

Business Planning / MTFS Options 2020/21 – 2024/25

20/25 - YC08

Title of Option:	Partial capitalisation of CPMO		
Priority:	Your Council - P5	Responsible Officer:	Andrew Rostom
Affected Service(s) and AD:	CPMO	Contact / Lead:	Andrew Rostom

Description of Option:

- What is the proposal in essence? What is its scope? What will change?
- What will be the impact on the Council's objectives and outcomes (please refer to relevant Borough Plan 2019-23 objectives and outcomes, and Borough Plan Evidence Packs)
- How does this option ensure the Council is still able to meet statutory requirements?
- How will the proposal deliver the benefits outlined?

[Proposals will be mapped to the new Borough Plan Priorities/Objectives/Outcomes as they emerge – please take account of any likely changes when framing proposals]

Summary:

The proposal is to use Flexible Capital Receipts to fund some posts in the Corporate Programme Management Office (CPMO). The justification is that, while it is difficult to estimate the proportion of time that each 'delivery' staff member will spend on individual projects in a year, most will by definition be working on change projects for the majority of their time. If we exclude the Head of Service role, 50% of Corporate Programme Officer (& 1 x L/T sick), then the saving will be in the region of £92K.

Risk:

This is completely dependent on the availability and continued use of capital receipts to fund these costs. If for any reason there is either insufficient capital receipts to meet these costs or a change in policy around use (either internally or externally), then it will not be possible to deliver these cost reductions.

Financial Benefits Summary

Savings	2020/21	2021/22	2022/23	2023/24	2024/25	Total
<i>All savings shown on an incremental</i>	£000s	£000s	£000s	£000s	£000s	£000s
New net additional savings	92	-	-	-	-	92

Capital Implementation Costs	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000s	£000s	£000s	£000s	£000s	£000s
Total Capital Costs	92	-	-	-	-	92

Financial Implications Outline

- How have the savings above been determined? Please provide a brief breakdown of the factors considered.
- Is any additional investment required in order to deliver the proposal?
- If relevant, how will additional income be generated and how has the amounts been determined?

Savings determined by assuming all staff in CPMO (aside from Head of Service, 50% of CPMO Project officer and member on L/T sick leave) will have their costs paid through flexible use of capital receipts. Total capital receipts of £323k will be required for the team although the 'new' ask is £92k.

Delivery Confidence

At this stage, how confident are you that this option could be delivered and benefits realised as set out?
 (1 = not at all confident;
 5 = very confident)

4

Indicative timescale for implementation

Est. start date for consultation DD/MM/YY	Est. completion date for implementation DD/MM/YY
Is there an opportunity for implementation before April 2020? Y/N ; any constraints?	Could be implemented as soon as enabled to do so through the financial process.

Implementation Details

- *How will the proposal be implemented? Are any additional resources required?*
- *Please provide a brief timeline of the implementation phase.*
- *How will a successful implementation be measured? Which performance indicators are most relevant?*

Could be implemented as soon as confirmed by Corporate Finance and enabled to do so through the financial process.

Impact / non-financial benefits and disbenefits

What is the likely impact on customers and how will negative impacts be mitigated or managed?

List both positive and negative impacts. Where possible link these to outcomes (please refer to relevant Borough Plan 2019-23 objectives and outcomes)

Positive Impacts

n/a

Negative Impacts

n/a

What is the impact on businesses, members, staff, partners and other stakeholders and how will this be mitigated or managed? How has this been discussed / agreed with other parties affected?
List both positive and negative impacts.

Positive Impacts

n/a

Negative Impacts

n/a

How does this option ensure the Council is able to meet **statutory requirements**?

n/a

Risks and Mitigation

What are the main risks associated with this option and how could they be mitigated?(Add rows if required)

Risk	Impact (H/M/L)	Probability (H/M/L)	Mitigation
The main risk to flag here is that this is completely dependent on the availability and continued use of Capital receipts to fund these costs. If for any reason there is either insufficient capital receipts to meet these costs or a change in policy around use (either internally or externally), then it will not be possible to deliver these cost reductions	H	L	Confirmation required from Corporate Finance

Has the EqIA Screening Tool been completed for this proposal?	Yes
<u>EqIA Screening Tool</u> Is a full EqIA required?	n/a