

# Public Document Pack

**Date of meeting** Thursday, 21st November, 2013  
**Time** 7.00 pm  
**Venue** Reception Room 6 - Civic Offices, Merrial Street,  
Newcastle-under-Lyme, Staffordshire, ST5 2AG  
**Contact** Julia Cleary

## **Revenue Investment and Budget Support Cabinet Panel**

### **AGENDA**

#### **PART 1 – OPEN AGENDA**

- 1 Apologies**
- 2 Minutes of the Previous Meeting** (Pages 1 - 4)
- 3 Invest to Save Report** (Pages 5 - 24)
- 4 DATE OF NEXT MEETING**  
The next meeting will be held on Thursday 28<sup>th</sup> November 2013.
- 5 Urgent Business**

**Members:** Councillors Stubbs (Chair), Eastwood, Jones, Waring and Mrs Winfield

**Members of the Council:** If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

**Meeting Quorums :-** 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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## REVENUE INVESTMENT AND BUDGET SUPPORT CABINET PANEL

6.00 pm, Thursday 27 June, 2013

**Present:-** Councillor Mike Stubbs – in the Chair

Councillors Eastwood and Waring

**In attendance:-** Kelvin Turner (Executive Director (Resources and Support Services), Mark Bailey (Head of Business Improvement and Partnerships) and Nick Lamper (Senior Member Services Officer)

### 1. **APOLOGIES**

There were no apologies for absence.

### 2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 3. **TERMS OF REFERENCE**

The panel was reminded of its terms of reference as determined by the Cabinet at its meeting on 6 March 2013.

### 4. **REVENUE INVESTMENT FUND**

A report was submitted to enable the panel to select projects from the ten initial bids for funding from the Revenue Investment Fund, to enable detailed business cases to be compiled.

#### **Resolved:**

- (1) That Bid 2 (External Funding Officer (£20,000)) be recommended for approval;
- (2) That detailed presentations be sought in respect of:-
  - (a) The LAPS (£5,000), Health Promotion (£10,000) and Community Pride (£5,000) elements of Bid 1 (Continuation of Safer and Stronger Communities Work following reductions in funding);
  - (b) Bid 6 (Electronic Document and Records Management System (£40,000)); and
  - (c) Bid 9 (British Cycling Sky Ride (£7,000)); and
- (3) That further information be sought in respect of:-
  - (a) Bid 5 (Mobile Working Systems for Inspections (Environmental Health) (£33,550));
  - (b) Bid 7 (Mobile Working Systems for Inspections (Street Scene)/Vehicle Monitoring System (£8,000/£28,000)); and
  - (c) Bid 8 (Sport Drop-in Sessions (£14,020)).

**5. INVEST TO SAVE**

A report was submitted to enable the panel to select projects from the 13 initial bids for Invest to Save Schemes to be funded from the Budget Support Fund, to enable detailed business cases to be compiled.

**Resolved:**

- (1) That the decision taken by Cabinet in respect of Bid 3 (Telephony and Wide Area Network Investment (£25,000)) be noted;
- (2) That the decision taken in consultation with the portfolio holder in respect of Bid 9 (Mayoral Vehicle (£9,984)) be noted;
- (3) That agreement be given in principle to recommend a pilot trial scheme involving six to eight members in respect of Bid 5 (Digital Member Services (£40,800)); and
- (4) That consideration of the remaining schemes be deferred.

**6. ADJOURNMENT OF MEETING**

In order to allow adequate time for the consideration of the deferred business and to provide an opportunity for the further information requested above to be presented, the panel considered an adjournment of the meeting to a date and time to be confirmed.

**Resolved:** That the meeting be adjourned to a date and time to be confirmed, to enable the additional information requested to be placed before it and the consideration of the business deferred from this part of the meeting.

**The meeting was adjourned at 7.12 pm on Thursday, 27 June 2013 and reconvened at 7.00 pm on Wednesday, 31 July 2013, when the following members were present:-**

**Present:-** Councillor Mike Stubbs – in the Chair

Councillors Eastwood and Waring

**In attendance:-** Kelvin Turner (Executive Director (Resources and Support Services), Mark Bailey (Head of Business Improvement and Partnerships), Nick Lamper (Senior Member Services Officer), Rob Foster (Head of Leisure and Cultural Services) and Jeanette Hilton (Head of Customer and ICT Services)

Rob Foster, Jeanette Hilton and Mark Bailey each left the meeting following the conclusion of their respective presentations.

An apology for absence for this part of the meeting was submitted on behalf of Councillor Joan Winfield.

**7. REVENUE INVESTMENT FUND - PRESENTATIONS AND FURTHER INFORMATION ON BIDS**

Further to minute 4(2)(c), (b) and (a) above, the committee received presentations on the British Cycling Sky Ride bid (from Rob Foster), the Electronic Document and

Records Management System bid (from Jeanette Hilton) and elements of the Continuation of Safer and Stronger Communities Work bid (from Mark Bailey).

