

EDUCATION, CULTURE & SPORT**Appendix A**

Items Accepted At February 2012 Committee				YEAR 1 (2012/13)						
PBB Ref	Project Name	Responsible Officer	Outline of Original Proposal for Achieving Savings	Monitored/ Delivered	RAG Status	Cost	Benefit	Net Service Benefit	Predicted Savings - Full Year	Position Statement
						£'000	£'000	£'000	£'000	Brief Description of Current Status
ECS1_C26	Reduce the number of specialist care placements by redesign and small addition to existing local services	Patricia Cassidy	Reduce the demand for out-of-authority residential placements by 18 over the next 5 years by:developing a local service; retain Kincorth Childrens unit; use one satellite unit and develop an intensive support and monitoring service	Monitored	Amber	0	(240)	(240)	(240)	This is a demand driven budget. Officers are continuing to monitor this, however the reduction in cost continues to be at risk. Officers continue to strive to reduce the number of Out of Authority Placements though decisions can be taken which are outwith Officer control. These decisions have an impact on the costs.
ECS1-C3	Future Delivery of Cultural Services	Neil Bruce	Transfer the operation of Art Gallery and Museums from the Council to a charitable trust. Revised Proposal for Achieving Savings Scope to include catering venues (inc Beach Ballroom) and libraries. Combined with C22. Saving will not now be realised until 2013/14 but has been met from elsewhere within the service.	Monitored	Green	0	(85)	(85)	(85)	Change control done to bring together C3 and C22. KPMG has been commissioned to undertake Phase 2 development work with RGU and the University of Aberdeen.
ECS_E11	City Campus Senior Phase	Derek Samson	In year one (2011/12) introduce 4 travel afternoons each week for S5and S6 pupils, when pupils would attend another establishment to study a course. In year 2(2012/13) consortia arrangements will be formalised for all secondary schools. A consortium will comprise 2 or 3 secondary schools in a given geographic area. The schools in the consortia will jointly plan the snr curriculum to ensure a breadth of choice and pupils will travel between schools to access provision. From year 1 onwards planning will begin for the introduction of a "blended learning" approach for the new Curriculum for Excellence S5 and S6 courses. This approach includes the development of e-learning options for approx 20% of each new course. Now combined with ECS_40	Monitored	Green	550	0	550	550	The delivery of savings from Year 2 onwards is at high risk due to the Scottish Government requirement to retain teacher numbers in line with pupil numbers. The proposal is still valid in that the service wish to retain a level of choice for students, however the saving will not be achieved as the Local Government financial settlement requires teacher numbers to be maintained. Change control will be completed after discussions with the Chief Accountant.
ECS1_C25	RISK Potential shared services with other local authorities (EC&S)	Charlie Penman	Bring together services across local authorities in Education, Culture and Sport. Now combined with ECS1-C17	Monitored	Amber			0	0	EC&S Services continue to work with other local authorities to deliver joint/shared services. However since this service option was developed both Aberdeenshire and Moray Councils have appointed Directors of Education and Aberdeen City Council has appointed a new Director. Both other Councils have also appointed to Heads of Service posts. The majority of these savings were in relation to these senior posts. ECS1-C17 Review of Educational Psychology Service is included in this option. Officers are exploring opportunities for joint working with Aberdeenshire Council.

