



IL-Fgura Local Council

Business Plan 2014-2016

**Approved Sitting No. 20
15th September, 2014**

Table of Contents	Page
1.0 Introduction and Situation Analysis	3
2.0 Mission Statement and Values	4
2.1 Mission Statement	4
2.2 Values	4
3.0 Objectives and Expected Results	5
3.1 Short term objectives and expected results (2014)	5
3.2 Long term objectives and expected results (2014-2016)	5
3.3 Strategies	6
4.0 Operations Analysis	7
4.1 Organisation	7
4.2 General Activities	8
5.0 Financial and Performance Forecasts	9
5.1 Three-Year Financial Forecast	9
5.2 Notes and Assumptions	9
5.3 Three Year Financial Income Forecast	10
5.4 Three Year Financial Expenditure Forecast	11
6.0 Capital Development	12
6.1 Three Year Capital Development Forecasts	12
6.2 Notes and Assumptions	12

1.0 Introduction and Situation Analysis

The Fgura Local Council is adamant to keep working hard in the Fgura residents' best interest. The aim of this business plan is to project and plan in a holistic approach, for the period covered. The Council is to keep offering an effective service, while focusing on improvement in various areas.

The Fgura Local Council's main drawback to date is the inadequate premises from where to operate. The current location proves to be inadequate to be reached by persons with physical disability and older people, while there is no free space for more in-house provided services. The Council is to continue with the Civic Centre project, which to date has reached the construction and rendering works stage.

The aforementioned Centre will allow the council staff to work comfortably in a more spacious environment, allowing the Council to provide a better service, while being spacious enough to organise various other educational, cultural and social activities. The Council aims to implement the concept of one-stop shop.

Despite allocating a considerable amount of money on one project, being the construction of new premises, this is not to hold the council back in investing in public areas, construction of roads and pavements, sports activities, social and educational services, and other environmental projects.



Dr. Byron Camilleri
Mayor

2.0 Mission Statement and Values

2.1 Mission Statement

- i. The strengthening of Civic Identity.
- ii. The appraisal, search for solutions and prioritisation in the urbanisation process.
- iii. Meeting the required targets in the most cost effective and efficient way.
- iv. Enhancing the strong foundations for subsequent councils.
- v. Sustainable development and a better legacy for future generations.

2.2 Values

The Fgura Local Council upholds:

- i. The Maltese way of life.
- ii. The common good.
- iii. The respect of needs, ideas and beliefs of all individual members of the community.
- iv. Excellence in the quality of service and work as deserved by the community.
- v. The responsibility towards the younger generations and future citizens.
- vi. A just transparent administration of local authority.
- vii. The promotion of a deeper civic identity.
- viii. The disinterested contribution of individuals and entities towards the benefit of the community.

3.0 Objectives, Expected Results and Strategies

3.1 Short term objectives and expected results (2014)

Objectives

- The best value for money for services contracted. All expenditure to be maintained within the budget.
- To provide a safe, challenging & participative environment allowing employees to maximise their contribution and share in the rewards that their contribution creates.
- Maximising cooperation with entities taking initiatives for the benefit of the whole community within the locality.

Expected Results

- The procurement of the best possible deals through judicious selection.
- Keeping abreast with complaints and suggestions, whilst providing the best possible service.
- The community becomes more aware in addressing its educational, social, economic, cultural and locality needs.

3.2 Long term objectives and expected results (2014-2016)

Objectives

- Provide a centrally located facility from which services relevant to today's needs are offered in an environment which meets the expectations of our community.

Expected Results

- A one-stop shop dealing with most of the services which the community deems necessary, and the Council finds indispensable in order to operate well.

3.3 Strategies

Decision-making processes outlined in the procedures will be followed by the Council in order to attain the targets being set. When trying to achieve a higher level of efficiency, the Council would manage to get more value for money.

