

**2019-20 Savings Monitoring Report**  
**Policy & Resources Scrutiny Committee**  
**18th March 2020**

1 Summary position as at : 31st December 2019

£192 k variance from delivery target

	2019-20 Savings monitoring		
	2019-20	2019-20	2019-20
	Target	Delivered	Variance
	£'000	£'000	£'000
	Chief Executive	483	291
Corporate Services	292	292	0
	775	583	192

2 Analysis of delivery against target for managerial and policy decisions:

Managerial

£192 k Off delivery target

Policy

£0 k ahead of target

Chief Executive Corporate Services	MANAGERIAL			POLICY		
	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20
	Target	Delivered	Variance	Target	Delivered	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
	483	291	192	0	0	0
	292	292	0	0	0	0
	775	583	192	0	0	0

3 **Appendix F(i)** : Savings proposals not on target

**Appendix F(ii)** : Savings proposals on target (for information)

Department	2018-19 Budget	FACT FILE	'2019-20 Proposed	'2019-20 Delivered	'2019-20 Variance	EFFICIENCY DESCRIPTION	REASON FOR VARIANCE
	£'000		£'000	£'000	£'000		

MANAGERIAL - OFF TARGET

Chief Executive

People Management

Human Resources	798	HR provides advice and guidance to people managers as well as ensuring the Authority is compliant with employment legislation . Employment Policy framework development and maintenance. The service is currently being reviewed with a view to providing a more integrated HR/Payroll Support service to its users and meet the challenges of the Education agenda and collaborative working.	38	25	13	Income generation ie Pembs OH service	No agreement in place to provide service for Pembs CC. £25k of alternative income generation has been put in place as a result of a new arrangeement with Ceredigion County Council. The remaining £13k is being covered in the current year from one off, in-year savings within the service.
Payroll	353	Payroll: administering pay for all employees and members, managing payroll records and providing a number of returns and statistics on staffing.The corporate Payments Service provides a range of payment solutions that support both internal and external clients in the settlement of supplier invoices relating to the receipt of goods and services.	40	7	33	Structure realignment & postage	Postage saving delivered but saving from structure realignment not yet in place, however this is currently covered by vacant posts in the Payroll and 'People Services - HR' sections.
Total People Management			78	32	46		

Marketing and Media

Marketing and Media (contact centres, press, communication, translation and customer services)	1,533	Newly formed business unit comprising of translation, marketing and tourism, contact centres, customer services, press and communications.	96	0	96	Continued service review within the newly formed Marketing and Media section (this also to include contact centres and customer services)	Realignment currently being finalised - expected to be implemented in the new financial year.
			96	0	96		

Regeneration

Admin Buildings	2,381	Energy, rates, telephone and cleaning costs for Administrative Office buildings including St David's Park	97	47	50	£47k : Savings on the running costs of the Council's office accommodation following vacation and subsequent sale or rental & £50k rental of Ty'r Nant offices.	£50k income target on rental of Ty'r Nant no longer achievable following decision to sell the property. This is partly being covered in the current year by savings on supplies and services.
Total Regeneration			97	47	50		

Chief Executive Total	271	79	192
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POLICY - OFF TARGET

Department	18-19 Budget	FACT FILE	'2019-20 Proposed	'2019-20 Delivered	'2019-20 Variance	EFFICIENCY DESCRIPTION	REASON FOR VARIANCE
	£'000		£'000	£'000	£'000		

NOTHING TO REPORT

Department	2018-19 Budget	FACT FILE	2019-20 Proposed	2019-20 Delivered	2019-20 Variance	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	