Detail of Service Options : 2012/13 - 2016/17

Items Accepted At February 2012 Committee				YEAR 1 (2012/13)						
				Monitored/ Delivered	RAG Status	Cost	Benefit	Net Service Benefit	Predicted Savings - Full Year	Position Statement
PBB Ref	Project Name	Responsible Officer	Outline of Original Proposal for Achieving Savings			£'000	£'000	£'000	£'000	Brief Description of Current Status
ECS1-C10	Root and branch review of commissioned arts and sports services	Lesley Thomson	Review of all current arts and sports commissioning arrangements with external organisations in order to stimulate improvements in outcomes and to engage the public more widely in the commissioning process.	Delivered	Green	20	(239)	(219)	(219)	This saving is on target.
ECS_E19	Rationalise School Administration	Lesley Kirk	Centralise school administration along a model similar to that currently being introduced within finance section whereby (1) all administrative roles were located at 1-2 key centres; (2) current School Support Services Managers (SSSM) would take on team leader roles co-ordinating work of current primary Administrators, and (3) most administrative IT investment would be focused at these 1-2 locations. Revised Proposal for Achieving Savings Each school has autonomy on how to restructure their admin staff.	Delivered	Green	0	(193)	(193)	(193)	Saving delivered
ECS_E4	Provide one nursery teacher for each school - Option Removed, saving deducted from grant	David Leng	Teacher Protection Grant received if Authority retains, as far as possible, teacher numbers. Grant reduced by the level of this saving to allow for protection of teacher numbers	Delivered	Green	0	(88)	(88)	(88)	Saving delivered
ECS_E30/E	Changes to terms of engagement of casual teachers	David Leng	This proposal is based on the premise that casual teachers are not employed under a contract of employment, and therefore national terms and conditions of employment do not apply. The proposal is to place all registered casual teachers on Scale Point 1; to cease awarding incremental drift to casual teachers; to uplift the hourly rate by an amount which recognises holiday accrual at the statutory minimum (28 days per annum). This would bring casual teachers in line with other casual workers in the Authority.	Delivered	Green	0	(140)	(140)	(140)	Saving delivered
ECS_E5	Nursery nurses to provide non class contact cover for nursery teachers	Liz Gillies	In each school nursery setting, use nursery nurses to provide the 2.5 hours per week non class contact cover to which every nursery teacher is currently entitled. This cover is currently provided by a teacher.	Delivered	Green	0	(27)	(27)	(27)	Saving delivered
ECS_E22	Reduce Pupil Support Assistants Provision by 50% in Primary Schools	Sohail Faruqi	Reduce Pupil Support Assistants by 33% in Primary Schools	Delivered	Green	0	(622)	(622)	(622)	Saving delivered

Detail of Service Options : 2012/13 - 2016/17

Items Accepted At February 2012 Committee				YEAR 1 (2012/13)						
				Monitored/ Delivered	RAG Status	Cost	Benefit	Net Service Benefit	Predicted Savings - Full Year	Position Statement
PBB Ref	Project Name	Responsible Officer	Outline of Original Proposal for Achieving Savings			£'000	£'000	£'000	£'000	Brief Description of Current Status
ECS_E17a	Additional Support Needs: Increase teacher/pupil ratios to 1:10 - Secondary	Derek Samson	Adjust teacher staffing down from current level. This would mean increasing numbers of pupils per teacher in ASN bases in secondary schools from existing provision of 1:7 to e.g. 1:10. This would mean a reduction in staffing numbers of 13.6 fte	Delivered	Green	0	(200)	(200)	(200)	Saving delivered
ECS_E18a	Additional Support Needs: Increase teacher/pupil ratios to 1:10 - Primary	Sohail Faruqi	Adjust teacher staffing down from current level. This would mean increasing numbers of pupils per teacher in ASN bases in primary schools from existing provision of 1:7 to e.g. 1:10. This would result in a decrease in teacher numbers of 13.2 fte	Delivered	Green	0	(167)	(167)	(167)	Saving delivered
ECS_E24	Reduce Pupil Support Assistants Provision by 50% in Secondary Schools	Derek Samson	Reduce Pupil Support Assistants by 33% in Secondary Schools	Delivered	Green	0	(218)	(218)	(218)	Saving delivered
ECS1-C1	Integrated Communities Service	Gail Woodcock	Develop a streamlined management structure and move centres to leased centre status.	Delivered	Green	0	(800)	(800)	(800)	Saving delivered
ECS_E37	Change the delivery model of music tuition	Derek Samson	Restructure lesson plan; redesign fee policy	Monitored	Green	0	(170)	(170)	(170)	Officers are reviewing the fee and staffing structures. One area of concern is the small differential between group tuition fees and individual tuition fees. Officers are considering options and will report back in due course.
ECS_E9B	Redesign of secondary school estate	Charlie Penman	Redesign of school estate to reflect current demographics and population centres.	Monitored	Green	0	0	0	0	2012 is the low point in pupil numbers aged 0-15. The profile of pupil numbers 2013 onwards is increasing and the locations of families is also changing. The current public consultation on nursery and primary schools will be required to take account of these changing factors. This review will contribute to the overall review of our schools estate. Delivery of this option is dependent on Council decisions.
ECS_C27	Library & Information Services: new ways of working	Patricia Cassidy	To undertake a detailed options appraisal on new ways of working for the provision of library and information services within the City in the context of delivering efficiencies and budget savings using technology and increasing 24/7 on-line services. There will be initial savings of £13k from the withdrawal of the mobile library and additional savings to be calculated through reconfigured opening hours, staff restructuring and review of the library estate.	Monitored	Green	0	(13)	(13)	(13)	Saving delivered. Officers are continuing to develop new ways of working proposals which will be taken to EC&S Committee.
ECS_E34	Stop curriculum for Excellence training in Modern Foreign Languages in Primary	David Leng	This was a former national initiative to train primary teachers for which funding ceased. Given the continuing emphasis on foreign languages in the curriculum, it was subsequently agreed to continue funding at a local level but on a reduced basis. The funding for this training would therefore cease.	Monitored	Green	0	(100)	(100)	(100)	There is some risk to this saving due to the ongoing requirement to train teachers delivering foreign languages.

