



## Report

Report number/reference: <b>RMB/CJ</b>	Date issued: <b>19<sup>th</sup> July 2007</b>
Agenda Item: <b>13</b>	Date of Meeting: <b>26<sup>th</sup> July 2007</b>
This report is: <b>For information and action</b>	Meeting Venue: <b>Warwickshire CC, Shire Hall, Warwick</b>

**Report Status:** To advise the WMRMB on the projected Programme Office commitments to support the WMRMB planned activities during 2007/08 and seek their approval of the 2007/08 proposed budget.

### Report Title:

## *Programme Office Proposed Budget 2007/08*

### Report Author:

Chris Jukes  
WMRMB Programme Accountant

### Circulated to:

- WMRMB
- WMRMB Treasurers' Group

### Please forward to:




### Summary:

This report is to provide the WMRMB with the background information on the costs associated with the development, implementation and management of the WMRMB Modernisation Programme for 2007/08 and proposes how such costs should be funded.

### Recommendation(s):

- The WMRMB is recommended to approve:
- a) The proposed Programme Office budget for 2007/08; and
  - b) Recommend that each Authority contribute £35k to meet the cost of the proposed budget.

### For further information, please contact:

Chris Jukes		01926 412672
WMRMB Programme Accountant		
(Warwickshire County Council)		01926 412962
		chrisjukes@warwickshire.gov.uk

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## 1. Background Details:

### 1. Programme Costs

The objectives of the WMRMB for the period 2006-08 are set out within the Region's WMRMB Programme Plan. The level of activity within the Programme to support delivery of the set objectives would suggest a level of support from the Programme Office as set out within Table 1 below.

**Table 1 – Indicative Programme Office Costs**

<b>Programme Office</b>	<b>Anticipated Days per week</b>	<b>Budget £'000</b>
Programme Manager	2.5	44.3
Risk Manager	0.5	6.9
Training Manager	0.5	3.1
Communications Manager	0.5	5.5
Support Officer	0.5	2.3
Web Manager	0.5	2.3
Accountant	0.5	14.8
Web licenses software, programme training, publicity		18.0
	<b>Total</b>	<b>97.2</b>

### 2. Lead Officer Post

On the 31<sup>st</sup> December 2006 the Department of Communities and Local Government terminated the regional Business Change Manger (BCM) positions within England.

At its meeting on the 25<sup>th</sup> January 2007 the WMRMB requested that the Treasurers' Group consider the funding options for the establishment of a Fire and Rescue Lead Officer.

At its meeting on 29<sup>th</sup> March 2007 the Programme Board approved the recommendation of the Treasurers' Group to appoint a Fire & Rescue Lead Officer within the Government Office West Midlands on a part-time basis (circa 2.5 days per week) for a period of twelve months.

**Table 2 – Indicative Lead Officer Costs**

<b>Description</b>	<b>Anticipated days per week</b>	<b>Budget £'000</b>
Fire and Rescue Lead Officer	2.5	26.9
	<b>Total</b>	<b>26.9</b>

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### 3. Project Indicative Costs

A review of current projects requiring continued support from the Programme Office Budget in 2007/08 are detailed in Table 3 below.

**Table 3 – Summary of Indicative Project Costs**

	<b>Budget £'000</b>
HRM Project Support	30.0
Integrated Risk Management	4.0
Total	<b>34.0</b>

The above costs relate to work initiated in 2006/07 carrying forward into 2007/08.

### 4. Summary

The following table summarises the overall costs identified to date as requesting funding support from the Programme Office.

**Table 4 – Summary of Indicative Project Costs**

<b>Description</b>	<b>£'000</b>
Programme Office Indicative Costs	97.2
Lead Officer Post Indicative Costs	26.9
Project Indicative Costs	34.0
	158.1
Contingency	16.9
Total	<b>175.0</b>

### 5. Contribution from each Authority

Each Authority within their 2007/08 approved budget have included a £50k contribution towards the cost of the Programme Office, i.e. a total of £250k.

### 6. Recommendations

The WMRMB is recommended to:

- a) Approve the proposed Programme Office budget for 2007/08; and
- b) Recommend that each Authority contribute £35k to meet the cost of the proposed budget.

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## **2. Legal Implications:**

There are no legal implications arising from this report.

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## **3. Financial Implications:**

That the WMRMB agree to the recommendations set out within this report on the use of available resources in 2007/08 to assist in the delivery of the WMRMB modernisation programme.

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## **4. Background Papers:**

WMRMB Programme Plan 2006-08

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## **5. Attachments:**

There are no attachments to this report.

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