

GENERAL FUND - 2009-10 Estimated Variations to Budget (to the end of December 2009)									
	July Budget Monitoring	After Budget Review Savings	September	October	November	December	Reason		
	£	£	£	£	£	£	(Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)		
Additional Expenditure									
Audit Commission Fees	29,000	29,000	39,000	39,000	39,000	39,000	—	Additional Audit Fees in respect of Council Tax & NNDR, additional testing re HB Subsidy Claim (£10k estimate)	
Recreational Open Space	14,000	14,000	14,000	14,000	14,000	14,000	—	Reinstatement of weekend roving patrols	
Loss in Income									
Development Control	130,000	130,000	190,000	190,000	125,000	75,000	▼	£25k shortfall in planning fee income now projected, as 5 large applications have been received during December. The £30k shortfall on planning advice income and £20k shortfall on monitoring fees remain unchanged.	
Development Control	40,000	40,000	25,000	25,000	12,000	12,000	—	Reflects Planning Delivery Grant announced at £58k	
Building Control					25,000	20,000	▼	Income to date is below target so shortfall has been reported, however, it is intended to achieve a break-even position by the year-end.	
Interest & Finance Expenses			77,000	77,000	122,000	122,000	—	Reduction in 'Item 8' interest from HRA. The latest figure includes a projection to the year-end position	
Waste Recycling	50,000	50,000	50,000	50,000	50,000	50,000	—	Shortfall of Recycling credit due to a reduction in tonnage	
Car Parks	240,000	240,000	220,000	220,000	190,000	250,000	▲	Shortfall in income - latest projection takes account of adverse weather.	
Miscellaneous Properties			11,500	11,500	11,500	11,500	—	Loss in rent income due to vacation of Montrose by Housing	
Animal Control	20,000	20,000	20,000	20,000	20,000	17,000	▼	Significant shortfall in income for the first half of 2009-10, although more work is being undertaken during the second half to minimise the shortfall.	
Waverley Training Services					50,000	40,000	▼	Measures to address the potential shortfall in income are being pursued but given the economic climate and new contract focusing on 16-18 year olds it may be difficult to break-even this financial year	
Sub-Total	523,000	523,000	646,500	646,500	658,500	650,500			

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(to the end of December 2009)