Detail of Service Options : 2012/13 - 2016/17

					YEAR 1 (2012/13)					
Items Accepted At February 2012 Committee					Cost	Benefit	Net Service Benefit	Predicted Savings - Full Year	Position Statement	
PBB Ref	Project Name	Responsible Officer			Outline of Original Proposal for Achieving Savings	Monitored/ Delivered	RAG Status	£'000	£'000	£'000
			Total Agreed By Committee			570	(3,302)	(2,732)	(2,732)	

**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2013/2013**

DIRECTORATE : Education, Culture & Sport

As At 30 November 2012	Year to Date				Forecast to Year End		
ACCOUNTING PERIOD 8	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Forecast Actual £'000	Variance Amount £'000	Variance Percent %
Head of Service - Communities, Culture & Sport	32,954	18,335	17,108	(1,227)	32,900	(54)	-0.2%
Head of Service - Schools and Educational Services	135,194	87,928	84,768	(3,160)	134,372	(822)	-0.6%
Head of Service - Policy & Performance	5,190	2,638	2,009	(629)	4,774	(416)	-8.0%
TOTAL BUDGET	173,338	108,901	103,885	(5,016)	172,046	(1,292)	-0.7%

**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2012/2013**

**DIRECTORATE : Education Culture & Sport
HEAD OF SERVICE : P Cassidy**

As At 30 November 2012	FULL YEAR REVISED BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
		REVISED BUDGET	ACTUAL EXPENDITURE	VARIANCE	FORECAST ACTUAL	VARIANCE		
ACCOUNTING PERIOD 8	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	12,977	8,651	7,839	(812)	12,578	(399)	-3.1%	(14)
PROPERTY COSTS	2,111	1,573	1,512	(61)	2,247	136	6.4%	(19)
ADMINISTRATION COSTS	469	229	213	(16)	459	(10)	-2.1%	90
TRANSPORT COSTS	181	121	66	(55)	147	(34)	-18.8%	(25)
SUPPLIES & SERVICES	6,541	4,360	2,469	(1,891)	6,453	(88)	-1.3%	(53)
COMMISSIONING SERVICES	3,092	2,061	2,256	195	3,265	173	5.6%	(50)
TRANSFER PAYMENTS TOTAL	9,401	6,267	6,307	40	9,157	(244)	-2.6%	0
CAPITAL FINANCING COSTS	5,570	0	0	0	5,570	0	0.0%	0
GROSS EXPENDITURE	40,342	23,262	20,662	(2,600)	39,876	(466)	-1.2%	(71)
LESS: INCOME								
GOVERNMENT GRANTS	(776)	(517)	(644)	(127)	(719)	57	-7.3%	57
OTHER GRANTS	(774)	(520)	(511)	9	(737)	37	-4.8%	(103)
FEES & CHARGES	(2,238)	(1,490)	(1,229)	261	(1,959)	279	-12.5%	157
RECHARGES	(360)	(240)	(220)	20	(330)	30	-8.3%	0
OTHER INCOME	(3,240)	(2,160)	(950)	1,210	(3,231)	9	-0.3%	(36)
TOTAL INCOME	(7,388)	(4,927)	(3,554)	1,373	(6,976)	412	-5.6%	75
NET EXPENDITURE	32,954	18,335	17,108	(1,227)	32,900	(54)	-0.2%	4

