



**IL-Fgura Local Council**

---

# **Business Plan 2016-2018**

**Approved Sitting No. 43  
10<sup>th</sup> May, 2016**

<b>Table of Contents</b>	<b>Page</b>
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.

### SIGNED

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 (2016)

Objectives	Expected Results
<ul style="list-style-type: none"> <li>▪ The best value for money for services contracted. All expenditure to be maintained within the budget.</li> <li>▪ To provide a safe, challenging &amp; participative environment allowing employees to maximise their contribution and share in the rewards that their contribution creates.</li> <li>▪ Maximising cooperation with entities taking initiatives for the benefit of the whole community within the locality.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The procurement of the best possible deals through judicious selection.</li> <li>▪ Keeping abreast with complaints and suggestions, whilst providing the best possible service.</li> <li>▪ The community becomes more aware in addressing its educational, social, economic, cultural and locality needs.</li> </ul>

#### 3.2 Long term objectives and expected results (2016-2018)

Objectives	Expected Results
<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>

### 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.

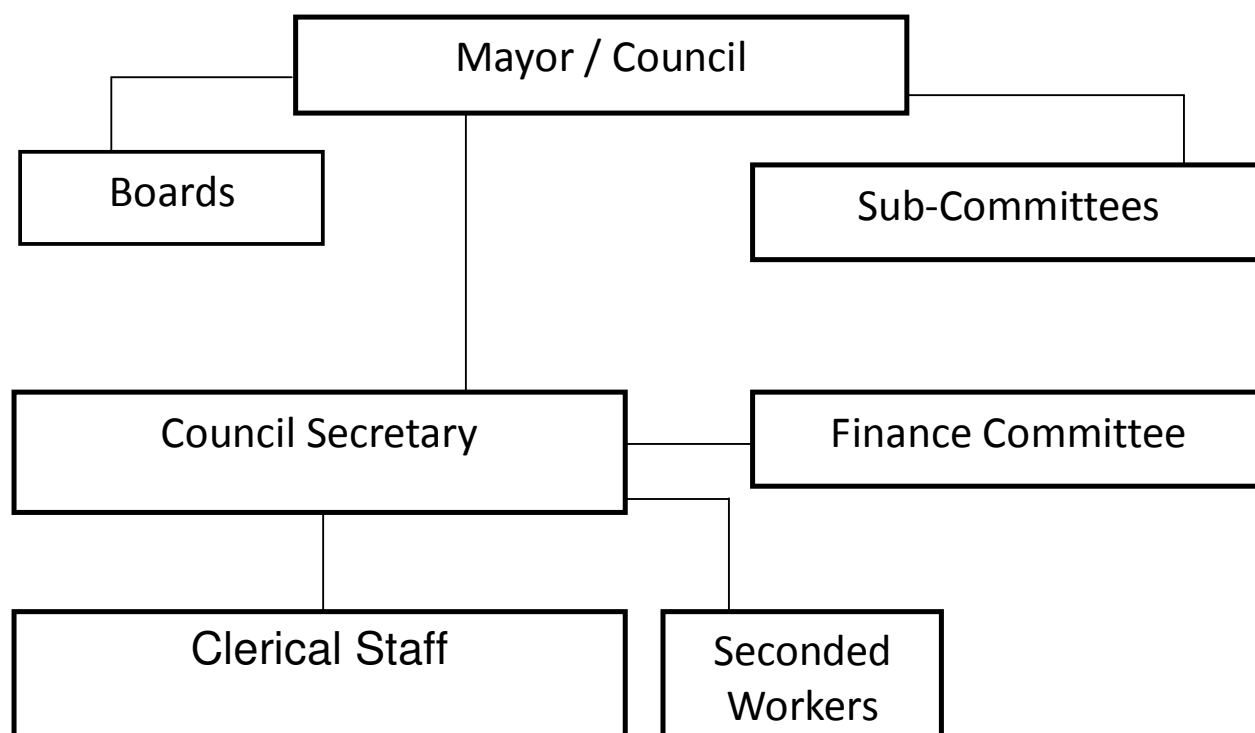
Professional consultancy, good management practice and expert guidance by contract managers are essential in this regard. Good governance is achieved through consultation with the general public and competent authorities.

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 works on part-time basis, 20 hours per week. Another person is going to be employed in the coming weeks.

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.

### **SIGNED**

Christopher Cutajar  
Executive Secretary



## 5.0 Financial and Performance Forecasts

### 5.1 Three Year Financial forecast

ACCT NO.	DESCRIPTION	BUDGET 2016 Euro	BUDGET 2017 Euro	BUDGET 2018 Euro	BUDGET 2016-2018 Euro
<b>2</b>	<b>Income</b>				
0	Government	676,177	676,177	676,177	2,028,531
20	Bye-Laws	37,400	37,774	38,152	113,326
90	Investment	150	150	150	450
	<b>TOTAL</b>	<b>713,727</b>	<b>714,101</b>	<b>714,479</b>	<b>2,142,307</b>
<b>1</b>	<b>Expenditure</b>				
1000	Personal Emoluments	149,039	151,796	154,608	455,442
2000	Operations, maintenance and administration	360,100	367,302	374,648	1,102,050
7000	Capital Expenditure	368,111	153,182	53,182	574,475
	<b>TOTAL</b>	<b>877,250</b>	<b>672,280</b>	<b>582,438</b>	<b>2,131,968</b>
	<b>SURPLUS/DEFICIT</b>	<b>(163,523)</b>	<b>41,821</b>	<b>132,041</b>	<b>10,339</b>
	<b>NET CURRENT ASSETS</b>				
	<b>BROUGHT FORWARD</b>	363,921	200,398	242,219	
	<b>CARRIED FORWARD</b>	200,398	242,219	374,260	