	July Budget Monitoring	After Budget Review Savings	September	October	November	December	Reason
Savings							(Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
Democratic Representation		(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	— £3k Members training, £3k SERA subs (Budget Review)
Register of Electors / Elections		(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	— Reduced canvassing / greater recovery of costs
Development Control		(10,000)	(24,000)	(24,000)	(24,000)	(24,000)	— Hired and Contracted services £10k, Advertising £14k.
Development Control - Inquiries		(80,000)	(103,000)	(103,000)	(106,700)	(86,700)	▼ savings on use of external consultants and legal fees. Several payments made recently including Tuesley Farm.
Other Planning Services		(23,800)	(23,800)	(23,800)	(23,800)	(23,800)	— savings arising from rephrasing of three elements of the LDF Core Strategy to 2010-2011.
Cranleigh Leisure Centre		(10,000)	(20,000)	(20,000)	(9,230)	(9,230)	— Management fee savings reduced by delayed opening
Office Accommodation		(6,000)	(10,000)	(10,000)	(10,000)	(10,000)	— Defer office maintenance at the Bury's (Budget Review)
Rental Income		(12,000)	(6,000)	(6,000)	(6,000)	0	▼ Rental income from letting to police for Jan-March 2010.
Books and Publications		(3,000)	(12,000)	(12,000)	(12,000)	(12,000)	— Cut-back on legal and other books and publications
Moratorium on equipment etc		(43,000)	(3,000)	(3,000)	(3,000)	(3,000)	— covers equipment, stationery and uniforms
Information Technology		(10,000)	(43,000)	(43,000)	(43,000)	(43,000)	— IT savings identified (Budget Review)
Printing		(6,000)	(10,000)	(10,000)	(10,000)	(10,000)	— Budget Review savings (new photocopy contract)
Emergency Call-Out Rota		(20,000)	(6,000)	(6,000)	(6,000)	(6,000)	— Discontinue payments to Chief Executive and Directors
Staff Training		(3,500)	(20,000)	(20,000)	(20,000)	(20,000)	— Budget Review savings
Economic Development		(20,000)	(3,500)	(3,500)	(3,500)	(3,500)	— Budget Review savings target in working budgets
Building Control		(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	— Budget Review savings target
Meals on Wheels		(103,000)	(103,000)	(103,000)	(103,000)	(103,000)	— Additional funding from SCC for those in 'critical and substantial need'
Concessionary Fares		(103,000)	(103,000)	(103,000)	(103,000)	(103,000)	— Reduced professional fees payable
Inflation Provision		(103,000)	(103,000)	(103,000)	(103,000)	(115,000)	— Balance after all key commitments (Budget Review)
Additional Income							
Land Charges		(50,000)	(70,000)	(70,000)	(70,000)	(70,000)	— Projected additional income
Waste Recycling		(30,000)	(62,000)	(62,000)	(62,000)	(62,000)	— Increased prices for paper & textiles sales
Investment Interest		(20,000)	(30,000)	(30,000)	(40,000)	(55,000)	▲ New Investments achieving a better rate than budgeted
Legal Expenses		(589,800)	(30,000)	(30,000)	(30,000)	(30,000)	— \$106 Tariff income
Sub-Total	(50,000)	(410,800)	(589,800)	(609,800)	(642,730)	(643,730)	
Net Major Variations	473,000	112,200	56,700	36,700	15,770	6,770	These are all the items detailed above
Capital Savings		(117,000)	(117,000)	(102,000)	(102,000)	(38,000)	This list was amended by the Executive 3 Nov & 6 Jan.
Net Other Variations	4,000	4,000	30,200	26,200	(9,770)	(9,770)	The total of items of individually small amounts.
Overspend / (Underspend)	£477,000	(£800)	(£30,100)	(£39,100)	(£96,000)	(£41,000)	

HOUSING REVENUE ACCOUNT - 2009-10 Major Variations to Budget
(to the end of December 2009)

Ok	July Budget Monitoring	After Budget Review Savings	September	October	November	December	Reason
Take note - no action required CMT action required	£	£	£	£	£	£	(Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
Additional Expenditure							
Supervision and Management Special	28,000	28,000	28,000	28,000	28,000	28,000	— Empty Council Tax charges - budget insufficient for all charges due to long-term empty properties
Negative Subsidy	100,000	100,000	100,000	125,000	125,000	125,000	— Expected RRSL element due to increase in overall rent rebates payable
Major Repairs Allowance					1,000,000	1,000,000	— As a result of MRA funds b/fwd
Negative Subsidy					(1,000,000)	(1,000,000)	— Reduction due to MRA funds b/fwd
Loss in income							
Interest on revenue balance	19,000	19,000	19,000	19,000	19,300	19,300	— Reduction in interest rates
Garage rents	12,000	12,000	12,000	12,000	12,000	12,000	— Projected on basis of 40 weeks
Over spends	159,000	159,000	159,000	184,000	184,300	184,300	
Savings							
Capital Finance	-	-	(77,000)	(77,000)	(122,000)	(122,000)	— Reduction in interest payable due to falling interest rates. Latest figure includes projection to year-end
Training Budget							
Projected overachievement of vacancy savings target		(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	— Residual departmental budget will not be used
Additional Income							
Dwelling rent income	(85,000)	(85,000)	(85,000)	(94,000)	(94,000)	(90,000)	▼ Projected on basis of 40 weeks. Continuing good performance on void turnaround times
Heating income	(30,000)	(30,000)	(30,000)	(35,000)	(35,000)	(35,000)	— Projected on basis of 40 weeks. Charges were increased on average by 33% at 1st April and the energy costs budget was increased by 35%
Potential increased fees & charges, sundry rents income		(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	
Underspends	(115,000)	(148,000)	(225,000)	(257,440)	(302,440)	(301,000)	
Net Underspend	£44,000	£11,000	(£66,000)	(£73,440)	(£118,140)	(£116,700)	

