

Published 25th October 2019

Closes 6th December 2019

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Additional information to assist with your proposal

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Contract Description

1. The provision of a financial analysis solution to replace Excel based worksheets for financial planning, and distribute budget monitoring reports.

- a. The solution will act as the preferred front end for our accounting package and will be accessible to 50 users. (5 admin, 25 read-write, 20 read only)
- b. The solution will be expected to load data from multiple business systems including payroll, and local Access databases.
- c. The solution will be cloud-hosted, or less than 5GB data storage required locally.
- d. Implementation in three months, timetabled for 18th January – 25 April 2020 including user acceptance testing and sign-off.
- e. Contract duration of 24 months 18th January 2020 – 17th January 2022.

2. Outcomes and values

- a. Budget holder has more **control over their data**
- b. **Digital Self-service (remote and online)** features are exploited to give them better ownership
- c. Corporate Finance service can release capacity from transactional activities, particularly by virtue of **processes that can be automated or workflow enabled, and promote completeness of transactions** without corrective intervention from Corporate Finance.
- d. More **accurate and timely** forecast outturn positions
- e. To lift financial competencies of managers to manage financial resources more acutely, and they will be encouraged and grow more confident, thanks to a **consistent experience at every use**

3. What does Good look like? In the words of the procuring service

- a. In terms of an ambition [of the new solution] - A tool that gives budget managers the information required to be able to forecast and record an outturn in a way that is both easy to understand and easy to navigate, that can then be easily retrieved and reported on by finance.
- b. The tool would ideally give managers the capability to model different scenarios and build up details of an accurate outturn including salary modelling by employee. It would be useful for this to be flexible so it can be adjusted to meet changing needs of the organisation without rewriting all the reporting. It is a self-service tool for budget managers that can be easily supported by finance.
- c. Our current predict spend spreadsheets are not fit for purpose, and have become discouraging and dormant, due to the time consumed by the service accountants to maintain them. Some business units continue to use these in the background, and they deserve better. Examples are included in the Appendices.

4. Realistic limitation on technology

- a. We are a Citrix site. Any preparation or prior experience on how you would approach this type of installation, would give us assurance in your proposal.
- b. It is worthy of note that the processing power and local memory required to load data and refresh our 'predict spend spreadsheets' were causing Excel crashes on the Citrix desktop terminals.
- c. The pool laptops fared better, but only about 25% coverage available for number of staff. Similar device mix for other business areas.
- d. The reason for expressing this realism about the current IT landscape, is to insist that new processing load would be better dispersed rather than local.

5. Expected features, tools and capabilities – PRIORITY RATED

- a. **Salary Monitoring: automated and self-input; MUST HAVE**
- b. **Forecast Outturn: self-service inputs and commentary; MUST HAVE**
- c. **Training budget holder to exploit features, and improve outcomes; MUST HAVE**
- d. **Likely to emulate Excel cellular tables; MUST HAVE**
- e. **Single sign-on for user authentication and security maintenance purposes; MUST HAVE**
- f. Graphical dashboard display SHOULD HAVE
- g. Displays clear financial position - enabling budget holder SHOULD HAVE
- h. User can personalise their workspace SHOULD HAVE
- i. Capture of Budget variance commentary: self-monitoring COULD HAVE
- j. Can integrate view with Payroll data WOULD HAVE

Additional Fact sheet – Basildon Council

Current corporate systems

- Integra 2 by Capita IBS, for General Ledger, Purchasing, and Budget Control
<https://www.capita-ibs.co.uk/solutions/integra/>
- iTrent by MHR, for Integrated HR and Payroll, some technical specification available,
<https://www.digitalmarketplace.service.gov.uk/g-cloud/services/619162716972283>
- MSAccess, for small bespoke budget planning databases, maintained by the service

Current User base for Integra 2 Financials

Concurrent licenses	75
Of which, Budget holders	40
Of which, Corporate Finance	25
Purchasing only	200+ (using e-Series browser)

Indicative procurement and delivery timescales

Milestones	From	To
Request for Price	25 th October	6 th December 2019
Award notification	12 th December	16 th December 2019
Implementation	18 th January	21 st March 2020
User Acceptance sign-off	20 th February	25 th April 2020

Council website

<https://www.basildon.gov.uk/>

A. Self-Evaluation sheet to be completed by vendor

PLEASE NOTE: at discretion of Council this will be evidenced from an on-site demonstration

1. Key Features that are ready developed and present	Yes/No
a. Self-service inputs into Salary Monitoring	
b. Self-service inputs into Forecast Outturn	
c. Self-monitoring of Budget Variances	
d. Displays clear financial position	
e. Training for budget holder	Part C2

2. Tools or capabilities demonstratable	Yes/No
a. Likely to emulate EXCEL cellular tables	
b. Graphical dashboard display	
c. User can personalise their workspace	
d. Can integrate view with Payroll data	
e. User authentication works in conjunction with Active Directory	

