

**MEDIUM TERM PLAN  
REQUESTS FOR RELEASE OF FUNDS**

**(Report by the Head of Financial Services)**

**1 PURPOSE**

- 1.1 The purpose of this report is to allow Cabinet to decide whether to release funds for the MTP scheme detailed in the attached annexes.

**2 BACKGROUND**

- 2.1 The Council agreed in December 2005 *that, having regard to the implications for future spending and Council Tax levels, Directors review with appropriate Executive Councillors the need for schemes/projects included in the MTP but not yet started and that specific prior approval be sought and obtained from the Cabinet before such schemes/projects are implemented.*
- 2.2 Officers have identified the schemes that they wish Cabinet to consider releasing funding for and have discussed them with the relevant Executive Councillor.
- 2.3 Annex A summarises and the following Annexes detail these requests.

**3. RECOMMENDATION**

- 3.1 The Cabinet is recommended to release the funds shown in Annex A.

**ACCESS TO INFORMATION ACT 1985**

None

**Contact Officer:**

**Steve Couper**

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<b>SUMMARY</b>		<b>Net Revenue Impact (£'000)</b>						<b>Net Capital (£'000)</b>					
		2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012
Annex													
<b>B</b>	443 Common Housing Register/Choice Based Lettings		<b>5</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>		<b>45</b>				
<b>C</b>	714 – Multi Functional Devices & Network Software		<b>17</b>	<b>-9</b>	<b>-23</b>	<b>-22</b>	<b>-20</b>		<b>27</b>	<b>54</b>	<b>31</b>	<b>25</b>	<b>53</b>
<b>D</b>	713 - Postal Despatch Arrangements		<b>14</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>		<b>131</b>				
<b>Total amount for which release now requested</b>			<b>36</b>	<b>16</b>	<b>2</b>	<b>3</b>	<b>5</b>		<b>203</b>	<b>54</b>	<b>31</b>	<b>25</b>	<b>53</b>

## 443 Common Housing Register/Choice Based Lettings

Steve Plant

## Financial Impact

	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Net Budget		6	8	8	8	8	8	9	45					
Already released		1	1	1	1	1	1	9						
<b>Amount for which release now requested</b>		<b>5</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>		<b>45</b>					

## Justification for Release

The project is to deliver a Choice Based Lettings (CBL) scheme and a single, or common, Housing Register via a partnership with the six other Councils in the Cambridge sub region. £9k of the MTP bid for this project was approved for release in June 2006 as our contribution to the initial set up costs. Cabinet were advised at that time that a further report would be made to request the release of additional funds once the IT costs of the scheme became clearer through the procurement process.

The project has reached the tender evaluation stage of the IT products which includes site visits during the second half of June. Negotiations with the preferred IT partner will start as soon as these site visits are completed. The sharing of set up costs across the sub regional partners will provide savings in the purchase of the IT package and although the final cost will be influenced by the negotiation process with the preferred IT partner, this will be within the original MTP estimated costs.

Authority is being sought, at this time, to release the remaining £45k of the MTP bid to avoid any delays in entering into contracts, which may be required from July onwards and potentially during the summer recess of Cabinet. It is recommended that the Director of Operational Services consult with the Executive Councillor for Housing and Public Health on the final costs, prior to entering into a contract with the IT provider.

## 714 – Multi Functional Devices &amp; Network Software

Lisa Jablonska - Project Manager

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Net Budget Already released		17	-9	-23	-22	-20	-19		27	54	31	25	53	
<b>Amount for which release now requested</b>		<b>17</b>	<b>-9</b>	<b>-23</b>	<b>-22</b>	<b>-20</b>	<b>-19</b>		<b>27</b>	<b>54</b>	<b>31</b>	<b>25</b>	<b>53</b>	

**Justification for Release**

With the centralisation of printing and postal arrangements to the Document Centre at Eastfield House, Latham Road, Huntingdon this will obviate the need for desk top printers in the main headquarters building and Eastfield House. It is likely that demand will still remain for some network printing locally, but predominantly the majority of desk top printers and scanners will be rationalised and replaced by a limited number of multifunctional devices MFDs.

These devices will be capable of printing, photocopying and scanning, either in mono or colour, and fully networked with security access using front end software.

The current photocopiers due for replacement in 2009/10 will no longer be required and the existing desk top printers and scanners will be phased out with the budget being relinquished. The savings are already reflected in the revenue figures.

This provision of MFDs, combined with the centralisation of printing and despatch, will increase the Council's overall effectiveness and flexibility, reduce the Council's costs and reduce the Council's impact on the environment.

## 713 - Postal Despatch Arrangements

Andy Lusha - Project Manager

Financial Impact	Net Revenue Impact						Capital							
	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2012/ 2013 £000
Approved Net Budget Already released		14	18	18	18	18	18		131					
<b>Amount for which release now requested</b>		<b>14</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>		<b>131</b>					

**Justification for Release**

The Council is embarking upon the transfer of all printing and postal arrangements to the Document Centre at Eastfield House, Latham Road, Huntingdon as part of the HQ Project. As a result, these changes will assist with the migration of printing away from desktop printers and centralise printing and despatch of all outgoing mail, previously carried out by individual Divisions.

This release of funding is required to replace the existing folder and envelope inserting equipment used by the Printing Department which was purchased in 1986 and 1990 respectively.

The current folder and inserter are at the end of their working life and have limited capabilities. Due to their age they are also becoming increasingly unreliable and with the centralised despatch arrangements would affect a business critical system, potentially delaying the despatch of outgoing mail.

The replacement folding equipment will include the automation of folding from A3 to A5 by use of an additional cross fold unit. This will allow for items to be folded and prepared for despatch in a single pass by using the most cost efficient method available in line with The Royal Mail's pricing in proportion policy.

