

Annex 2: Financial Recovery Plan - Revenue savings lines of enquiry

Prioritised Lines of Enquiry

#	Lines of Enquiry	Latest position	Owner	Target Date	£ - Range	Status
5	Determine Vacancy margin budget	<ul style="list-style-type: none"> To be applied in December MTFS Update Agree vacancy margin governance 	Executive Head of Finance Corporate Manager – People	Dec 24	Up to £400k	In Progress – on track
11	Review Reactive Property Maintenance costs	<ul style="list-style-type: none"> Paper in draft To be included in December MTFS update 	Executive Head of Property and Growth	Sep 24	£100k	In Progress – on track
12	Review Planned Property Maintenance schedule	<ul style="list-style-type: none"> Paper in draft To be included in December MTFS update 	Executive Head of Property and Growth	Sep 24		In Progress – on track
31	Review forecast pay rise position	<ul style="list-style-type: none"> Budgeted for 5% increase. The National Employers offered a pay increase, which is waiting for Union/employer agreement. Calculated potential saving of employer proposal 	Service Manager - Finance	TBC	Up to £200k	In progress – on track
15	Review and challenge other costs	<ul style="list-style-type: none"> Preparing schedule based on financial analysis work Options to be presented to ELT and Cabinet for strategic review 	Service Manager - Finance Service Manager – Policy, Strategy, and Transformation	Nov 24	TBC	In Progress – on track
18	Review fees and charges – potential to increase	<ul style="list-style-type: none"> Preparing a discretionary fee schedule with estimated RPI (3.5%), 5% increase, 10% increase and increase to neighbour average. 	Service Manager – Policy, Strategy, and Transformation	Nov 24	£250k - £500k	In progress – on track

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Other lines of enquiry

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4	Review one off and grant funded posts which are not in MTFS	<ul style="list-style-type: none"> Internal Finance BAU double check Service Managers review earmarked reserves, grants, and establishment list to identify opportunities for applying grant funding to existing posts 	Service Manager - Finance	Oct 24	TBC	Planned – on track
6	Confirm previous budget saving initiatives applied to budget	<ul style="list-style-type: none"> Confirmed that all budget saving initiatives have been applied to budget, other than those corrections made as part of Feb 24 Budget Discounted proposals shared with Cabinet. 	Service Manager - Finance Service Manager – Policy, Strategy, and Transformation	Oct 24	Nil	Complete
7	Identify revenue impact of capital projects	<ul style="list-style-type: none"> Current year review 	Service Manager - Finance	Oct 24	TBC	Planned – on track
8	Compile list of revenue projects & consider impact	<ul style="list-style-type: none"> To be considered as part of service planning process 	N/A	N/A	N/A	Closed
9	Challenge council tax and business rates rateable values	<ul style="list-style-type: none"> Reconcile budget and actuals Schedule of rateable properties for review May need agent for actual challenge. 	Service Manager - Finance	Mar 25	TBC	In Progress – on track
10	Align utilities costs and budgets	<ul style="list-style-type: none"> Schedule of properties' utilities budget, actual spend, difference and recharges Make budget adjustments taking account of above information. Consider centralised budgets 	Service Manager - Estates Service Manager - Finance	Oct 24	TBC	In Progress – on track
13	Compile IT contracts inflation schedule	<ul style="list-style-type: none"> Business Analyst review underway 	Service Manager – Policy, Strategy,	Oct 24	TBC	Planned – on track

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			and Transformation			
14	Review software requirements	<ul style="list-style-type: none"> No Action – undertaken previously 	N/A	N/A	N/A	On Hold
16	Reduce grounds maintenance activity	<ul style="list-style-type: none"> No Action – dependent on member priorities, contract risk 	N/A	N/A	N/A	Closed
17	Review Property service charges	<ul style="list-style-type: none"> Consideration being given to how this can be brought forward. 	Service Manager - Estates Service Manager - Finance	Jun 25	TBC	In progress – on track
19	Align property income to budget, identify risks, and set up income smoothing reserve	<ul style="list-style-type: none"> Updated and reviewed data and assumptions Analysis underway 	Service Manager - Estates	Oct 24	TBC	In progress – on track
20	Confirm trading accounts cover non-direct costs	<ul style="list-style-type: none"> Propose to remain on hold until April due to insufficient finance capacity 	Service Manager – Policy, Strategy, and Transformation	Apr 25	N/A	On Hold
21	Maximise SANG/S106 drawdown	<ul style="list-style-type: none"> S106/SANG Paper under review 	Executive Head of Property and Growth Executive Head of Finance	Oct 24	TBC	In progress – on track
22	Review spend covered by external grants	<ul style="list-style-type: none"> Agree principles and processes for future grant applications 	Assistant Chief Exec	Nov 24	N/A	In progress – on track
23	Review debtor balances	<ul style="list-style-type: none"> Analysis of Sales Ledger invoices for payment upfront Review debtor balances and process Clear down unrecoverable balances 	Service Manager - Finance	Feb 25	N/A	In Progress – on track
24	Review Farnborough International loan	<ul style="list-style-type: none"> Reviewed – No further action – loan as per existing conditions 	Executive Director (Monitoring Officer) Executive Head of Finance	Sep 24	TBC	Closed

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25	Review planned spend from earmarked reserves	<ul style="list-style-type: none"> Schedule of Earmarked Reserves Service Accountant check and challenge 	Service Manager - Finance	Oct 24	TBC	Planned – on track
26	Review opportunity for Community assets disposal	<ul style="list-style-type: none"> No action – process in place 	N/A	N/A	N/A	On Hold
27	Determine Southwood SANG repayment	<ul style="list-style-type: none"> S106/SANG Paper under review 	Executive Head of Property and Growth Executive Head of Finance	Oct 24	£1m Capital receipt	In Progress – on track
28	Review opportunity to offer trading licences	<ul style="list-style-type: none"> No action – small income 	N/A	N/A	N/A	On Hold
29	Analyse Community asset costs	<ul style="list-style-type: none"> Review rent relief budget 	Executive Director (Monitoring Officer) Executive Head of Property and Growth Assistant Chief Executive	Oct 24	Up to £50k	Planned – on track
30	Review interim contractor spend	<ul style="list-style-type: none"> Finance review of findings to determine budget implications 	Service Manager – Finance Service Manager – Policy, Strategy, and Transformation	Nov 24	TBC	In progress – on track