

Public Document Pack

07 February 2008

Dear Councillor

A Special Meeting of the Executive will be held in the **Council Chamber, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham, DH3 3UT on Monday, 18th February, 2008 at 3.00 pm**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Roy Templeman', is written over a light grey rectangular background.

R TEMPLEMAN

Chief Executive

AGENDA:

1. Apologies for Absence
There were no apologies for absence.
2. Public Speaking
3. To Receive Declarations of Interest
4. 2008/2009 General Fund Revenue Budget and Council Tax Proposals (Pages 1 - 28)
Report Of Head of Corporate Finance
5. 2008/2009 General Fund Capital Programme (Pages 29 - 34)
Report Of Head of Corporate Finance

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Chester-le-Street
District Council

Report to: Special Executive

Date of Meeting: 18 February 2008

Report from: Head of Corporate Finance

Title of Report: 2008/2009 General Fund Revenue
Budget and Council Tax Proposals

Agenda Item Number: 4

1. PURPOSE OF REPORT

- 1.1 The report summarises the 2008/09 general fund budget proposals for consideration by the Executive, prior to the submission of the final budget and council tax recommendations to Council on 28 February 2008.

2. CONSULTATION

- 2.1 Corporate Management Team has been fully involved in the work supporting the budget projections and has been consulted on the report. Service Team Managers have been fully engaged in the budget preparation process for their service areas. The proposals in respect of fees and charges are the suggested levels from the relevant Service Team Managers. The Overview and Scrutiny Panels are considering the budget proposals for the services within their expected remits and the Panels' comments will be reported to the Executive on 18th February.
- 2.2 Finally, non-domestic ratepayers will be consulted on the Council's budget proposals and Executive will be advised of their comments at its meeting on 18th February.

3. CORPORATE PLAN AND PRIORITIES

- 3.1 As the report is wholly concerned with the general fund revenue budget, it provides the means by which the Council will achieve the revised targets set out in the Corporate Plan for 2007/10 which was revised by the Executive in December 2007.

- 3.2 The council must reassess its priorities and non priorities as part of the corporate planning cycle and to address the impact of Local Government Reorganisation. The current priorities were first set out in June 2005 within the first three year corporate plan for 2005/2008. This plan set out seven council priorities which have driven the council's progress and achievements over the last three years. With Local Government Reorganisation in mind in December the Executive agreed to develop a single corporate priority under the banner of 'People and Place'. Work on a 'Transition Plan' has commenced and will be reported to the Council in March. This plan will again review Corporate Plan proposals and will clearly define the revised priority and an action plan for delivery in what will be the last year of the council's life as a District Council. This will assist in giving a clear route map for what the council will seek to achieve. The budget process has been developing in conjunction with work on the development of the new single priority.
- 3.3 In previous years the council has been able to take into account its Residents' Opinion Survey to assist budget setting. Last year's opinion survey was linked to the Best Value Performance information. During the current financial year the council has undertaken another Residents Survey and high level results have been made available to inform the budget process. As part and parcel of consulting residents on the budget process the council has continued to ask additional questions in the current Residents Opinion Survey about value for money. The results are set out in the next section.

4. IMPLICATIONS

4.1 Financial and Value for Money

The financial implications are detailed throughout the report.

The headline results of the Residents Opinion survey on value for money include;

Priority 1 Customer Excellence

- 65.4% feel that all services delivers value for money and 16.4% would pay more for them
- 82.5% feel that the concessionary fares scheme delivers value for money and 27.5% would pay more

Priority 2 Working in Partnership

- 80.5 % feel that the community safety service delivers value for money and 45.0% would pay more for it

Priority 3 Meeting the Decent Homes

- 66.0% feel that housing strategy is value for money and 16.0% would pay more

Priority 4 Regenerating the District

- 75.0% feel that the regeneration service delivers value for money and 27.3% would pay more
- 66.0% feel that planning is value for money

Priority 5. Neighbourhood Management

- 92.2% feel that the household waste collection is value for money
- 84.0% feel that the recycling service delivers value for money and 40.0% would pay more for it
- 68.7% feel that the street cleaning service delivers value for money and 20.4% would pay more
- 75.2% feel that environmental health services are value for money and 21.2% would pay more

Priority 6 New Ways of Working in Leisure

- 74.4% feel that open space services provide value for money and 21.8% would pay more
- 71.0% feel that leisure facilities are value for money
- 66.3% feel that other leisure services provide value for money

Priority 7 Maximising Efficiencies

- 55.1% feel that Revenues and Benefits provide value for money
- 77.0% feel that other services deliver value for money

4.2 Legal

There are no legal implications.

