



Coventry City Council

UNCLASSIFIED

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Email to: ██████████

Resources Directorate

Shokat Lal
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Workforce Services
Resources Directorate
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Our reference: FOI/20122384
Date: 10th March 2014

Dear ██████████

Freedom of Information Act 2000

Thank you for requesting information regarding allocation of resources. Your request has been considered under the Freedom of Information Act 2000 (The Act).

Request:

Kable's research into ICT in the public sector is used by a broad range of stakeholders including government bodies. The purpose of this request is to help improve Kable's understanding of the allocation of resources to corporate or back office functions across the public sector to support an analysis of the potential for increasing efficiencies within those areas.

Please provide the information requested below for each of the designated corporate services functions. At the end of this email, I have included a list of key processes/services that Kable believes are included within these functions.

Payroll	Payroll services Pensions administration
HR	Employee programmes and services Recruitment administration Workforce planning and performance monitoring Statutory reporting and checks Training and development
Finance/Accounting	Financial record keeping and reporting Accounts payable and receivable Travel and expenses Internal audits Project accounting Financial support and advice Debt management and recovery Processing of credit and debit card payments
Procurement	Purchasing and low value procurement Processes and administration Spend analysis Supplier financial assessments
Revenue & Benefits	Council tax and business rates Housing and council benefits Collection and recovery Benefit fraud investigation

Response:

Please see attached spreadsheet

Please note, under the Re-Use of Public Sector Information 2005 Regulations you are free to use this information for your own use or for the purposes of news reporting. However, any other type of re-use under the Regulations, for example; publication of the information or circulation to the public, will require permission of the copyright owner and may be subject to terms and conditions. For documents where the copyright does not belong to Coventry City Council you will need to apply separately to the copyright holder. You have a right to make representations about the outcome or handling of your request – in the first instance this must be made in writing within 40 working days of the date of this letter, to the Council's Information Governance Team at:

Council House, Room 21a
Lower Ground Floor
Earl Street, Coventry.
CV1 5RR
infogov@coventry.gov.uk

If you have done this and are still dissatisfied, the Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely

Shokat Lal
Assistant Director Human Resources & Workforce Services

FOI Response	Payroll	HR	Finance & accounting	Procurement	Revenue and benefits	
Number of FTE headcount (employed directly by your organisation) dedicated to this function	37 37	98 87	146 129	29 21	234 189	Top figure Establishment bottom actually filled posts
What is the annual budget for providing this function?	1,622,540	4,212,551	4,732,891	932,377	119,259,630	
Please provide a breakdown of the annual costs as you would usually present it. (e.g. by staff, software, services)	Please see Account Breakdown Tab					
Is any part of this service provided by an external supplier (i.e. not by your organisation)? If so, please name the supplier(s).	No	No	No	No	No	
What type of services do these suppliers provide? (e.g. bureau service, shared service capability, full outsourcing)	N/A	N/A	N/A	N/A	N/A	
Is any part of this service function shared with other public sector organisations?	No - although Services are sold to third parties	No - although Services are sold to third parties	No - although Services are sold to third parties (Schools)	Yes	No	
If so, please indicate what is shared and with whom				Head of Procurement post		

Function	Includes
Payroll	Payroll services Pensions administration
HR	Employee programmes and services Recruitment administration Workforce planning and performance monitoring Statutory reporting and checks Training and development
Finance/Accounting	Financial record keeping and reporting Accounts payable and receivable Travel and expenses Internal audits Project accounting Financial support and advice Debt management and recovery Processing of credit and debit card payments
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- Account Cor Account Code(T)
- 1 Employees
- 2 Premises-Related Expenditure
- 3 Transport-Related Expenditure
- 4 Supplies & Services
- 5 Third Party Payments
- 6 Transfer Payments
- 7 Support Services
- 8 Depreciation and Impairment Losses
- 9 Income
- Z Non Revenue

Budget 2013-2014										Revised Budget	Expenditure to 26/02/20: Subtotal Detail	
										4,505,776.00	4,325,514.00	Finance/Accountancy1 Total
										623.00	903.00	Finance/Accountancy2 Total
										29,388.00	20,047.00	Finance/Accountancy3 Total
										65,083.00	123,681.00	Finance/Accountancy4 Total
										119,021.00	57,797.00	Finance/Accountancy5 Total
										102,561.00	101,396.00	Finance/Accountancy7 Total
										13,000.00	0.00	Finance/Accountancy8 Total
										-4,911,215.00	-5,089,022.00	Finance/Accountancy9 Total
Payroll										3,832,337.00	3,446,995.00	HR1 Total
HR										32,137.00	15,400.00	HR2 Total
Finance & accounting										45,736.00	45,030.00	HR3 Total
Procurement										302,341.00	185,639.00	HR4 Total
Revenue and benefits										1,504,511.00	1,504,511.00	HR7 Total
										0.00	0.00	HR8 Total
										113,871,873.00	0.00	HR9 Total
										-7,196,211.00	-7,448,043.00	Payroll1 Total
										1,059,555.00	2,639,013.00	Payroll2 Total
										500.00	28.00	Payroll3 Total
										2,817.00	52,521.00	Payroll4 Total
										559,668.00	230,917.00	Payroll7 Total
										33.00	33.00	Payroll9 Total
										-1,114,392.00	-865,865.00	Procurement1 Total
Actuals 2013-2014 (to 25-02-2014)										650.00	2,351.00	Procurement2 Total
Payroll										10,671.00	8,199.00	Procurement3 Total
HR										11,941.00	4,151.00	Procurement4 Total
Finance & accounting										149,859.00	149,859.00	Procurement7 Total
Procurement										-472,865.00	-416,879.00	Procurement9 Total
Revenue and benefits										5,105,373.00	5,192,951.00	Rev's & Ben's1 Total
										14,866.00	374,878.00	Rev's & Ben's2 Total
										32,037.00	24,572.00	Rev's & Ben's3 Total
										235,481.00	426,194.00	Rev's & Ben's4 Total
										113,871,873.00	92,057,564.00	Rev's & Ben's6 Total
										2,270,484.00	2,270,484.00	Rev's & Ben's7 Total
										0.00	0.00	Rev's & Ben's8 Total
										-117,862,872.00	-127,124,488.00	Rev's & Ben's9 Total