

Administration Budget Motion 11th Feb – Mover D Walsh; Seconder E Morton

The Council:

1. Notes the Revenue Budget Monitoring position as at 31st December 2015;
2. Notes the findings of the Planning our Future consultation which have been taken into account in the preparation of the budget proposals;
3. Notes that Equality Impact Assessments (EQIAs) have been carried out and notes the subsequent detail in the report on Assessing Equality Impact;
4. Notes the Financial Risk Analysis as set down in the Revenue Budget Pack;
5. Notes the funding gap of £10.052m within the Revenue Budget estimates;
6. Approves the Revenue Budget estimates for 2016/17 as set out in the Revenue Budget Overview report, subject to the following:

Further savings

- | | |
|---|----------|
| • Reduce elected members cost centre | £150,000 |
| • 20% savings in staff travel budgets across all council services | £235,000 |
| • 10% saving in staff overtime across all council services | £158,000 |
| • Increase vacancy savings target | £310,000 |
| • Increase council tax base | £200,000 |
| • Remove additional monies previously allocated for Unitary charge for 2016/17 | £500,000 |
| • 1% pay inflation saving as a result of savings options | £26,000 |
| • Management savings, with Chief Executive to bring forward a report to members on proposals for implementation | £95,000 |
| Total | £1.674m |
7. Notes that management/operational savings of £1.044m will be taken forward as part of normal business;
 8. Notes the revised funding gap of £7.334m as a result of the above adjustments;
 9. Approves the following and further policy options to balance the budget;

• Adjustment to social work budget (saving)	£990,000
• Social work cost pressures arising since 2015/16 being met by IJB	£551,000
• Additional 3% to the Council's income-generating fees and charges to total 6% each year, apart from the general increase exceptions outlined in the Revenue Budget Overview report.	£610,000
 10. Rejects the following savings options totaling £1.402m:
 1. EDUC05g Reduce subsidy payments to community swimming pools
 2. EDUC07a Reduce primary school classroom assistants by 20%
 3. EDUC07d Reduce primary school janitor costs by 20%
 4. EDUC07k Stop lunch payments for primary school supervision staff

5. EDUC08a Reduce secondary school classroom assistants by 20%
6. EDUC08c Reduce secondary school janitor costs by 20%
7. EDUC08g Reduce school technician costs by 20%
8. EDUC08k Stop lunch payments for secondary school supervision staff
9. CC02a Reduce Adult Learning/Literacies service availability
10. CSS02k End discretionary non-domestic rates relief for charities
11. FS03m Remove out of hours property emergency line cover
12. FS04G Remove discretionary Community Transport Grant funding
13. PRS04g Reduce debt counselling service to focus on complex cases
14. RAMS01c Removal of hanging baskets
15. RAMS01d Close 43 public conveniences across Argyll and Bute
16. RAMS01f Replace annual bedding display with grass areas
17. RAMS01k Reduce Environmental Warden Team
18. RAMS01o Additional Roads and Amenity Service staff reduction
19. RAMS02a Reduce coastal and flooding work budgets
20. RAMS02b Reduce bridge assessment budget
21. RAMS03c Reduce budget for road works/bridge repairs
22. RAMS05d Removal of food waste collection, Helensburgh area
23. SF01F Further review of Strategic Finance team
 - Value of options rejected - £1.402mm (68FTE jobs secured)

11. Accepts in part or in full the savings options totalling £5.186m (82FTE) as follows, rejecting £0.809m (34FTE) through reduced levels of savings:

1. SF01a Review of staffing structure within Strategic Finance
2. CC02b Adult Literacies and Learning – reduce spend in areas based on needs assessment
3. CC03a Reduce cost of combined community development and community planning teams
4. CC03b Provide reduced amount of third sector grant funding – full saving in first year, with 10% in 17/18 and 10% in 18/19
5. CC03c Introduce consistent management arrangements for four community centres
6. CC05/1, CC05a, CC10a, CC11a, CC11a/1 Create a charitable leisure trust to bring together council owned community halls, libraries, swimming pools and fitness facilities
7. CC06a Provide reduced level of funding support for events and festivals
8. CC06b Offer Campbeltown Museum for community ownership
9. CC006c Provide reduced level of funding for arts development
10. CC08a Provide reduced level of funding to energy and mediation advice services where other opportunities are available and where there is less demand for service
11. CC08b Align funding for rent deposit scheme to current demand
12. CC08c Reduce budget for housing IT, strategy development and staff training following major work done in 2014/15