MANAGERIAL - ON TARGET

Chief Executive

ICT & Corporate Policy

Performance Management	514	The Performance Management Unit is responsible for providing a corporate lead on performance management for the Council that ensures a strong ethos of continuous improvement runs through everything the Council does.	5	5	0	Income generation from provision of Performance Management software to other Authorities
Information Technology	3,672	ICT Services underpins and contributes towards all that the Council delivers both internally as an organisation and externally to service users and communities, independently or in partnership. It is a vital function providing innovative opportunities for improving services and achieving our priorities in an efficient and effective way. IT Services is pivotal as an enabler of change and a vehicle for driving forward transformational improvement to all services. We have a workforce of 62.5 FTE's which has reduced over the last 7 years from 109 FTE's and we have delivered £3.1m in efficiency savings over the last 9 years. As we continually strive to deliver our solutions in an efficient manner and in line with our key Digital Strategies ( Digital Transformation Strategy, Digital Technology Strategy, Digital Schools Strategy) our major savings in 2019/20 are delivered through rationalising software and hardware maintenance contracts that we hold.	173	173	0	£135k will be delivered by rationalising the software maintenance contracts we have in ICT Services. £38k from operational costs e.g reduce travelling costs, consumables, subscriptions.
Total ICT & Corporate Policy			178	178	0	

Regeneration, Policy & Property  
Customer Focus & Policy

Registrars	130	Carmarthenshire Registration Service is a single district civil registration authority, co-terminous with the county boundary, called Carmarthenshire Sir Gaerfyrddin district 822. The district is managed and delivered by Carmarthenshire Registration Service. The Carmarthenshire Registration Service consists of 26 members of staff, who work across the county as one team with three offices open to the public in Carmarthen, Llanelli and Ammanford. In any given year the service registers approximately 500 marriages / civil partnerships, 2700 births and 2300 deaths.	9	9	0	Reduce supplies & Services expenditure
Net Departmental Administration	394	The Unit discharges the budget monitoring and acts as the support role for the services of the department based at County Hall, i.e. Chief Executive, Regeneration and Policy and Administration and Law, together with departmental staffing functions and business support including the central mail service and the management of access to buildings under the Council's Security Card System and the issuing of identification cards.	25	25	0	Realignment of service area to focus on wider departmental services within Chief Executives; (Administrative assistant post - Post number 005724)
Total Regeneration			34	34	0	

Chief Executive Total	212	212	0
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Department	2018-19 Budget	FACT FILE	2019-20 Proposed	2019-20 Delivered	2019-20 Variance	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	

Corporate Services

Financial Services

Accountancy	1,306	The provision of a decentralised accounting and financial management service, covering: • Technical Accounting (Preparation of final accounts, corporate accounting and taxation), • Management Accounting (Month end close, maintenance of financial records and budgeting) • Strategic Finance functions (projects, planning and financial advice to members)	138	138	0	Increased SLA's income £50k, Reduction in external audit fees £58k, reduction in subscriptions £30k;
Total Financial Services			138	138	0	

Revenues & Financial Compliance

Revenues & Benefits	1,768	Revenue Services Unit is responsible for the administration, billing and collection of Council Tax and Non Domestic Rates from householders and businesses, respectively. The unit also undertakes on behalf of all the Authority's departments, the billing, collection and recovery of miscellaneous income (known as Sundry Debts) as well as having responsibility for operating the Councils full time cash offices with the associated back-office income functionsIn addition to these income collection functions, the unit is responsible for the administration of Council Tax Reduction scheme (formerly Council Tax Benefit) and Housing Benefit schemes which help low income households meet their rent and /or Council Tax. Although the Housing Benefits Fraud Investigation function formerly undertaken within the unit transferred the Department for Work & Pensions in 2015/16 the service continues to investigate Council tax Reduction fraud	54	54	0	Realignment of Management Structure £54k
Council Tax Reduction Scheme	15,826		50	50	0	Budget currently greater than the demand for the scheme
Rent Allowances recovered	-117		50	50	0	Increase income target to reflect the high efficiency of overpayment recovery
Total, Revenues and Financial Compliance			154	154	0	

Corporate Services Total	292	292	0
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POLICY - ON TARGET

NOTHING TO REPORT