achieved on external insurance cover premiums on re-tendering - General Fund share [Accountancy and Support Services Service Plan]	Savings have been achieved in the tendering of a new contract for the provision of external insurance cover in part, at least, as a consequence of proactive risk reduction work and resulting improved claims history. The new contract starts on 28 October 2008. The overall saving will be shared between the General Fund and Housing Revenue Accounts based on their respective shares of premiums.	(30,000)	0	(30,000)	Yes	S1919	(75,000)	Julia Minns

Ref.	Item Description	Detail / Justification	2008/09 Revised Budget £	Reported in Nov. £	Change in Jan. £	Ongoing Effect	Linked to Item	2009/10 Effect £	Contact
RB2086	Commercial and Industrial Properties - One-off savings [Property and Building Services Service Plan]	Backdated income following delays in negotiating rent reviews for various commercial and industrial properties.	(90,000)	0	(90,000)	No	-	0	Dave Prinsep
RB2087	Anticipated net increase in GF share of external interest on investments [Accountancy and Support Services Service Plan]	Revising the projection based on current investment balances and the impact of projected interest rates.	(30,000)	0	(30,000)	No	RB2066	0	Julia Minns
RB2121	Procurement - reprofiling of staffing budget [Procurement Service Plan]	Following initial recruitment difficulties, an appointment has been made to the additional 3-year fixed term Procurement Officer post with a start date of February 2009. Part of the full-year funding originally provided in 2008/09 needs to be transferred to 2011/12 (via UR2122) to reflect the revised commencement date.	(32,000)	0	(32,000)	No	UR2122	0	Debbie Quincey
Total of Strategy - CS&R Revised Budget :			(425,260)	0	(425,260)			(101,000)	

Review of Charges

Conference/exhibition letting charges for Guildhall

DAILY LETS:-	Charges 2008/09 *	Charges 2009/10 *	% Increase
COMMITTEE ROOMS 1 AND 2:			
Morning or Afternoon (per Session)	£105	£109.20	4.00%
Evening/Weekends/Bank Holidays (per hour)	£105	£109.20	4.00%
COUNCIL CHAMBER:			
Morning or Afternoon (per session)	£210	£218.40	4.00%
Evening/Weekends/Bank Holidays (per hour)	£126	£131.04	4.00%
EXHIBITION AREA (Outside Council Chamber):			
Monday to Friday, 9am to 5pm (per day)	£105	£109.20	4.00%
Saturday/Sunday, 9am to 5pm (per hour) + day rate	£40	£41.60	4.00%
Evening, after 5pm (per hour) + day rate	£40	£41.60	4.00%

* All charges are subject to VAT.

Review of Charges
Standard letting charges for Guildhall

DAILY LETS:-	Charges 2008/09 *	Charges 2009/10 *	% Increase
COMMITTEE ROOMS 1 AND 2:			
Morning or Afternoon (per Session)	£65	£67.60	4.00%
Evening/Weekends/Bank Holidays (per hour)	£65	£67.60	4.00%
COUNCIL CHAMBER:			
Morning or Afternoon (per session)	£105	£109.20	4.00%
Evening/Weekends/Bank Holidays (per hour)	£65	£67.60	4.00%
EXHIBITION AREA (Outside Council Chamber):			
Monday to Friday, 9am to 5pm (per day)	£105	£109.20	4.00%
Saturday/Sunday, 9am to 5pm (per hour) + day rate	£40	£41.60	4.00%
Evening, after 5pm (per hour) + day rate	£40	£41.60	4.00%

* All charges are subject to VAT.

Review of Charges

Markets

	Charges 2008/09	Charges 2009/10	% Increase
Cambridge Retail Market			
Monday - Friday rents			
Category A	14.35	14.95	4.18%
Category B	12.85	13.40	4.28%
Category C	11.80	12.30	4.24%
Saturday rents			
Category A	28.75	29.95	4.17%
Category B	24.95	26.00	4.21%
Category C	23.75	24.75	4.21%
Rates	1.95	2.03	4.10%
Sunday rent	21.60	22.50	4.17%
Rates	1.95	2.03	4.10%
All Saints Craft Fair			
Monday - Friday rents	12.75	13.30	4.31%
Saturday rent	26.50	27.60	4.15%

2009/10 GF Cash Limit Position

- Bids and savings

Appendix C
[Scrutiny Committee]

Ref.	Item Description	Detail / Justification	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Climate Change Rating
Strategy & Resources Scrutiny Committee								
Strategy & Resources - Customer Services & Resources Portfolio								
Reduction required to Cash Limit								
n/a Service Plan								
RCL1787			409,890	409,890	409,890	409,890	n/a	n/a
Total of Strategy - CS&R Reduction required to Cash Limit :			409,890	409,890	409,890	409,890		
Cash Limit adjustments								
n/a Service Plan								
CLA2038	Gross up for inflation / compensating savings required by City Services to stay within cash limit for services other than waste		108,210	108,210	108,210	108,210	n/a	n/a
Total of Strategy - CS&R Cash Limit adjustments :			108,210	108,210	108,210	108,210		
			518,100	518,100	518,100	518,100		

Ref.	Item Description	Detail / Justification	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Climate Change Rating
Savings								
Accountancy and Support Services Service Plan								
S1919	Saving achieved on external insurance cover premiums on re-tendering - General Fund share	Savings have been achieved in the tendering of a new contract for the provision of external insurance cover in part, at least, as a consequence of proactive risk reduction work and resulting improved claims history. The new contract starts on 28 October 2008. The overall saving will be shared between the General Fund and Housing Revenue Accounts based on their respective shares of premiums.	(75,000)	(75,000)	(75,000)	(75,000)	Julia Minns	Nil
S1956	Saving in bank charges to the Council	Net savings in bank charges to the Council largely attributable to an increase in the volume of BACS and other electronic transactions which bear lower unit costs than traditional payment and collection methods.	(3,000)	(3,000)	(3,000)	(3,000)	Julia Minns	Nil
S2041	Projected outcome, following initial discussions with the Executive Councillor, from the 2008 Service Review of Accountancy and Support Services - anticipated General Fund share	As part of the 2008 Service Review programme, a review of the services provided by the Accountancy & Support Services Section has been undertaken with the aim of identifying on-going cost savings and efficiencies. The review has identified a number of possible areas of cost savings and work is on-going to exemplify the impact on services delivered to the Council, suppliers and customers. Consultation with staff and other stakeholders has not yet been undertaken. The service areas covered by the review include payroll, supplier payments, sundry debtor invoicing & debt collection, insurance, risk management & accountancy services. The total savings are split over GF (here) and HRA (see S2056).	(51,000)	(68,000)	(68,000)	(68,000)	Julia Minns	Nil

City Services External Trading Service Plan

Ref.	Item Description	Detail / Justification	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Climate Change Rating
S2023	Amendment to the fuel price increase provision included in the MTS	Reduction in the fuel prices.	(65,000)	(65,000)	(65,000)	(65,000)	Michael Parsons	Nil
Democratic Services Service Plan								
S1851	Restructure in Democratic Services - salary saving	Reduction in salary costs following restructuring in Democratic Services.	(9,090)	(9,090)	(9,090)	(9,090)	Gary Cliff	Nil
S1852	Restructure of Democratic Services	<p>This saving is based on deleting a post. It is dependent on a successful bid for an information management decision making system. If the bid is unsuccessful then this saving cannot be made.</p> <p>This saving is dependent on the approval of Unavoidable Revenue bid UR1850 and Capital bid C1849 (which is being funded from the Technology Investment Fund).</p>	(19,800)	(19,800)	(19,800)	(19,800)	Gary Cliff	Nil
Human Resources Service Plan								
S1841	Saving on Staff General budget - Childcare Subsidy	Introduction of childcare vouchers in December 2008 and changes to existing childcare scheme will lead to reduction in costs over 5 years.	(12,000)	(22,000)	(42,000)	(57,000)	Sue Dawson	Nil
S1842	Saving on Staff General budget - HR related Equal Opportunities budget	Profiled saving on Equal Opportunities (Staff General) budget due to clarification of expected future usage of current budget provision. £3,000 one off saving in 2008/09 and on-going saving of £1,000 thereafter.	(1,000)	(1,000)	(1,000)	(1,000)	Sue Dawson	Nil
S1843	Saving on HR salary budget, deletion of vacant HR Administrator post.	Saving on HR salary budget due to deletion of vacant HR Administrator post. Work reassigned within capacity of existing posts. One-off saving in 2008/09 of £20,000. Ongoing saving £22,000.	(22,000)	(22,000)	(22,000)	(22,000)	Sue Dawson	Nil
S1845	Saving on Recruitment budget	Savings have been identified on Recruitment budget due to increased use of online applications.	(3,000)	(3,000)	(3,000)	(3,000)	Sue Dawson	Nil