In addition, Rob Foster provided further information in relation to the Sport Drop-in Sessions bid (minute 4(3)(c)) and it was reported that arrangements were in hand to obtain more detail in relation to the Mobile Working Systems for Inspections bids (minute 4(3)(a) and (b)).

After the presenting officers had left, the panel went on to discuss the bids in detail.

**Resolved:**

- (1) That further consideration of the LAPS element of Bid 1 be deferred until the second half of the financial year following the LAPS Review;
- (2) That it be recommended that £5,000 be contributed to the Health Promotion element of Bid 1 at this time, in recognition of the part the borough council has to play, whilst monitoring the new arrangements as they develop across the county;
- (3) That it be recommended that £2,500 be contributed to the Community Pride/Wellbeing element of Bid 1 at this time as seed money, while monitoring the new Public Health arrangements as they develop;
- (4) That it be recommended that £2,000 be contributed in respect of the Financial Inclusion element of Bid 1;
- (5) That it be recommended that £20,000 be contributed to the Electronic Document and Records Management System bid at this time, with the potential to contribute a further £20,000 next financial year, each representing half the cost of the initial set-up work;
- (6) That the service be challenged to identify other resources for the back-scanning element of the project with the acknowledgement that this would need to take place over a longer timescale than that originally envisaged; and
- (7) That it be recommended that contributions to the British Cycling Sky Ride and Sport Drop-in Session bids be declined at this time on the basis that excellent work is already being undertaken in these fields in the absence of the additional funding.

**8. INVEST TO SAVE - SCHEMES DEFERRED FROM THE FIRST PART OF THE MEETING**

Further to minute 5 above, the remaining schemes were reviewed with a view to deferring their consideration to the next meeting of the panel, to ensure sufficient time would be available to consider them in appropriate detail.

**Resolved:** That consideration of the remaining Invest to Save schemes be deferred to the next meeting of the panel.

**9. MEMBERSHIP OF THE PANEL AND RECORDING OF DECISIONS**

It was noted that not all the political groups had taken up membership of their allocated places on the panel, and the question had been raised as to whether there was a mechanism by which panel members could indicate that they were not in favour of a decision reached by the panel.

It was reported that Council Rule of Procedure 15.4 provided that:-

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“A member may require, after a vote is completed, that the minutes of the meeting record how he/she voted or abstained.”

Committees and Sub-Committees Rule of Procedure 3.1 applied this rule to meetings of committees and sub-committees. In the absence of a set of rules specific to Cabinet panels, it was under the rules for committees and sub-committees that the business of the panel was conducted.

**Resolved:** That the position be noted and brought to the attention of all groups of the council.

**COUNCILLOR MIKE STUBBS**  
**Chair**

The meeting concluded at 9.02 pm.

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## **INVEST TO SAVE SCHEMES**

**Submitted by:** Executive Director (Resources and Support Services)

**Portfolio:** Finance and Resources

**Wards Affected:** All

### **Purpose of the Report**

To select and approve projects from the initial bids for detailed business cases to be built up for Invest to Save Schemes to be funded by the Budget Support Fund.

### **Recommendations**

- 1. That the Panel identify the schemes they wish to take forward for further evaluation at the meeting on 21 November.**
- 2. That the Panel approve those schemes they wish to support with funding from the Budget Support Fund at the meeting on 28 November.**

### **Reasons**

The Council has approved the use of funds drawn from the Council's Budget Support Fund to deliver "invest to save" projects. The mechanism for approving schemes is via recommendations made by the Cabinet Panel.

## **1. Background**

- 1.1 In setting its budget for 2013/14, the Council at its meeting on 27 February 2013 approved the use of funds drawn from the Council's Budget Support Fund to deliver "invest to save" schemes which will incur short term revenue expenditure in order to deliver longer term financial efficiency savings.
- 1.2 During the budget challenge process a number of "invest to save" proposals were identified which although requiring some expenditure to be incurred in the first instance could be capable of producing savings in future years. It is proposed that viable schemes could be financed from the Budget Support Fund with the fund being "repaid" out of the revenue budget as resulting savings arise. Once the fund has been repaid the full amount it originally financed in respect of a particular proposal, the savings will be retained within the revenue budget, thereby providing an on-going benefit.
- 1.3 At their meeting on 6 March 2013, the Cabinet agreed to set up a Revenue Investment and Budget Support Cabinet Panel as a responsive, efficient and accountable mechanism for considering "invest to save" proposals for funding from the Budget Support Fund. The full resolutions approved by the Cabinet were:
  - i.) That a Revenue Investment and Budget Support Cabinet Panel be established with a membership of seven appointed on the basis of political proportionality (Labour 4; Conservative 2; Liberal Democrat 1);*
  - ii.) That the portfolio holder for Finance and Budget Management be appointed*