Continues on to next page>>>

3. Likelihood of new product to bring about better outcomes	Current score 1 - 3	Future score 1 - 3
a. Budget holder has more control over their data	1	
b. Empower better ownership of financial targets by Services	1	
c. Finance can release capacity from transactional activities	1	
d. More accurate and timely forecast outturn positions	1	
e. To lift financial competencies of managers	1	

PLEASE NOTE: Key to apply to Future score

1	Low propensity to affect change
2	Average expectation
3	Higher propensity to improve

B. Price – commercial response

2020/2021	£ Price	Payment terms
Implementation Costs		<i>Eg. Due on client acceptance</i>
Licensing Costs		<i>Eg. licensing costs due in advance annually</i>
Maintenance Costs		
Hosting Charge		
Other - specify		
Other –specify		
TOTAL (sum of above)		

2021/2022	£ Price	Payment terms
Implementation Costs		
Licensing Costs		
Maintenance Costs		
Hosting Charge		
Other - specify		
Other –specify		
TOTAL (sum of above)		

C. Installation approach and Training plan

1. Briefly specify the installation method to be used, and indicate client resources involvement.

Describe dates in context of Project Timescales	Proposed Dates

2. Briefly specify the training package offered to budget holders, who will be utilising self-service.

Describe dates in context of Project Timescales	Proposed Dates

D. Business Requirements and Scope

Included	Examples	Not included
1. The Service team would like the Budget Database that is maintained on Access, to be connected to the new reporting tool, and the planning tool. Example report extracts.	APPENDIX B AND APPENDIX C	
2. The Service team would like the EN1D (by employee itemised budget analysis) database that is maintained on Access, to be connected to the new reporting tool, and the planning tool. Example report extract, attached.	APPENDIX D	3. There is no requirement to re-engineer the EN1D (by employee itemised budget analysis), and this <u>will not be included</u> in the new planning tool.
4. The Service team would like a new collaborative planning tool to replace the Predictive Outturn workbooks currently collated on Excel, selecting profile allocation method and capturing change commentary from service manager. Example worksheet, attached.	APPENDIX F	
5. The Service team would like to replace the Salary Monitoring worksheet, which benefits from a monthly payroll data extract file by payroll number, agency cost detail and allows Service Manager to add/delete individual posts, and estimate timing of changes. This outputs into the Predictive Outturn workings. Example input worksheet, attached.	APPENDIX G	
6. The Service team would most likely be persuaded to replace BDM (budget data management) module of the existing FMS, which holds budget holder comments, and pushes on to reporting in Crystal, X-query and Excel, attached.	APPENDIX H AND APPENDIX J	
7. The Service team would like the ability to produce reports easily at any level, however they need to be 'cut'. Currently this is all done via downloading data onto Excel and then summarised (manually) depending on the audience which is fine until someone wants it presented differently halfway through the year. Data sources can be either directly from Integra transactions, the BDM module or our databases.	APPENDIX K APPENDIX L AND APPENDIX M	8. There will be no requirement to push budgeting data, or forecasting data back into Integra (existing FMS), as the new reporting tool is accessing or creating this data directly, ready for any reporting purposes.
		9. There will be no requirement to replace other budget setting workbooks or databases.

E. Virtual Discovery Call FAQ's

Discovery type questions	Buyer response
Can I ask if the software providers for the existing payroll and Integra software will allow access or be willing to provide APIs to their software to extract the information required?	No, the existing payroll software provider will not allow API. Must rely on a routine extract. Yes, Integra software provider, it is possible they will provide API. There is flexibility here.
Can you provide us with a sample excel sheet which requires conversion?	This will be an appendix in the Business Requirements document.
Report Distribution - Can you clarify what will be mode(s) of distribution of reports?	The Council uses SharePoint (intranet) and Outlook primarily, to distributed reports and information. Or ideally prompted within the dashboard for users to retrieve by themselves.
Is it possible to deploy an agent on the local infrastructure where data is present?	Need to consult with IT, but possibly for an SQL agent.
Where will extracted data be stored?	Preferably hosted data storage, or local servers if the data load can be minimised.
How often data extraction needs to happen?	Periodically, usually monthly for payroll. Data feed from Financial Management System should be near-daily, currently runs overnight batches to process journals, and purchase ledger integration.
What are cloud provider options? Does the cloud provider provide all cloud-related security features? What is the budget set for hosting? Does the software need to be available 24x7?	See clarification repeated below. Cloud SaaS software is strong favourite. Availability according to SLA in proposal, eg 99.5% during core hours Monday to Friday. There is only one availability performance indicator, this is the one.
User Management - Would the user be authenticated by an existing auth service? If that service is present, is it present in the same cloud?	Yes, We would strongly prefer that user is authenticated using Active Directory, meaning the user gets a single-sign on experience. We are introducing 2-factor authorisation in conjunction with Active Directory as we are no longer housing our own servers on-site.
Once the solution has been developed and deployed, who will be responsible for monitoring the smooth running of the application?	We would expect a maintenance contract with the vendor would hold primary responsibility, and we will client-side have a corporate systems analyst for local support.
Are there any diagrams of the existing infrastructure?	Will endeavour to obtain this, but not likely to impact your proposal. Firewalls can be reconfigured to facilitate data exchanges.
Can you elaborate on the "financial management system"? Does this accounting package exist already?	The existing FMS is an accounting software package called Integra 2, supplied by Capita-IBS. Purchase ledger, Stores Management, Banking and General Ledger all integrated within the system. Does not include Payroll.