Ref.	Item Description	Detail / Justification	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Climate Change Rating
S1846	Savings on Travel Plan budget	Savings on Travel Plan budget. General use rather than sole use Streetcar Car Club (£6,500) and general rather than purchased cycle provision in the Grand Arcade (£3,500).	(10,000)	(10,000)	(10,000)	(10,000)	Sue Dawson	Nil
IT Contract Management Service Plan								
S1970	ICT Client miscellaneous budget savings	Budgets have been reviewed and miscellaneous savings will achieve the budget savings required.	(10,170)	(10,170)	(10,170)	(10,170)	James Nightingale	Nil
Legal Services and Land Charges Service Plan								
S1867	Legal Services - Staffing Savings arising from Service Review	The saving will result from the proposed deletion of 1.5 posts. The justification for the deletion of the first post is that it relates to property and right to buy legal work. There has been a reduction of activity in these areas and we believe that we should reflect the reduction in work by a reduction in staffing. The 0.5 fte saving is of staffing budget provision for an administrative post that we have not filled. Given the need for savings, we believe we can manage without it. HRA SLA is therefore reduced by £18,410 which they have chosen to save - see S1815. The balance of £34,980 therefore relates to General Fund Services.	(34,980)	(34,980)	(34,980)	(34,980)	Simon Pugh	Nil
Property and Building Services Service Plan								
S1840	Property Services - salary and on cost savings	New members of staff appointed to lower spinal column points.	(7,320)	(7,320)	(7,320)	(7,320)	Dave Prinsep	Nil
S1861	Admin Buildings Savings	Following a review of the Admin Buildings operational budgets, savings totalling £16,000 were identified.	(16,000)	(16,000)	(16,000)	(16,000)	Jim Stocker	Nil
S1862	Property - Technical Services -	Savings to other IT Supplies and Services have been	(2,500)	(2,500)	(2,500)	(2,500)	Jim Stocker	Nil

Ref.	Item Description	Detail / Justification	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Climate Change Rating
	Savings	identified.						
S1996	Commercial Properties - increased rental income and maintenance savings	Additional rental income above that identified for the Medium Term Strategy and maintenance savings following review of budgets. The additional saving for the 2009/10 financial year relates to a one-off saving by not making the budgeted annual contribution to the Property Strategy Fund.	(64,620)	(32,670)	(32,670)	(32,670)	Dave Prinsep	Nil
Revenue Services Service Plan								
S1854	Increase in Council Tax Costs Recovered	The latest forecasts indicate that additional income of £10,000 can be recovered from 2008/09 onwards.	(10,000)	(10,000)	(10,000)	(10,000)	John Frost	Nil
S1856	Revenue and Benefit Services' contributions to various R and R funds - one-off savings	Following a review of Revenue and Benefit Services' R and R funds, it was decided that a one-off saving could be generated by not making the budgeted annual contributions to the funds in 2009/10.	(35,270)	0	0	0	John Frost	Nil
S1858	Revenue and Benefit Services - Supplies and Services - Savings	Following a review of Revenue and Benefit Services' Supplies and Services budgets, savings of £15,000 have been identified (Postages £5,000 and Hire of Tools and Equipment £10,000).	(15,000)	(15,000)	(15,000)	(15,000)	John Frost	Nil
Strategy and Partnerships Service Plan								
S1868	Customer and Democratic Services Finance Support Team	The current Finance team also supports the ICT Client and Property Services teams within the Finance Department and comprises 3 full time posts. One of these posts is currently filled by an agency staff member. We propose to reduce the hours of this post and make a saving on £3,500. The Finance and Administrative Support Teams within Customer and Democratic Services will be reviewed during 2009/10 with a view to finding further efficiencies.	(3,500)	(3,500)	(3,500)	(3,500)	Trevor Woollams	Nil

Ref.	Item Description	Detail / Justification	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Climate Change Rating
Procurement Service Plan								
S1997	Savings to Procurement Budgets	Following a review of the Procurement budgets, miscellaneous savings totalling £2,030 were identified.	(2,030)	(2,030)	(2,030)	(2,030)	Debbie Quincey	Nil
City Services (Trading) Service Plan								
S2025	Support to grazing animals outside of normal working hours transferred to owners via a grazing licence agreement	Existing arrangements require City Services' staff to be placed on standby throughout the grazing season from April to the end of October in order to attend to animals that stray from the Commons. Changes to grazing agreements could transfer this duty to the animal owners. The number of call outs per season is approximately 20 but requires seven months of standby payments to operatives.	(2,500)	(2,500)	(2,500)	(2,500)	Dave Coventry	Nil
Total of Strategy - CS&R Savings :			(474,780)	(434,560)	(454,560)	(469,560)		
Cumulative Sub-Total of Strategy - CS&R Cttee Base :			43,320	83,540	63,540	48,540		
Unavoidable Revenue Bids								
Democratic Services Service Plan								
UR1850	Procurement of an information management system covering the decision making process	This bid is dependent on a successful bid to the Technology Investment Fund. For the public, Councillors and the organisation, it is currently difficult to access information on the Council's decision making, its Councillors and other democratic related material. The back office processes for managing the information are inefficient. A new ICT package will provide a coherent approach to providing information on the democratic process including on agendas,	12,000	12,000	12,000	12,000	Gary Clift	Nil

Ref.	Item Description	Detail / Justification	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Climate Change Rating
		decisions and Councillors. It will provide a facility to update weekly items of interest to Councillors, which is currently provided in a variety of ways across the organisation.						
		This item has been treated as an Unavoidable Revenue bid as saving S1852 is dependent on it to produce a net saving.						
Procurement Service Plan								
UR2122	Procurement - reprofiling of staffing budget	Following initial recruitment difficulties, an appointment has been made to the additional 3-year fixed term Procurement Officer post with a start date of February 2009. This item transfers part of the full-year funding originally provided in 2008/09 to 2011/12 (in conjunction with RB2121) to reflect the revised commencement date.	0	0	32,000	0	Debbie Quincey	Nil
Total of Strategy - CS&R Unavoidable Revenue Bids :			12,000	12,000	44,000	12,000		
Cumulative Sub-Total of Strategy - CS&R Cttee Base :			55,320	95,540	107,540	60,540		
Net Total of Strategy - CS&R Cttee Base :			55,320	95,540	107,540	60,540		

Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee

Revenue Budget - 2008/09 to 2010/11

Service Grouping	2008/09 Original Budget £	2008/09 Budget Sep 2008 £	2008/09 Revised Budget Jan 2009 £	Variation Increase / (Decrease) £	2009/10 Budget £	2010/11 Forecast £
Finance						
Revenue and Benefit Services	2,268,950	2,343,310	2,212,110	(131,200)	2,433,550	2,497,360
Finance - General	(3,113,950)	(3,413,950)	(3,443,950)	(30,000)	(1,082,600)	(812,030)
General Properties and Grand Arcade	(7,142,080)	(7,162,940)	(7,271,590)	(108,650)	(7,261,520)	(7,478,290)
Procurement Officer	0	0	0	0	0	0
	(7,987,080)	(8,233,580)	(8,503,430)	(269,850)	(5,910,570)	(5,792,960)
Other IT Spend						
IT Corporate Strategy / Document Image Processing (DIP)	192,100	272,100	272,100	0	341,680	341,680
	192,100	272,100	272,100	0	341,680	341,680
Chief Executive's						
Employee Travel Plan	0	14,980	0	(14,980)	0	0
HR Customer Access Secondment	0	0	0	0	0	0
Staff - General	0	0	0	0	0	0
GMB	0	0	0	0	0	0
Unison	0	0	0	0	0	0
Recruitment	0	0	0	0	0	0
Organisational Development (OD) Programme	0	0	0	0	0	0
	0	14,980	0	(14,980)	0	0
Customer and Democratic Services						
Independent Complaints Investigator	0	0	0	0	0	0
Customer Access Strategy	0	0	0	0	0	0
Land Charges	69,220	139,440	59,020	(80,420)	59,370	59,370
Democratic Services	297,630	265,120	268,230	3,110	200,650	273,450
	366,850	404,560	327,250	(77,310)	260,020	332,820
Environment and Planning						
Tourism	413,050	457,830	457,830	0	486,640	414,340
City Centre Management	114,280	116,260	116,260	0	115,710	115,710
Markets	(347,240)	(347,260)	(359,260)	(12,000)	(343,890)	(343,890)
	180,090	226,830	214,830	(12,000)	258,460	186,160
City Services						
Emergency Planning	0	0	0	0	0	0
Health/Safety at Work	0	0	0	0	0	0
City Services Trading Income	(7,750)	(7,750)	(7,750)	0	(8,060)	(8,060)
	(7,750)	(7,750)	(7,750)	0	(8,060)	(8,060)
Direct Services Total	(7,255,790)	(7,322,860)	(7,697,000)	(374,140)	(5,058,470)	(4,940,360)
Support Services (to be allocated)						
Accountancy and Support Services	0	0	0	0	0	0
Other Support Services	0	0	0	0	0	0
Internal Audit	0	0	0	0	0	0
Human Resources	0	0	0	0	0	0
IT	0	0	0	0	0	0
Legal Services	0	0	0	0	0	0
Property and Building Services	0	0	0	0	0	0
Architects	0	0	0	0	0	0
C&DS Finance & Admin	0	0	0	0	0	0
	0	0	0	0	0	0
Total Net Budget	(7,255,790)	(7,322,860)	(7,697,000)	(374,140)	(5,058,470)	(4,940,360)

Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee

2008/09 Capital Budget Position

Capital Ref	Description	Lead Officer	Current Budget 2008/09	Spend to end September 2008	Anticipated Spend October 2008 to March 2009	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	
SC335	Customer Access Strategy - IT Workstream	T Allen	506	118	122	(266)	266	0	Project was originally phased over 3 years. Anticipate a further £122k to be spent in this financial year, with the remainder for Service and Business System integration in 2009/10. Budget of £266k needs to be re-phased to 2009/10.
SC400	Corporate Axis PAYe.net	T Allen	46	23	23	0	0	0	
SC328	Customer Access - BPR & Procurement	F Barratt	52	42	10	0	0	0	
SC255	Destination Management System for Cambridge	F McGhee	1	0	1	0	0	0	Balance due for online ticket system.
SC265	Freedom of Information Paribus Info Asset Register Project	J Nightingale	4	4	0	0	0	0	Scheme completed.
SC329	Corporate Document Management (DIP & EDRM)	J Nightingale	299	48	120	(131)	131	0	Project is significantly delayed. It is anticipated that if the system goes live by the end of 2008 most of the predicted spend will be achieved. However, budget of £131k needs to be re-phased to the next financial year.
SC337	Customer Access Strategy - Telecommunications	J Nightingale	17	0	17	0	0	0	

Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee

2008/09 Capital Budget Position

Capital Ref	Description	Lead Officer	Current Budget 2008/09	Spend to end September 2008	Anticipated Spend October 2008 to March 2009	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	
SC357	Improvement to Audio Visual Equipment - Committee Rooms & Council Chamber	J Nightingale	19	0	19	0	0	0	Still awaiting listed building permissions, but expected completion of work within this financial year.
SC394	Flexible Working Infrastructure Roll-Out	J Nightingale	88	0	88	0	0	0	
SC338	Customer Access Strategy - Web Development	A Perry	21	9	5	(7)	7	0	Development of the website continues in accordance with CAS programme. Budget of £7k needs to be re-phased to 2009/10 to support web development in parallel with tranches 4 and 5 of CAS.
SC166	Improvements to Shop Front Forecourts	D Prinsep	8	0	8	0	0	0	
SC192	Development Land on the North Side of Kings Hedges Road	D Prinsep	2,716	2,460	256	0	0	0	Current market conditions are affecting anticipated sale price plus ongoing infrastructure maintenance costs. The site will be re-marketed to achieve sale and minimise ongoing infrastructure costs.
SC221a	Lion Yard - Contribution to Works	D Prinsep	855	4	851	0	0	0	Planning issues delayed the start of the scheme, but are now resolved.
SC225	Bishops Mill - Motorise & Automate Sluice	D Prinsep	59	3	80	24	0	24	An additional £57k was approved via the MTS to meet the increased costs of the scheme. Specialised nature of works and the equipment required have increased costs by an additional £24k.

Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee

2008/09 Capital Budget Position

Capital Ref	Description	Lead Officer	Current Budget 2008/09	Spend to end September 2008	Anticipated Spend October 2008 to March 2009	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	
SC342	Guildhall Working Party Project	D Prinsep	371	16	355	0	0	0	
SC343	Cambridge Southern Fringe - Land at Clay Farm	D Prinsep	10	4	6	0	0	0	Collaboration agreement yet to be completed pending understanding of cash flow projection implications in current market.
SC344	St Matthew's Piece Legal Fees	D Prinsep	20	0	20	0	0	0	Ongoing legal dispute with risk that costs may be awarded against us.
SC356	Cambridge Northern Fringe East - Development Appraisal	D Prinsep	20	0	20	0	0	0	Expected land use changed and Project Board to be established to consider alternative land use.
SC389	Fire Safety in the Guildhall Halls	D Prinsep	50	0	50	0	0	0	Revised Fire Risk Assessment now completed to inform actions. £10k of works to Guildhall bin store agreed as part of Project Appraisal for "Improving Recycling Volumes from Admin Buildings" scheme (SC390). Project Appraisal for remainder of works to be completed.
SC390	Improving Recycling Volumes from Admin Buildings	D Prinsep	18	0	18	0	0	0	
SC391	La Mimosa Punting Station	D Prinsep	10	0	10	0	0	0	Original quotes exceeded budget. Current operation to be reviewed to determine if further works are required.
SC341	Legal Case Management System	S Pugh	10	5	5	0	0	0	

Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee

2008/09 Capital Budget Position

Capital Ref	Description	Lead Officer	Current Budget 2008/09	Spend to end September 2008	Anticipated Spend October 2008 to March 2009	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	
SC361	Disabled Access and Facilities - Guildhall Halls	G Saxby	80	0	0	(80)	80	0	Scheme on hold pending fire improvements being carried out first. Budget of £80k needs to be re-phased to 2009/10.
SC067	Replacement and Upgrade of PS2000	D Simpson	12	1	0	(11)	0	(11)	The underspend is due to the original total budget of £177k being an estimation. There will be no further costs.
SC312	Automated Energy Monitoring System	J Stocker	23	0	23	0	0	0	Work is programmed to be completed by March 2009.
SC324	Guildhall First Floor Access Improvements (Disabled Toilet)	J Stocker	5	2	1	(2)	0	(2)	Signage to be completed.
SC336	Customer Access Strategy - Accommodation Design and Refurbishment	J Stocker	123	120	29	26	20	46	Budget of £20k needs to be re-phased to 2009/10 for retention. The overspend relates to increased building and furniture costs.
SC339	Customer Access Strategy - Accommodation Moves	J Stocker	0	0	11	11	0	11	Overspend relates to payment of the rental charge for storing decanted furniture and the hire charge for using the meeting rooms in St. Columbus Hall.
SC354	Guildhall Power Circuits Renewal	J Stocker	40	0	30	(10)	10	0	The majority of the work is programmed to be completed by March 2009. Budget of £10k needs to be re-phased to 2009/10.

Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee

2008/09 Capital Budget Position

Capital Ref	Description	Lead Officer	Current Budget 2008/09	Spend to end September 2008	Anticipated Spend October 2008 to March 2009	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	
SC355	Upgrade Heating Controls in Mandela House and Hobson House	J Stocker	5	0	1	(4)	0	(4)	Tender information is being prepared. Forecast underspend of £4k.
SC360	Hobson House - Refurbishment of Rear Building	J Stocker	12	0	4	(8)	0	(8)	Programmed spend is reliant on the relocation of staff following moves to CSC. Forecast underspend of £8k.
SC362	Lighting and Power in Committee Rooms	J Stocker	15	0	15	0	0	0	Tender information is being prepared.
SC375	Roof Repairs 19-21 Market Street	J Stocker	1	1	0	0	0	0	Scheme completed.
Total Projects (excluding City Services)			5,516	2,860	2,198	(458)	514	56	
PR020	ICT Infrastructure Programme	J Nightingale	110	13	97	0	0	0	
PR020	Desktop Standardisation (ICT Infrastructure Programme)	J Nightingale	3	0	3	0	0	0	
PR020	Netware Upgrade (ICT Infrastructure Programme)	J Nightingale	60	0	60	0	0	0	
PR024	Commercial Properties Asset Replacement Programme	D Prinsep	45	0	45	0	0	0	

Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee

2008/09 Capital Budget Position

Capital Ref	Description	Lead Officer	Current Budget 2008/09	Spend to end September 2008	Anticipated Spend October 2008 to March 2009	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	
PR023	Admin Buildings Asset Replacement Programme	J Stocker	212	31	75	(106)	106	0	Following a review of the planned works schedule, budget of £81k needs to be re-phased to 2009/10 and budget of £25k needs to be re-phased to 2013/14.
PR003	City Centre Management Programme	E Thornton	51	0	51	0	0	0	£24k carried forward from last financial year for the Wayfinding project will be spent by 31st March 2009. £15k has been awarded towards new Christmas Lighting schemes across the city centre for 2008. There is an increased profile on this programme now. At this point we do not anticipate an underspend in this financial year.
Total Programmes (excluding City Services)			481	44	331	(106)	106	0	
Total (excluding City Services)			5,997	2,904	2,529	(564)	620	56	

City Services

SC393	Web Based Digital Vehicle Tracking System	D Cox	66	0	45	(21)	21	0	Budget of £21k needs to be re-phased to 2009/10.
SC353	Grafton East Car Park Refurbishment	P Necus	2,306	546	1,710	(50)	50	0	Budget of £50k needs to be re-phased to 2009/10 for retention.
Total Projects (City Services)			2,372	546	1,755	(71)	71	0	

Customer Services & Resources Portfolio / Strategy & Resources Scrutiny Committee

2008/09 Capital Budget Position

Capital Ref	Description	Lead Officer	Current Budget 2008/09	Spend to end September 2008	Anticipated Spend October 2008 to March 2009	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	
PR017	City Services - Vehicle Replacement Programme	T Ainley	547	308	274	35	0	35	Capital bid for £35k due to early replacement of LPG vehicles (R&R Funded)
Total Programmes (City Services)			547	308	274	35	0	35	
Total (City Services)			2,919	854	2,029	(36)	71	35	
Total for Customer Services & Resources Portfolio			8,916	3,758	4,558	(600)	691	91	

2009/10 GF Capital Bids

- Unavoidable and Other Bids

Ref.	Item Description	Detail / Justification	2008/09 Budget £	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Cttee Priority
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Strategy & Resources Scrutiny Committee

Strategy & Resources - Customer Services & Resources Portfolio

Capital Bids

For inclusion in Capital Plan

C1994	Vehicle Replacement Programme [City Services External Trading Service Plan]	Early replacement of LPG vehicles in 2008/9 due to consistent failure, high maintenance costs and due to higher CO2 emissions than diesel equivalents. Early replacement of four number refuse collection vehicles in line with S1890 savings from 9/10 budget. Replacement of four recycling vehicles due to changes in collection method from singular to co-mingled. All other for the City Services vehicle replacement programme for 2009/10 as per PR017 remit. Funded from Vehicle Repairs and Renewals fund.	35,200	1,681,500	706,000	1,420,000	540,000	David Cox	U
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Climate Change Rating +M

Requirement for new funding (included above) :

