

SERVICE DEVELOPMENTS – FINANCE & MANAGEMENT

Committee	Value of one-off / funded by reserve proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	TOTAL
Finance and Management Committee	41,914	733,904	775,818
TOTAL	41,914	733,904	775,818

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
Legal & Democratic	Service Resource	66,906	Recurring	This proposal will consider resources in this area to ensure effective service provision in the legal and democratic and enforcement service areas. These service development proposals are seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee	Finance and Management Committee - 15th February 2024
Business Change and ICT	ICT	33,366	Recurring	This proposal will consider staffing resources in IT. The service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee.	Finance and Management Committee - 15th February 2024

Business Change and ICT	Microsoft Teams Telephony	50,000	Recurring	Replacement of the existing telephone infrastructure system with telephony module within Microsoft Teams.	N/A
Organisational Development and Performance	Human Resources Provision	105,166	Recurring	This proposal will consider resources in HR ensure an effective corporate service. The service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee.	Finance and Management Committee - 15th February 2024
Corporate Resources	Procurement	63,672	Recurring	This proposal will consider resources in respect of Procurement to ensure effective service delivery for an area of high risk and high reputational risk for the Council. The service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee.	Finance and Management Committee - 15th February 2024
Customer Services	Customer Feedback	55,513	Recurring	This proposal will consider resources for the management of corporate complaints. The service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy	Finance and Management Committee - 15th February 2024
Legal Services	Shared Drive for Emails	9,281	Recurring	This service development proposal relates to an application that allows the team to save emails direct to shared drive.	N/A

Organisational Development and Performance	Corporate Plan Development Support	6,914	One-off	This service development proposal is to support the development of resources and materials for the launch of the new Council Plan 2024-28. The additional costs are required to change corporate branding across the Council and requires additional external support to progress this via a graphic designer.	N/A
Property Services	Revaluation of the Council's property assets	35,000	One-off	This service development proposal is seeking the Valuation Office to undertake a revaluation of the Council's property assets including the Housing stock for building insurance purposes.	N/A
Chief Executive	Management Restructure	350,000	Recurring	This service development proposal will be presented by the Chief Executive in a subsequent report and will outline the proposed management structure for delivering Council services. The service development proposal is seeking to change the Council's existing management staffing establishment on a permanent basis and is considered material in value. As such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee.	Finance and Management Committee - 15th February 2024

COST PRESSURES – FINANCE & MANAGEMENT

Committee	Value of one-off proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	Totals
Finance and Management Committee		320,548	320,548
Establishment Costs		272,558	272,558
Reduction to Utilities		-28,500	-28,500
De-minimis		95,173	95,173
TOTAL		659,779	659,779

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
Finance	Uplift in Internal Audit Fees	9,311	Recurring	Annual Contributions to the Central Midlands Audit Partnership (CMAP) (increased by 5% as confirmed by CMAP)
Finance	Bank Charges	8,110	Recurring	Increase in fees in line with Contract
Finance	External Audit Fees	85,336	Recurring	The audit fee scale variation was increased by 151% in 23/24 to £144,179 (a £76,824 uplift on current budget provisions) as part of the Redmond review. Additional budgetary provision to cover Pooling Audits, which was previously insufficient.
Corporate Resources	Procurement Shared Service	7,500	Recurring	Cost of current provider increased by 25% for reprocurring of new contract
ICT & Business Change	Increase costs of Computer Licenses	46,890	Recurring	Inflationary increase to cover anticipated additional costs over and above current budget of £296k, since the current agreement for Microsoft expires December 2024.