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*to chair the panel;*

- iii.) That the group leaders be requested to make nominations for membership of the panel from their respective groups in accordance with (1) above; and*
- iv.) That the Panel make recommendations to Cabinet in respect of proposed expenditure.*

1.4 In respect of resolution iv) above, the Cabinet at its meeting on 17 July 2013 made the following resolutions:

- i.) That the intention to put in place arrangements for the portfolio holder for Finance and Resources to make decisions on expenditure from the Revenue Investment Fund, and from the Budget Support Fund in respect of funding “Invest to Save” schemes, in response to recommendations of the cross-party Revenue Investment and Budget Support Cabinet panel, be noted; and*
- ii.) That it be noted that Part 3 of the council’s constitution (Scheme of Delegation) will be amended to show the inclusion of this responsibility in the list of responsibilities for the exercise of Cabinet functions.*

**2. Details of Bids**

2.1 Bids were requested from Heads of Service for “invest to save” schemes to be funded from the Budget Support Fund. A total of 14 bids have been received. These are detailed in the attached Appendix and are summarised in the table below:

<b>Scheme No.</b>	<b>Title of Scheme</b>	<b>Amount Requested (£)</b>
1	Economic Development (Commercial Portfolio)	37,000
2	Astro Turf Fence	52,635
3	Telephony and Wide Area Network Investment (see paragraph 3.1 below)	25,000
4	Expansion of Intelligent Queue Telephony	17,000
5	Digital Member Services	40,800
6	Transactional Web and Internet	40,000
7	Weed Control Contract / Equipment for Mechanical Sweepers	36,600
8	Business Development Support	10,000
9	Mayoral Vehicle (see paragraph 3.2 below)	9,984
10	Spinning Bikes	16,575
11	Learn 2	12,892
12	Join at Home	10,892
13	Carbon Management Plan – Various Schemes	Various
14	Jubilee 2 – Energy Review	9,000

3. **Proposals**

- 3.1 Due to contractual time constraints two decisions have already been taken in respect of the above schemes. Firstly, in respect of scheme number 3 – Telephony and Wide Area Network Investment – the Cabinet at its meeting on 6 March 2013 approved as part of the “Telecoms Contract Consolidation” report a sum of £24,956 in 2013/14 to finance the implementation and refresh of network equipment at the authority’s sites. Savings of £20,000 per annum will be made.
- 3.2 Secondly, in respect of scheme number 9 – Mayoral Vehicle – the current lease has now expired and the vehicle purchased following consultation with the portfolio holder for Finance and Resources. The purchase price was £16,704 and savings of £8,220 will be made per annum from 2014/15 onwards. The amount required from the Budget Support Fund is £9,984 as detailed in the appendix.
- 3.3 The above two decisions were endorsed by the Panel at its meeting on 27 June 2013 when the Panel also agreed funding of £5,000 for an initial pilot scheme in respect of scheme number 5 – Digital Member Services.
- 3.4 In respect of the other 11 bids the Panel are requested to select those they would like further detailed information on. This could either be via a presentation by the relevant Head of Service or via a more detailed business case being submitted.
- 3.5 Members are requested to undertake the selection of bids at the meeting on 21 November and then to receive the presentations and further information on 28 November.

4. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- 4.1 The funding of key policy priorities will contribute to all the council’s priorities as set out in the Council Plan;
- A clean, safe and sustainable Borough.
  - A Borough of opportunity.
  - A healthy and active community.
  - Becoming a co-operative council which delivers high quality, community-driven services.

5. **Legal and Statutory Implications**

- 5.1 The Local Government Act 2000 and the Constitution empowers the Executive to make these arrangements.

6. **Equality Impact Assessment**

- 6.1 There are no differential impacts in this report.

7. **Financial and Resource Implications**

- 7.1 Full council on 27 February 2013 approved the use of funds drawn from the Council’s Budget Support Fund to deliver “invest to save” schemes. The balance that will be available in the Budget Support Fund is estimated to be around

£400,000. The fund should therefore be able to sustain financing a reasonable number of schemes.

8. **Major Risks**

- 8.1 A full risk assessment in respect of the council's budget for 2013/14 was included as part of the budget report to full council on 27 February 2013.
- 8.2 Individual risk assessments will be produced for schemes that are approved as part of the process.