Discovery type questions	Buyer response
What is the relationship of this software with this "financial management system"?	The new financial analysis and reporting tool will have a close relationship with this existing system, with a fair degree of integration.
How many users will be involved in user acceptance testing? Please elaborate on their availability during the development phase of the software?	It is planned that up to five testers are available at this phase, this is included in my project plan, and has been communicated internally.
Any preferred T&C's?	G-Cloud 11 Call-off contract version 4.3 is preferred. Appendix B. Lot 2: Cloud Software service definition. We have chosen <u>SaaS hosted in the cloud</u> to specifically mitigate risk to our infrastructure and networks, including the avoidance of performance and stability detriments to other business systems and IT services.
Any preferred SLA's?	Vendor to define own SLA, to access the lower price point. Eg 99.5% availability for core hours 8am – 5pm. <i>There is only 23 minutes difference per month between 99.5% and 99.95%. For a budget planning tool, this shouldn't be too service critical, for the extra 23 minutes!</i>
Our data centre is physically located remotely in Hemel Hempstead. We do not currently have cloud infrastructure. The vendor can do an assisted installation on third party cloud hosting, or their own. Please supply a SaaS in your Cloud, we do not have our own.	SaaS Cloud which is equivalent to G-cloud's Cloud Software Lot 2. Cloud software Services sold through G-Cloud are applications that are accessed over the internet and hosted in the cloud. Buyers only need to pay for what they use. We expect vendor solution to economically hold its data lookup tables, to mitigate the occurrence of excessive duplication of stored data.
SIGNPOSTING We are a Citrix site, meaning end-user applications are installed centrally. This comes with it the usual restriction and limitations. There is no current plan to replace Citrix, and it has been recently improved by our outsourced infrastructure provider.	There is a trade-off of loss of granular control over software versions. And Pass-through is effected if AppV wraps are used to preserve alternative software versions for specified users. This may be a matter of convenience, and we don't view Citrix as a major obstacle.

APPENDICES INDEX

APPENDIX B	G-CLOUD 11 CALL OFF CONTRACT https://assets.crowncommercial.gov.uk/wp-content/uploads/RM1557.11-G-Cloud-11-Call-off-contract-version-4.3.docx
APPENDIX C	Example Cost Statement
APPENDIX D	Example Note 1 EN1D
APPENDIX F	Predictive Outturn input worksheet
APPENDIX G	Salary Monitoring input worksheet
APPENDIX H	Example Budget Monitoring summary
APPENDIX J	Example BDM commentary input screengrab
APPENDIX K	Committee BDM Enclosures
APPENDIX L	BDM data extract period outturn pivot table
APPENDIX M	SLT quarterly report Outturn page

NOTE: Appendices A, E, and I are not missing, they are just skipped vowels.

Appendix C example Cost Statement report

SERVICE COST STATEMENT

STRICTLY CONFIDENTIAL

Management & Administration Support

Financial Accounting

Cost Centre Code: ~~7011-00000~~
 Cost Centre Manager: ~~Richard Lammox~~
 Accountant: ~~Lee Brampton~~