0	0	0	0	0
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Ref.	Item Description	Detail / Justification	2008/09 Budget £	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Cttee Priority
C1849	Procurement of an information management system covering the decision making process [Democratic Services Service Plan]	<p>This is a bid to the Technology Investment Fund. A revenue bid is linked to this capital bid. For the public, Councillors and the organisation, it is currently difficult to access information on the Council's decision making, its Councillors and other democratic related information. The back office processes for managing the information are inefficient. A new ICT package will provide a coherent approach to providing information on the democratic process including on agendas, decisions, Councillors. It will provide a facility to update weekly items of interest to Councillors, which is currently provided in a variety of ways across the organisation.</p> <p>This Capital Bid is linked to Unavoidable Revenue bid UR1850 and Savings S1852 - this generates a net saving.</p>	0	37,000	0	0	0	Gary Clift	H
	<i>Climate Change Rating</i>	<i>Nil</i>	<i>Requirement for new funding (included above) :</i>						
			0	0	0	0	0		
C1857	Revenue and Benefit Services - New File Server [Revenue Services Service Plan]	The current SUN Server that facilitates the main Northgate applications (Benefits / Council Tax / Business Rates) is now 7 years old and reached the end of its estimated life cycle. It will therefore need to be replaced during the financial year 2009/10. The costs will be met from Revenue and Benefit Services' Repairs and Renewals funds.	0	60,000	0	0	0	John Frost	H
	<i>Climate Change Rating</i>	<i>Nil</i>	<i>Requirement for new funding (included above) :</i>						
			0	0	0	0	0		

Ref.	Item Description	Detail / Justification	2008/09 Budget £	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Cttee Priority
C1860	Replacement of Oracle Financials (FMS) Server [Accountancy and Support Services Service Plan]	The project is required to procure a replacement server for the Oracle Financials System (FMS). This system is the authority's main financial application and consists of the General Ledger, Accounts Payables, Purchasing and Accounts Receivable systems. It is also used to store elements for the Business Objects Reporting system used to provide Management Information relating to the FMS. This will be funded from Repairs and Renewals fund contributions.	0	67,000	0	0	0	Julia Minns	H

Climate Change Rating +L

Requirement for new funding (included above) :

0	0	0	0	0
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C2010	The installation of self service and information desk PCs into the new TIC to maximise the use of IT enabling users to access the information they require quickly [Tourism & City Centre Management (CC&G part) Service Plan]	The Tourist Information Centre (TIC) will be relocating in 2009 to a new space in the Old Courtrooms. This is a key part of the Guildhall project, which seeks to maximise the Guildhall's role as the civic presence in the city and to make the building more welcoming to the public. This provides the City Council and the tourism service in particular, with a "one off" opportunity to further develop its use of information technology to improve the efficiency with which users of the centre can access information about the city. It links directly to the authority's medium term objectives, in particular its commitment to "Ensure that residents and other service users have an entirely positive experience of dealing with the Council".	0	8,000	0	0	0	Emma Thornton	H
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Climate Change Rating +L

Requirement for new funding (included above) :

0	0	0	0	0
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Ref.	Item Description	Detail / Justification	2008/09 Budget £	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Cttee Priority
C2081	Core Telephony System Upgrade [IT Contract Management Service Plan]	Initial upgrades to the core telephony system to begin migration to more modern platform. The costs will be met from Repairs and Renewals funds.	0	70,000	0	0	0	James Nightingale	H
	<i>Climate Change Rating</i>	<i>+M</i>	<i>Requirement for new funding (included above) :</i>						
			0	0	0	0	0		
C2106	Relocation of Streetscene office to improve customer related communication. [City Services External Trading Service Plan]	The support to front line staff is essential given the nature of services operated throughout the year from early hours until late in the evening. The closure of the Design and Print facility released a footprint that would bring all Streetscene personnel into a single location to improve communications. The process flows of information and single point of contact can be made more effective to ensure delivery of services. The costs will be met from Repairs and Renewals funds.	0	31,000	0	0	0	Dave Coventry	H
	<i>Climate Change Rating</i>	<i>+L</i>	<i>Requirement for new funding (included above) :</i>						
			0	0	0	0	0		
Total of Strategy - CS&R Bids For inclusion in Capital Plan :			35,200	1,954,500	706,000	1,420,000	540,000		
		<i>Requirement for new funding (included in the total above</i>	0	0	0	0	0		

Ref.	Item Description	Detail / Justification	2008/09 Budget £	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	2012/13 Budget £	Contact	Cttee Priority
	Total of Strategy - CS&R Capital Bids :		35,200	1,954,500	706,000	1,420,000	540,000		
	<i>Requirement for new funding (included in the total above)</i>		0	0	0	0	0		
	Overall Total of Capital Bids :		35,200	1,954,500	706,000	1,420,000	540,000		
	<i>Requirement for new funding (included in the total above)</i>		0	0	0	0	0		

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Capital Hold List

Appendix I

Ref.	Proposed Scheme / Programme & Comments	Cost to CCC (£000's)	External Funding (£000's)	Phasing of Expenditure					Funding Source		
				2008/09 (£000's)	2009/10 (£000's)	2010/11 (£000's)	2011/12 (£000's)	2012/13 (£000's)	Cap	R&R	Rev
ENVIRONMENT - CLIMATE CHANGE & GROWTH											
H28	Park Street Car Park <i>New Bid – MTS September 2007</i>	1,000	0	0	0	0	1,000	0	✓	x	x
TOTAL		1,000	0	0	0	0	1,000	0			

Capital Plan - Appendix J

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	Spend This Year to 30 Sep (£000's)	2009/10 (£000's)	2010/11 (£000's)	2011/12 (£000's)	2012/13 (£000's)
SC335 - 42062	Customer Access Strategy - IT Workstream	T Allen	788	281	506	118	0	0	0	0
SC400 - 42094	Corporate Axis PAYe.net	T Allen	46	0	46	23	0	0	0	0
SC328 - 36011	Customer Access - BPR & Procurement	F Barratt	369	317	52	42	0	0	0	0
SC255 - 39081	Destination Management System for Cambridge	F McGhee	28	27	1	0	0	0	0	0
SC265 - 42040	Freedom of Information Paribus Info Asset Register Project	J Night- ingale	22	17	4	4	0	0	0	0
SC329 - 39097	Corporate Document Management (DIP & EDRM)	J Night- ingale	978	188	299	48	147	344	0	0
SC337 - 42064	Customer Access Strategy – Telecommunications	J Night- ingale	190	173	17	0	0	0	0	0
SC357 - 42077	Improvement to Audio Visual Equipment - Committee Rooms & Council Chamber	J Night- ingale	20	1	19	0	0	0	0	0
SC394 - 42092	Flexible Working Infrastructure Roll- Out	J Night- ingale	88	0	88	0	0	0	0	0
SC411 – 42096	Government Connect Compliance Projects	J Night- ingale	81	0	81	0	0	0	0	0

Capital Plan - Appendix J

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	Spend This Year to 30 Sep (£000's)	2009/10 (£000's)	2010/11 (£000's)	2011/12 (£000's)	2012/13 (£000's)
SC338 - 42065	Customer Access Strategy - Web Development	A Perry	35	13	21	9	0	0	0	0
SC166 - 42023	Improvements to Shop Front Forecourts	D Prinsep	141	133	8	0	0	0	0	0
SC192 - 42027	Development Land on the North Side of Kings Hedges Road	D Prinsep	5,007	2,295	2,716	2,460	0	0	0	0
SC221a – 42036	Lion Yard - Contribution to Works	D Prinsep	3,268	0	855	4	1,592	821	0	0
SC221b – 42095	Lion Yard - Contribution to Works Phase 1+	D Prinsep	641	0	0	0	641	0	0	0
SC221c – 42093	Lion Yard - Contribution to Works - Phase 2	D Prinsep	458	0	0	0	0	458	0	0
SC225 – 42038	Bishops Mill - Motorise & Automate Sluice	D Prinsep	157	99	59	3	0	0	0	0
SC342 - 42068	Guildhall Working Party Project	D Prinsep	1,180	15	371	16	794	0	0	0
SC343 - 42069	Cambridge Southern Fringe - Land at Clay Farm	D Prinsep	25	25	10	4	0	0	0	0
SC344 - 42070	St Matthew's Piece Legal Fees	D Prinsep	20	0	20	0	0	0	0	0
SC356 - 42076	Cambridge Northern Fringe East - Development Appraisal	D Prinsep	20	0	20	0	0	0	0	0

Capital Plan - Appendix J

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	Spend This Year to 30 Sep (£000's)	2009/10 (£000's)	2010/11 (£000's)	2011/12 (£000's)	2012/13 (£000's)
SC389 - 42087	Fire Safety in the Guildhall Halls	D Prinsep	50	0	50	0	0	0	0	0
SC390 - 42088	Improving Recycling Volumes from Admin Buildings	D Prinsep	18	0	18	0	0	0	0	0
SC391 - 42089	La Mimosa Punting Station	D Prinsep	10	0	10	0	0	0	0	0
SC341 - 42067	Legal Case Management System	S Pugh	45	35	10	5	0	0	0	0
SC361 - 42081	Disabled Access and Facilities - Guildhall Halls	G Saxby	80	0	80	0	0	0	0	0
SC067 - 36004	Replacement and Upgrade of PS2000	D Simpson	177	165	12	1	0	0	0	0
SC312 - 42054	Automated Energy Monitoring System	J Stocker	35	12	23	0	0	0	0	0
SC324 - 42060	Guildhall First Floor Access Improvements (Disabled Toilet)	J Stocker	18	13	5	2	0	0	0	0
SC336 - 42063	Customer Access Strategy - Accommodation Design and Refurbishment	J Stocker	939	816	123	120	0	0	0	0
SC339 - 42066	Customer Access Strategy - Accommodation Moves	J Stocker	100	100	0	0	0	0	0	0
SC354 - 42074	Guildhall Power Circuits Renewal	J Stocker	60	0	40	0	20	0	0	0