4.3 Personnel

Some of the savings do result in the deletion of vacant posts.

4.4 Other Services

Clearly the budget proposals for 2008/09 have implications for all service areas of the Council.

4.5 Diversity

The budget proposals for 2008/09 do not make any specific additional provision for equalities and diversity work.

4.6 Risk

The budget proposals have been subjected to a risk assessment which is summarised in Appendix C to the report.

4.7 Crime and Disorder

The Crime and Disorder Act of 1998 requires the Council to consider all of its budgets, policies and plans in the light of their contribution to the reduction of crime and disorder.

4.8 Data Quality

Every care has been taken in the development of this report to ensure that the information and data used in its preparation and the appendices attached are

accurate, timely, consistent and comprehensive. The Council's data quality policy has been complied with in producing this report.

4.9 Other Implications

There are no other implications arising from the contents of the report.

5. **THE FINANCE SETTLEMENT**

5.1 The final finance settlement for 2008/09 was received on 24 January 2008:-

	£million
Revenue Support Grant	0.626
NNDR	4.495
Formula Grant	5.121

Increase in formula grant compared with the adjusted 2007/08 figure = £0.051m (or 1%).

6. **RESOURCES AVAILABLE FOR 2008/09**

6.1 As stated in section 5.1 above, Chester le Street District Council will receive formula grant of £5.121 million in 2008/09. The level of resources available to the Council to fund its general fund revenue expenditure is also dependent on Council Tax levels. Every 1% increase in Council Tax raises approximately £30,000.

6.2 At present, in estimating the resources available, the funding projections incorporate a 1%, 3% and 5% Council Tax increase; a tax base of 17,086.65 Band D properties and a collection fund surplus of £30,000. The table below shows how the resources available will vary depending upon the Council Tax set for 2008/09:-

	5% increase £m	3% increase £m	1% increase £m
Formula Grant	5.121	5.121	5.121
Council Tax	3.158	3.098	3.038
Collection Fund Surplus	0.030	0.030	0.030
Total Resources	8.309	8.249	8.189

This will result in a Band D Council Tax of £177.82 (1% rise), £181.34 (3% rise) or £184.86 (5% rise) for the District Council, an increase of £1.76, £5.28 or £8.80 respectively, for the year, on the 2007/08 Band D tax of £176.06.

6.3 The Council Tax has to be calculated at Band D, but approximately 84% of the properties are in a lower Council Tax band and will, therefore, pay less than the 'average' Band D Council Tax.

6.4 In announcing the provisional finance settlement, the government has made it clear that they expect council tax to increase by substantially less than 5% overall.

7. 2008/09 BUDGET PROJECTIONS

7.1 A significant amount of growth has been incorporated in the 2008/09 budget projections as it is unavoidable:-

	£'000
Salaries, Wages and pensions	246
Reduction in income - including the impact of one-off grants, planning delivery grant and benefits subsidy	260
Increase in the recycling budget	46
Increase in the cost of utilities	48
Less Net savings in deleted posts	(163)
Increase in development control income	(50)
New planning delivery grant	(50)
Increase in benefits admin grant	(7)
	330

7.2 After taking account of all unavoidable growth, the projected 2008/09 base budget amounts to £8.430 million.

7.3 The 2008/09 projections above do not include any provision to offset the problems identified in the Mid Year Financial Monitoring Position report in respect of Leisure Services, Environmental Services and Regeneration. It is expected that those services will ensure that any expected shortfall in income or increase in expenditure is covered by savings within the service. However, some of the savings identified by Leisure Services (£52k) and Environmental Services (£72k) can't be accepted without consideration by Members. These proposals are included in the options which will be considered later in this report. After taking account of this service growth the 2008/09 base budget amounts to £8.554million

7.4 The draft 2008/09 budget assumes an ongoing saving of £215,000 from vacancies. It is estimated that this saving will be achieved in the current year through natural vacancies. The procurement savings target and the additional income target of £50,000 and £45,000 respectively are also included in the draft 2008/09 budget.

8. GROWTH BIDS

- 8.1 Service areas were not asked to submit any proposals for new growth. However, as the Executive are considering a number of options including support to partner organisations and directing resources to a new single priority around "People and Place" it is worth noting that this growth is not included in section 7.3 above.

9. SAVINGS REQUIRED

- 9.1 The 2008/09 projected budget - incorporating all unavoidable growth, but excluding any growth identified by Members amounts to £8.554m.