13. CC08d Reduce staffing costs re promotion of housing information/capacity for partnership work
14. CC08e Save council funds by transferring strategic staff costs to Strategic Housing Fund
15. CC10b Reduce library management costs
16. CC10c Saving of £50,000 on mobile library service
17. CC12A Provide reduced level of funding for domestic abuse outreach support
18. CC12b Provide reduced level of funding for tenancy support contracts
19. EDUC01a Align disability access budget (for adaptations in education centres) with current demand following previous underspend
20. EDUC01b Review Service Level Agreement for home and hospital tuition in line with previous demand
21. EDUC01c Reduce education Quality Improvement Team materials budget
22. EDUC01d Align specialist equipment budget with demand following previous underspend
23. EDUC01e Reprioritise repairs and maintenance budget for Education HQ
24. EDUC01h Manage cover for ASN assistants from within current devolved budget at individual schools
25. EDUC01i Deliver ASN efficiencies and match resources to greatest assessed need
26. EDUC03a Continue to provide statutory duties only for children under 5 – part saving only
27. EDUC03b Budget levels reduced for pre-5 resources – part saving only
28. EDUC03d Reduction in Early Years third sector grants and services – part saving only
29. EDUC03e Part saving (10%) in Early Years Change Fund
30. EDUC03c Provide for a 1% inflationary uplift only on payments to Early learning and Child Care Commissioned providers (in line with current indicators)
31. EDUC05a Reduce central administrative support
32. EDUC05c Provide reduced level of funding for PE facilities matched to priorities
33. EDUC05d Janitorial cover availability reduced
34. EDUC05e Education central repairs budget reduced and prioritised
35. EDUC05h Remove Attendance Officer posts and use current processes and systems in place to manage attendance
36. EDUC05j Align clothing grant budget to current demand following previous underspend
37. EDUC02b Provide reduced level of creative arts programmes in schools
38. EDUC02c Increase fees for non-statutory music tuition, reduced to 44% to accommodate inflation
39. EDUC02d Instrumental instructor provision reduced by 20%
40. EDUC07b Accept 5% reduction only in clerical assistants in primary schools
41. EDUC07c Pupil Support Assistants to be matched to greatest assessed need – part reduction only (equates to 111 fewer hours per year across 30 primary schools)
42. EDUC07e Continue primary school supply teacher cover at reduced level
43. EDUC07f Remove management development and training budget (primary schools)
44. EDUC07g Prioritise primary school grounds maintenance work to manage 20% resource reduction

45. EDUC07h Reduce devolved budgets for individual primary schools as they are supplementary to central education budget, prioritizing expenditure
46. EDUC07i Provide foreign language training through Scottish Government Languages 1+2 budget
47. EDUC12a Provide statutory Educational Psychology services following 7% budget reduction
48. EDUC12b Align residential schools budget to current demand following reduced demand
49. EDUC08b Accept 5% reduction only in secondary school clerical support
50. EDUC08d Provide secondary school supply teacher cover at reduced level
51. EDUC08e Remove management development and training budget in secondary schools
52. EDUC08f School librarians in secondary schools no longer provided
53. EDUC08h Prioritise grounds maintenance work in secondary schools to manage 20% reduced resource
54. EDUC08i Reduce devolved budgets for individual secondary schools as they are supplementary to central budget, prioritizing expenditure
55. CSS03a/b/c Increase email and electronic transactions to save more on postage, printing and stationery
56. CSS01a/b/c/d/j Change in opening hours for Customer Service Points and promote alternatives to over the counter payments
57. CSS01e Tیره Service Point service provided through voluntary sector contract in line with Jura and Colonsay
58. CSS01f/l Increase use of emails at Customer Service Points to save money on postage, printing and stationery
59. CSS01k Remove small repairs budget at Jura and Colonsay service points where requirements have been minimal
60. CSS01m Change Rothesay Service Point opening hours in line with current volume, delivering service over five half-days
61. CSS04b More economical replacements for broadband circuits in offices and schools to match capacity and usage
62. CSS02c/d Increase use of email to avoid use of pre-paid envelopes and reduce costs
63. CSS02g Develop in-house services for council tax e-billing/landlords portals in place of external contract
64. CSS02h Apply landlord penalties where applicable to help council tax collection
65. CSS02i Retrieve cost of administering double charge council tax from income raised
66. CSS02j Align benefit advisor posts to match reduced caseload
67. FS01a-c Long term redesign of catering service
68. FS01d Build up and develop catering service for events and functions
69. FS02a-b Long term redesign of cleaning service
70. FS03f Generate water utility savings with no significant impact on current service
71. FS03g Generate energy utility savings with no significant impact on current service
72. FS03h Increase heating efficiency through use of biomass boilers
73. FS03i Use opportunities for external providers to reduce costs of Estates service
74. FS03j Prioritise use of central repairs budget for schools, libraries and social work services to manage 14.5% reduction