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GENERAL FUND CAPITAL MONITORING						
PROJECT TITLE	1 CAPITAL PROGRAMME PROVISION 2009/2010 £	2 SLIPPAGE from 2008/09 Plus Supplementary £	3 TOTAL 2009/2010 CAPITAL PROGRAMME £	4 PAYMENTS to 31st Dec 2009 £	5 FINANCIAL REMARKS	7 Projected 2009-10 Savings £
FINANCE AND HUMAN RESOURCES PORTFOLIO						
Central Offices						
K1001 Capital Works	90,000	0	90,000	25,549	Budget Review Reductions of £30k relate to PV Panels, Redecoration, Storage and exterior/window works to annex building; these works will not now be undertaken during 2009/2010. Includes replacement of boiler.	30,000
K1013 Central Offices Power Optimisation Equipment	22,000		22,000	16,767	A Regulator is to be installed that will control voltage. Was scheduled for before Christmas, however due to weather conditions has been rescheduled.	
K1014 Office Accommodation Review Works	50,000		50,000	46,042	Work in this area will progress throughout the year. This includes improvements to Members facilities.	
K1015 Council Chamber Replacement Conference (Microphone System)		32,000	32,000	31,676	Project approved by Executive & Council in July. Quotes have been received and new system has been chosen. The equipment has been delivered and installed.	
DDA Act Compliance						
K1006 - Central Offices	11,000	0	11,000	475	Central Office DDA works include improving the Bridge Street Access. Other work will involve creating an accessible toilet for the Borough Hall. Works will now be completed next year.	11,000
K1309 - Other Leisure Buildings	29,000		29,000	17,466	Other DDA areas include work at Farnham Museum and on Bourne and Woolmer Hill Pavilions. Bourne Pavilion is near completion and access works for Woolmer Hill will take place shortly. This budget will be spent.	
LEISURE						
Sports Centres						
K1301 Client Rolling Programme	110,000	(66,000)	44,000	2,295	£66k transferred will be used for works at Cranleigh LC in addition to the major project in order to minimise closure costs. Further £30k has been committed at The Herons and The Edge. Remaining £12k to be spent by the year end.	
K1311 Godalming Leisure Centre Project	100,000		100,000	7,620	Latest expenditure for 2009/10 still expected to be £100k.	
K1314 Leisure Capital Project Manager	36,000	25,000	61,000	0	This is now part of the overall project cost	
K1315 Cranleigh and Farnham Leisure Centres	3,550,000	66,000	3,616,000	1,130,280	The work at Cranleigh LC has now started. The plans for Farnham LC will be submitted in September with a view to start work in November. Latest projections for expenditure in 2009/10 are very close to the amounts within the Programme.	
K1316 Cranleigh Leisure Centre BMS Panel		15,000	15,000		Brought forward from 2010/11, agreed by Executive January 2010.	(15,000)
Recreation						
K1340 Recreation Grounds Improvements	20,000	8,200	28,200	40,594	£8k will be spent on Farnham Town FC ballproof fencing (project, and budget slipped from last year); £4.5k will be used for partnership funding (with the Football Foundation Grant) for new compliant goal posts.	
K1343 Pavilions - Capital Works	20,000		20,000	16,239	Approximately £10k of the budget has been used on Heath End Pavilion as part of Partnership Funding for the refurbishment by Weybourne FC. A further £5k is to be spent. The remaining funds will be used on The Bourne or Woolmer Hill Pavilion.	
K1344 Recreational Facilities for Young People	22,000		22,000	0	Executive have approved plans for this to be spent on Cranleigh Skate Park. Two consultations have taken place.	
K1345 Playground Replacement Programme	50,000	4,400	54,400	5,369	Executive have approved plans for the remainder to be spent on Marsdens Recreation Playground, Farnham. To be completed before Easter.	
K1348 Cemeteries - risk assessment headstones	35,000	5,000	40,000	0		40,000
K1352 Broadwater Lake Spillway					Still awaiting advice from the Institute of Cemetery & Crematoria Management (ICCM) on best approach in light of latest HSE advice. £5k siphage from 8/9; £40k now deferred.	
K1354 Philips Memorial Garden Project	23,000		23,000	0	Expenditure in 2009/10 now estimated to be £10k, pending larger capital requirement for more major project in 2011/12.	13,000
K1353 Woolmer Hill Sports ground Car Parking	56,000	10,000	10,000	1,000	Brought forward from 2010-11 at Executive November 2009. Grant submission being prepared.	(10,000)
			56,000	56,311	This project is now complete.	

