



Civic Centre,
Crook,
County Durham.
DL15 9ES
Tel: 01388 765555 Fax: 01388 766660
Minicom: 01388 761515 e-mail: i.phillips@wearvalley.gov.uk

Iain Phillips Chief Executive

29th January 2007

Dear Councillor,

I hereby give you Notice that a Special Meeting of the **CENTRAL RESOURCES COMMITTEE** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, CROOK** on **TUESDAY 6TH FEBRUARY 2007** at **4.00 P.M.**

AGENDA

1. Apologies for absence.
2. To consider the 2007/2008 Draft Central Resources Department Revenue and Capital Budget

Yours faithfully

Chief Executive

Members of this Committee: Councillors Mrs Brown, Mrs Burn, Grogan, Harrison, Hayton, Mrs Jones*, Kay, Kingston, Laurie, McKellar, Mews, Mowbray, Murphy*, Mrs Pinkney, Stonehouse, Taylor and Mrs Todd.

*Ex-officio, non-voting capacity

Chair: Councillor Hayton

Deputy Chair: Councillor Mrs Pinkney

TO: All other Members of the Council for information
Management Team



WEAR
VALLEY
DISTRICT COUNCIL

SPECIAL CENTRAL RESOURCES COMMITTEE

6 FEBRUARY 2007

Report of the Strategic Director for Resource Management **2007/08 DRAFT DEPARTMENT REVENUE AND CAPITAL BUDGET**

purpose of report

1. To inform Members of the draft departmental Revenue and Capital budgets for 2007/08 and to seek Member approval to progress the draft budgets to Policy and Strategic Development Committee for consideration.

background

2. Members will be aware of the Council's budget setting process that has developed in recent years. In particular, Members will be aware of:
 - (i) The need to invest in Council priorities as outlined in the Council Plan.
 - (ii) The need to create room for manoeuvre within existing departmental resources in order to fund priorities and service improvements. This has been achieved through exerting continued downward pressure on fixed and unit costs.
 - (iii) The need to invest in the capital infrastructure of both the Council and Wear Valley in pursuance of corporate objectives.
3. This report sets out the department's draft 2007/08 revenue and capital budgets including cost improvements and fees and charges. Cost improvement bids have been assessed by an inter-departmental group of Officers who have followed an agreed scoring process. This process takes into account issues such as links to corporate objectives and corporate themes, degree of external funding, impact upon performance etc. The capital schemes have followed a similar process.

draft 2007/08 revenue budget

4. The table below shows the draft departmental budget for 2007/08 prior to consideration of cost improvement bids. It has been produced after taking into account the following:
 - (i) Known and anticipated pay awards, based on existing establishment levels.
 - (ii) Increases in contractual payments where appropriate.

- (iii) Increases in fees and charges based on expected levels of service activity against expected charging levels and any specific government grants.
- (iv) Known external funding.

Cost Centre Description	Estimate 2007/08 (£000)
Treasury Management	20
Council Tax Administration	484
NNDR - Administration	(22)
Land Charges	(79)
Support to Community Organisations	102
Local Elections	55
Electoral Registration	109
Concessionary Travel	1,016
Housing Advances	1
Housing Benefit Administration	453
Benefit Investigation Unit	134
Housing Benefit Rent Allowance	(30)
Housing Benefit - Rent Rebates	(30)
Precepts and Levies	87
Legal Services	(2)
On Floor Copiers	(2)
Rent Accounting	(1)
Exchequer - Miscellaneous Services	(3)
IT	9
Unapportionable Overheads e.g.	241
Miscellaneous e.g.	420
Corporate Management	504
Members Allowances	374
Members Support	120
Asset Management Revenue Account	177
Investment Income	(723)
Consolidated Revenue Account	(280)
Total	3,132

5. The costs of certain support services e.g. legal, personnel, accountancy, IT etc. are recharged to other departments. These costs will be included within the draft budgets for those departments. Certain of the above budgets are technical accounting entries given the Council's finances e.g. the Asset Management Revenue Account which includes the Council's interest and principal repayment charges on its external debt.

fees and charges

6. The proposed fees and charges for 2007/08 for the department are shown at Annex A. They have been constructed around the following principles:
- (i) A comparison of other Durham Districts charges.
 - (ii) Increases above this amount where it is considered appropriate in terms of maintaining service demand within the context of the "Price is Right" principles.
 - (iii) The need to generate increased income in order to maintain the efficiency of the service provided.

cost improvements

7. The following cost improvements are proposed as the departmental contribution to all creating scope for priorities as well as improving the efficiency of the department. Each cost improvement is considered in turn.