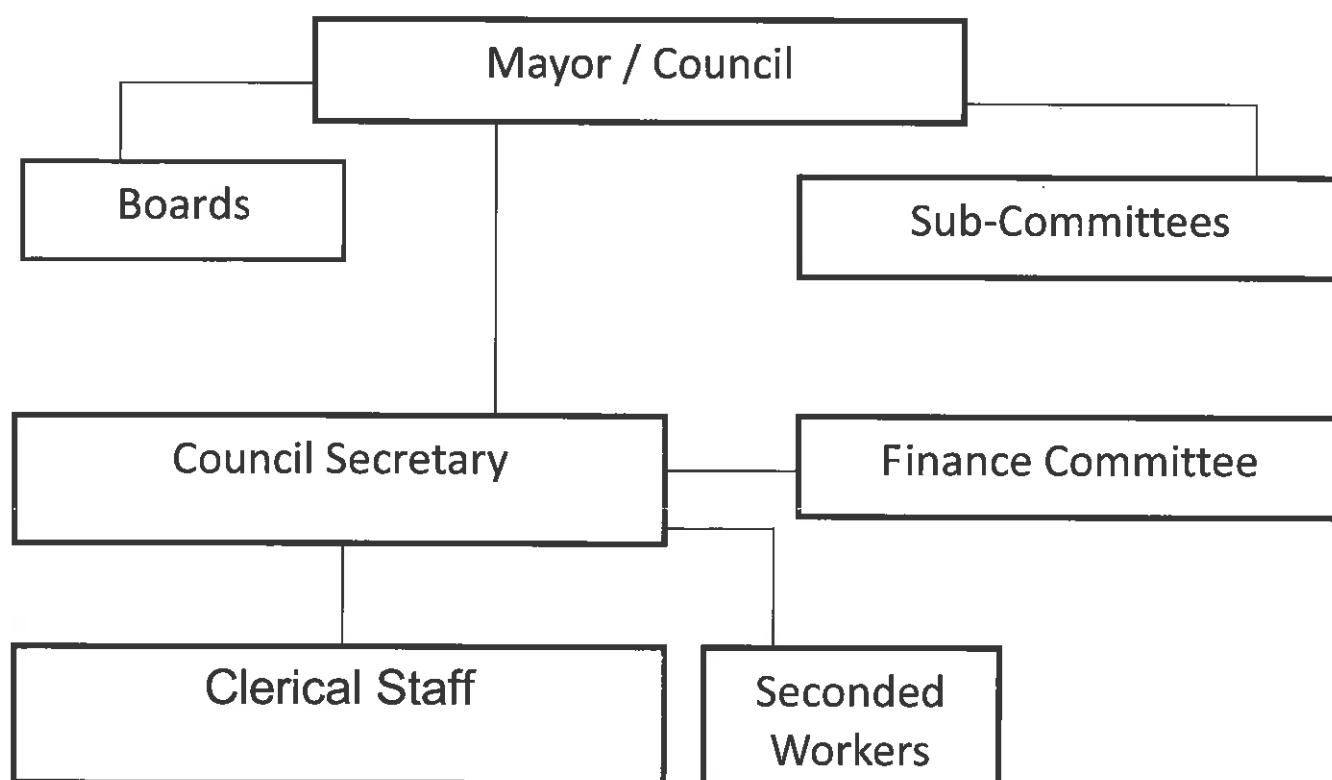
Professional consultancy, good management practice and expert guidance by contract managers are essential in this regard. Good governance is achieved through consultation with the general public and competent authorities.

Innovative and creative thinking makes the Council's operational aspect more suitable in meeting the community's needs. Constant monitoring of the decisions being taken is important in order to maintain a high level of competency and accountability.

4.0 Operations Analysis

4.1 Organisation

The Council administers the policy-making structures. Councillors and Sub-Committees follow their duties according to the various responsibilities assigned. Sub-Committees' Chairpersons liaise with the Mayor and the Secretary to obtain better coordination, and report periodically to the Council.



Sub-Committees: Residential Parking
Traffic Management
New website
Corporate Image

Boards: Tenders Adjudication
Interviewing

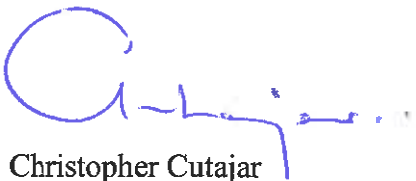
Clerical Staff: 4 employees

Seconded Workers: IPSL (2 workers)
ETC – Community Work Scheme (1 worker)
Inclusive Employment in the Community (1 worker)

4.2 General Activities

The Council's administrative staff is operating by means of four employees, of which one has been granted a definite approval to work on reduced hours basis (30 hours per week) and another has switched from full-time to part-time basis, working 20 hours per week. The Council had already obtained the clearance to employ another person, something which should be dealt with by the last quarter of the year 2014.

The migration of the offices of the Council from Carmel Street to Hompesch Road would pose the need for a concrete logistical and communication plan, so that both the staff and the residents would be able to accustom themselves as quick as possible to such change.



Christopher Cutajar
Executive Secretary

5.0 Financial and Performance Forecasts

5.1 Three Year Financial forecast

Acc. No.	Description	Budget 2014 Euro	Budget 2015 Euro	Budget 2016 Euro	BUDGET PERIOD Euro
2	Income				
0000	Government	542,079	557,057	568,917	1,668,073
0020	Bye-Laws	45,160	42,160	42,160	129,480
0090	Investment	1,550	1,500	800	3,850
0100	General	2,000	2,000	2,000	6,000
TOTAL		590,789	602,717	613,897	1,807,203
1	Expenditure				
1000	Personal Emoluments	140,400	144,500	148,500	433,500
2000	Operations & Maintenance	335,000	366,900	408,900	1,110,800
7000	Capital Expenditure	163,000	205,000	55,000	423,000
TOTAL		638,400	716,400	612,500	1,967,300
SURPLUS(DEFICIT)		(87,611)	(143,683)	1,397	(240,007)
BROUGHT FORWARD		319,574	241,965	98,080	319,574
CARRIED FORWARD		241,965	98,080	98,477	98,477