BUDGET TO DATE MONITORING VARIANCE NOTES

	YR TO DATE VARIANCE	PROJECTED VARIANCE	CHANGE
	£'000	£'000	£'000
Staff Costs			
The year to date and annual forecast take into account timing issues in relation to the operation of Creches. This is offset by reduced income in respect of fees and charges for these creches.	(708)	(385)	(14)
Property Costs			
The year to date underspend reflects property repairs which will not be charged until later in the year. Forecast expenditure includes £160K of property works at Rosemount and Loirston CLD as previously approved by committee.	(78)	155	(19)
Administration costs			
The year to date underspend reflects a range of savings following a review of this area of the budget.	(48)	(50)	50
Transport costs			
A small underspend is projected in relation to travel and subsistence budgets.	(39)	(9)	(25)
Supplies & Services			
The year to date underspend mainly represents Management Committee funds held by the authority on their	(1,624)	(35)	(33)
Commissioning Services			
Both the year to date spend and the annual forecast reflect the estimated final position in respect of Out Of Authority Placements at the end of November.	65	173	(30)
Transfer payments			
A review of commitments in respect of payments to external bodies has confirmed there will be an underspend of approximately £290K offset by additional expenditure in respect of the Bon Accord Bowling site.	(201)	(244)	0
Income - Government Grants			
The favourable year to date position reflects grants already received which will be utilised during the remainder of the financial year.	(57)	0	57
Income - Other Grants			
The estimated variance reflects a reduction in grants in relation to creches. This is offset by reduced staffing	(21)	140	(3)
Income - Fees & Charges			
The reduction in expected income relates to creches. This is offset by reduced staffing costs.	237	122	57
Income - Recharges			
The annual forecast includes a small under recovery of costs associated with the common good fund.	15	30	0
Income - Other Income			
The favourable year to date position reflects unbudgeted grants received which will be utilised during the remainder of the financial year.	(245)	45	(36)

(2,703)	(58)	4
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ABERDEEN CITY COUNCIL
REVENUE MONITORING 2012/2013

DIRECTORATE :Education Culture & Sport
HEAD OF SERVICE : D Leng

As At 30 November 2012	FULL YEAR REVISED BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
		REVISED BUDGET	ACTUAL EXPENDITURE	VARIANCE	FORECAST ACTUAL	VARIANCE		
	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 8								
STAFF COSTS	100,429	66,895	64,505	(2,390)	100,466	37	0.0%	155
PROPERTY COSTS	23,137	17,113	16,930	(183)	22,910	(227)	-1.0%	(327)
ADMINISTRATION COSTS	306	204	130	(74)	298	(8)	-2.6%	(3)
TRANSPORT COSTS	217	144	133	(11)	193	(24)	-11.1%	(19)
SUPPLIES & SERVICES	6,352	4,293	2,820	(1,473)	6,337	(15)	-0.2%	31
COMMISSIONING SERVICES	2,715	1,810	1,724	(86)	2,551	(164)	-6.0%	(47)
TRANSFER PAYMENTS TOTAL	1,249	833	613	(220)	1,176	(73)	-5.8%	0
CAPITAL FINANCING COSTS	6,099	0	0	0	6,099	0	0.0%	0
GROSS EXPENDITURE	140,504	91,292	86,855	(4,437)	140,030	(474)	-0.3%	(210)
LESS: INCOME								
GOVERNMENT GRANTS	(347)	(231)	(210)	21	(347)	0	0.0%	0
OTHER GRANTS	(130)	(87)	(100)	(13)	(160)	(30)	22.8%	0
FEES & CHARGES	(927)	(618)	(640)	(22)	(981)	(54)	5.8%	0
RECHARGES	0	0	0	0	0	0	0.0%	0
OTHER INCOME	(3,906)	(2,428)	(1,137)	1,291	(4,170)	(264)	6.8%	(15)
TOTAL INCOME	(5,310)	(3,364)	(2,087)	1,277	(5,658)	(348)	6.5%	(15)
NET EXPENDITURE	135,194	87,928	84,768	(3,160)	134,372	(822)	-0.6%	(225)