Capital Plan - Appendix J

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	Spend This Year to 30 Sep (£000's)	2009/10 (£000's)	2010/11 (£000's)	2011/12 (£000's)	2012/13 (£000's)
SC355 - 42075	Upgrade Heating Controls in Mandela House and Hobson House	J Stocker	5	0	5	0	0	0	0	0
SC360 - 42080	Hobson House - Refurbishment of Rear Building	J Stocker	25	13	12	0	0	0	0	0
SC362 - 42082	Lighting and Power in Committee Rooms	J Stocker	15	0	15	0	0	0	0	0
SC375 - 42084	Roof Repairs 19-21 Market Street	J Stocker	50	17	1	1	0	0	0	0
Total Projects (excluding City Services)			15,189	4,755	5,597	2,860	3,194	1,623	0	0
PR020 - 42061	ICT Infrastructure Programme	J Night- ingale	380	110	110	13	60	100	0	0
PR020 - 42072	Desktop Standardisation (ICT Infrastructure Programme)	J Night- ingale	176	173	3	0	0	0	0	0
PR020 - 42073	Netware Upgrade (ICT Infrastructure Programme)	J Night- ingale	341	281	60	0	0	0	0	0
PR024 - 42091	Commercial Properties Asset Replacement Programme	D Prinsep	-	0	45	0	75	275	26	70
PR023 - 42090	Admin Buildings Asset Replacement Programme	J Stocker	-	0	212	31	80	75	60	30

Capital Plan - Appendix J

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	Spend This Year to 30 Sep (£000's)	2009/10 (£000's)	2010/11 (£000's)	2011/12 (£000's)	2012/13 (£000's)
PR003 - 35516	City Centre Management Programme	E Thornton	-	225	51	0	30	30	0	0
Total Programmes (excluding City Services)			897	789	481	44	245	480	86	100
Total (excluding City Services)			16,086	5,544	6,078	2,904	3,439	2,103	86	100
CITY SERVICES										
SC393 - 43058	Web Based Digital Vehicle Tracking System	D Cox	236	0	66	0	80	80	10	0
SC353 - 43053	Grafton East Car Park Refurbishment	P Necus	2,400	94	2,306	546	0	0	0	0
SC407 - 43059	Electrical Works at Mill Road Depot	P Necus	36	0	0	0	36	0	0	0
Total Projects (City Services)			2,672	94	2,372	546	116	80	10	0
PR017 – 43008	City Services - Vehicle Replacement Programme	T Ainley	-	4,758	547	308	0	0	0	0
Total Programmes (City Services)			-	4,758	547	308	0	0	0	0
TOTAL CAPITAL PLAN			18,758	10,396	8,997	3,758	3,555	2,183	96	100

Capital Project Appraisal & Procurement Report

Project Title	Replacement Northgate Sun Server
Target Start Date	June 2009
Target Completion Date	February 2010
Project Manager / Lead Officer	John Frost
Scrutiny Committee and Portfolio	Strategy and Resources Scrutiny Committee / Customer Services and Resources Portfolio
Scrutiny Committee Date	19 January 2009

1 Recommendation/s

The Executive Councillor is asked to approve the carrying out and completion of the procurement of a new Server to run the key Revenue & Benefit Service Northgate applications [Council Tax - Business Rates - Housing and Council Tax Benefits]. The total capital cost of the project is **£60,000**, and it is proposed that this be funded from the service areas R&R Funds. There are no additional revenue implications arising from the project.

If the quotation or tender sum exceeds the estimated contract value of **£60,000** by more than 15%, the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

The project is required to procure a replacement server to run the key Revenue & Benefit Services main Northgate applications. The system consists of a single server housing the Authority's main Local Taxation and Benefits [Statutory Function] applications.

The Revenue & Benefit Services applications are currently running on a Sun-Fire V880 Server with 8Mg Memory and 4 processors. The server allows for a full live and test environment. The system currently has the capacity to support 44.5 concurrent users and up to 35 casual users.

It was purchased in 2001 and has technically reached the end of its estimated life. It will therefore need to be replaced during the 2009-10 financial year. Provision for this procurement has been made within the Revenue & Benefit Services R&R Funds.

3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council’s Medium Term Objectives.

The replacement of the server very much supports the Council’s Medium Term Objectives [*Ensure that residents and other service users have an entirely positive experience of dealing with the Council*].

It is required to ensure the continuous and smooth running of the key Revenue & Benefit Services Northgate applications [Council Tax - Business Rates - Housing and Council Tax Benefits] into the future.

Without this system, the Authority would be unable to carry out its statutory functions in relation to the collection of local taxes and the administration of Housing and Council Tax Benefits.

4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).

Procuring a correctly specified server is essential to maintaining the Northgate applications and will need to take into account potential and predicted growth over the life cycle of the server, which is estimated to be a minimum of five years and should be no more than eight years.

There will also be a need to ensure that any server procured is done so in line with the Council’s wider system technical architecture, corporate ICT strategy and green assessment.

5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?

The procurement will be undertaken in conjunction with Serco and Northgate. Accurate costs in terms of implementation and support will be determined at this time. Estimated costs are **£55,000** to procure the server, along with an additional **£5,000** capitalised costs for Serco and Northgate consultancy expertise for the installation and set up.

6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.

This is a major system that supports key statutory functions [Administration and Collection of Local Tax and the Administration of Housing and Council Tax Benefits] on behalf of the council.

Although there have been no major issues to date, the server is now over 7 years old and its age alone significantly increases the risk of systems failure and potential loss of dependability. Additionally, as a consequence of its age, it will be increasingly difficult to source spare or replacement parts or facilitate upgrades as the hardware ceases to be supported by the manufacturer or is technically unstable and outdated.

A new server will bring improved system performance as well as meet the technical and practical needs for future increased capacity between 2010 and 2015.

7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions.

Appraisal prepared on the following price base

2009 / 2010

The new server is to be funded from Revenue & Benefit Services R&R Funds.

* Provisions have been made for this purpose.

Appendix K (1)

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works	0	
Purchase of vehicles, plant & equipment	55,000	
Professional / Consultants fees	5,000	
Other capital expenditure	0	
Total Capital cost	60,000	
Capital Income / Funding		
Government Grant	0	
S106 funding	0	
R&R funding	(60,000)	19545 (Housing Benefits), 19546 (Local Taxation)
Earmarked funds	0	
Existing capital programme funding	0	
Revenue contributions	0	
Total Income	(60,000)	
Net Capital Bid	0	

Expenditure profiling:	£	Comments
Year 1: 2008 / 2009	0	
Year 2: 2009 / 2010	60,000	
Year 3: 2010 / 2011	0	
Year 4: 2011 / 2012	0	
Year 5: 2012 / 2013	0	
Net Capital Bid	0	Costs met from R and R funding (see above)

Appendix A, Capital Project Appraisal profiling, should also be completed.

Appendix K (1)

8B Revenue costs			
* There are no additional costs associated with this project as it represents a direct replacement of one server with another and support will be taken from our existing provision.			
	In 2009/10 (year) £	Ongoing £	Comments
Revenue Costs			
Employees			
Premises costs			
Transport			
Supplies & Services			
Repair & renewal contributions			
Total revenue cost			
Revenue Income			
New charges, rents etc.			
Existing revenue budget/s			
Total income			
Net revenue bid			

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.
There are no adverse VAT implications to this project.

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.
At the time of writing, it is envisaged that the new server will need to be accommodated in the Serco Server Room at Mandela House.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.
Staff will be required from both Revenue & Benefit Services and Serco. There will also be a requirement to seek technical support from Northgate in relation to a technical specification, as well as the migration of data from the current server to the new server.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
Technical & Project Managerial Skills	80 [Estimated]	June 2009	February 2010
Technical & Implementation Skills	80 [Estimated]	June 2009	February 2010

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete
There are none. However, a number of other systems and applications interface with the main Northgate system and there will be a requirement as part of the project to ensure close liaison with all parties involved to ensure compatibility in terms of these technical links.

Appendix K (1)

13 Background Papers. List any background papers used in the preparation of this project appraisal.

None.

14 Inspection of papers

Author's Name	John Frost		
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Filename/path		Last amended	17/12/2008 15:11

Copy to: **Linda Thompson**
Debbie Quincey
Naomi Armstrong

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	29/10/2008
Reviewed by AMG / ICT	4/11/2008
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal – Capital Costs and Funding Profiling

Appendix A

	2008/09	2009/10	2010/11	2011/12	2012/13	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works		0				
Purchase of vehicles, plant and equipment		55,000				
Professional / consultants fees		5,000				
Other capital expenditure		0				
Total Capital Cost		60,000				
Capital Income/Funding						
Government Grant		0				
S106 funding		0				
R&R funding		(60,000)				19545 (Housing Benefits), 19546 (Local Taxation)
Earmarked funds		0				
Existing capital programme funding		0				
Revenue contributions		0				
Total Income		(60,000)				
Net Capital Bid		0				

Capital Project Appraisal & Procurement Report

Project Title	Replacement of Oracle Financials (FMS) Server
Target Start Date	November 2009
Target Completion Date	April 2010
Project Manager / Lead Officer	Patrick Merritt
Scrutiny Committee and Portfolio	Strategy and Resources Scrutiny Committee / Customer Services and Resources Portfolio
Scrutiny Committee Date	19 th January 2008

1 Recommendation/s

The Executive Councillor is asked to approve the carrying out and completion of the procurement of a new Unix Server to run the Oracle Financials application and database. This is to be funded from the Repairs and Renewals fund for Accountancy and Support Services. There are no revenue implications arising from the project.