9. **Earlier Cabinet / Committee Resolutions**

- 9.1 Council 27 February 2013 – Revenue and Capital Budgets and Council Tax 2013/14  
Cabinet 6 March 2013 – Establishment of Cabinet Panel  
Cabinet 17 July 2013 – Revenue Investment and Budget Support Cabinet Panel

10. **List of Appendices**

Appendix – Details of Invest to Save Bids 2013/14

11. **Background Papers**

Details of Invest to Save Bids 2013/14

<b>Bid Reference Number</b>	1
<b>Bid Submitted By</b>	Jeff Hamnett
<b>Service</b>	Economic Development (Commercial Portfolio)
<b>Title of Bid</b>	Reinstatement of Units 24-25 Croft Road and 4 Fogg Street
<b>Amount of Bid</b>	£37,000
<b>Duration of Funding Required</b>	£37,000 required in 2013/14 only - not in further years
<b>Details of Savings</b>	£18,000 in year 1 (£9,000 rent, £9,000 NNDR), £27,000 in year 2 (£18,000 rent, £9,000 NNDR), £36,000 in year 3 (£27,000 rent, £9,000 NNDR)
<b>Payback Period of Investment</b>	The investment would be repaid within 2 years
<b>Details of Bid</b>	<p>The former tenant of these workshops expanded their operation over a number of years to occupy these and some other units on this estate. During their occupation the company removed some internal party walls and modified the electric systems to suit their working arrangements</p> <p>Consequently, we need to reinstate the units in order to re-let them. We have tried to re-let them on the basis of incoming tenants carrying out the works in lieu of a rent free period to cover the costs, however the small companies the units are designed for find this level of risk unattractive. We frequently have enquiries for these units, investment of £37,000 would bring the units back to their original configuration and all defects would be rectified</p> <p>The rental income would total £27,000 per annum. There would be an additional saving on the current empty property rating cost of around £9,000 per annum as this would be paid by the tenants</p> <p>Note that the returns shown are purely financial and do not reflect any other business outputs such as provision of accommodation for small start ups, increased employment within the borough etc</p>

<b>Bid Reference Number</b>	2
<b>Bid Submitted By</b>	Robert Foster
<b>Service</b>	Kidsgrove Sports Centre
<b>Title of Bid</b>	Astro Turf Fence
<b>Amount of Bid</b>	£52,635
<b>Duration of Funding Required</b>	£52,635 required in 2013/14 only - not in further years
<b>Details of Savings</b>	£3,000 per year would be saved on repairs, additionally income of £28,500 per annum would be retained
<b>Payback Period of Investment</b>	The investment would be repaid within 18 years based on the saving on repairs
<b>Details of Bid</b>	<p>KSC has a dated Astro turf fence from 1998. The fence is getting to the point where it is beyond repair and is becoming a health and safety risk. If the fence is not replaced the Astro Turf may have to close until a replacement fence is budgeted for</p> <p>Alternative options are to close the Astro Turf or to continue with costly staff checks and repairs which may not negate the health and safety risks that exist</p> <p>The proposal would be to replace the fence with a 5m high fence consisting of 3.8m high standard twin bar mesh and 1.2m super twin bar fence suitable for football usage. KRC had a similar fence installed 10 years ago, that fence is still in excellent condition with no repairs required and no health and safety incidents</p> <p>Current figures highlight that £15,000 has been spent on repairs to the fence over the last 5 years, hence over 15 years the fence would nearly be paid for</p> <p>Bookings for the Astro turf bring in £28,500 per annum which would be lost if a replacement was not purchased and the current fence became unusable</p> <p>There is also the obvious cost of staff time currently being devoted to bending fence back into place, repairing sharp edges and generally checking for vandalism on a daily basis. The damage to the fence and gaps further allow access to the pitches when they are locked which has the risk of damage being caused</p>

<b>Bid Reference Number</b>	3
<b>Bid Submitted By</b>	Jeanette Hilton
<b>Service</b>	ICT
<b>Title of Bid</b>	Telephony and Wide Area Network Investment
<b>Amount of Bid</b>	£25,000
<b>Duration of Funding Required</b>	£25,000 additional funding required in 2013/14 only - not in further years
<b>Details of Savings</b>	£20,000 per year would be saved from 2014/15 onwards
<b>Payback Period of Investment</b>	The investment would be repaid within 3 years

<b>Details of Bid</b>	ICT, procurement and legal have been working extensively with our WAN provider, BT, to identify methods of consolidating our network contracts. The aim of this exercise is to provide the Council with improved telephony facilities, a single WAN contract with a consistent termination date, and to return a cost saving to the authority
	<p>Improved facilities will include the introduction of SIP (Session Initiated Protocol) - a new technology which negates the current requirement for phone numbers to be connected to a physical telephone exchange. This means that telephone numbers can float, i.e. they can be ported to any other building or line</p> <p>This will allow greater flexibility in terms of how calls are routed and provides the ability to redirect calls automatically in the event of a disaster. Changes to the WAN will ensure that links between the Council's buildings have the right capacity for the network need, rather than carry excess costs due to an under utilised network</p>