5.2 Notes and Assumptions

Income *Estimate of Government Contribution for 2014

Expenditure *Budgeted to Balance Income Expected

5.3 Three Year Financial Income Forecast

Acc. No.	Description	Budget 2014 Euro	Budget 2015 Euro	Budget 2016 Euro	BUDGET PERIOD Euro
2	Income				
0000	Government				
0001	Annual	513,318	524,457	535,837	1,573,612
0002	Supplementary - Grants Released	21,661	25,000	25,000	71,661
0003	Special Needs - Activities	1,000	1,000	1,000	3,000
0004	Public/government delegations	600	600	600	1,800
		536,579	551,057	562,437	1,650,073
	Other income				
0006	Permits	5,500	6,000	6,500	18,000
		542,079	557,057	568,937	1,668,073
0020	Bye-Laws				-
0021	Community services	9,000	9,200	9,500	27,700
0036	Law Enforcement income	7,660	7,660	7,660	22,980
0037	Movement in sentenced cases	(2,500)	(3,000)	(3,500)	(9,000)
0038	Regions	6,500	6,800	7,000	20,300
0056	Sponsorships	-	-	-	-
0066	General	22,500	20,000	20,000	62,500
0070	Tender Document fees	2,000	1,500	1,500	5,000
0073	Re-imbursment of Expenses	-	-	-	-
		45,160	42,160	42,160	129,480
0090	Investment				
0091	Bank interest	800	800	800	2,400
0096	Government securities	750	500	-	1,250
		1,550	1,300	800	3,650
0100	General				
0110	Donations	2,000	2,000	2,000	6,000
0120	Contributions	-	-	-	-
		2,000	2,000	2,000	6,000
	TOTAL	590,789	602,517	613,897	1,807,203

Notes and Assumptions

Sources of income taken into account are:

i) Annual Government Allocation

iii) Local Enforcement System

ii) Interests on Bank Deposits

5.3 Three Year Financial Expenditure Forecast

Acc. No.	Description	Budget 2014 Euro	Budget 2015 Euro	Budget 2016 Euro	BUDGET PERIOD Euro
1	Expenditure				
1000	Personel Emoluments				
1100	Mayor's allowance	10,300	10,600	10,900	31,800
1101	Council Members' allowance	11,200	11,500	11,800	34,500
1200	Salaries	92,100	98,000	100,900	291,000
1300	Bonuses	7,800	8,000	8,200	24,000
1400	Income Supplements	1,400	1,400	1,400	4,200
1500	Social Security Contributions	12,700	12,100	13,500	38,300
1600	Allowances	900	900	900	2,700
1700	Overtime	1,000	1,000	1,000	3,000
		146,400	144,500	148,600	439,500
2000	Operations and Maintenance				
2100	Utilities	10,900	11,200	11,300	33,400
2200	Materials and Supplies	9,600	9,900	10,200	29,700
2300	Repairs and Upkeep	23,500	24,200	24,900	72,600
2400	Rent	12,300	12,700	13,100	38,100
2500	National/International memberships	800	800	800	2,400
2600	Office services	11,500	11,800	12,200	35,500
2700	Transport	3,900	4,000	4,100	12,000
2800	Travel	1,000	1,000	1,000	3,000
2900	Information services	5,000	5,200	5,400	15,600
3000	Contractual services	243,500	250,800	258,400	752,700
3100	Professional services	21,000	22,800	22,700	66,500
3200	Training	18,500	19,100	19,700	57,300
3300	Community and hospitality	19,000	19,600	20,200	58,800
3400	Incidental Expenses	3,900	3,800	3,100	10,800
3600	Lms Enforcement System	1,600	1,600	1,600	4,800
		385,000	396,500	408,900	1,190,000
7000	Capital Expenditure				
7001	Acquisition of property	-	-	-	-
7100	Construction	-	-	-	-
7200	Improvements	189,000	25,000	25,000	239,000
7300	Equipment	4,000	-	-	4,000
7500	Special programmes	-	170,000	20,000	190,000
		193,000	195,000	25,000	413,000
TOTAL		688,400	746,400	612,500	2,047,300

6.0 Capital Development

6.1 Three Year Capital Development Forecasts

Acc. No. Project No.	Capital Expenditure Project Description	2014		2015		2016		NEAR TO YEAR Account Total Euro
		Account Euro	Project Euro	Account Euro	Project Euro	Account Euro	Project Euro	
7001	Acquisition of property New Premises	-	-	-	-	-	-	-
7100	Construction Pavements	-	-	-	-	-	-	-
7200	Improvements Bocci Club Triq il-Pitroxx Trees Urban Embellishment Triq Haz-Zabbar Emb.	150,000	24,113 44,887 30,000 50,000	35,000	35,000	35,000	35,000	219,000
7300	Equipment Furnishing new premises & equip. Smartphone Software app	4,000	4,000	-	-	-	-	4,000
7500	Special programmes Mechanical & Electrical Engineering works at New Premises Apertures & Landscaping of front of New Premises Plastering and finishing of Ground Floor at New Premises	-	-	170,000 80,000 90,000	-	20,000 20,000	-	190,000
TOTAL New Projects		163,000	-	205,000	-	55,000	-	423,000

6.2 Notes and Assumptions

2014 Figures shown are as per budget.

2015 Figures shown are estimated.

2016 Figures shown are estimated.