If the quotation or tender sum exceeds the estimated contract value of £67,000 by more than 15% the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

The project is required to procure a replacement server for the Oracle Financials System (FMS). This system is the authority's main financial application and consists of the General Ledger, Accounts Payables, Purchasing and Accounts Receivable. It is also used to store elements for the Business Objects Reporting system used to provide Management Information relating to the FMS.

The server was purchased in 2002-03 and has reached the end of its estimated life; it will therefore need to be replaced during the Financial Year 2009-10. There is a provision for this procurement made in the Accountancy and Support Services Repairs and Renewals Fund.

3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council’s Medium Term Objectives.

Replacement of the server is required to ensure the smooth running of the FMS into the future. Without this system both strategic and day-to-day financial management of the Council’s accounts would be impracticable.

4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).

Procuring a correctly specified server is essential to maintaining the Council’s Financial Systems.

5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?

The procurement will be undertaken in conjunction with SERCO. Accurate costs will be determined at this time. Estimated costs are for £62,000 to procure the server along with an additional £5,000 capitalised costs for SERCO and Consultancy expertise for the installation and set up.

6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.

The procurement will help to mitigate the risk of having to invoke the Council’s Disaster Recovery contract in the event of a hardware failure due to the age of the server. Although there have been no issues to date, as the server becomes older there is an increased chance of systems failure and a loss of reliability. Additionally it will be increasingly difficult to source spare and replacement parts or upgrades as the hardware ceases to be supported by the manufacturer.

A new server is likely to bring improved performance to the systems installed on it and increased specifications will likely be required for future installations of, or upgrades to, the FMS.

Appendix K (2)

7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions. Ensure that any additional insurance costs/implications are considered.

Appraisal prepared on the following price base

2009 / 2010

Server to be funded from Repairs and Renewals Fund provisions made for the purpose.

Appendix K (2)

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works	0	
Purchase of vehicles, plant & equipment	62,000	
Professional / Consultants fees	5,000	
Other capital expenditure	0	
Total Capital cost	67,000	
Capital Income / Funding		
Government Grant	0	
S106 funding	0	
R&R funding	(67,000)	19542 (Accountancy and Support Services)
Earmarked funds	0	
Existing capital programme funding	0	
Revenue contributions	0	
Total Income	(67,000)	
Net Capital Bid	0	

Expenditure profiling:	£	Comments
Year 1: 2009 / 2010	67,000	
Year 2: 2010 / 2011	0	
Year 3: 2011 / 2012	0	
Year 4: 2012 / 2013	0	
Year 5: 2013 / 2014	0	
Net Capital Bid	0	Costs met from R and R funding (see above)

Appendix A, Capital Project Appraisal profiling, should also be completed.

8B Revenue costs			
	In 2009/10 (year) £	Ongoing £	Comments
Revenue Costs			
Employees			
Premises costs			
Transport			
Supplies & Services			
Repair & renewal contributions			
Total revenue cost			
Revenue Income			
New charges, rents etc.			
Existing revenue budget/s			
Total income			
Net revenue bid			

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.

There are no adverse VAT implications to this project.

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.

The server will need to be accommodated in the SERCO Server Room at Mandela House.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.

Staff will be required from both SERCO and Finance.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete

None Identified.

Appendix K (2)

13 Background Papers. List any background papers used in the preparation of this project appraisal.

None

14 Inspection of papers

Author's Name	Patrick Merritt		
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Filename/path	O:\accounts\IT Contract\Project Appraisal SERVER.doc	Last amended	17/12/2008 14:51

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	29/10/2008
Reviewed by AMG / ICT	4/11/2008
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal – Capital Costs and Funding Profiling

Appendix A

	2008/09	2009/10	2010/11	2011/12	2012/13	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works		0				
Purchase of vehicles, plant and equipment		62,000				
Professional / consultants fees		5,000				
Other capital expenditure		0				
Total Capital Cost		67,000				
Capital Income/Funding						
Government Grant		0				
S106 funding		0				
R&R funding		(67,000)				19542 (Accountancy and Support Services)
Earmarked funds		0				
Existing capital programme funding		0				
Revenue contributions		0				
Total Income		(67,000)				
Net Capital Bid		0				

Capital Project Appraisal & Procurement Report

Project Title	Update to the Council's Decision Management ICT Systems
Target Start Date	January 2009
Target Completion Date	July 2009
Project Manager / Lead Officer	Gary Clift
Scrutiny Committee and Portfolio	Strategy and Resources Scrutiny Committee / Customer Services and Resources Portfolio
Scrutiny Committee Date	19 January 2009

1 Recommendation/s

Financial recommendations - The Executive Councillor is asked to recommend this capital scheme (which is not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the Scheme. The total capital cost of the project is £37,000, and it is proposed that this be funded from the Technology Investment Fund. The revenue costs of the project are £12,000. It is proposed that these are funded by a budget bid.

Procurement recommendations – 'The Executive Councillor is asked to approve the carrying out and completion of the procurement of this project. If the tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

The purpose of the project is to purchase software which will replace the current democratic information on the intranet/web with a bought in web-based and intranet based information system covering the democratic process.

A recent review of Democratic Services highlighted that agenda production should be more efficient - this system would address this and result in a staff saving once it is in place.

The main reason however is that it's also clear that the organisation, the public and Councillors would benefit from an improved decision management system. The public and Councillors struggle to find the information they need on the web, be it searching for a particular committee report, a decision or Councillor information.

I have had preliminary discussions about EDRMS or an in-house solution, but it's not thought possible to deliver cheaper or more effectively.

3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council's Medium Term Objectives.

The review of Democratic Services highlighted a need to look at how the service could work more efficiently – this product would enable officers and the organisation to work better within the decision making process.

A better-organised system of democratic information will ensure a greater degree of transparency because of the easier access.

The system will certainly provide a more positive experience for users of the democratic elements of the website/intranet. It will also provide non-tangible savings on time spent trying to find information about the democratic process.

4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).

The only 'issue' for Departments is that they would need to adhere to committee report deadlines.

16 Members (including 4 Executive Councillors) have been consulted as part of the review of democratic services and all supported the need to improve the information management of the democratic process.

The Executive Councillor for Customer Services and Resources supports this project.

5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?

The software will be procured. Costs for support from Serco have been estimated. A tender exercise will be undertaken for the estimated £49k cost (£25k capital and £6k pa x 4 for revenue support).

<p>6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.</p>	
<p>Key risks - That the project goes over-budget, doesn't deliver on time. Suppliers cannot work within our ICT environment (Word 2000/GroupWise).</p> <p>Mitigation – project plan and realistic timescale, accurate tender specification, regularly review budget.</p> <p>If the project does not happen 1) a staff saving will not be possible 2) the Council will continue with an outdated and unhelpful suite of electronic information about the democratic process.</p>	
<p>7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions. Ensure that any additional insurance costs/implications are considered.</p>	
<p>Appraisal prepared on the following price base</p>	<p>2009 / 2010</p>
<p>Capital costs to be met by Technology Investment Fund.</p> <p>Revenue costs to be met by budget bid.</p>	

Appendix K (3)

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works	0	
Purchase of vehicles, plant & equipment	37,000	Estimated.
Professional / Consultants fees	0	
Other capital expenditure	0	
Total Capital cost	37,000	
Capital Income / Funding		
Government Grant	0	
S106 funding	0	
R&R funding	0	
Earmarked funds	(37,000)	Technology Investment Fund.
Existing capital programme funding	0	
Revenue contributions	0	
Total Income	(37,000)	
Net Capital Bid	0	

Expenditure profiling:	£	Comments
Year 1: 2009 / 2010	37,000	
Year 2: 2010 / 2011	0	
Year 3: 2011 / 2012	0	
Year 4: 2012 / 2013	0	
Year 5: 2013 / 2014	0	
Net Capital Bid	0	Costs met from Technology Investment Fund (see above)

Appendix A, Capital Project Appraisal profiling, should also be completed.

8B Revenue costs			
	In 2009/10 (year) £	Ongoing £	Comments
Revenue Costs			
Employees	0	0	
Premises costs	0	0	
Transport	0	0	
Supplies & Services	9,600	9,600	Annual licence fee from supplier. Plus annual Serco costs of support.
Repair & renewal contributions	2,400	2,400	Covers Serco hardware.
Total revenue cost	12,000	12,000	
Revenue Income			
New charges, rents etc.	0	0	
Existing revenue budget/s	0	0	
Total income	0	0	
Net revenue bid	12,000	12,000	

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.

There are no adverse VAT implications to this project.

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.

Procurement of the product will be required.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.

Support required from ICT Client Team/Web Team will be required. A small project team will be set up to deliver this service.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete

13 Background Papers. List any background papers used in the preparation of this project appraisal.

Aims of review of Democratic Services. Restructure proposals for Democratic Services.

Budget bid proformas.

14 Inspection of papers

Author's Name	Gary Clift		
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Filename/path		Last amended	17/12/2008 14:52

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	
Reviewed by AMG / ICT	4/11/2008
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal – Capital Costs and Funding Profiling

Appendix A

	2008/09	2009/10	2010/11	2011/12	2012/13	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works		0				
Purchase of vehicles, plant and equipment		37,000				
Professional / consultants fees		0				
Other capital expenditure		0				
Total Capital Cost		37,000				
Capital Income/Funding						
Government Grant		0				
S106 funding		0				
R&R funding		0				
Earmarked funds		(37,000)				Technology Investment Fund
Existing capital programme funding		0				
Revenue contributions		0				
Total Income		(37,000)				
Net Capital Bid		0				

Capital Project Appraisal & Procurement Report

Project Title	LPG Replacement Programme
Target Start Date	1 st April 2008
Target Completion Date	31 st March 2009
Project Manager / Lead Officer	David Cox
Scrutiny Committee and Portfolio	Strategy and Resources Scrutiny Committee / Customer Services and Resources Portfolio
Scrutiny Committee Date	19 th January 2009

1 Recommendation/s

Financial recommendations - 'The Executive Councillor is asked to recommend that Council approve this additional element of the Vehicle Replacement programme PR017. The capital cost of the items identified for replacement total £35,200 to be funded from R&R funds held at City Services. The revenue costs of the project will be funded within existing resources'.