The gap between this and the resources available clearly depends on the Council Tax level and Member growth proposals. The table below shows the amount of savings which need to be identified depending on the Council Tax increase:-

Council Tax Increase	Savings Required £000
5%	245
3%	305
1%	365

- 9.2 All Service Team Managers and Heads of Service were asked to identify savings proposals as part of their budget preparation. A summary of the options are detailed in section 10 below.
- 9.3 Any other growth over and above that highlighted in section 7.1 will require further savings to be identified.
- 9.4 As stated in section 7.4, the 2008/09 budget still includes an assumption that savings amounting to £215,000 will be achieved through managing vacancies; this is over and above any saving identified from the deletion of vacant posts.

10. 2008/09 SAVINGS

10.1 The savings proposals are as follows:-

	£
Leisure	
Administration-Remove Funding for Modern Apprentice	5,000
Play Areas-Maintenance	5,000
Pelton Fell Hall-Transfer Responsibility to Community Group or Close	17,810
	27,810
Environmental Services	
Refuse Collection-Publicity (Use alternative methods)	3,620
Refuse Collection-Printing (Use alternative methods)	1,000
Refuse Collection-Delete Spare Lifter Post (To be covered by existing staff-service has managed without this post due to long term sickness)	24,689
Cemeteries-Risk Assessments (Inspection of Headstones-we carry out annual inspections but the appropriate Cemetery bodies recommend every 3 years)	5,000
Grounds Maintenance-Delete Sickness Cover and Reduce Apprentice Programme (To be covered by existing staff-no redundancy implications – work smarter not harder)	30,599
	64,908
Environmental Health	
Pest Control-Introduce New Rodent Fees (See Appendix B for more detail)	34,000
Environmental Health-Agency Fees (See Appendix B for more detail)	12,000
Licensing-New Gambling Act Fee Income	5,000
	51,000
Regeneration	
Regeneration and Tourism-Mileages	500
Stella Gill Industrial Estate-Repairs	1,000
Stella Gill Industrial Estate-Services Property	500
Sacriston Industrial Estate-Repairs	2,000
Plawsworth Road Industrial Estate	1,000
Industrial Estates Management-Publications	200
Industrial Estates Management-Services Financial	350
Industrial Estates Management-Services Property	500
Asset Planning-Mileages	400
Asset Planning-Legal Fees	250
Asset Planning-Computer Software	2,400
Central Support-Equipment	200
Central Support-Clothing	200
Central Support-Publications	450
Central Support-Hospitality	950
Housing Strategy-Hospitality	410
Community Development-Postages/Telephones/Hospitality	1,600
Programme Management-Mileages/Printing & Stationery/Market Office Repairs	3,400
	16,310

	£
Revenues and Benefits	
Revenues & Benefits Manager Administration-Travelling Expenses	100
Revenues & Benefits Manager Administration-Printing & Stationery	50
Revenues & Benefits Manager Administration-Publications	100
Revenues & Benefits Manager Administration-Fax	20
Revenues & Benefits Manager Administration-Subscriptions	140
Revenues Administration-Equipment	490
Revenues Administration-Printing & Stationery	1,300
Revenues Administration-Publications	420
Revenues Administration-Fax	50
Benefits Administration-Leased Cars	2,930
Benefits Administration-Protective Clothing	50
Benefits Administration-Publications	100
Benefits Administration-Fax	10
Benefits Administration-Computer Software	1,400
Cost of NNDR Collection-Computer Software	400
Council Tax Administration-Fax	60
Council Tax Administration-Computer Software	1,550
	9,170
Organisational Development	
Administration-Mileages	300
Administration-Travelling Expenses	100
Administration-Computer Hardware	100
	500
Head of Corporate Services	
Communication & Public Relations-No Residents Survey (saving £0 to £5,000)	5,000
	5,000
ICT	
Internet-Reduce Internet Connection speed from 4Mb to 2Mb	5,000
ICT Administration-Publications	90
ICT Administration-Subscriptions to NE Connects and SOCITM Insight	1,140
ICT Administration-Stationery	550
ICT Administration-Hospitality	500
ICT Administration-Photocopying	50
ICT Administration-Fax	40
Networking & Communications-Networking	1,810
Networking & Communications-Communications	2,500
Printing Services-Stationery	1,000
Printing Services-Consumables	500
Security-Anti-Virus Software	1,000
Security-Magnetic Media	2,000
Other-Equipment	3,000
	19,180
Total – All Services	193,878

- 10.2 In addition to the above the council will receive a specific grant in relation to Concessionary Fares amounting to £164,000 in 2008/09. In 2007/08 we will pay £797,000 as our contribution to the scheme to Durham County Council. This figure is expected to rise by 4% (£31,880) therefore, our contribution will be £828,880 in 2008/09. This has the effect of producing a net saving in 2008/09 amounting to £132,020.