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Countryside						
K1373 Stewardship & Habitat Management	7,000		7,000	2,242	Final invoice of £5300 to come in. £591 potential overspend on this budget, to be offset by countryside savings.	
K1377 Countryside Site Capital Works	14,000		14,000	7,192	All of the budget had been committed.	
K1378 Countryside Health & Safety Works	12,000	1,500	13,500	3,730	£5000 is committed. Work has been delayed by weather.	
K1379 Frensham Visitor Centre Restoration	11,500		11,500	0	£8000 is committed. All will be spent.	
Externally Funded						
K1450 Farnham Park SPA	185,000		185,000	49,384	All work is now completed. £7000 retention due to be paid end of January.	
K1461 Town Meadow Enhancement Project	55,000		55,000	0	S106-funded project. Following consultation with Ward Members, this project is no longer taking place. Well be spent on hospital works.	
K1462 Weybourne Recreation Drainage	8,800		8,800	8,250	This project is now complete.	
K1463 Grayswood Common Playground	30,000		30,000	0	S106-funded project. Following consultation with Ward Members, this project is no longer taking place. A recent Executive report has approved that the remainder will be spent on other playground projects in 2010/11.	
K1465 Roman Way		73,600	73,600	0	Funded by use of Section 106 monies (approved by Clift)	
K1464 Beacon Hill Recreation Ground (S106)		4,400	4,400	0	New S106/tariff project approved by Executive in July 09. Now completed, invoice being processed.	
Arts						
K1330 Farnham Memorial Hall - Capital Works	10,000		10,000	6,926	This budget is being spent on Health and Safety improvements during the year. Work has now been completed, invoice to come in so will be spent.	
K1390 Farnham Matings	47,000		47,000	16,496	The Matings have undertaken the works and the grant is currently being processed.	
K1391 Museum of Farnham - Capital Works	0	28,000	28,000	4,209	The budget is slippage from 08/09 for work on the Garden Gallery. This is for the purchase of any new equipment and for final payments due in.	
K1395 Cranleigh Arts Centre	0	4,300	4,300	0	The budget is slippage from 08/09 for the completion of various works at the Arts Centre. The work is finished, £4136 invoice processing.	
PLANNING & MAJOR DEVELOPMENTS						
Planning Delivery Grant						
K1515 Capital works funded from PDG	40,000	(29,500)	10,500	0	There is significant scope to use this PDG for IT-related schemes and for improvements to the office accommodation for the Planning Department. £29.5k allocated to GIS mapping.	
EAST STREET AND PROPERTY MANAGEMENT						
K1510 Miscellaneous Properties - Improvement Programme	10,000		10,000	9,440	The budget will be mainly spent on work carried out at Godalming Museum. The majority of the redecoration works are now complete but work is ongoing.	
K1514 Development Consultancy - General	95,000	120,000	215,000	122,745	Work was started, however asbestos found. Has now been removed, waiting for invoice. Potential additional £17k cost can be contained within overall Development Consultancy budget of £215,000.	
HOUSING, PROCUREMENT & E-GOVERNMENT						
K1101 House Renovation Grants-Disabled Facilities	350,000		350,000	289,195	This area is ongoing and is demand-led throughout the year.	
K1101 House Renovation Grants-Private Sector Renewals	60,000		60,000	55,925	This area is ongoing and can be programmed according to the budget available.	
K1110 Central Communications	30,000		30,000	14,147	This budget will be spent on replacing hard-wired alarms with individual alarms, replacing obsolete alarms and supplying alarms to new customers. Orders of up to £20k placed so far.	
K1111 Day Centres	8,000		8,000	6,060	This budget will be spent on external decoration at both Farncombe and Brightwell Gostrey Day Centres. Additional £2k agreed for Gostrey Day Centre emergency repairs.	(2,000)