Procurement recommendations – 'The Executive Councillor is asked to approve the carrying out and completion of the procurement of the vehicles. If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.'

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

The project is the early replacement of the remaining fleet vehicles still using petrol/LPG as a fuel as opposed to diesel. The majority of LPG powered vehicles have been replaced for end of life reason with diesel-powered counterparts leaving City Services with only 15 remaining. LPG is no longer a cleaner fuel than diesel in modern Euro IV and V vehicles. The CO₂ emissions emitted from the LPG vehicles used by City services were on average 239 g/km for short and medium wheel base vans (SWB and MWB) and 258 g/km for long wheel based vans (LWB). The current Euro IV diesel powered vehicles used by City Services produce 195 to 203 g/km and this figure will be less again for vehicles delivered on or after October 1st 2008*. (*Source: Ford Motor Company).

<p>3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council’s Medium Term Objectives.</p>
<p>The project aims to replace all the existing LPG vehicles with diesel vehicles. This will help achieve the Council’s Medium Term Objectives, as the CO2 output of the diesel vehicles is less than LPG, therefore reducing the Council’s overall carbon footprint.</p>
<p>4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).</p>
<p>The main impact on other departments will be fuel savings on revenue budgets.</p> <p>LPG is cheaper than diesel, but vehicles powered by LPG are uneconomical compared to their diesel counterparts with some LPG vans used in urban areas returning only 12 to 14 mpg compared to the average of 31 mpg for the equivalent diesel powered vehicle.</p>
<p>5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?</p>
<p>All vehicles will be purchased using Eastern Shires Purchasing Organisation (ESPO) or the Procurement Partnership Ltd (PPL) using R&R funding. All the vehicles are available on framework agreements held by ESPO and PPL, all of which are OJEU compliant. There is no cost to the Council for using these framework agreements as the vehicle supplier pays the procurement body direct.</p>
<p>6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.</p>
<p>The replacement programme aims to reduce the Council’s carbon emissions by using cleaner vehicles. There are also financial savings to be made from the early replacement of said vehicles, so the main risk of not replacing the vehicles is that of a financial one. The replacement vehicles will have a minimum of three years warranty; therefore the only maintenance costs that will apply to these vehicles for the first three years will be that of the annual service, as any other maintenance or repairs will be carried out through a warranty claim.</p> <p>The LPG storage facility at City Services is hired and there is a quarterly service charge of £152.00 that will be saved when the unit is finally disposed of. There seems little point in paying this annual fee of £600.00 for the few remaining LPG powered vehicles.</p>

7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions.	
Appraisal prepared on the following price base	2008 / 2009
None	

Appendix K (4)

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works	0	N/a
Purchase of vehicles, plant & equipment	35,200	Funded from R&R
Professional / Consultants fees	0	N/a
Other capital expenditure	0	N/a
Total Capital cost	35,200	
Capital Income / Funding		
Government Grant	0	N/a
S106 funding	0	N/a
R&R funding	(35,200)	Taken from City Services R&R funds for Building Maintenance, Ranger Service and StreetScene
Earmarked funds	0	N/a
Existing capital programme funding	0	N/a
Revenue contributions	0	No additional funding required
Total Income	(35,200)	
Net Capital Bid	0	

Expenditure profiling:	£	Comments
Year 1: 2008 / 2009	35,200	
Year 2:	0	
Year 3:	0	
Year 4:	0	
Year 5:	0	
Net Capital Bid	0	Costs met from R and R funding (see above)

Appendix A, Capital Project Appraisal profiling, should also be completed.

Appendix K (4)

8B Revenue costs			
	In 2008/09 (year) £	Ongoing £	Comments
Revenue Costs			
Employees	0	0	Within current revenue budget
Premises costs	0	0	Within current revenue budget
Transport	0	0	Within current revenue budget
Supplies & Services	0	0	Within current revenue budget
Repair & renewal contributions	0	0	Within current revenue budget
Total revenue cost	0	0	N/a
Revenue Income			
New charges, rents etc.	0	0	N/a
Existing revenue budget/s	0	0	N/a
Total income	0	0	N/a
Net revenue bid	0	0	N/a

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.

There are no significant VAT implications.

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.

Positive implications on the environment as the replacement vehicles emit less CO2. No other implications.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.

To be delivered from within existing resources.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
ESPO/PPL	N/a	01/04/2008	31/03/2009

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete

None.

Appendix K (4)**13 Background Papers. List any background papers used in the preparation of this project appraisal.**

None

14 Inspection of papers

Author's Name	David Cox		
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Filename/path		Last amended	17/12/2008 14:53

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	
Reviewed by AMG / ICT	4/12/2008
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal – Capital Costs and Funding Profiling

Appendix A

	2008/09	2009/10	2010/11	2011/12	2012/13	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works	0					
Purchase of vehicles, plant and equipment	35,200					
Professional / consultants fees	0					
Other capital expenditure	0					
Total Capital Cost	35,200					
Capital Income/Funding	0					
Government Grant	0					
S106 funding	0					
R&R funding	(35,200)					City Services R&R funds for Building Maintenance, Ranger Service and StreetScene
Earmarked funds	0					
Existing capital programme funding	0					
Revenue contributions	0					
Total Income	(35,200)					
Net Capital Bid	0					

Capital Project Appraisal & Procurement Report

Project Title	Vehicle Replacements 2009/10
Target Start Date	1 st April 2009
Target Completion Date	31 st March 2010
Project Manager / Lead Officer	David Cox
Scrutiny Committee and Portfolio	Strategy and Resources Scrutiny Committee / Customer Services and Resources Portfolio
Scrutiny Committee Date	19 th January 2009

1 Recommendation/s

Financial recommendations - 'The Executive Councillor is asked to recommend the extension of the Vehicle Replacement Programme (PR017) for 2009/10. The capital cost of the items identified for replacement total £1,681,500, to be funded from R&R funds held at City Services. The revenue costs of the project will be funded within existing resources.

Procurement recommendations – 'The Executive Councillor is asked to approve the carrying out and completion of the procurement of the Vehicle Replacement Programme. If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.'

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

This project is the 2009/10 schedule of the rolling programme for the replacement of the City Services fleet, which is funded by R&R contributions. All vehicles are given a set life, mostly six years and at the end of this period they are replaced for new. Alternative fuelled vehicles and drive systems will be investigated in greater depth in 2009/10. Several major manufacturers will begin the production of diesel/electric hybrid vehicles in 2009.

3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council’s Medium Term Objectives.

The replacement of the vehicles will lead to cutting the carbon footprint of the Council’s fleet of vehicles. The engines in the vehicles that are to be replaced are all Euro II and III emission compliant. The new vehicles will all be Euro IV and V compliant. Euro IV is the latest legal requirement needing 50% reductions in oxides of nitrogen (NOx) and 40% reductions in particulates below previous Stage III levels.

4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).

The main impact is that of financial, especially in Waste Management but in all other departments on a lesser scale. New vehicles cost less to maintain than the ones they have replaced therefore there is less burden on revenue budgets. Refuse collection vehicles by their nature are expensive to maintain with a five year old vehicle typically costing up to £18K per year, new ones by comparison cost on average £5K per year, therefore a saving of £13K per vehicle can be achieved. There are eight RCVs on the list below, which could lead to revenue savings of £104K in Waste Management.

5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?

All vehicles and items of plant or equipment will be purchased using Eastern Shires Purchasing Organisation (ESPO) or the Procurement Partnership Ltd (PPL) using R&R funding. All the vehicles/equipment are available on framework agreements held by ESPO and PPL, all of which are OJEU compliant. There is no cost to the Council for using these framework agreements as the vehicle supplier pays the procurement body direct.

The replacements, in fleet number order are:

Fleet number	Vehicle life	Description	Replacement cost
10	6	Pick-Up truck	£12,000
17/L	4	Bin lift	£11,500
20	6	Panel van	£12,000
28	6	Panel van	£14,000
32L	4	Bin lift	£11,500
36	7	Trade RCV	£140,000
38/L	4	Bin lift	£17,000
55	6	Panel van	£12,000
59	6	Luton van	£17,000
62L	4	Bin lift	£11,500
64	6	Tipper truck	£17,000

Appendix K (5)

65	6	Tipper truck	£17,000
69	6	Luton van	£17,000
72	7	Domestic RCV	£140,000
81	7	Domestic RCV	£140,000
97	6	Panel van	£12,000
106	4	Electric hand truck	£4,000
109	5	Ride on triple mower	£20,000
119	4	Ride on front mower	£6,000
134	6	Panel van	£12,000
162	6	Side arm flail	£10,000
163	5	Ride on triple mower	£20,000
166	5	Ride on triple mower	£20,000
170	6	Panel van	£12,000
188	5	Towed leaf sucker	£4,500
197	6	Plant trailer	£3,500
205	8	Tractor	£30,000
208	6	Panel van	£9,500
211	6	Tipper truck	£17,000
220	7	Recycling RCV	£140,000
221	7	Recycling RCV	£140,000
222	7	Recycling RCV	£140,000
225	6	Tipper truck	£17,000
228	7	Recycling RCV	£140,000
234	6	Tipper truck	£17,000
241	6	Pick-up truck	£12,000
242	6	Pick-up truck	£12,000
243	6	Pick-up truck	£12,000
247	6	Panel van	£14,000
251	6	Panel van	£14,000
255	7	Skip truck (demount)	£52,000
257L	6	Bin lift	£11,500
261	7	Domestic RCV	£140,000
275	6	Panel van	£14,000
279W	4	On-board weighing system	£6,000
280W	6	On-board weighing system	£6,000
308	6	Demountable skip body	£4,000
309	6	Demountable skip body	£4,000
327	6	Demountable skip body	£4,000
328	6	Demountable skip body	£4,000
329	6	Demountable skip body	£4,000
330	6	Demountable skip body	£4,000

£1,681,500

6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.