	Subj. Code	Prof.	Actuals 2018/19 £	Original 2019/20 £	Working 2019/20 £	Estimate 2020/21 £	Estimate 2021/22 £	Estimate 2022/23 £	Estimate 2023/24 £
EMPLOYEES									
Salaries - Basic Pay	1000-00	55	208,668.09	303,700	309,900	387,600	387,600	387,600	387,600
Performance Related Pay	1000-05		5,180.00	-	-	-	-	-	-
Pay Award	1006-00	55	-	7,600	-	4,800	9,600	14,500	19,400
Vacancy Factor	1007-00	55	-	(19,700)	(19,600)	(24,900)	(24,900)	(24,900)	(24,900)
Evening Meeting Allowances	1052-00	55	288.36	-	1,900	1,900	1,900	1,900	1,900
Superannuation - salaries	1060-00	55	33,503.12	49,900	49,600	57,200	57,200	57,200	57,200
National Insurance - salaries	1070-00	55	21,921.39	32,600	32,000	43,000	43,000	43,000	43,000
Statutory Sick Pay - Salaries	1090-00		420.80	-	-	-	-	-	-
Professional Fees	1500-00	55	1,140.00	900	900	1,100	1,100	1,100	1,100
Recruitment advertising	1630-00		762.00	-	-	-	-	-	-
Merit Awards	1721-00		-	-	-	-	-	-	-
Employee insurance	1740-00	11	1,500.00	1,900	1,900	900	900	1,000	1,000
TOTAL EMPLOYEES			273,383.76	376,900	376,600	471,600	476,400	481,400	486,300
TRANSPORT									
Car Mileage Allowances	3400-00	55	49.12	-	-	-	-	-	-
Car Parking Charges etc	3401-00		12.54	-	-	-	-	-	-
Public Transport Fares	3410-00	55	116.30	-	-	-	-	-	-
TOTAL TRANSPORT			177.96	-	-	-	-	-	-
SUPPLIES & SERVICES									
Door Entry Cards	4000-25		10.00	-	-	-	-	-	-
Refreshments	4104-00		6.97	-	-	-	-	-	-
Printing	4210-00	55	-	1,000	1,000	1,000	1,000	1,000	1,000
Stationery	4230-00		117.50	-	-	-	-	-	-
Publications / Newspapers	4244-00	55	3,728.75	3,100	3,100	3,100	3,100	3,100	3,100
Credit check	4315-01	55	165.93	2,000	2,000	1,900	1,900	1,900	1,900
Credit Cards	4316-02		-	-	-	-	-	-	-
Consultancy Services	4390-00	55	744.35	-	-	-	-	-	-
VAT - Consultancy	4390-28	55	2,950.00	7,300	7,300	7,300	7,200	7,200	7,200
Benchmarking	4431-00		385.00	-	-	-	-	-	-
Postages	4500-00		38.55	-	-	-	-	-	-
I.T. Hardware Purchase	4550-00		10.00	-	-	-	-	-	-
I.T. Licences	4553-00	55	5,607.93	5,500	5,500	5,500	5,400	5,400	5,400
IT Software Purchases	4554-00		3,362.68	-	-	-	-	-	-
External Conferences	4701-00		999.00	-	-	-	-	-	-
Conferences - Subsistence	4702-00		1,190.00	-	-	-	-	-	-
Subsistence - general	4720-00		26.12	-	-	-	-	-	-
Travel Costs	4724-00		-	-	-	-	-	-	-
Subscriptions	4801-00	55	10,079.00	3,500	3,500	3,500	3,500	3,500	3,500
Miscellaneous Expenses	4950-00		-	-	-	-	-	-	-
Services supplied by BBC	4995-00		-	-	-	-	-	-	-
Public Liability Insurance	4999-00	11	2,300.00	2,100	2,100	1,700	2,200	2,700	2,800
TOTAL SUPPLIES & SERVICES			31,721.78	24,500	24,500	24,000	24,300	24,800	24,900
MANAGEMENT & ADMINISTRATION									
Office Accomodation	7000-00	22	6,600.00	8,200	8,200	-	-	-	-
Depot Accommodation Charge	7002-00	22	400.00	200	200	-	-	-	-
Operational Recharges	7200-00	22	24,800.00	12,900	12,900	-	-	-	-
Support Recharges	7300-00	22	45,900.00	58,500	58,500	41,800	42,800	43,900	45,000
CSC Recharges	7500-00	22	-	300	300	-	-	-	-
TOTAL MANAGEMENT & ADMINISTRATION			77,700.00	80,100	80,100	41,800	42,800	43,900	45,000
TOTAL EXPENDITURE									
			382,983.50	481,500	481,200	537,400	543,500	550,100	556,200
INCOME									
Miscellaneous Income	9842-00		20.00	-	-	-	-	-	-
Recharges (Business Units)	9905-00	22	(295,303.50)	(370,000)	(369,800)	(347,000)	(351,500)	(356,300)	(360,900)
Recharges to HRA (Res Mgmt)	9990-00	22	(73,700.00)	(97,500)	(97,400)	(130,400)	(132,000)	(133,800)	(135,300)
Recharges to Sempra	9994-00	22	(14,000.00)	(14,000)	(14,000)	(60,000)	(60,000)	(60,000)	(60,000)
TOTAL INCOME			(382,983.50)	(481,500)	(481,200)	(537,400)	(543,500)	(550,100)	(556,200)
TOTAL NET COST OF SERVICE									
			-	-	-	-	-	-	-