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Electronic Government for Customer Service Implementing Electronic Government ICT Infrastructure Rolling Programme						
K0001 Forward Programme/Legislative Changes	10,000		10,000	5,450	This will be spent throughout the year.	
K0003 Desktop/Server Upgrades	45,000		45,000	39,342	This budget will be spent on implementing iGel thin clients. It was reported that delivery issues are being resolved, all officers have been set up and 100 igels are expected to be rolled out this year.	
K0004 Network Consultancy/Upgrades	20,000		20,000	21,204	This budget will be spent on implementing MPLS network for The Burys. This will enable the remote sites to work effectively. This project is underway and will be completed in November.	
K0101 Upgrade/Replace Systems		5,000	5,000	4,800	£5K has been vired from the IT revenue budget to cover the cost of Covalent Software purchase	
K0238 Telephone System Upgrade		19,000	19,000	0	New scheme agreed by the Executive January 2010. Currently out to tender.	(19,000)
K1317 Link for Elections-Famham sports centre		9,000	9,000	0	New scheme agreed by the Executive January 2010. Worst Case scenario, potentially only £3k. Waiting for outcome of testing.	(9,000)
Maintain Existing System						
Information Management						
K0223 Cash Receipting/ Payment collection Service	8,000	13,000	21,000	7,695	Additional funding for this project has been agreed. This is to enable the move from Cash Receipting and the budget will be used to implement the Bar coding system for bills/rent. Project is completed.	
K0231 Government Secure Communications	10,000		10,000	5,100	A controlled connection audit has been carried out by NTA to test the security of our IT equipment. The results are now in with the list of requirements needed to improve security. The remainder of the budget will be used to address these issues.	
K0234 Upgrade Website Forms on Website	15,000		15,000	4,896	This budget will be spent on implementing new forms package for integration/payments. A new website manager is now in place so this project is progressing, with two suppliers identified. Now at testing phase. Rest to be spent on content manager.	
K0235 Web Service to display Planning Application Information	5,000		5,000	0	The budget will be spent on implementing MyServicePlanning from Northgate - a system to replace plans online and give a better ability to search for them. This has now been installed by Civica, is currently undergoing testing and the project should be live in January.	
K0233 Microsoft Office Software		51,635	51,635	48,966	The Microsoft Office Software has been signed up and the invoice is now in. The project will be rolled out soon. A few more licences will be required so the full amount will be spent.	
Information Management continued						
K0255 Security & Infrastructure	20,000		20,000	668	This will be spent 09/10 on improvements to the network. Work is underway and the full budget will be spent.	
K0234 Project Management Toolkit	5,000		5,000	0	No longer taking place.	5,000
K0239 Flexible Working	19,000		19,000	25,710	Spend will include purchasing Blackberrys and Netbooks to enable flexible working. It also includes £13,701.60 expenditure on providing additional Citrix licenses.	
K0239 Northgate BS7686 Hub	16,000		16,000	0	This is to implement NLPG Hub and it will be covered by PDG Funds. Remedial work being carried out.	
K0247 Scanning Planning Files	0		0	8,104	Relates to back scanning, had been an issue that needed to be resolved.	
K0246 Scanning Equipment - Central	0	22,300	22,300	17,310	Two colour scanners have been purchased and are now installed. £20k has been spent to date, with rest to be spent on adobe licenses and training.	
K0249 Scanning - EDRMS Environmental Health	0	21,000	21,000	9,625	The software is now in and is set up. Invoices are coming in slowly.	
K0301 EDRMS (Electronic Records & Man System)	0	35,000	35,000	0	This budget was carried over from 08/09 and will be used to meet contractual commitments.	
K0237 GIS mapping on Website		29,500	29,500	0	Brought forward from 2010/11. To be met by allocation from PDG capital provision. Agreed by Executive January 2010. Order raised.	