<b>Bid Reference Number</b>	4
<b>Bid Submitted By</b>	Jeanette Hilton
<b>Service</b>	ICT
<b>Title of Bid</b>	Expansion of IQ Telephony
<b>Amount of Bid</b>	£17,000
<b>Duration of Funding Required</b>	£17,000 required in 2013/14 only - not in further years
<b>Details of Savings</b>	Potential savings from reduced staff numbers through natural wastage or redeployment
<b>Payback Period of Investment</b>	Unknown at the current time

<b>Details of Bid</b>	The Council currently operates a telephone system from Mitel which in 2011 was upgraded with an additional software product called Intelligent Queue. This allows callers to the authority to use a number of features, such as automated call direction, information services, information querying and automated call backs
	The system was originally introduced to Customer Services, later to Jubilee 2. Introducing a simple menu system (and information services for J2) has been successful and enabled customers to continue to access services in an effective way
	The opportunity now exists to expand on the technology and introduce it to further areas of the authority. Services such as revenues and benefits, electoral registration and licensing may benefit from the introduction of the facilities
	This is particularly useful where common questions are asked repeatedly (may be particularly important re. local taxation/universal credits). The system also has the advantage of being available 24 hours a day, 365 days per year
	The success of the system depends upon service areas identifying their most common replicated queries

<b>Bid Reference Number</b>	5
<b>Bid Submitted By</b>	Jeanette Hilton
<b>Service</b>	ICT
<b>Title of Bid</b>	Digital Member Services
<b>Amount of Bid</b>	£40,800
<b>Duration of Funding Required</b>	£40,800 required in 2013/14 only - not in further years
<b>Details of Savings</b>	Net savings (based on assumed costs of printing) after tariff and maintenance charges of £8,800 in 2014/15 and £15,200 in 2015/16 onwards
<b>Payback Period of Investment</b>	The investment would be repaid within 4 years

<b>Details of Bid</b>	<p>The Council has invested in Modern Gov, a committee management system to automate the production, scheduling and web publishing of committee agendas, minutes, together with providing areas specific to councillors as their main source on information</p>
	<p>The Council also provides a weekly courier service for printed media, delivered as a pack to each member at their address. This pack contains the same information that is available to members via modern gov and via their private website. ICT and Members Services are looking to reduce or remove the requirement for full printed packs and to enhance this with the use of portable tablet pcs to assist members working on site with residents</p>
	<p>The growth of mobile computing capacity and in particular tablet pcs, together with the authorities existing use of a paperless committee management solution could facilitate each member being given a centrally managed item of ICT equipment which could be used to access all of the information which is currently printed, whilst also providing members with a wide range of value added facilities which are not currently possible</p>
	<p>Currently the exact cost of the printed member pack service is not known and further research would be required to quantify the exact breakdown. However some elements are known such as courier service, members email printing, associated stationery, printing of minutes and agendas for external parties</p>

<b>Bid Reference Number</b>	6
<b>Bid Submitted By</b>	Jeanette Hilton
<b>Service</b>	ICT
<b>Title of Bid</b>	Transactional Web and Internet
<b>Amount of Bid</b>	£40,000
<b>Duration of Funding Required</b>	£40,000 additional funding required in 2013/14 only - not in further years
<b>Details of Savings</b>	Savings re. SOCITM contact costs assume reductions in telephone and face to face enquiries. Savings over 2013/14 and 2014/15 based on this would be £97,000. However this is on the assumption that staff are redeployed, not replaced etc.
<b>Payback Period of Investment</b>	On the assumption that staff are redeployed, not replaced etc. the investment would be repaid within 2 years
<b>Details of Bid</b>	Central Government is pushing an agenda to encourage take up of digital services in order to reduce the costs of processing transactions for local government and to provide for increased choice in means of access for customers
	The Council currently processes a significant number of transactions via face to face and telephone channels and take up of the Council website is limited. This may be attributed partially to the functionality of the current website, which only offers basic interaction opportunities and does not provide an end to end transactional service for all operations, tailored to customers own preferences and needs
	Development of the single customer view through the use of a customer portal is increasing the way in which councils do business with their customers, emulating commercial websites which many users have adopted and become familiar with. The use of customer insight and customer surveys, together with the development of seamless links to back office software in the development of a customer portal, are vital in identifying and meeting customer needs and preferences, and a dedicated ICT resource together with additional software will be required to programme and develop the facility
	The success of the assumed savings depends on the take up of web transactions and the potential to redeploy staff/not replace vacant posts