Note 1 - Salaries Budget for Live 2019/20 Estimate

Cost Centre Code: 300000000000

Cost Centre Name: 300000000000

Direct

Pd.	Position Number	Designation	Ext. Fund.	Scale	Hours	First Name	Surname	Pay No.	Spine	Pens.	Basic Salary	Fringe	Overtime - Contract	Overtime - Non-Contract	Other Payments	Car Loan Subsidy	Inflation	Super	NI	Total	Vacancy Factor 5.00%	Total less VF	
1-12	1186KNW		☐	Band 4	18.13			02150	18	☒	11,231	304	-	-	-	-	-	1,845	996	14,376	(719)	13,657	
1-12	1187KNW		☐	Band 4	18.13			99218	16	☐	10,583	304	-	-	-	-	-	-	907	11,794	(590)	11,204	
1-4	PN01300		☐	Band 6	36.25			99999	24	☒	9,000	203	-	-	-	-	-	1,472	79	10,754	(538)	10,216	
1-12	PN01301		☐	Band 4	21.75			99315	15	☒	12,206	365	-	-	-	-	-	2,011	544	15,126	(756)	14,370	
1-12	PN01327		☐	SE2	9.06			12823	02	☒	16,401	152	-	-	-	-	-	2,649	1,987	21,189	(1,059)	20,130	
1-2	PN01484		☐	Band 8	18.13			13501	34	☐	2,995	51	-	-	-	-	-	-	330	3,376	(169)	3,207	
3-12	PN01484		☐	Band 8	18.13			13501	35	☐	15,365	254	-	-	-	-	-	-	1,650	17,269	(863)	16,406	
5-12	PN01591		☐	Band 6	36.25			99452	25	☒	18,603	406	-	-	-	-	-	3,041	1,432	23,482	(1,174)	22,308	
Overtime					-						-	-	-	4,700	-	-	-	182	535	5,417	-	5,417	
Unsocial Hours					-						2,000	-	-	-	-	-	-	-	-	2,000	-	2,000	
Balance from PN01301 (was budgeted at SP18)					-						1,271	-	-	-	-	-	-	204	175	1,650	(83)	1,567	
PRP					-						1,100	-	-	-	-	-	-	200	100	1,400	-	1,400	
Balance from PN01484 (was 1182KNW) (Budgeted at SP38 and with Pension)					-						1,531	-	-	-	-	-	-	3,230	211	4,972	(249)	4,723	
PN01591/PN01300 was budgeted at SP24					-						(600)	-	-	-	-	-	-	(100)	1,100	400	-	400	
Total Direct Costs											101,686	2,039	-	4,700	-	-	-	-	14,734	10,046	133,205	(6,200)	127,005
FTEs																							

Agency Payments 1097-00*	Prof. Fees 1500-00	Recruit. Costs 1590-00	Post-Ent. Training 1650-00	External Training 1660-00	Other	Employee Insurance 1740-00	Total Indirect Costs
-	-	-	-	-	-	600	600

TOTAL EMPLOYEE COSTS	127,605
FMS WORKING BUDGET	127,600
VARIANCE	5
VACANT/CASUAL/AGENCY POSITIONS	10,216
VARIANCE IF POSITIONS NOT FILLED	(10,211)

Approved by Cost Centre Manager: _____

Date: _____

Additional Information

Date	User	Note
30/04/2018	300000000000	Position PN01327 created wef 26/03/2018 - No budget (pending restructure)
24/04/2019	300000000000	EMP 0013501 acting up in position PN01484 until 30/06/2019
02/07/2019	300000000000	Emp 13501 acting up from 1184KNW to PN01484
19/08/2019	300000000000	Position PN01300 replaces PN01591 - Emp 99452 starting in position wef 30/07/2019

BUDGET VARIANCE REPORT - FISCAL YEAR 2024										
EXPENDITURE	TOTAL BUDGET	PROFILE BUDGET 5	ACTUAL PERIOD 5	CURRENT VARIANCE	COMMITMENTS	PREDICTED ACTUAL PERIOD 12	OUTTURN (SAVING) DEFICIT	PRIOR YEAR ACTUALS	Notes	Actions
EXPENDITURE										
Salaries - Basic Pay	100000	407,300	169,709	157,377.36		2,311.68		370,282.56		
Performance Related Pay	100005	5,300	5,300	5,319.44		19.44		6,200.36		
Vacancy Factor	100700	(25,800)	(10,750)					-		
Overtime salaries	105000							742.54		
Evening Meeting Allowances	105200	2,000	833	480.60				3,987.23		
Superannuation - salaries	106000	66,000	27,967	25,794.72				62,844.36		
National Insurance - salaries	107000	45,100	19,258	17,938.16				43,216.86		
Statutory Maternity Pay - Sal	108000							-		
Statutory Sick Pay - Salaries	109000							420.80		
Agency Payments	109700							-		
External Training	166000							418.25		
Ment Awards	172100							(500.00)		
Car Loan Subsidy	173000			500.00				533.76		
Employee Insurance	174000	2,400	2,400	2,400.00				2,200.00		
EMPLOYEES	502,300	214,717	209,810.28		2,311.68	478,433.99	(23,866.01)	490,346.72		
Car Mileage Allowances	340000	1,600	667	449.38				788.83		
Car Parking Charges etc	340100			136.57				327.77		
Public Transport Fares	341000			148.50				471.15		
TRANSPORT RELATED	1,600	667	734.45		67.45	1,762.68	162.68	1,462.52		
Equipment Purchase	400000							35.00		
Renestments	410400							283.67		Have moved half to 20401
Printing	421000							35.20		
Stationery	423000							59.84		
Hardware	424600							548.76		
Legal Fees	437800							-		
Land Registry Fees	437900							-		
Postages	450000	300	310.23			744.55	444.55	230.20		
I.T. Licences	455300		700.00			1,680.00	1,680.00	-		
Subsistence - general	472000							14.41		
Travel Costs	472400		5.00			12.00	12.00	159.17		
Subscriptions	480100	12,200	5,083	10,480.84			12,954.02	12,583.17		
Events	480202							358.01		
Public Liability Insurance	499900	2,800	2,800	2,800.00				3,300.00		
SUPPLIES & SERVICES	15,300	8,183	14,296.07		6,113.07	30,390.57	15,090.57	17,607.43		
Office Accomodation	700000	9,200	9,200					9,400.00		
Operational Recharges	720000	16,100	16,100.00					15,800.00		
Support Recharges	730000	61,300	61,300					32,700.00		
CSC Recharges	750000	300	300					100.00		
SUPPORT	86,900	86,900	86,900.00			86,900.00		58,000.00		
EXPENDITURE	606,100	310,467	311,741		1,273.80	597,487.24	(8,612.76)	567,416.67		
INCOME										
XXXXXXXXXX Income										
XXXXXXXXXX	982700	-		-						

