

Appendix 2

RECORDS MANAGEMENT

Activity Strand	Year 1 2002/03				Year 2 2003/04				Year 3 2004/05				Year 4 2005/06				Year 5 2006/07			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1 IM Professional Development	Complete																			
2 Paper Record Management	Complete																			
3 Paper Record Storage	Complete																			
4 Technology Support	RMS Complete								EDRM - Deferred. Work current on MPS File Plan											
5 Performance management																				

COSTS

FINANCIAL COST	Year 1 2002/03		Year 2 2003/04		Year 3 2004/05		Year 4 2005/06		Year 5 2006/07		Cumulative total		
	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	CTTD (B)	CTTD (A)	Variance
Strand 1	£0	£0									£0	£0	£0
Strand 2	£0	£0									£0	£0	£0
Strand 3	£0	£0									£0	£0	£0
Strand 4	£0	£0									£0	£0	£0
Strand 5	£0	£0									£0	£0	£0
TOTAL COSTS	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

OPPORTUNITY COST	Year 1 2002/03		Year 2 2003/04		Year 3 2004/05		Year 4 2005/06		Year 5 2006/07		Cumulative total		
	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	CTTD (B)	CTTD (A)	Variance
Strand 1	£0	£15,000	£25,000	£25,000	£25,000						£50,000	£40,000	-£10,000
Strand 2	£0	£17,500	£15,000	£15,000	£15,000						£30,000	£32,500	£2,500
Strand 3	£0	£5,000	£5,000	£5,000	£0						£5,000	£10,000	£5,000
Strand 4	£0	£10,000	£10,000	£10,000	£10,000						£20,000	£20,000	£0
Strand 5	£0	£2,500	£0	£0	£0						£0	£2,500	£2,500
TOTAL COSTS	£50,000	£50,000	£55,000	£55,000	£50,000	£0	£0	£0	£0	£0	£155,000	£105,000	-£50,000
TOTAL COSTS OF CARRYING OUT REVIEW		£74,506											

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RECORDS MANAGEMENT

BENEFITS

Cashable savings	Year 1 2002/03		Year 2 2003/04		Year 3 2004/05		Year 4 2005/06		Year 5 2006/07		Cumulative total		
	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	CTTD (B)	CTTD (A)	Variance
Strand 1	£0	£0	£0				£417,000		£835,000		£417,000	£0	£-417,000
Strand 2	£32,500	£10,000	£118,500	£24,000	£50,000		£786,000		£786,000		£987,000	£34,000	£-953,000
Strand 3	£0	£0	£0	£0		£0	£0		£0		£0	£0	£0
Strand 4	£0	£0	£0	£0		£0	£0		£0		£0	£0	£0
Strand 5	£0	£0	£60,000		£30,000		£60,000		£60,000		£150,000	£0	£-150,000
TOTAL CASHABLE SAVINGS	£32,500	£10,000	£178,500	£24,000	£80,000	£0	£1,263,000	£0	£1,681,000	£0	£1,554,000	£34,000	£-1,520,000

NET CASHABLE SAVING - Variance to date	-£1,675,000
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Non-cashable (efficiency) savings	Year 1 2002/03		Year 2 2003/04		Year 3 2004/05		Year 4 2005/06		Year 5 2005/06		Cumulative total		
	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	FYTD (B)	FYTD (A)	CTTD (B)	CTTD (A)	Variance
Strand 1	£0	£0	£68,000	£125,000	£150,000		£136,000	£0	£136,000	£0	£354,000	£125,000	£-229,000
Strand 2	£57,000	£100,000	£715,000	£100,000	£500,000		£715,000	£0	£715,000	£0	£1,987,000	£200,000	£-1,787,000
Strand 3	£0	£0	£0	£0	£50,000	£0	£0	£0	£0	£0	£50,000	£0	£-50,000
Strand 4	£0	£0	£100,000	£75,000	£0	£0	£0	£0	£0	£0	£100,000	£75,000	£-25,000
Strand 5	£0	£0	£50,000	£0	£50,000		£50,000		£50,000		£150,000	£0	£-150,000
TOTAL NON-CASHABLE SAVINGS	£57,000	£100,000	£933,000	£300,000	£750,000	£0	£901,000	£0	£901,000	£0	£2,641,000	£400,000	£-2,241,000

NET NON-CASHABLE SAVING - Variance to date	-£920,500
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Key non financial benefits	Baseline performance	Current Performance	Target/milestone	Trend commentary
Reduction in volume of paper records entering repository	Average File Size	33% Reduction in File Size	Complete	Revised MPS Policy implemented May 2003.
Reduction in volume of paper records retained in central repository	16,000 Linear Metres	1584 Linear Metre Reduction	Complete	Ongoing reduction activity following PFI records transfer
Reduction in volume of paper records retained in OCU/Branch accommodation	18,000 Linear Metres (est)	18,000 Linear Metres (est)	20% reduction by 31.12.04	Approx 10% increase in crime file registration and central storage Information Survey (Mar 04- Dec 04) to achieve local storage
Increased awareness and use of registered file system to aid retrieval of information under FOIA	41,000 new registered files p.a.	43,000 new registered file p.a.	Awaits	Increased communication and FOIA preparation to increase number of registered files created and stored centrally.

GLOSSARY

COSTS

Financial cost

Actual direct increase in budget required to implement recommendation/review, e.g. actual increase of staff needed to perform a function, or increase in police overtime.

Opportunity cost

The income or benefit foregone as a result of carrying out a particular decision, when resources are limited or when mutually exclusive projects are involved, e.g. if staff time is required to implement recommendations/reviews then this time can not be spent on other MPS work

Capital cost

Expenditure on the acquisition, creation or enhancement of fixed assets, with a cost in excess of £5,000 and a life of more than a year.

Revenue cost

Expenditure to meet the continuing cost of services including wages and salaries and purchase of materials.

BENEFITS

Cashable saving

Direct saving in budget achieved through the redeployment of financial resources or a reduction in the total resource requirement.

Non-cashable saving

Saving achieved through an improvement in performance, but where financial resources are not released, i.e. those which are not immediately cashable but which lead to increased output, or avoid the need for additional expenditure in the longer term.

Net cashable saving

Total Cashable Saving - Total Financial Cost

Net non-cashable saving

Total Non-Cashable Saving - Total Opportunity Cost

Non-Financial Benefit

Benefit derived from performance improvement that does not directly relate to a financial or efficiency saving.

FYTD (B)

Financial Year to Date (Budgeted)

FYTD (A)

Financial Year to Date (Actual)

CTTD (B)

Cumulative Total to Date (Budgeted)

CTTD (A)

Cumulative Total to Date (Actual)