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Michael Laing Chief Executive

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28<sup>th</sup> January 2008

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 5<sup>th</sup> FEBRUARY 2008** at **5.00 P.M.**

### AGENDA

Page No.

1. Apologies for absence.
2. Declarations Of Interest

Members are invited to declare any personal and/or prejudicial interests in matters appearing on the agenda and the nature of their interest.

Members should use either of the following declarations:

**Personal Interest – to be used where a Member will be remaining and participating in the debate and any vote:**

I have a personal interest in agenda item (...) regarding the report on (...) because I am (...)

**Personal and Prejudicial Interest – to be used where a Member will be withdrawing from the room for that item:**

I have a personal and prejudicial interest in agenda item (...) regarding the report on (...) because I am (...)

Officers are also invited to declare any interest in any matters appearing on the agenda.

**NOTE: Members are requested to complete the enclosed declarations form and, after declaring interests verbally, to hand the form in to the Committee Administrator.**

3. To consider the 2008/09 Draft Department Revenue and Capital Budget. 1 - 5

Yours faithfully

A handwritten signature in black ink that reads "Michael Laing". The signature is written in a cursive, flowing style.

**Chief Executive**

Members of this Committee: Councillors Buckham, Mrs Burn, Harrison, Hayton, Grogan, Kay, Kingston, Mairs, Mowbray, Murphy\*, Miss Ord, Mrs Pinkney, Mrs Seabury\*, Shuttleworth, Stonehouse, Taylor and Zair

\*Ex-officio, non-voting capacity

Chair: Councillor Hayton

Deputy Chair: Councillor Mrs Pinkney

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

## DECLARATIONS OF INTEREST FORM

<b>NAME AND DATE OF COMMITTEE</b>	<b>AGENDA ITEM NUMBER</b>	<b>NATURE OF INTEREST AND REASONS</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>



**WEAR  
VALLEY**  
DISTRICT COUNCIL

## **SPECIAL CENTRAL RESOURCES COMMITTEE**

5 FEBRUARY 2008

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### **Report of the Strategic Director for Resource Management 2008/09 DRAFT DEPARTMENT REVENUE AND CAPITAL BUDGET**

#### **purpose of report**

1. To inform Members of the draft departmental Revenue and Capital budgets for 2008/09 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 2008/09 revenue and capital budgets excluding savings bids and growth bids. Savings and growth 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 2008/09 revenue budget**

4. The table below shows the draft departmental budget for 2008/09 prior to consideration of savings and growth 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.

<b>Cost Centre Description</b>	<b>Estimate 2008/09 (£000)</b>
Treasury Management	21
Council Tax Administration	494
NNDR – Administration	(20)
Land Charges	(104)
Support to Community Organisations	158
Local Elections	5
Electoral Registration	123
Concessionary Travel	956
Housing Benefit Administration	519
Council tax Benefits	(50)
Benefit Investigation Unit	142
Housing Benefit Rent Allowance	(80)
Housing Benefit - Rent Rebates	(50)
Precepts and Levies	192
Cashiers	5
Accountancy	(13)
Unapportionable Overheads e.g.	206
Corporate Management	358
Members Allowances	397
Members Support	153
Asset Management Revenue Account	429
Investment Income	(1220)
Consolidated Revenue Account	579
CCTV	13
Royal Corner	(7)
Civic Centre	7
Old Bank Chambers	(4)
Statutory exclusions	(621)
<b>Total</b>	<b>2,588</b>

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 2008/09 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.

## savings bids

7. The following savings are proposed as the departmental contribution towards creating scope for priorities as well as improving the efficiency of the department. Each savings bid is considered in turn.

<b>Scheme</b>	<b>£000</b>	<b>Commentary</b>
Benefits Administration	62	Efficiencies due to process improvements and partnership working with Teesdale DC.
IT Costs	10	Reductions in the development budget due to LGR.
<b>Total</b>	<b>72</b>	

## growth bids

8. The following growth bids are proposed in order to improve the achievement of both departmental and corporate aims and objectives.

<b>Scheme</b>	<b>£000</b>	<b>Commentary</b>
Accountancy Technician	30	Additional post to support work to improve annual Use of Resources assessment carried out by Audit Commission.
<b>Total</b>	<b>30</b>	

## capital programme

9. The following table shows the proposed capital programme for the department for 2008/09.

<b>Scheme</b>	<b>£000</b>	<b>Commentary</b>
Information Technology	73	Used to fund PC replacement

<b>Scheme</b>	<b>£000</b>	<b>Commentary</b>
improvements		programme
Civic Centre – Improvements	60	Alterations to internal structure of offices.
Asset Management backlog	130	To carry out backlog maintenance to the Council's assets such as leisure facilities, common rooms etc.
DDA compliance	50	Alterations to Council buildings in order that they fully comply with the Disabled Discrimination Act.
Royal Corner Fire Alarm System	10	Replace fire alarm system at the Royal Corner which does not meet current health and safety standards.
Electrical Inspections	40	Periodic electrical inspections in accordance with British safety standards.
Replacement office furniture	10	Replacement of chairs in poor condition.
Digital maps and related IT equipment	25	Transfer of old maps to digitalised IT system.
<b>Total</b>	<b>398</b>	

## **conclusions**

10. The above proposals represent the department's anticipated resources for 2008/09. 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 growth and savings bids are considered achievable and the capital bids are considered deliverable.
11. The delivery of the above will be subject to regular monitoring at both Officer and Member level throughout 2008/09.

## **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 savings, cost bids and capital programme proposals detailed within the report to Policy and Strategic Development Committee for consideration.

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### **Officer responsible for the report**

Gary Ridley  
Strategic Director for Resource  
Management  
Ext 227

### **Author of the report**

Stuart Reid  
Assistant Director for Finance and IT  
Ext 258

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**RESOURCE MANAGEMENT DEPARTMENT****Charges 2008/09****NNDR/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 Council only has discretion over the cost of issuing a summons, the remaining charges set by Government. It is unlikely that these Government set charges will alter next financial year.

The charge levied for issuing a summons has to be reasonable having regard to the cost of the service and should not be designed to be punitive as most often they are borne by the less financially well off in the District. **It is proposed to freeze the charge for next year due to above inflation increases in recent years and recognition of the potentially detrimental impact upon collection rates if the charges levied are excessive.**

There are very few warrants and committal summons issued.

	Wear Valley Current Charge 07/08	Wear Valley Proposed 08/09	
	£	£	
Summons	50.00	50.00	
Committal Summons	55.00	55.00	Set by Govt.
Warrant (with bail)	55.00	55.00	Set by Govt.
Warrant (not backed with bail)	70.00	70.00	Set by Govt.

**Comparison of Proposed 08/09 Local Taxation Recovery Costs within County  
Durham (Summons)**

Chester le Street	Derwentside	Durham City	Easington	Sedgefield	Teesdale	Wear Valley
£	£	£	£	£	£	£
No plans	45.00	No plans	50.00	50.00	40.00	50.00

**Land Charges**

	Wear Valley Current Charge 07/08	Wear Valley Proposed 08/09
	£	£
Standard Search Fee	145.00	150.00
NLIS Search Fee	110.00	115.00