Appendix G example Salary Monitoring worksheet

Service Name - 20401

Position No

Payroll Number

	April	May	June	July	August	September	October	November	December	January	February	March	Agency
	1	2	3	4	5	6	7	8	9	10	11	12	
00146	3,740.53	3,740.45	3,740.64	3,740.42	3,740.22	3,740.64	3,729.58	3,729.58	3,729.58	3,729.58	3,729.58	3,729.58	44,820.40
00213	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	39,198.00
00327	3,266.50	3,266.50	1,416.42										7,949.42
07102					3,266.50	3,266.50							
01329	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,359.92	3,359.92	3,359.92	3,359.92	3,359.92	3,359.92	40,319.00
10936	4,280.62	4,280.33	4,280.31	4,280.83	4,342.67	4,280.43	4,269.75	4,269.75	4,269.75	4,269.75	4,269.75	4,269.75	51,363.69
13145	4,280.83	4,280.83	4,280.83	4,280.83	4,280.83	4,343.21	4,269.75	4,269.75	4,269.75	4,269.75	4,269.75	4,269.75	51,365.86
34134	3,740.37	3,740.28	3,740.64	3,740.38	3,740.64	3,740.42	3,729.58	3,729.58	3,729.58	3,729.58	3,729.58	3,729.58	44,820.23
50947	3,322.41	3,322.66	3,323.47	3,321.32	3,323.47	3,380.71	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	3,266.50	39,593.04
99129	3,632.69	3,633.31	3,633.14	3,633.24	3,633.17	3,633.65	3,622.50	3,622.50	3,622.50	3,622.50	3,622.50	3,622.50	43,534.20
99187	3,633.65	3,633.25	3,633.37	3,633.65	3,633.13	3,633.14	3,853.50	3,853.50	3,853.50	3,853.50	3,853.50	3,853.50	44,921.19
99260	3,742.28	3,742.28	3,742.28	3,742.28	3,740.67	3,742.28	3,731.17	3,731.17	3,731.17	3,731.17	3,731.17	3,731.17	44,839.07
99266	3,080.24	3,080.24	3,080.24	3,080.24	3,080.24	3,080.24	2,985.00	2,985.00	2,985.00	2,985.00	2,985.00	2,985.00	36,391.44
99288	5,618.19	5,617.57	5,679.83	5,618.19	5,617.37	5,618.19	5,486.58	5,486.58	5,486.58	5,486.58	5,486.58	5,486.58	66,688.84
99366	4,153.70	4,153.70	5,847.13	4,153.70	4,153.70	4,153.70	3,804.46	3,804.46	3,804.46	3,804.46	3,804.46	3,804.46	49,442.38

VACANT
Vacant

Agency	2,011.26	2,626.93	2,652.12	3,115.26	2,141.30	3,426.10							8,946.00
Agency	6,658.74	9,281.88	6,524.22	12,644.88	4,909.98	16,747.74							92,146.20
Agency	4,323.52	5,654.56	5,796.16	7,600.34	4,716.07	8,846.23							58,334.24
Agency	1,931.82	2,464.22	-4,396.04										0.00
Agency		1,520.10	3,209.10	4,222.50	2,559.87	4,983.04							28,375.20
Other					4,500.00								0.00
Other						500.00							4,500.00
Other				110.00									500.00
Other					395.00								110.00
Insurance				4,400.00									395.00
External Training	70.00	210.00	420.00										

-45,543.00 Vacancy Factor (efficiency for vacant posts)

15,000.00 Overtime

880,270

747,996.16

Total Spend
Total Budget
Underspend

747,996.16

BUDGET MONITORING SUMMARY - PERIOD 5 (AUGUST)

GROWTH

[illegible]

CAPITA | Integra 2

Home > Finance > Tools > Budget Monitoring 2019-20 (Period 6) - Environmental Health - Questions

Role Selection > Summary > Organisation View

INTEGRATED

- Budget Manager
- AD Growth
- Sheel Stone & Technical Svcs
- Environmental Health Services
- GF Direct Services
- Environmental Health
- Tax & Private Hire Licensing
- GF Support Services
- GF Capital Projects
- Head of Regen & Economic Dev
- Old Cost Centres
- Planning
- Strategic Property

GF Direct Services

Environmental Health

Tax & Private Hire Licensing

Page 1 of 2

Budget Monitoring 2019-20 (Period 6) - Environmental Health - Questions

Options

1. What is your estimated one-off year-end outturn variance (e.g. -10,000 for overspend or +10,000 for underspend)?

0.00

2. What is your estimated ongoing outturn variance and any other items that effect future years (efficiencies or budget pressures)?