### 5.2 Notes and Assumptions

**Income**                      \*Estimate of Government Contribution for 2016

**Expenditure**                \*Budgeted to Balance Income Expected

### 5.3 Three Year Financial Income Forecast

ACCT NO.	DESCRIPTION	BUDGET 2016 Euro	BUDGET 2017 Euro	BUDGET 2018 Euro	BUDGET 2016-2018 Euro
<b>2</b>	<b>Income</b>				
0	Government				
1	Annual	546,177	546,177	546,177	1,638,531
2	Supplementary	30,000	30,000	30,000	90,000
3	Special needs	-	-	-	-
4	Public/government entities	-	-	-	-
15	Other	100,000	-	-	100,000
		<b>676,177</b>	<b>576,177</b>	<b>576,177</b>	<b>1,828,531</b>
20	Bye-Laws				
21	Community services	14,000	14,140	14,281	42,421
36	Contravention of bye-laws	10,000	10,100	10,201	30,301
56	Contributions and donations	200	202	204	606
70	Tender documentation fees	1,200	1,212	1,224	3,636
66	General services	12,000	12,120	12,241	36,361
		<b>37,400</b>	<b>37,774</b>	<b>38,152</b>	<b>113,326</b>
90	Investment				
91	Bank interest	150	150	150	450
96	Government securities	-	-	-	-
		<b>150</b>	<b>150</b>	<b>150</b>	<b>450</b>
	<b>TOTAL</b>	<b>713,727</b>	<b>614,101</b>	<b>614,479</b>	<b>1,942,307</b>

### 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

ACCT NO.	DESCRIPTION	BUDGET 2016 Euro	BUDGET 2017 Euro	BUDGET 2018 Euro	BUDGET 2016-2018 Euro
<b>1 Expenditure</b>					
1000	Personal Emoluments				
1100	Mayor's allowance	10,843	11,060	11,281	33,184
1200	Employee salaries and wages	116,284	118,610	120,982	355,876
1500	Social Security contributions	9,912	10,110	10,312	30,335
1600	Allowances	11,200	11,200	11,200	33,600
1700	Overtime	800	816	832	2,448
		<b>149,039</b>	<b>151,796</b>	<b>154,608</b>	<b>455,442</b>
2000	Operations and maintenance				
2100	Utilities	14,000	14,280	14,566	42,846
2200	Materials and supplies	2,000	2,040	2,081	6,121
2300	Repair and upkeep	42,000	42,840	43,697	128,537
2400	Rent	10,000	10,200	10,404	30,604
2500	International memberships	800	816	832	2,448
2600	Office services	12,000	12,240	12,485	36,725
2700	Transport	3,000	3,060	3,121	9,181
2800	Travel	700	714	728	2,142
2900	Information services	3,000	3,060	3,121	9,181
3000	Contractual services	230,100	234,702	239,396	704,198
3100	Professional services	18,000	18,360	18,727	55,087
3200	Training	9,500	9,690	9,884	29,074
3300	Community and hospitality	14,000	14,280	14,566	42,846
3400	Incidental expenses	1,000	1,020	1,040	3,060
3600	LES Related expenditure	-	-	-	-
		<b>360,100</b>	<b>367,302</b>	<b>374,648</b>	<b>1,102,050</b>
7000	Capital expenditure				
7001	Acquisition of property	-	-	-	-
7100	Construction	-	-	-	-
7200	Improvements	-	-	-	-
7300	Equipment	-	-	-	-
7500	Special programmes	368,111	153,182	53,182	574,475
		<b>368,111</b>	<b>153,182</b>	<b>53,182</b>	<b>574,475</b>
<b>TOTAL</b>		<b>877,250</b>	<b>672,280</b>	<b>582,438</b>	<b>2,131,968</b>

## 6.0 Capital Development

### 6.1 Three Year Capital Development Forecasts

Acct. No.	Capital Expenditure	2016	2017	2018	2016-2018
Project No.	Project Description	Amount Euro	Amount Euro	Amount Euro	Amount Euro
7001	Acquisition of property				-
7100	Construction	-	-	-	-
7200	Improvements				-
7300	Equipment	-	-	-	-
7500	<b>Special programmes</b>	<b>368,111</b>	<b>153,182</b>	<b>53,182</b>	<b>574,475</b>
	Triq Buqexrem	93,380	-	-	93,380
	Triq Kent	71,549	-	-	71,549
	Civic Centre	150,000	100,000	-	250,000
	Loan Repayment - Civic Centre	53,182	53,182	53,182	159,546
<b>TOTAL New Projects:</b>		<b>368,111</b>	<b>153,182</b>	<b>53,182</b>	<b>574,475</b>

### 6.2 Notes and Assumptions

2016 Figures shown are as per budget.

2017 Figures shown are as per long term cash budget.

2018 Figures shown are as per long term cash budget.