YEAR TO DATE PROJECTED VARIANCE	VARIANCE	CHANGE

BUDGET TO DATE MONITORING VARIANCE NOTES

Staff Costs

The year to date underspend mainly represents establishments holding posts vacant in order to meet annual target savings. In addition the staff vacancy factor savings annual budget of £50K has already been surpassed. Backdated regrading costs in respect of Education Social Workers totalling £130K have been included in the forecast. Teachers Long Term absence costs are now expected to be approx £300K based upon period 8 payroll figures.

(2,390) 37 155

Property Costs

The forecast final position reflects expected savings in Vandalism costs at the 3Rs schools (£48k), plus expected rebates totalling £200K in respect of unused letting hours and lower than expected malicious damage costs at 3R's schools. Corporate adjustments in respect of rates charges have now been made and this has negated the £100K additional rates costs previously reported.

(183) (227) (327)

Administration costs

(74) (8) (3)

Transport costs

A small underspend is projected in relation to travel and subsistence budgets.

(11) (24) (19)

Supplies & Services

The year to date underspend is in relation to Schools devolved teaching materials budgets is £780K, this is expected to be fully utilised by year end. In addition, there are year to date underspends of £150K in relation to the City Campus monies and £120K in relation to equipment repairs & maintenance contracts.

(1,473) (15) 31

Commissioning Services

Both the year to date underspend and final outturn estimate relate to the closure of the Raeden Nursery which has released the property rental costs.

(86) (164) (47)

Transfer payments

An underspend is projected in Pupil Clothing budgets. This is in line with previous years expenditure figures.

(220) (73) 0

Income - Government Grants

21 0 0

Other Grants

(13) (30) 0

Income - Fees & Charges

The full year income forecast mainly represents greater than budgeted letting income offset by a small under recovery in respect of Music Fees.

(22) (54) 0

Income - Other Income

Forecast Income includes greater than budgeted parental contributions at the School Of Music, £40K, increased premises recoveries income in relation to Swimming Pools. £90K, plus unbudgeted recharges of £100K in respect of Police and NHS offices in 3 R's schools.

1,291 (264) (15)

(3,160)	(822)	(225)
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ABERDEEN CITY COUNCIL
REVENUE MONITORING 2012/ 2013

DIRECTORATE :Education Culture & Sport
HEAD OF SERVICE : C Penman

As At 30 November 2012	FULL YEAR REVISED BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
		REVISED BUDGET	ACTUAL EXPENDITURE	VARIANCE	FORECAST ACTUAL	VARIANCE		
	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 8								
STAFF COSTS	2,723	1,807	1,479	(328)	2,346	(377)	-13.8%	(52)
PROPERTY COSTS	188	137	88	(49)	181	(7)	0.0%	1
ADMINISTRATION COSTS	445	297	210	(87)	433	(12)	-2.7%	9
TRANSPORT COSTS	49	33	28	(5)	52	3	6.1%	3
SUPPLIES & SERVICES	668	446	304	(142)	653	(15)	-2.2%	(4)
COMMISSIONING SERVICES	0	0	0	0	0	(0)	0.0%	(0)
TRANSFER TREATMENTS TOTAL	325	217	194	(23)	325	0	0.0%	0
CAPITAL FINANCING COSTS	1,227	0	0	0	1,227	0	0.0%	0
GROSS EXPENDITURE	5,625	2,937	2,303	(634)	5,217	(408)	-7.3%	(43)
LESS: INCOME								
GOVERNMENT GRANTS	(366)	(244)	(176)	68	(366)	0	0.0%	0
OTHER GRANTS	0	0	(30)	(30)	0	0	0.0%	0
FEES & CHARGES	(56)	(38)	(16)	22	(12)	44	-78.6%	(1)
RECHARGES	0	0	(37)	(37)	(52)	(52)	0.0%	0
OTHER INCOME	(25)	(17)	(35)	(18)	(25)	0	0.0%	0
TOTAL INCOME	(447)	(299)	(294)	5	(455)	(8)	1.8%	(1)
NET EXPENDITURE	5,178	2,638	2,009	(629)	4,762	(416)	-8.0%	(44)