10000.00

3. Do you need to request to carry forward budget and if so what is the full amount (e.g. -10,000)? This needs to meet the criteria provided by Corporate Finance.

4. Please provide an explanation for your outturn estimates, including why any outturn variances are not ongoing, and justification for carry forwards where appropriate (to be completed by budget holder).

Ongoing staff vacancies - difficult to recruit and pending changes to structure, review of succession planning requirements and maternity cover - backfilling to a number of posts through agency staff - anticipated spend to end of year for agency staff and contract inspectors + CDRs
 It has been agreed at date of year-end that the volume of procurement of day dog contact will be reduced. Additional resources have been identified to support the reduction in day dog contact. Any savings from the reduction in day dog contact will be used to fund the additional resources required to support the reduction in day dog contact.
 Savings. Scrap metal dealers due for licence renewals - all multiple year licences, so balances will need to carry across years. Liquor and gambling income due around August/September annual peak.

5. Are there any other potential future financial issues you wish to flag up?

6. Comments from Corporate Finance (if required).

Previous Answers 02/10/2019 16:37:20 REGLOVER

Save Clear Cancel

Appendix K Committee BDM Enclosures

d. hos5bms										ccm_comments
original	working	working_vtd	actuals	total_variance	outturn	cf	Outturn after C of Justification			
MIP - St Theresa's Nursery	-	20,000	20,000	-	-	-				Policy & Re
MIP - Digital Authority	-	97,500	48,750	(24,239)	-	-				Policy & Re
MIP - Place Visionary	-	50,000	-	17,931	-	-				Policy & Re
MIP - Unitary Authority	-	50,000	-	-	-	-				Policy & Re
Corporate Specialist	50,400	50,400	25,450	32,695	7,245	-				Policy & Re
Housing Benefit Subsidy	(489,400)	(489,400)	26,681,900	21,738,133	(4,943,747)	-				Policy & Re
GDPR	-	99,900	71,400	63,547	(7,853)	-				Policy & Re
Digital Business Development	-	500,000	179,450	71,071	(108,379)	-				Policy & Re
Panacea Print	13,000	13,000	13,000	3,535	(9,465)	-				Policy & Re
Gov. Delivery	12,500	12,500	12,500	5,234	(7,266)	-				Policy & Re
Central Expenses: Stat Fin Exp	69,600	69,600	-	391	-	-				Policy & Re
Service Development Investment	187,000	135,900	-	-	-	-				Policy & Re
Corp Staffing: Apprentice Levy	125,000	125,000	62,500	47,806	(14,694)	-				Policy & Re
Corp Staffing: Apprentices	267,000	400,500	249,350	208,407	(40,943)	-				Policy & Re
Central Expenses: Audit Fees	53,800	53,800	38,050	(7,894)	(7,500)	-				Policy & Re
Staff Awards	10,000	10,000	5,000	5,165	165	-				Policy & Re
Central Expenses: Bank Charges	113,500	113,500	82,450	133,178	50,728	-				Policy & Re
Brentwood Shared Service	-	-	(1,346,040)	(1,652,058)	(306,018)	(69,000)				Policy & Re
Central Budget R&M	885,500	885,500	-	413,481	413,481	-				Policy & Re
Capital Financing	(5,131,200)	(2,911,300)	2,918,100	67,349	(2,850,751)	(100,000)				Policy & Re
Commercial Team	345,400	352,500	226,200	209,218	(16,982)	(20,000)				Policy & Re
Contingency	487,500	205,500	-	-	-	-				Policy & Re
Corp Staff: Corp Initiatives	149,900	281,900	188,400	112,320	(76,080)	-				Policy & Re
Corporate Management	3,053,300	2,354,000	1,393,650	1,401,164	7,514	-				Policy & Re
Council Tax & NNDR Cost of Col	982,800	993,200	1,877,595	1,540,666	(336,929)	(20,000)				Policy & Re
Housing Benefit & CTax Support	330,300	337,800	1,180,550	1,649,418	468,868	66,000				Policy & Re