<b>Bid Reference Number</b>	7
<b>Bid Submitted By</b>	Roger Tait
<b>Service</b>	Streetscene
<b>Title of Bid</b>	Weed Control Contract/Equipment for Mechanical Sweepers
<b>Amount of Bid</b>	£36,600
<b>Duration of Funding Required</b>	£31,800 required in 2013/14 only, £4,800 required in 2014/15 only - not in further years
<b>Details of Savings</b>	Net savings of £20,000 per annum (current cost of £70,000, ongoing revenue cost of £50,000)
<b>Payback Period of Investment</b>	The investment would be repaid within 2 years
<b>Details of Bid</b>	Fit weed control equipment to mechanical sweeper fleet to assist the Streetscene Manager in efficiently delivering weed control work with the Streetscene Business Unit to off set the cost of the service. Purchase of materials and employment of seasonal staff to deliver work programme over summer months annually. For the current financial year seasonal staff have been employed to undertake the work that has previously been contracted out, savings can be made regarding materials/seasonal salaries from the implementation of the phases outlined below.
	Phase one of the project involves fitting weed control equipment to 7 sweepers (£2,400 x 7 = £16,800). Purchase of materials/hire vehicles and employment of 6 seasonal operatives (£50,000), sub contracting of part of the work during first year (£15,000)
	Phase two of the project involves fitting weed control equipment to 2 large sweepers (£2,400 x 2 = £4,800). Purchase of materials/hire vehicles and employment of 6 seasonal operatives (£50,000)
	This would result in an improved and more flexible weed control service, reduced contract management/supervision resource requirement, potential financial efficiencies following review of initial delivery phase, potential to increase staff resources/capacity

<b>Bid Reference Number</b>	8
<b>Bid Submitted By</b>	Roger Tait
<b>Service</b>	Streetscene
<b>Title of Bid</b>	Business Development Support
<b>Amount of Bid</b>	£10,000
<b>Duration of Funding Required</b>	£10,000 required in 2013/14 only - not in further years
<b>Details of Savings</b>	Additional Income Generated of up to £35,000
<b>Payback Period of Investment</b>	The investment would be repaid within 1 year

<b>Details of Bid</b>	Commission expert sales support via agency to assist the Streetscene Manager in generating income raising opportunities from other organisations regarding grounds maintenance, cleansing and tree works, for the Streetscene Business Unit to off set the cost of the service
	Pilot phase of project to run from 1st April 2013 to 31st March 2014, 1 day per week from 1st April to 30th September (this is currently being undertaken and is being funded from the in year savings of a vacant post within the Streetscene service) and 2 days per week from 1st October to 31st March. The estimated cost of the support is £128 per day (78 days = £9,984)
	Target income generation level for the pilot is estimated to be around £35,000. Benefits would include potential increased income to off set cost of the service, potential to create additional staff resources/capacity, skills and development opportunities, networking/shared service/joint working opportunities
	Risks include low take up from customers, uncompetitive pricing structure, low return margin, increased costs, increased pressure on staff, reduced ability to deliver core services

<b>Bid Reference Number</b>	9
<b>Bid Submitted By</b>	Paul Clisby
<b>Service</b>	Mayoral
<b>Title of Bid</b>	Mayoral Vehicle
<b>Amount of Bid</b>	Per option 5 - £9,984 (Purchase price of £16,704, plus annual road tax of £280, plus annual service costs of £300. Less remaining 2013/14 lease budget of £7,300)
<b>Duration of Funding Required</b>	£9,984 required in 2013/14 only - not in further years
<b>Details of Savings</b>	Annual lease cost of £8,800 no longer payable. Annual road tax of £280 plus annual service costs of £300 will be payable. Net saving of £8,220 per annum
<b>Payback Period of Investment</b>	The investment would be repaid within 2 years
<b>Details of Bid</b>	Cost of Councils current arrangement for a 4 year period based on current costs would be £40,134 (excluding driver hire and fuel costs)
	Range of options provided by procurement section regarding purchase/lease of new and existing car:
	Option 1 - Council to purchase new car - over 4 year period cost would be £42,145 (excluding driver hire and fuel costs)
	Option 2 - Council to lease new vehicle - over 4 year period cost would be £23,529 (excluding driver hire and fuel costs)
	Option 3 - Council to lease from private operator (current driver) - over 4 year period cost would be £60,880 (excluding driver hire and fuel costs)
	Option 4 - Council to hire from private operator - over 4 year period cost would be £93,888 (excluding driver hire and fuel costs)
	Option 5 - Council to purchase existing car - over 4 year period cost would be £24,506 (excluding driver hire and fuel costs)

