

**Appendix 4e - Department of Corporate Services - Financial Services, Revenues Benefits and Payroll, Estates and Property**

Ref	Service	Proposal Definition	Saving		Total	Reduction %	Employees		Likely FTE Reductions		Vacs.	VR Req.	TU Feedback	Management Information/Response
			2018-19 £'000	2019-20 £'000			Current		2018/19	2019/20				
							FTE's	Head count						
4F1	Financial Services	Financial Services – reduction in function reflecting reduced emphasis on retrospective reporting, more self service by budget managers and targeting staffing resources at highest risk, most complex issues	130.0	0.0	130.0		42.6	45.0	3.0	0.0	1.0	1		
4F2	Financial Services	Insurance – reduce the total cost of insurance, including premiums paid to the Council's insurer, the cost of maintaining and internal insurance fund for self-insured risks and the cost of meeting claims	300.0	300.0	600.0		0.0	0.0	0.0	0.0	0.0	0		
4F3	Revs & Bens	Revenues and Benefits – reduce significantly the amount of cash used by and within the organisation and reduce the cost of cash management functions through the increased digitalisation of customer payment options. Also consider if transactional functions across the Department will be more efficient and sustainable by bringing them together	160.0	0.0	160.0		329.8	371.0	4.0	0.0	36.0	2		
4F4	Financial Services	West Yorkshire Joint Committees – cap contribution to Joint Committees at £1.1m which will require concerted action with other Councils	35.0	35.0	70.0		0.0	0.0	0.0	0.0	0.0	0		
4R1	Estates & Property	Management reported that there would be no further reductions in the workforce if the workload continues. ISG will break even this year and have been successful in winning a number of new contracts for delivering fire doors, especially around Newcastle.											13.12.17 - TU's asked if the workforce could have some input with regards to suggestions for raising/saving money	Management stated they would welcome this.
4R12	Estates & Property	Management reported that this has been dealt with through increased prices, there are no staffing implications											13.12.17 - TU's wanted to minute the fact that they would not agree to any staff being made redundant	Management noted this.
4R14	Estates & Property	Management reported that the challenge is to continue to acquire and create investments that generate a surplus revenue and to maximise the existing investment portfolio. This year is well ahead of target. The NCP will generate 165k per year surplus income.											13.12.17 - TU's asked if the casual workers were doing more hours than full time workers	Management agreed to look into this.

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4R15	Estates & Property	Management stated that they are looking at savings in 2018/19 of £100k and a further £200k in 19/20 by reducing the number of buildings occupied and managed. Part of that is Jacobs well. There is likely to be a staff reduction of 1FTE in the first year and 2FTEs the year after but this would be managed through natural wastage.											13.12.17 - TU's asked where the casual workers had been working	Management responded saying that this was possibly City Hall Catering
4R16	Estates & Property	Management reported that there would be a reduction of 3FTE's next year through natural wastage/retirement. More savings would be made through closing buildings and Community Asset Transfers of which Richard Dunn is included.												
4R17	Estates & Property	Management reported that there would be no staff a risk, there would be a reduction in the amount of money spent on utilities through the closure of buildings.												
5FM1	Estates & Property	Management reported that they had had a surplus for the last 2 years and would be reducing the budget in line with operating costs												
5FM2	Estates & Property	Management reported that they had introduced Parent Pay in 80 out of the 150 schools and removed the school meal administrator which achieved a saving of 450 man hours per week (term time) with the balance to be found in April. It is proposed that there would be a 5p increase on paid meals from January 2019.												
5F1	Financial Services	Revenues and Benefits – Review and release of budget relating to external contractor system,	200.0	0.0	200.0		0.0	0.0	0.0	0.0	0.0	0		
5F2	Financial Services	Revenues and Benefits - General efficiency savings – combination of cost and staffing reductions	100.0	0.0	100.0		329.8	371.0	3.0	0.0	36.0	2		
5F3	Financial Services	Procurement Supplies and Services Budget – overall net savings subsequent to a review of the Procurement function as a whole	100.0	0.0	100.0		0.0	0.0	0.0	0.0	0.0	0		
		<b>TOTAL</b>	<b>1025.0</b>	<b>335.0</b>	<b>1,360.0</b>		<b>702.2</b>	<b>787.0</b>	<b>10.0</b>	<b>0.0</b>	<b>73.0</b>	<b>0</b>		

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