Scheme	£000	Commentary
Telephones/Onfloor copiers	7	Contract re-negotiated for land lines and mobile calls
Personnel staff advertising	11	Efficiencies arising from travel allowances, publications and subscriptions, consultancy and IT
IT costs	30	Efficiencies arising from reductions in maintenance costs, professional fees and training
Legal	4	Reduction in IT costs
National Non-Domestic Rates	3	Efficiencies arising from reductions in software costs and discretionary rate relief
Local Elections	5	Reduced printing and postage costs
Housing Benefit Administration	15	Efficiencies arising from salaries and software costs
Debt Charges	20	Discounts received as a result of rescheduling Council debts
Miscellaneous	9	Efficiencies arising from subsistence and transport costs
Total	104	

capital programme

8. The following table shows the proposed capital programme for the department for 2007/08.

Scheme	£000	Commentary
Information Technology improvements	100	Used to fund PC replacement programme and I.T. improvements

Scheme	£000	Commentary
Civic Centre – Energy Improvements	60	To improve heating and lighting within the Civic Centre to reduce energy consumption and to mitigate the impact of rising energy prices
Civic Centre – Battery Backup	7	Emergency battery back up system for lighting and alarms within the Civic Centre
Asset Management backlog	30	To carry out backlog maintenance to the Council's assets
Total	197	

conclusions

9. The above proposals represent the department's anticipated resources for 2007/08. They have been subject to scrutiny by a cross section of the Authority's officers and are considered adequate with which to deliver the Council's priorities. The cost improvements are considered achievable and the capital bids are considered deliverable.
10. The delivery of the above will be subject to regular monitoring at both Officer and Member level throughout 2007/08.

RECOMMENDED

1. Members submit the fees and charges detailed in Annex A of the report to Policy and Strategic Development Committee for consideration.
2. Members submit the cost improvements and capital programme proposals detailed within the report to Policy and Strategic Development Committee for consideration.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

CENTRAL RESOURCES DEPARTMENTCharges 2007/08NNDR/Council Tax Recovery Action Costs

These costs have to be agreed with the Clerk to the Magistrates Court. The charges include the fees of the court itself (prescribed by statute), an amount payable for the warrant with bail to be served, as well as the Council's own administrative expenses.

The charges for the Council's own administrative expenses have developed over time by regular increases. They have not been related specifically to the costs of the service. They have to be reasonable having regard to the cost of the service and should not be designed to be punitive as most often they do end up being borne by the less financially well off in the District. There are very few warrants issued. Bailiff charges are prescribed by law as per schedule overleaf.

	Wear Valley Current Charge 06/07	Wear Valley Proposed 07/08
	£	£
Summons	45.00	50.00
Committal Summons	45.00	50.00
Warrant (with bail)	55.00	60.00
Warrant (not backed with bail)	26.25	30.00

Comparison of Proposed 07/08 Local Taxation Recovery Costs within County
Durham (Summons)

Chester le Street	Derwentside	Durham City	Easington	Sedgefield	Teesdale	Wear Valley
£	£	£	£	£	£	£
55.00	No plans	55.00	45.00 +	45.00 +	45.00	50.00

Land Charges

	Wear Valley Current Charge 06/07	Wear Valley Proposed 07/08
	£	£
Standard Search Fee	140.00	145.00
NLIS Search Fee	107.27	110.00

SCHEDULE

Regulation 8

"SCHEDULE 5

CHARGES CONNECTED WITH DISTRESS

1. The sum in respect of charges connected with the distress which may be aggregated under regulation 45(2) shall be as set out in the following Table-

(1) <i>Matters connected with distress</i>	(2) <i>Charge</i>
A For making a visit to premises with a view to levying distress (where no levy is made)-	
(i) where the visit is the first or only such visit:	£22.50
(ii) where the visit is the second such visit:	£16.50
B For levying distress:	The lesser of-
	(i) the amount of the costs and fees reasonably incurred; and
	(ii) the relevant amount calculated under paragraph 2(1) with respect to the levy.
C For one attendance with a vehicle with a view to the removal of goods (where, following the levy, goods are not removed):	Reasonable costs and fees incurred.
D For the removal and storage of goods for the purposes of sale:	Reasonable costs and fees incurred.
E For the possession of goods as described in paragraph 2(2)-	
(i) for close possession (the man in possession to provide his own board):	£14.00 per day.
(ii) for walking possession:	£11.00.
F For appraisalment of an item distrained, at the request in writing of the debtor:	Reasonable fees and expenses of the broker appraising.
G For other expenses of, and commission on, a sale by auction-	
(i) where the sale is held on the auctioneer's premises:	The auctioneer's commission fee and out-of-pocket expenses (but not exceeding in aggregate 15 per cent. of the sum realised), together with reasonable costs and fees incurred in respect of advertising.
(ii) where the sale is held on the debtor's premises:	The auctioneer's commission fee (but not exceeding 7½ per cent. of the sum realised), together with the auctioneer's out-of-pocket expenses and reasonable costs and fees incurred in respect of advertising.
H Where no sale takes place by reason of payment or tender in the circumstances referred to in regulation 45(4):	Either-
	(i) £22.50 or
	(ii) the actual costs incurred, to a maximum of 5 per cent. of the amount in respect of which the liability order was made, whichever is the greater.

(1) In head B of the Table to paragraph 1, "the relevant amount" with respect to a levy means-

(a) where the sum due at the time of the levy does not exceed £100, £22.50;

(b) where the sum due at the time of the levy exceeds £100, 22.5 per cent. on the first £100 of the sum due, 4 per cent. on the next £400, 2½ per cent. on the next £1,500, 1 per cent. on the next £8,000 and ¼ per cent. on any additional sum;

and the sum due at any time for these purposes means so much of the amount in respect of which the liability order concerned was made as is outstanding at the time.

'A No charge shall be payable under head F of the Table to paragraph 1 in respect of the appraisalment of an item unless the debtor has been advised of the charge, and the manner of its calculation before the appraisalment is made.