The inability of the workforce to undertake tasks without adequate and reliable transport or equipment.

If the vehicles are not replaced the maintenance costs on the older vehicles will inevitably rise leaving a financial burden on revenue accounts. Studies in maintenance costs have shown a significant rise in maintenance after the end of the warranty period. The new vehicles will have at least a 3-year, 100,000-mile warranty (light commercial vehicles) so the only costs associated with the new vehicles will be the annual service. Any repairs other than this scheduled maintenance will be carried out free of charge by the manufacturer on a warranty basis.

7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions.

Appraisal prepared on the following price base

2009 / 2010

Early replacements of four number refuse collection vehicles linked to savings bid S1890.

Appendix K (5)

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works	0	N/a
Purchase of vehicles, plant & equipment	1,681,500	Funded from R&R in accordance with item 5.
Professional / Consultants fees	0	N/a
Other capital expenditure	0	N/a
Total Capital cost	1,681,500	
Capital Income / Funding		
Government Grant	0	N/a
S106 funding	0	N/a
R&R funding	(1,681,500)	Taken from City services R&R funds for Building Maintenance, Street Scene and Waste Management.
Existing capital programme funding	0	N/a
Revenue contributions	0	No additional funding required.
Total Income	(1,681,500)	
Net Capital Bid	0	

Expenditure profiling:	£	Comments
Year 1: 2009 / 2010	1,681,500	
Year 2:	0	N/a
Year 3:	0	N/a
Year 4:	0	N/a
Year 5:	0	N/a
Net Capital Bid	0	Costs met from R and R funding (see above)

8B Revenue costs			
	In 2009/10 (year) £	Ongoing £	Comments
Revenue Costs			
Employees	0	0	Within current revenue budget
Premises costs	0	0	Within current revenue budget
Transport	0	0	Within current revenue budget
Supplies & Services	0	0	Within current revenue budget
Repair & renewal contributions	0	0	Within current revenue budget
Total revenue cost	0	0	N/a
Revenue Income			
New charges, rents etc.	0	0	N/a
Existing revenue budget/s	0	0	N/a
Total income	0	0	N/a
Net revenue bid	0	0	N/a

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.

There are no significant adverse VAT implications to this project.

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.

Positive implications on the environment as the replacement vehicles emit less CO2. No other implications.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.

To be delivered within existing resources.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
ESPO/PPL	N/a	01/04/2009	31/03/2010

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete

There is an element of the vehicle replacement programme that may not go ahead depending on the outcome of the South Cambs District Council Building Maintenance Contract. If this contract is not secured, the vehicles assigned to Building Maintenance will not be replaced.

Appendix K (5)**13 Background Papers. List any background papers used in the preparation of this project appraisal.**

None

14 Inspection of papers

Author's Name	David Cox		
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Filename/path		Last amended	17/12/2008 14:55

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	
Reviewed by AMG / ICT	4/12/2008
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal – Capital Costs and Funding Profiling

Appendix A

	2008/09	2009/10	2010/11	2011/12	2012/13	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works		0				
Purchase of vehicles, plant and equipment		1,681,500				
Professional / consultants fees		0				
Other capital expenditure		0				
Total Capital Cost		1,681,500				
Capital Income/Funding						
Government Grant		0				
S106 funding		0				
R&R funding		(1,681,500)				City Services R and R funds for Building Maintenance, Street Scene and Waste Management
Earmarked funds		0				
Existing capital programme funding		0				
Revenue contributions		0				
Total Income		(1,681,500)				
Net Capital Bid		0				

Capital Project Appraisal & Procurement Report

Project Title	Re-location of Streetscene
Target Start Date	February 2009
Target Completion Date	May 2009
Project Manager / Lead Officer	Dave Coventry
Scrutiny Committee and Portfolio	Strategy and Resources Scrutiny Committee / Customer Services and Resources Portfolio
Scrutiny Committee Date	19 January 2009

1 Recommendation/s

For schemes not included in the Council's Capital Plan

Financial recommendations - 'The Executive Councillor is asked to recommend this capital scheme (which is not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the Scheme. The total capital cost of the project is £31,000 and it is proposed that this be funded from R&R. There are no revenue implications arising from the project.

Procurement recommendations – 'The Executive Councillor is asked to approve the procurement of works to the value of £31,000. If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.'

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

To gain efficiencies in 2007 Streetscene Services were moved to the Mill Road site. The spaces available at that time within Mill Road meant there were 4 separate locations within Mill Road for the Streetscene services. This causes a fragmentation between the front line staff and management of the services. The support required for front line staff is essential given the nature of services operated throughout the year from early hours (6am typical) until late in the evening and this physical division is not conducive to good working practices.

The closure of the Design and Print facility released an area that would bring all Streetscene personnel into a single location on-site to improve communications and the working environment. The process flows of information and single point of contact can be made more effective to ensure more efficient delivery of services.

3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council's Medium Term Objectives.

Ensuring residents and other service users have an entirely positive experience of dealing with the Council. This is delivered through managing the performance of our services to ensure they are efficient, cost effective and focussed on what matters to service users. Moving from a severely restricted office space environment will enable better implementation of effective systems of communication and inter-personal contact with other colleagues, partners and Members through better organisation. Improved energy use will be deliverable through replacement of the existing aged boiler.

4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).

Streetscene Services brings together many diverse strands of operational activity and both the clarity of process and ease of information retrieval is a key factor in dealing with some 200 contact points across the Council to ensure effective delivery is maintained. The new location will enable compliance with the DDA particularly for visitors or employees. Effective space will also be available to meet HR policies and guidelines. Also it will facilitate communications with the Customer Service Centre by including improved IT access for Team Leaders.

5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?

The Building Services section within City Services will supervise all work within existing framework contracts. There will be building alteration (£11k), electrical (£8k) and computer (£3k), heating (£3k) and decoration (£6k), work done by approved sub-contractors validated through previous procurement processes.

6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.

This project has been considered in light of the depot feasibility project and is considered cost acceptable within existing timescales.

Appendix K (6)

7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions. Ensure that any additional insurance costs/implications are considered.

Appraisal prepared on the following price base

2009 / 2010

The project has no special financial considerations and will be fully funded through City Services R&R.

Appendix K (6)

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works	31,000	
Purchase of vehicles, plant & equipment	0	
Professional / Consultants fees	0	
Other capital expenditure	0	
Total Capital cost	31,000	
Capital Income / Funding		
Government Grant	0	
S106 funding	0	
R&R funding	(31,000)	Design & Print R and R fund.
Earmarked funds	0	
Existing capital programme funding	0	
Revenue contributions	0	
Total Income	(31,000)	
Net Capital Bid	0	

Expenditure profiling:	£	Comments
Year 1: 2008 / 2009	0	
Year 2: 2009 / 2010	31,000	
Year 3: 2010 / 2011	0	
Year 4: 2011 / 2012	0	
Year 5: 2012 / 2013	0	
Net Capital Bid	0	Costs met from R and R funding (see above).

Appendix A, Capital Project Appraisal profiling, should also be completed.

8B Revenue costs			
	In 2009/10 (year) £	Ongoing £	Comments
Revenue Costs			
Employees			
Premises costs			
Transport			
Supplies & Services			
Repair & renewal contributions			
Total revenue cost	N/A		
Revenue Income			
New charges, rents etc.			
Existing revenue budget/s			
Total income	N/A		
Net revenue bid	N/A		

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.

There are no adverse VAT implications with this project.

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.

Will facilitate access and Health and Safety guidance regarding egress in the event of a fire and offer opportunities for disabled staff who would be unable to access current offices.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.

Within current resources.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
Building	290	02/02/09	30/05/09
Electrical/IT	150	02/02/09	30/05/09

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete

The former design and print space is vacant which allows this project to stand-alone.

13 Background Papers. List any background papers used in the preparation of this project appraisal.

Quotations of work.
Site plans.

14 Inspection of papers

Author's Name	Dave Coventry		
Author's phone No.	8204	Email	Dave.Coventry@cambridge.gov.uk
Filename/path		Last amended	17/12/2008 14:56

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	
Reviewed by AMG / ICT	4/12/2008
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal – Capital Costs and Funding Profiling

Appendix A

	2008/09	2009/10	2010/11	2011/12	2012/13	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works		31,000				
Purchase of vehicles, plant and equipment		0				
Professional / consultants fees		0				
Other capital expenditure		0				
Total Capital Cost		31,000				
Capital Income/Funding						
Government Grant		0				
S106 funding		0				
R&R funding		(31,000)				Design & Print R and R fund.
Earmarked funds		0				
Existing capital programme funding		0				
Revenue contributions		0				
Total Income		(31,000)				
Net Capital Bid		0				