75. FS03k Prioritise maintenance for shared offices with 8.4% central budget reduction
76. FS03l Prioritise use of shared office central repairs budget with 21.6% reduced resource
77. FS04b Explore external partnership working to improve use of fleet/transport resources between council teams
78. FS04f Prioritise/reduce bus shelters and stops built or replaced in 2016/17 only
79. GL01a1 Reduced committee/governance/elected member support including increased self-service approach for members
80. IHR03a Redesign staff personal safety training including online development
81. IHR03b Redesign health and safety service including increased online support and prioritizing high risk service areas
82. IHR01a Combine HR and Improvement/Organisational Development teams to create a single one-stop shop service, with reduced saving in 2018/19 to retain statistician post
83. ED02a Phased reduction of subsidy payments to freight operators in Campbeltown to align with standard rates by 2018/19
84. ED02b Increase piers and harbours berthing charges
85. PRS02b Introduce charges for pre-application advice for major and locally significant planning applications, in line with other local authorities
86. PRS02c Reduce planning development management team with increase in time to register planning applications
87. PRS02d Remodel planning enforcement team with increase in response time to planning breach complaints
88. PRS03b Provide in-house solution for aerial photography currently sourced externally
89. PRS03c Introduce charges for developers/property owners for statutory street numbering in line with other local authorities.
90. PRS03d Develop in-house solutions to allow removal of software/licences used for local development plan consultation
91. PRS03e Increase use of online consultation for Local Development Plan
92. PRS03f Provide core duties/statutory access rights of way and up to date Core Path Plan
93. PRS03g Remove footpath survey software and Local Access Forum budget and use alternative ways of surveying and supporting the forum
94. PRS03h Use in-house legal advice if required to resolve access disputes to allow removal of specialist legal expenses budget
95. PRS03i Introduce charges for Phase 1 Habitat Surveys
96. PRS03j Efficiency savings and business support costs reduced through staff reductions
97. PRS03k Remodel Access Team to focus on statutory duties
98. PRS03l Review Development Policy Team
99. PRS04a Remove vacant Regulatory Services alternative enforcement post
100. PRS04c Increase charges to businesses for inspection and certification of food export certificates in line with other local authorities
101. PRS04e Achieve central administration cost savings through improved processes and systems
102. PRS04f Review advice services across Argyll and Bute while maintaining a reduced allocation of funding to advice agencies (25% reduction)

103. PRS04h Increase income from private landlord registration scheme through targeted enforcement work on unregistered private landlords
104. RAMS01a Increase burial charges by 20% while costs still remain below average in 9 comparative council areas
105. RAMS01b Cremation charges increase limited to 14%
106. RAMS01e Remove subsidies to Tobermory Harbour Association on phased basis
107. RAMS01g Rose and shrub beds to be returned to grass
108. RAMS01h Hedges maintained in winter only with one cut per year
109. RAMS01i Grass cutting carried out once in October/November with other areas returned to meadow/natural growth
110. RAMS01j Phased recovery of costs for services to Cowal Games including temporary toilets, event support, litter collection, staffing etc
111. RAMS01l Reduce street sweeping frequency – half saving only accepted from original proposal of 50%
112. RAMS01m Prioritise dangerous/urgent maintenance within Roads and Amenity property to manage 25% reduced resource
113. RAMS01n Prioritise dangerous/urgent maintenance within depots to manage 25% reduced resource
114. RAMS02c Achieve central administration cost savings by improving processes and systems and reducing training budgets
115. RAMS02d Reduce central administrative support from 2017
116. RAMS03a Increase car parking charges from 80p to £1, introduce to Mull car parks and introduce year round charging at other car parks
117. RAMS03b Remove school crossing patrollers only in relation to lunchtime patrols and where there is already an electronic crossing in place
118. RAMS03d Reduce roads operations costs by removing a vacant post and reducing budget for vehicles and plant
119. RAMS04a Christmas lights funding – saving accepted in longer term only with funding from reserves for a period of three years
120. RAMS04b Increase street lighting planned repairs on an area basis, reduce reactive repairs
121. RAMS04c Use new lighting units which would reduce maintenance and energy costs
122. RAMS04d Recover costs for event banners and other non-core council activities
123. RAMS05a5 Rubbish collection – three-weekly collection with new shift pattern to make better use of fewer vehicles, retaining fortnightly recycling collections using double shift patterns
124. RAMS05b Three-weekly general waste, bi-weekly co-mingled uplift by internal resource for Islay in line with other local areas
125. RAMS05e Remove vacant post in Waste Management Service
 - Value of savings options accepted - £5.186m
 - FTE impact restricted to 82 in 2016/17