Customer Services	Out of Hours call answering service	6,577	Recurring	Budget now includes Answer 4u - Out of hours calls. This service provision is under review and any further budgetary implications will be presented to members.
Customer Services	Postage costs	18,686	Recurring	The Council's postage supplier has announced price increases for their services. The average of these increases is around 18.5% and therefore this has been reflected in the budget
Customer Services	Customer Relationship Manager (CRM) System	54,084	Recurring	System costs going forward
Organisational Development	Health & Safety - Employee equipment to work from home	6,000	Recurring	The Council has adopted an employment model that enables staff to work from home. It is estimated that including both new starters and existing staff on a yearly basis, up to 40 employees may need equipment each year
Customer Services	External Audit Fees for Housing Benefit claims	6,400	Recurring	Cost of audit of the Housing Benefit Subsidy Claim on an annual basis that was previously not budgeted for.
Customer Services	Housing Benefits Administration - Revenue and Benefit Claims Processing	10,000	Recurring	Due to the complexities of Supported Exempt Accommodation cases these are being managed internally by our Benefits Officers. The additional off-site processing provision through Capita has assisted in keeping our processing times down for new claims and changes of circumstances cases whilst our experienced benefits officers are focusing their time on these more in-depth cases. This budget will cover the continuation of this and mitigate the need for an increase in establishment.
Customer Services	Corporate Fraud - Counter Fraud Services	7,041	Recurring	Contractual inflationary increase for the Derby City Council Counter Fraud Services.
Property Services	Admin Offices & Depot - Utilities	43,316	Recurring	This additional cost pressure is based on the Council's utilities position which includes Electricity being fixed until September '24 and Gas fixed until November '24.

Property Services	Estate Management - Utilities	11,297	Recurring	This additional cost pressure is based on the Council's utilities position which includes Electricity being fixed until September '24 and Gas fixed until November '24.
Current Establishment	Incremental Rises	57,068	Recurring	
Current Establishment	Current Establishment - Pay Award	188,135	Recurring	Indicative pay award of 2% based on Officer for Budget Responsibility (OBR) April 2023 forecast for CPI at April 2024 of 1.5%, pending OBR forecast November 2023, which will be published alongside the Autumn Statement.
Current Establishment	Current Establishment - Members Allowances	27,355	Recurring	Additional opposition group and responsibility allowances not previously budgeted
De-minimis	Total value of budgetary changes that increase provision and that are individually below £5k	95,173	Recurring	Various costs to include, insurances, subscriptions and training
Reduction to Utilities	Removal of contingency within Utilities Budget	-28,500	Recurring	

SAVINGS – FINANCE & MANAGEMENT

Committee	Value of one-off proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	Total
Finance and Management Committee		677,160	677160
Establishment Savings		40,000	40,000
Inter-departmental Recharges		21,785	21,785
HRA Recharges		277,130	277,130
Reserve Funding Savings		21,173	21,173
Capital Contributions		733,530	733,530
Contingent Sums		370,041	370,041
Provisions		157,500	157,500
MRP		27,262	27,262
TOTAL	0.00	2,325,581	2,325,581

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
ICT & Business Change	Reduction in Public Transport	-1,000	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Car Allowances	-300	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Car Parking - Staff expenses	-70	Recurring	Not used - budget removed

ICT & Business Change	Reduction in Materials - Other Materials	-500	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Computing Maintenance Agreements for actual charge	-481	Recurring	actual cost calculation
ICT & Business Change	Reduced professional fess	-25,611	Recurring	Professional fees have been reduced due to a new Digital Systems Specialist Post (in Planning). ICT cover the cost of this post in excess of £20k contributed by Planning. No longer outsourcing this service, now managed in house. Approve at EDS/FM November '22
ICT & Business Change	Computer Licenses reduced to allow additional budget to be offset in maintenance	-10,000	Recurring	Reduction to budget as previously used as a contingency - utilised towards increases to maintenance/licences.
ICT & Business Change	Reduction in maintenance agreements	-17,870	Recurring	Renewal terms not agreed when package deal expired
Financial Services	Subscription no longer required in Professional Fees	-25	Recurring	Subscription fees reduced for CIPP
Financial Services	Reduction in Training Expenses	-1,000	Recurring	Not used - budget removed
Financial Services	Cancelled Subscription to Newspapers and Magazines	-892	Recurring	Not used - budget removed
Financial Services	Subscription no longer required in Professional Fees	-192	Recurring	Removal of CIPP
Financial Services	Subscription no longer required in Professional Fees	-819	Recurring	Removal of CIPP

