

## RECORDS MANAGEMENT

Recommend-action	Year 1 2002/03				Year 2 2003/04				Year 3 2004/05				Year 4 2005/06				Year 5 2006/07			
	Q1	Q2	Q3	Q4																
1 Information Managers																				
2 Archive reduction (future)																				
3 Archive reduction (current)																				
4 External storage (PFI)																				
5 Technology developments																				
6 Record registration																				
7 Performance management																				

On Target
  Delayed

### 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)	CTTD (B)	CTTD (A)	Variance								
Rec1	£0	£0									£0	£0	£0
Rec2	£0	£0									£0	£0	£0
Rec3	£0	£0									£0	£0	£0
Rec4	£0	£0									£0	£0	£0
Rec5	£0	£0									£0	£0	£0
Rec6	£0	£0									£0	£0	£0
Rec7	£0	£0									£0	£0	£0
<b>TOTAL COSTS</b>	£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)	CTTD (B)	CTTD (A)	Variance								
Rec1	£0	£0									£0	£0	£0
Rec2	£0	£0									£0	£0	£0
Rec3	£0	£0									£0	£0	£0
Rec4	£0	£0									£0	£0	£0
Rec5	£0	£0									£0	£0	£0
Rec6	£0	£0									£0	£0	£0
Rec7	£0	£0									£0	£0	£0
<b>TOTAL COSTS</b>	£50,000	£50,000	£50,000	£0	£50,000	£0	£0	£0	£0	£0	£150,000	£50,000	£100,000
<b>TOTAL COSTS OF CARRYING OUT REVIEW</b>		£74,506											

## 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)	CTTD (B)	CTTD (A)	Variance								
Rec1		£0			£417,000		£835,000				£1,252,000	£0	£-1,252,000
Rec2	£20,000	£0	£56,000		£36,000		£36,000				£148,000	£0	£-148,000
Rec3	£12,500	£0	£62,500		£50,000		£50,000				£175,000	£0	£-175,000
Rec4	£0	£0									£0	£0	£0
Rec5	£0	£0									£0	£0	£0
Rec6	£0	£0			£700,000		£700,000				£1,400,000	£0	£-1,400,000
Rec7	£0	£0	£60,000		£60,000		£60,000				£180,000	£0	£-180,000
<b>TOTAL CASHABLE SAVINGS</b>	£32,500	£0	£178,500	£0	£1,263,000	£0	£1,681,000	£0	£0	£0	£3,155,000	£0	£-3,155,000

<b>NET CASHABLE SAVING - Variance to date</b>	-£32,000
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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)	CTTD (B)	CTTD (A)	Variance								
Rec1	£0	£0	£68,000		£136,000		£136,000				£340,000	£0	£-340,000
Rec2	£0	£0	£300,000		£300,000		£300,000				£900,000	£0	£-900,000
Rec3	£57,000	£85,000	£115,000		£115,000		£115,000				£402,000	£85,000	£-317,000
Rec4	£0	£0									£0	£0	£0
Rec5	£0	£0									£0	£0	£0
Rec6	£0	£1,000	£300,000		£300,000		£300,000				£900,000	£1,000	£-899,000
Rec7	£0	£0	£50,000		£50,000		£50,000				£150,000	£0	£-150,000
<b>TOTAL NON-CASHABLE SAVINGS</b>	£57,000	£86,000	£833,000	£0	£901,000	£0	£901,000	£0	£0	£0	£2,692,000	£86,000	£-2,606,000

<b>NET NON-CASHABLE SAVING - Variance to date</b>	£29,000
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Key non financial benefits	Baseline performance	Current Performance	Target/milestone	Trend commentary
The physical size of archived paper crime files has been reduced by 50% in the pilot site (Newham).	Information not yet available	Information not yet available	10% reduction by 31.12.03	Applied to all crime file archiving by March 2003
Reduction in volume of paper records retained in central repository	16,000 Linear Metres	Reduction of 7%	25% reduction by 31.03.03	12% reduction in volume at Hayes predicted for April 2003.
Reduction in volume of paper records retained in borough accommodation	18,000 Linear Metres (est)	18,000 Linear Metres (est)	20% reduction by 31.12.04	Awaits further reductions in record retention periods

## 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)