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ENVIRONMENT						
Environmental Health						
K1201 Contaminated Land	30,000	126,000	156,000	1,728	A major site has been identified DEFRA has approved a £126k grant to carry out the necessary works, with Waverley's contribution being the £30k budget. Work has started.	
K1205 SHIP - Tackling Fuel Poverty	25,000	10,000	35,000	4,739	This project has now been fully agreed and contracts signed. The project is underway and was launched in September. 123 referrals for insulation have been received. £10k slippage for 2010/11.	10,000
K1206 Air Quality Improvement Works	15,000		15,000	0	Honor now appointed. £8k reinstated savings for Farnham Level Crossing signage, agreed by Executive January 2010.	2,000
K1207 Low Carbon Pool Cars (2)	8,000	7,000	15,000	6,632	Invoice received for £6,700 plus extras within budget. £7k increased provision for second pool car, agreed by Executive January 2010. Second pool car is to be ordered next week.	(7,000)
Public Conveniences						
K1222 Weyhill PC Structural Work	11,500		11,500	0	A structural survey has been carried out and results are now in. It will cost £35k to bring the PCs up to working order alone not including redecoration costs. To be demolished, quoted at £8000.	
Car Parking						
K1240 Rolling Programme	50,000	0	50,000	25,897	The programme includes installing new height barriers, resurfacing and drainage. £6k reinstated savings agreed by Executive January 2010.	5,000
K1241 Parking Equipment Replacement	30,000		30,000	22,260	The spend to date is relating to safety measures. An order has been placed for £20,500 for replacement ticket machines. A laptop is going to be used to interrogate the machines in order to produce statistics and to monitor activity. Invoice is due for salt spreader.	
Recycling - Containers						
K1230 - Waste Recycling Containers	20,000		20,000	9,509	An order has been placed and £5k committed. More containers will be purchased throughout the year.	
K1231 - Upgrade Recycling Bring-sites		12,000	12,000	0	This area is looking to work with Car Parks to identify possible new developments. An action plan will be produced on how to enhance and improve recycling facilities/Bring-sites. Possible schemes are being discussed and costs are being identified.	
Bus Shelters						
K1270 Replacement Programme	10,000		10,000	8,722	This relates to a replacement bus shelter at Frensham.	
PARTNERSHIP FUNDING						
Total Capital Programme Expenditure	£5,568,800	£808,535	£6,378,335	£2,339,860		£54,000

SAFER WAVERLEY PARTNERSHIP - CAPITAL FUNDING FROM SSCF	
SPECIAL NOTE: NO CARRY OVER ALLOWED - CASH TRANSFER BY 31ST MARCH 2010 OR CASH TO BE RETURNED	
1	10,000
1 Contribution towards rebuild of Sandy Hill bungalow	10,000
2 Casualty Reduction Vehicle	5,000
3 Car Brake Reaction Tester	1,200
4 Cranleigh Skatepark Refurbishment	5,000
5 Netting for Broadwater SUGA	3,000
6 SFRS Projects	1,366
Total GOSE Capital Expenditure	£25,566
Construction has now commenced; first invoice received.	
Contribution towards a Casualty Reduction Vehicle. Van fittings/livery being finalised.	

JUSTIFICATION REPORT

Scheme: Careline Equipment

Service: Careline / Community Services

Officer Responsible for Scheme: Alayne Boyden

Capital Cost: £20,000

(a) Identification of need:

The Careline service is based on the provision of a piece of rented Community Alarm equipment for individuals in their own homes.