BUDGET TO DATE MONITORING VARIANCE NOTES	YEAR TO DATE VARIANCE	PROJECTED VARIANCE	CHANGE
	£'000	£'000	£'000

Staff Costs

The year to date underspend expenditure reflects the early achievement of the annual Vacancy target saving of £117K, plus a year to date saving of £90K in relation to Tullos Pool staff costs

(328) (377) (52)

The final projected variance reflects staff savings of £180K in relation to the Tullos Pool, plus expected staff vacancy savings from within this part of the service, including a share of the staffing savings arising as a result of the EC&S Directors post vacancy.

Property Costs

The main reason for the year to date underspend is in relation to School Security costs which is expected to be fully spent by year end.

(49) (7) 1

Administration costs

£76K of the year to date underspend relates to costs associated with Staff development and it is expected that this will be utilised later in the year. The remaining balance is mainly in relation to the budget for PVG checks; corporately, a programme of retrospective checking of employees commenced in November 2012 with related costs now likely to be received later in the year.

(87) (12) 9

Transport costs

(5) 3 3

Supplies & Services

The year to date position reflects underspends in the Staff Development Programme of £50K plus a year to date underspend of £100K in relation to the budget held for property related works.

(142) (15) (4)

Income - Fees & Charges

This reduced income is that associated with swimming pool charges for Tullos Pool.

24 45 (1)

Other Income - Recharges

The projected variance reflects expected income from the Non Housing Capital Plan in respect of staff time associated with the MIS Capital programme implementation.

(26) (52) 0

(613)	(415)	(44)
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Glossary

The following glossary refers to terms used within the body of the report and its appendices

Staff Costs

This cost category includes all direct staff costs such as salaries and wages as well as indirect staff costs such as pension and lump sum payments.

Property Costs

This heading includes all costs associated with the upkeep of buildings and grounds. This includes such expenditure as rates, energy, property repairs, and the 3 R's unitary charge.

Administration Costs

This heading relates to the administrative functions associated with the service. This includes such expenditure as courses, printing & stationery, telephones, disclosure checks and advertising.

Transport Costs

This heading includes the costs of day to day travel for all staff, car parking passes, and any relocation travel expenses.

Supplies & Services Costs

This heading relates to a number of types of expenditure, and includes purchase, hire, repair and maintenance of equipment, exam fees, Community Centre management funds purchases, schools per capita budgets.

Commissioning Services

This heading includes payment for services carried out by external agencies. This includes payments in respect of External Placements, swimming pools, Grampian Health Board.

Transfer Payments

This mainly reflects payments to third parties such as clothing grants, free school meal costs and education maintenance allowance payments, grants and contributions to external bodies.

Capital Financing Costs

This is the repayment costs associated with projects previously approved within the Non Housing Capital Programme. The budget reflects the planned repayment of both capital and interest elements.

Income - Fees & Charges

This is income generated from the sale of services. This includes admission charges, premises hire, music and coaching fees catering sales and the sale of season tickets.

Income - Other Income

This tends to encompass expenditure recoveries and includes education maintenance allowance reclaims from the Scottish Government, DEM Target Savings, funding carried forward from previous years and miscellaneous income categories.