

Schedule of proposed savings in Democratic Service and Elections

Proposed Savings	Amount	Year	Comment, Detail and Implications
Deletion of vacant Trainee Democratic and Scrutiny Post	£30,718	2010/11	The saving is achievable through the merger of the democratic and elections team and the sharing of work, demise of the standards regime, reduction in planning committee meetings, no duty to promote democracy and a reduction in member development and slight reduction in proactive parish support.
Reduce Elections IT replacement budget	£5,055	2010/11	Reduces dedicated IT replacement budget (stand alone scanners, servers, pcs laptops) and instead rolling IT replacement will be implemented within remaining budget
Removal of Publicity Budget	£3,000	2010/11	This budget was intended to be used for positive promotion of democracy and the duty to promote democracy, which will not now be enacted.
Cease publishing Member Diary and Yearbook	£750	2010/11	This saving has been achieved, with the diary being replaced by off the shelf diaries for members available on request and an information booklet printed quarterly
Savings on canvas printing procurement	£383	2010/11	This saving has been achieved through renegotiating the 2010/11 contract
Cease member photograph	£277	2010/11	This saving has been achieved
Joint procurement of Statutory Notices	£1,000	2011/12	This estimated saving has been difficult to co-ordinate on a county basis, but has now occurred on some statutory notices (5% and Forward Plan) and others are planned.
Market Testing of Canvas/ Ballot Printing	£800	2012/13 and 2013/14	It is envisaged that this estimated saving can be achieved through re-procurement for 2012/13 and 2013/14
Recycling Presiding Officer Sundries Bags for district elections	£401	2011/12	Rather than supply all new sundries bags costs will be saved by recycling left over materials, using admin staff time.
Reduce Scrutiny Activities Budget	£4,828	2010/11	This budget has been under spent for several years. This reduction would limit options open for members in additional scrutiny activity.
Reduce Member Training Budget	£7,505	2011/12	Over 80% of member training is now internally delivered and therefore there have been under spends in this budget area since 2008, with under spends all being returned to corporate funds. It is envisaged this level of internal training provision can continue, however (with the exception of briefings) 80% of this training is delivered by the Democratic, Scrutiny and Elections Manager and the continued delivery of this internally relies on him remaining with Cherwell District Council or a suitable replacement being recruited. Therefore, in considering budget reductions members should consider possible future calls on this budget in the event that suitably skilled and experienced staff are not available for internal delivery.
Reduce catering for Member meetings	£2,744	2010/11	This will mean ending the provision of sandwiches at all meetings (with the exception of Executive meetings) and no annual council buffet. Refreshments will be restricted to biscuits at meetings and cold drinks will no longer be provided in the member's room.

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Cease providing personal copies of Municipal Journal	£280	2010/11	A single copy will still be available in members room
Member printing and postage reductions	£500	2011/12	These are relatively limited as most reductions have already taken place, with the change from the print room. These savings will result from the reduction in postage and not printing decision sheets, forward plan and agendas for non-committee members introduced on 1 September 2010. Savings will appear against customer services postage budgets and MFD printing costs.
Further efficiencies created through the merger of democratic and elections teams and opportunities created through shared services	£30,000	2012/13	Following the merger of the democratic and elections team further work will take place on the structure of this team following the 2011 elections and how economies of scale can be achieved through the early merger of the team as part of joint working with another local authority. It is anticipated that further efficiencies will be possible through this approach..
Remove/reduce subsidy paid to Parish Council's for elections	£11,111	2012/13	Proposals will be introduced following 2011 elections to allow councils to precept for 2012/13.
Deletion of Standards Committee	£5,451	2011/12	Requires primary legislation in Localism Bill to be realised
Deletion of Standards Committee investigation budget	£20,000	2011/12	Requires primary legislation in Localism Bill to be realised
Total	£124,803		