There has been a steady increase in the number of alarms installed each year in individual homes accounting for a net growth of 50 – 100 units in use. Investment is required each year to keep up with this increase in demand.

The service has been running for around 20 years. The equipment has a shelf life of 5 to 7 years and with new improved technology being introduced all the time the equipment needs to be upgraded to ensure the service remains reliable and up to date. We have worked to maintain a programme of upgrading the units with the use of the annual capital investment however approximately 600 – 700 units in circulation are out of warranty. Around 400 of these are last generation equipment that is no longer supported by the manufacturer, does not conform to new telecare standards and is unreliable.

Investment in renewing outdated equipment and having more units within warranty saves money on the revenue cost of the service agreement.

At a cost of £99 to £110 per unit a further £20k could purchase a minimum of 180 units.

(b) Progress to date including position regarding Planning Permission

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

By providing community alarm equipment and Telecare we are helping older or disabled people to remain independently and safely in their own homes, fulfilling the Council's priority of improving the quality of life for all, particularly the more vulnerable within our society.

Investment in up to date equipment enables us to attract more customers and earn more income and the service is better value for money as a result.

(d) Any constraints on implementation:

None.

JUSTIFICATION REPORT

Scheme: Single sign-on

Service: Customer Service

Officer Responsible for Scheme: Roger Standing

Capital Cost: £22,000

(a) Identification of need:

Single sign-on provides a secure method of staff authentication with all business applications that they have authority to access in one username and password.

The benefits will be realised through:

- Security – no need to remember multiple passwords and less risk of passwords written down
- Time saving & productivity – less time spent logging into applications

It can take up to 20 minutes to logon to all applications with multiple passwords. The single sign-on will use a software solution to enable all authorised applications to be available for use as soon as the user logs on to the network.

(b) Progress to date

Quotes received from Quest software. Software can be purchased at short notice.

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

Value for Money – this implementation will make more effective use of staff time with simpler access to applications while still maintaining effective security.

(d) Any constraints on implementation:

None.

JUSTIFICATION REPORT

Scheme: Emergency Planning & Business Continuity Web-based system

Service: IT

Officer Responsible for Scheme: Martin Shorten

Capital Cost: £2,500

(a) Identification of need:

This product, 'Battle-Baton' has been demonstrated to, discussed by and agreed as making a significant worthwhile contribution to our preparedness. The system is designed to ensure up-to-date procedures and emergency plans are always available.

(b) Progress to date including position regarding Planning Permission

View of system demonstration.
Scheme explored by Business Continuity Group.

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

This scheme provides support in times of emergency to ensure correct procedures and business continuity, therefore helps achieve all objectives.

(d) Any constraints on implementation:

None.

JUSTIFICATION REPORT

Scheme: Environmental Health Management System

Service: IT

Officer Responsible for Scheme: Martin Shorten

Capital Cost: £2,250

(a) Identification of need:

This is a specialist up-to-date set of procedures written for Environmental Health Services, with the principal purposes of delivering efficiency and consistency. The capacity does not exist in the service to develop these ourselves. I have recently identified the need for consistency as essential for quality & efficiency. However I estimate it will take several hundred officer-hours to draw them up ourselves. The following are advantages:

- Significant management and practitioner time-savings
- No need to write and rewrite procedures and documents
- Knowledge base delivers policy, guidance and legislation
- Consistent up-to-date procedures and supporting documents
- Local information integrated within each procedure
- Local policy documents, procedures and standard documents all in one place
- Improved quality of delivery

(b) Progress to date including position regarding Planning Permission

None.

(c) Demonstrate how this scheme would achieve the Corporate Strategy objectives:

This scheme would help achieve the Environment and Improving Lives objectives as it provides information to support work on looking at the health and safety of our residents and protecting and enhancing Waverley's communities and environment.

(d) Any constraints on implementation:

None.