Appendix L BDM data extract period outturns pivot table

Row Labels	No. of areas	No. of Outturns completed	Sum of outturns	Sum of cf	Sum of Outturn after CF	No. of comments completed	Sum of Ongoing Outturn	Percentage outturns completed #DIV/0!	Percentage comments completed #DIV/0!
GF									
Communities	24	5	-114632	880000	765368	5	6000	20.83%	20.83%
AD Communities	1				0			0.00%	0.00%
Housing Choice	3				0			0.00%	0.00%
Housing Management & Comms	7	5	-114632	880000	765368	5	6000	71.43%	71.43%
Property Services Delivery	7				0			0.00%	0.00%
Strategic Property	6				0			0.00%	0.00%
Contingency	2	2	0	0	0	2	5000	100.00%	100.00%
Corporate Services	20	19	62000	0	62000	16	5000	95.00%	80.00%
AD Corporate Services	4	4	-5000	0	-5000	2			
IT, Resilience & Info Governan	8	7	-5000	0	-5000	6	5000		
Legal & Democracy	8	8	72000	0	72000	8			
Efficiencies Target	1	1	-220000	0	-220000	1	-240000	100.00%	100.00%
Engagement	11				0				
Executive Team	15				0				
Growth	24	8	-2500000	7850000	5350000	8			
AD Growth	1				0				
Head of Regen & Economic Dev	17	2	0	0	0	2			
Planning	6	6	-2500000	7850000	5350000	6			
People & Change	8				0				
Public Spaces	60	20	-43000	0	-43000	17	49000		
AD Public Spaces	1				0				
Environmental Health Services	3	3	40000	0	40000	3	50000		
Leisure	30	16	-80000	0	-80000	13	-1000		
Street Scene & Technical Svcs	26	1	-3000	0	-3000	1			
Resources	34	30	-193500	0	-193500	24	10000		
AD Resources	1				0				
Finance & Commercial Services	17	17	-120000	0	-120000	11			
Governance & Assurance	6	5	-2500	0	-2500	5	5000		
Revs, Benefits and Cust Svcs	10	8	-71000	0	-71000	8	5000		
GF Capital									
Communities	41				0				
Strategic Property	41				0				
Corporate Services	1	1	-500000	500000	0	1			
IT, Resilience & Info Governan	1	1	-500000	500000	0	1			
Growth	17				0				
Head of Regen & Economic Dev	17				0				
Public Spaces	40	7	-86675	0	-86675	7			
Environmental Health Services	2				0				
Leisure	20	7	-86675	0	-86675	7			
Street Scene & Technical Svcs	18				0				
Resources	5				0				
Finance & Commercial Services	5				0				
HRA									
Communities	7	7	-365000	60000	-305000	2			
Housing Choice	2	2	-35000	0	-35000				
Housing Management & Comms	2	2	-330000	60000	-270000	2			
Property Services Delivery	2	2	0	0	0				
Strategic Property	1	1	0	0	0				
HRA Capital	3				0				
(blank)									
(blank)									
Grand Total	313	100	-3950807	9250000	5329193	83	-170000		

Appendix M SLT quarterly report Outturn page

	The table below summarises the estimated outturn position for the General Fund provided by service managers (requested carry forwards are shown in the last column for information):						
	June £000	July £000	August £000	September £000	Ongoing £000	Carry F/wds £000	
General Fund Estimated Outturn	Finance & Commercial Services	(160)	(120)	(120)	(120)	-	88 2,450
	Revenues, Benefits & Customer Services	(70)	(70)	(15)	(71)	5	
	Governance & Assurance	10	(7)	(12)	(3)	5	
	Regeneration & Economic Development	(41)	23	(9)	-	6	
	Planning	-	-	-	(50)	-	
	Legal & Democracy	16	(24)	(18)	72	-	
	IT, Resilience & Information Governance	(1)	(5)	(5)	(5)	5	
	Housing Management & Communities	7	6	7	(27)	-	
	Strategic Property	-	-	-	-	-	
	Property Services Delivery	-	-	-	-	-	
	Housing Choice	-	-	-	-	-	
	Street Scene & Technical Services	90	(140)	-	(3)	-	
	Leisure	27	24	5	(80)	(1)	
	Environmental Health	25	25	40	40	50	
	Digital Business Development	-	-	-	-	-	
	Insight	-	-	-	-	-	
	Communications	-	-	-	-	-	
	Workforce (inc. HR/OD)	-	-	-	-	-	
	Corporate Programme	-	-	-	-	-	
	ET/SLT	-	-	10	(5)	-	
	Efficiencies	(220)	(220)	(220)	(220)	(240)	
TOTAL	(317)	(508)	(337)	(472)	(170)	2,538	
Change from previous month (£)		(191)	171	(135)			
Change from previous month (%)		60%	-34%	40%			

HRA Estimated Outturn	The table below summarises the estimated outturn position for the HRA provided by service managers (requested carry forwards are shown in the last column for information):						
		June £000	July £000	August £000	September £000	Ongoing £000	Carry F/wds £000
	Housing Management & Communities	(125)	(125)	(125)	(270)	-	60
	Housing Choice	70	(38)	(90)	(35)	-	
		(55)	(163)	(215)	(305)	-	60

Capital Programme Estimated Outturn	The table below summarises the estimated outturn position for the Capital Programme provided by service managers (requested carry forwards are shown in the last column for information):						
		June £000	July £000	August £000	September £000	Ongoing £000	Carry F/wds £000
	General Fund Programme						
	Regeneration & Economic Development	25	(20,614)	(20,430)	-	-	500
	IT, Resilience & Information Governance	-	-	-	-	-	
	Leisure	-	3	(87)	(87)	-	
		25	(20,611)	(20,517)	(87)	-	500
	HRA Programme						
	Strategic Property	-	-	-	-	-	-
	Property Services Delivery	-	-	-	-	-	
	-	-	-	-	-		
	25	(20,611)	(20,517)	(87)	-	500	