<b>Bid Reference Number</b>	10
<b>Bid Submitted By</b>	Robert Foster
<b>Service</b>	Jubilee 2
<b>Title of Bid</b>	Spinning Bikes
<b>Amount of Bid</b>	£16,575
<b>Duration of Funding Required</b>	£16,575 required in 2013/14 only - not in further years
<b>Details of Savings</b>	£1,500 per year would be saved on repairs, additionally significant income/memberships would be retained
<b>Payback Period of Investment</b>	The investment would be repaid within 11 years based on the saving on repairs
<b>Details of Bid</b>	J2's spinning bikes are over 5 years old and were transferred from KRC to J2. 16 spinning classes per week are delivered, this means that bikes that previously had a weekly usage of 35 attendees are now accommodating 250 users per week
	Since moving to J2 costs have spiralled to keep the bikes in good working condition (approximately £1,800 to date this financial year). It is anticipated that the cost of repairs will become economically unviable. If more repairs are needed, there may also not be enough spinning bikes to meet demand
	It is proposed that 25 new spin bikes are invested in to increase our spinning programme and to satisfy customer demand
	It is also proposed that a full instructors course is arranged to enable more classes to be provided and that staging is purchased to elevate the instructors position enabling more participant bikers
	There would be a reduction in the ongoing repairs to the current spin bikes of £1,500 per year and an increased income/retention of customers from providing extra bikes per class
	An instructors course would be delivered for free for up to 20 instructors

<b>Bid Reference Number</b>	11
<b>Bid Submitted By</b>	Robert Foster
<b>Service</b>	Jubilee 2 and Kidsgrove Sports Centre
<b>Title of Bid</b>	Learn 2
<b>Amount of Bid</b>	£12,892
<b>Duration of Funding Required</b>	£12,892 required in 2013/14 only - in further years £3,000 required each year on an ongoing annual basis
<b>Details of Savings</b>	Savings re. SOCITM contact costs assume reductions in telephone and face to face enquiries. Savings based on this would be £17,500 per annum. However this is on the assumption that staff are redeployed, not replaced etc.
<b>Payback Period of Investment</b>	On the assumption that staff are redeployed, not replaced etc. the investment would be repaid within 1 year
<b>Details of Bid</b>	J2 and KSC have a popular swimming lesson program with 800 members paying quarterly. These members are required to rebook lessons and pay for them at reception. The membership is currently managed by a mixture of PC based bookings and paper based registers and monitoring
	Gladstone PMP has a product called Learn2 this product allows online bookings and monitoring of the courses. The resource also includes hand held devices to allow registers, class programs and monitoring sheets. This would be synced with the program at the end of the session allowing parents to see the feedback and allowing progress to be followed
	This would provide more accessible class interfaces, increase satisfaction with the reception facility, enable staff time to be used for customer service quality system calls and retention activities, increase customer experience as time is not taken away by staff completing paperwork and possible roll out of the system for climbing courses and football development sessions at no additional cost
	Costs include the installation cost including training, tech services and project management and first years maintenance (£9,892), 9 IPod touch plus cases (£2,000), local secure wifi in each site back office (£1,000). Annual maintenance cost is £3,000 per year
	Savings would include £11,328 from face to face to web transactions (this would mean a reduction in staff would be required or redeployment of staff to achieve a cash saving though), staff time (£6,180) and printing costs

<b>Bid Reference Number</b>	12
<b>Bid Submitted By</b>	Robert Foster
<b>Service</b>	Jubilee 2 and Kidsgrove Sports Centre
<b>Title of Bid</b>	Join at Home
<b>Amount of Bid</b>	£10,892
<b>Duration of Funding Required</b>	£10,892 required in 2013/14 only - in further years £2,500 required each year on an ongoing annual basis
<b>Details of Savings</b>	Savings re. SOCITM contact costs assume reductions in telephone and face to face enquiries. Savings based on this would be £7,600 per annum. However this is on the assumption that staff are redeployed, not replaced etc. There would also be a reduction of £22,000 per year sales costs by freeing up time for Section Managers to deal with these processes.
<b>Payback Period of Investment</b>	The investment would be repaid within 1 year based on the reduction in sales costs
<b>Details of Bid</b>	Public interest in J2 has exceeded the already testing business model. The current level of membership is 3900 for J2 and 400 for KSC. An external sales person is currently employed on a commission basis to sign up members. Not always available on the premises, this role falls to the reception or duty management staff to complete. The paperwork process is labour intensive currently taking 4 working days to check and process
	Paperwork including bank details needs to travel around the building before being sent to revenues or stored in the health and fitness office. Audit has raised data protection issues with this process at present. Retrieval of information from paperwork copies in case of an incident can be slow with chances of misplaced or incorrectly filed forms
	Gladstone PMP Join@Home software allows people to process their memberships from a computer. This automates the whole process including the payment system. All membership information would therefore be digital and payments would not need to be taken at reception. In addition this will allow people to join from home, increasing the amount of spontaneous spend, membership numbers and revenue. It is also proposed to provide a number of laptops or fixed pc's for members to join on line in the reception foyer. Industry averages show a 15% increase in sales over a year when web joining is available
	Benefits include a more accessible membership interface, increased customer satisfaction, accuracy of data would be increased, staff time can be used for customer service quality system calls and retention activities
	Costs include the installation cost including training, tech services and project management and first years maintenance (£9,892), cost of computer infrastructure (£1,000). Annual maintenance cost is £3,000 per year