Finance Services	Interest on Council Investment portfolio	414,020 -	Recurring	Interest rates have remained high throughout 2023/24 return on investment is currently averaging around 5%. Market experts predict that going into 2024/25 the interest rates will slowly start to come down and the effects will be felt in the market. Therefore, the increase in budgeted income for the year predicts an average rate of 4% which is where the market is predicted to be while the wider economy settles. The budget is set on an investment portfolio of £35m
Property Services	Reduction in Business rates payable for the Civic Offices	-10,617	Recurring	Reduction to Civic Offices RV rate
Property Services	Reduced water charges	-1,178	Recurring	Reduction based on actual meter readings
Property Services	Insurance Charge reduction for terrorism	-1,686	Recurring	Insurance - reduced risk
Property Services	Reduction in Training Expenses	-5,000	Recurring	Reallocated budget to PSX85 to fund Building Surveyors MA
Property Services	Reduction in Business rates payable for the Depot	-2,380	Recurring	Reduction in rateable value
Property Services	Reduction in rechargeable Insurance to Commercial Properties	-2,692	Recurring	Insurance recharge to Commercial Properties
Property Services	Increase in Rental income - Shops	-1,318	Recurring	Increase to rental income as we relet - 12% void provision - increased voids from 10% to 12% as plans to repossess
Property Services	Increase in Rental income - Other Property	-5,455	Recurring	Increase to income as we relet - 12% void provision
Procurement	Business Credit Check reports	-364	Recurring	Dun & Bradstreet - Finance Analytics - reduced number of searches
Legal & Democratic Services	District Election costs not required	-67,000	Recurring	Reduction from 23/24 - No District Election

Legal & Democratic Services	Maintenance agreement	-447	Recurring	Xpress annual fee - renewing contract until 2025
Customers Services	Reduction in insurance Premium	-75	Recurring	Reduction in Insurance premium
Customers Services	Reduction in - Public Transport	-300	Recurring	Not used - budget removed
Customers Services	Reduction in staff Car Parking	-50	Recurring	Not used - budget removed
Customers Services	Reduction in Non Staff Advertising not required	-1,000	Recurring	Not used - budget removed
Customers Services	Reduction in costs associated with recovery services	-3,000	Recurring	Land registry and Court Costs not fully spend budget reduced to be in line with actual spend
Customers Services	Reduction in Car mileage	-1,239	Recurring	Not used - budget removed
Customers Services	Reduction in Car mileage	-400	Recurring	Not used - budget removed
Customers Services	Reduction in Car mileage	-1,239	Recurring	Not used - budget removed
Customers Services	Government Grants Within AEF	-87,578	Recurring	Income reviewed over prior 3 years and increased budget accordingly.
Customer Services	Rent Allowances & Rebates	-11,361	Recurring	Additional income from Housing Benefits
Current Establishment	Essential User	-40,000	Recurring	Reduction to casual wages relating to the elections budget. 23/24 budget includes casual wages for the District Election. 24/25 budget only includes casual wages for any by-elections
Interdepartmental Recharges	Interdepartmental Recharges Changes	-21,785	Recurring	Recharges between GF Departments
HRA Recharges Changes		-277,130	Recurring	Increase in HRA recharges as a result of General Fund increases passed on, in line with HRA recharge policy.

Reserve Funded Changes		-21,173	Recurring	Changes funded via reserves.
Capital Contributions		733,530	Recurring	Removal of capital contributions from reserves – capital items funded by dedicated existing reserve or via borrowing.
Contingent Sums		370,041	Recurring	Change in accounting approach, with contingent sums now included in base budget.
Provisions		157,500	Recurring	Change in accounting approach, with contingent sums now included in base budget.
MRP Reduction		-27,262	Recurring	Reduction in Minimum Revenue Provision payment for 2024/25.