

**29 October 2014**

**Finance and Resources**

**Subscriptions and Membership Review**

**Report of:** *Jo-Anne Ireland, Acting Chief Executive*

**Wards Affected:** *N/A*

**This report is:** *Public*

**1. Executive Summary**

- 1.1 A review of all subscriptions and memberships has been undertaken by all Council departments.
- 1.2 Appendix A lists all those considered non-essential and which could be cancelled and Appendix B those that are essential and which therefore should be maintained.

**2. Recommendation(s)**

- 2.1 Members agree to cancel all subscriptions and memberships considered non-essential producing an annual saving of £7,680 as shown in Appendix A.**
- 2.2 Members agree to identify any further subscriptions and memberships for deletion.**
- 2.3 Members agree to maintain all subscriptions and memberships considered essential at an ongoing cost of £82,587.39 annually as shown in Appendix B.**
- 2.4 Members agree to review the subscriptions and memberships list on an annual basis.**

**3. Introduction and Background**

- 3.1 Administration Members asked Officers to conduct a Council wide review of subscriptions and memberships with a view to ascertaining which were essential i.e. legally required or of vital business need and which were non-essential.

- 3.2 Heads of Service have reviewed their own departments and produced business reasons for each subscription/membership.
- 3.3 Appendix A lists all non-essential subscriptions and memberships with Appendix B showing all essential subscriptions and memberships and categorises them under essential, for each department.
- 3.4 Non-essential subscriptions and memberships have been recommended for cancellation.

#### **4. Issue, Options and Analysis of Options**

- 4.1 Where a vital business need has been identified or where the Council is legally required to subscribe or be a member of certain organisations this has been noted as an essential business need.
- 4.2 Non-essential items may still be good practice but services would not be adversely impacted if these were to be cancelled.

#### **5. Reasons for Recommendation**

- 5.1 It is good practice to regularly review subscriptions and memberships to ensure that the business needs of the authority are being met.
- 5.2 Those listed as non-essential subscriptions/memberships will not have an adverse business effect once cancelled.

#### **6. Consultation**

- 6.1 All Heads of Service were asked to compile the information for their departments.

#### **7. References to Corporate Plan**

- 7.1 Being a modern council requires an ongoing review of the value for money received through subscriptions and memberships.

#### **8. Implications**

##### **Financial Implications**

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- 8.1 The budgets for the current subscriptions and memberships are already included within service budgets.
- 8.2 Any savings agreed by Members will be considered as part of the Medium Term Financial Plan (MFTP).

**Legal Implications**

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- 8.3 None

**9. Appendices to this report**

- Appendix A – List of Non Essential Subscriptions and Memberships
- Appendix B – List of Essential Subscriptions and Memberships

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