Savings would include reduction or elimination of £22,000 per year sales costs in conjunction with a reduction of external marketing costs by freeing up time for section managers to focus on the process themselves. Savings would also include £7,646 from face to face to web transactions (this would mean a reduction in staff would be required or redeployment of staff to achieve a cash saving though)
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<b>Bid Reference Number</b>	13
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<b>Bid Submitted By</b>	Joanne Basnett
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<b>Service</b>	Various
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<b>Title of Bid</b>	Carbon Management Plan - Delivery Plan for 2013/14 and 2014/15
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<b>Amount of Bid</b>	Various
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<b>Duration of Funding Required</b>	2013/14 and 2014/15
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<b>Details of Bid</b>	Carbon Management Plan - Delivery Plan as follows:
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<b>Project and Lead Officer</b>	<b>Cost and Savings Details</b>
LED lighting Civic Offices, Depot and Guildhall (J Lythgoe)	Indicative Cost £20,000 Financial Saving per annum £6,000 Payback Period within 4 years - To be undertaken in 2013/14
Replace gas water heater at civic for domestic supply (J Lythgoe)	Indicative Cost £4,000 Financial Saving per annum £1,364 Payback Period within 3 years - To be undertaken in 2013/14
Bio mass boiler for museum (J Lythgoe)	Indicative Cost £15,000 Financial Saving per annum £1,000 Payback Period within 15 years - To be undertaken in 2013/14
False ceiling in Museum (J Lythgoe)	Indicative Cost £15,000 Financial Saving per annum £2,000 Payback Period within 8 years - To be undertaken in 2013/14
LED Boundary lighting (J Lythgoe)	Indicative Cost £50,000 Financial Saving per annum £12,000 Payback Period within 5 years - To be undertaken in 2013/14
LED Lighting Bus Station (J Lythgoe)	Indicative Cost £10,000 Financial Saving per annum £2,500 Payback Period within 4 years - To be undertaken in 2013/14
Annual Eco Driving (A Bird)	Indicative Cost £5,000 Financial Saving per annum £14,797 Payback Period within 1 year - To be undertaken in 2013/14
Heat Recovery Units from heating system in operational buildings (J Hamnett, R Tait)	Indicative Cost £10,000 Financial Saving per annum £1,200 Payback Period within 9 years - To be undertaken in 2014/15
Reduction in carbon of 5% through renegotiating recycling contract (T Nicoll)	Indicative Cost £0 Financial Saving per annum £5,638 Payback Period within 1 year - To be undertaken in 2014/15
Grey water recycling depot (J Lythgoe)	Indicative Cost £40,000 Financial Saving per annum £4,000 Payback Period within 10 years - To be undertaken in 2014/15
Ground source heat pump in operational building (J Lythgoe)	Indicative Cost £30,000 Financial Saving per annum £3,000 Payback Period within 10 years - To be undertaken in 2014/15

<p>Condition survey on the buildings to include energy efficiency (to inform a schedule of works ongoing) when the condition survey is due to occur. (J Hamnett)</p>	<p>Indicative Cost £20,000 Financial Saving per annum £3,000 Payback Period within 7 years - To be undertaken in 2014/15</p>
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<b>Bid Reference Number</b>	14
<b>Bid Submitted By</b>	Julian Lythgoe
<b>Service</b>	Jubilee 2
<b>Title of Bid</b>	Energy Review
<b>Amount of Bid</b>	£9,000
<b>Duration of Funding Required</b>	£9,000 required in 2013/14 only
<b>Details of Savings</b>	Site energy consumption would benefit from energy saving features which would result in annual savings of £6,000
<b>Payback Period of Investment</b>	The investment would be repaid within 2 years
<b>Details of Bid</b>	<p>Site energy consumption would benefit from energy saving features such as:</p> <ul style="list-style-type: none"> <li>i. Re-visiting the controls settings and review the software with a view to reduce on/off local time schedules</li> <li>ii. Adjustment of the main pool pump settings</li> <li>iii. Replace the dichroic lamps with low wattage LED</li> <li>iv. Replace the PL-L luminaries with a direct LED replacement</li> <li>v. Reduce the PIR set times</li> </ul>
	An assessment has been undertaken by Lorne Stewart PLC. It has identified £6,000 of annual savings from a capital expenditure of £9,000, by saving over 60,000 KWh and 33 Tonnes of CO2 from schemes with a total pay back of less than 1.5 years

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