12. Agrees to make financial provision within the revenue expenditure from 2017/18 onwards to fund the Unitary Charge requirements for the new DBFM schools in Campbeltown and Oban in recognition of ESA10 changes and requirements;

Reserves:

13. Notes the advised opening position of £12.216m as at 31st March 2015;
14. Adds to this figure the budgeted surplus of £154,000 for 2015/16;
15. Further adds to this figure the sum of £115,000 from the release of earmarked reserves from the Community Resilience Fund (£100,000) and Bute Advice Centre saving (£15,000, representing a 25% reduction in line with savings option PRS04f);
16. Further adds to this figure the sum of £8.586m from the release of earmarked reserves previously allocated to the DBFM School Project as a result of ESA10 and the provision being made for Unitary Charge requirements met from within the council's revenue expenditure;
17. Notes and agrees the total available finance of £21.071m for distribution and support of the Single Outcome Agreement objectives and Planning our Future initiatives, making provision for the following from the available reserves:
 - Proposals of £0.651m already committed and new proposals of £5.747m as outlined in the report prepared by the Head of Strategic Finance, unless specified otherwise below
 - Establish the Argyll, Lomond and Islands Rural Regeneration Initiative, which will encompass all strategies and plans relating to repopulation, including:
 - Allocation of £5.579m towards capital provision for the Helensburgh Waterfront development
 - Allocation of £3m for regeneration and economic sustainability in Lochgilphead and Tarbert areas
 - Creation of a £2m Asset Management Fund to generate additional income
 - Creation of a £1m Inward Investment Fund to attract significant inward investment or by investing in facilities and infrastructure to support business development/growth
 - Creation of a £500,000 Rural Resettlement Initiative to support population growth with the council's Strategic Management Team corporately to bring forward plans and proposals for consideration by members
 - Provision of £300,000 funding for Christmas lights across the current administrative areas, to be managed by Area Committees, with a report to be brought forward by the Executive Director of Development and Infrastructure outlining allocation arrangements and funding timescales in relation to replacement of current revenue provision

- Provision of £200,000 for flood and coastal protection, both proactive and reactive
 - Provision of £170,000 for improvements to Tarbert sports pitch
 - Reduce severance provision from £4.5m to £3.5m as a result of rejected and reduced savings options
 - Increase the general fund contingency from 1.5% to 2% (£1.192m)
18. Notes that as a result of the above changes, the closing position balance is £1.732m in addition to a 2% contingency equivalent to £4.743m;
19. Approves the Capital Plan and spending proposals as set out in the report from the Head of Strategic Finance;
20. Approves the contingency level for the General Fund Reserve at a level of 2%, equivalent to £4.743m;
21. Approves the revenue estimates for 2016/17 with the above revisions and that consequently the local tax requirement estimated at £41.2m is funded from council tax;
22. Approves the following rates and charges for the year as outlined in the Introductory Report on Revenue Budget:
- Council tax due in respect of a chargeable dwelling in Band D will remain unchanged at £1,178 per year
 - Council tax due in respect of a chargeable dwelling in each of the other valuation bandings, in accordance with Section 74(1) of the Local Government Finance Act 1991, will remain unchanged
23. Notes that business rates will be determined by Scottish ministers;
24. Agrees to put in place appropriate arrangements for the following:
- Management review
 - Further exploration of innovative delivery of education, school management and potential of school clusters
 - Review and amalgamation of all grant structures and criteria (for example, allowing community councils to apply)
 - Promote and develop a participatory budgeting scheme for Area Committees
 - To note that discussions are progressing by officers with regard to projects in the Council's Capital Plan that may well produce additional external funding together with the release of current provisions for underwriting, and to agree that, in the event that further monies are available, that provision is made from freed-up capital and earmarked reserves to be used towards phase 2 of the Dunoon wooden pier project and exploration of Rosneath Peninsula and Garelochhead priorities
 - Implementation of the Argyll, Lomond and the Islands Rural Regeneration Initiative as set down above.
25. Instructs the council's Chief Executive on the following:
- To report back on areas of transformation of service delivery throughout 2016/17 with a view to implementation from 2017/18 onwards
 - To make arrangements for the review and future provision of advice services across Argyll and Bute