11. PROPOSALS FOR FEES AND CHARGES

- 11.1 A summary of the proposals put forward by Service Team Managers is highlighted in the table below:-

Service Area	Impact on Turnover	More Detail
	£	
Leisure	34,325	See Appendix A (i)
Environmental Services	71,900	See Appendix A (ii)
Environmental Health	0	See Appendix A (iii)
Regeneration	0	See Appendix A (iv)
Director of Corporate Services	0	See Appendix A (v)
Organisational Development	0	See Appendix A (v)
Legal and Democratic Services	0	See Appendix A (v)
Revenues and Benefits	0	See Appendix A (v)
Total	106,225	

- 11.2 At present, there are no other changes proposed in respect of fees and charges. It should be noted, however, that the budget proposals do include a target of £45,000 for additional income. This is over and above the additional income identified in the above table.

12. RESERVES

- 12.1 Guidance from CIPFA recommends that the Section 151 Officer's report on reserves and balances should include an assessment on the adequacy of reserves, a requirement incorporated into the Local Government Act 2003.
- 12.2 There is no specific guidance on what represents an adequate level of reserves. This is because every authority is different and each authority will decide on its level of reserves in accordance with its own particular circumstances.
- 12.3 The Council's general fund reserve at £390,000 amounts to approximately 4.7% of the probable net revenue budget for 2008/09. This is regarded as adequate.

The Council's Medium Term Financial Strategy, which was approved in January 2008, states that the General Fund Reserve should not be allowed to fall below £349,000.

- 12.4 It is important to note that the 2008/09 revenue budget proposals, again, do not require any call on the general fund reserve.

13. OVERVIEW AND SCRUTINY PANELS

The Overview and Scrutiny Panels will be considering the budget proposals for the services within their remits:-

Partnership & Efficiency	12th February 2008
Leisure & Neighbourhood	13th February 2008
Regeneration & Housing	7th February 2008

The outcome of these meetings will be reported to the Executive on 18th February.

14. CONSULTATION

A meeting with the business ratepayers will be held on 14 February to discuss the budget proposals. Again, the outcome of this meeting will be reported to the Executive at its meeting on 18th February.

15. REPORT OF THE STATUTORY FINANCIAL OFFICER

- 15.1 Section 25 of the Local Government Act 2003 requires the statutory financial officer to make a statement on the robustness and achievability of the budget and the adequacy of the Council's reserves.
- 15.2 I am satisfied that adequate provision has been made in the budget for expenditure in order to deliver an affordable level of services to the public. I am also satisfied with the level of reserves held by the Council.
- 15.3 Similarly, based on the forecast position, budgeted income levels are robust. Income does, however, remain an area of risk for the Council and, as detailed in the Risk Assessment Appendix C will require careful monitoring.
- 15.4 We are currently finalising the complex finance settlement resulting from the LSVT negotiations with Cestria Community Housing. Officers will be able to update Members on the implications of that settlement at the Executive and will be able to firm up the re-prioritisation of the budget to support the Council's new objective when the budget report goes to Council.

16. RECOMMENDATIONS

- 16.1 It is recommended that the Executive:-
- (i) notes the final finance settlement for 2008/09;
 - (ii) considers the proposals for fees and charges and determines the changes to charges for services in 2008/09;
 - (iii) considers the comments and recommendations of the Overview and Scrutiny Panels;

- (iv) considers the comments of the non-domestic ratepayers;
- (v) agrees to recommend a net general fund revenue budget for approval by Council;
- (vii) agrees to recommend a Band D Council Tax for approval by Council for 2008/09.

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DESIGNATION: Head of Corporate Finance
DATE OF REPORT: 13 February 2008
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FEEES AND CHARGES PRO-FORMA (DRAFT PROPOSALS)

Description of fee(s)	Existing Fees (exc VAT)	Existing Fee Inc VAT	Proposed Fees Excl. VAT	Proposed Fees Incl. VAT	% Increase	Expected Impact on Income	Notes
LEISURE CENTRE							
Swim						£1,142	
Swimming Tuition						£1,650	
One Cards						£1,143	
Lifestyles Gym - Casual						£900	
Lifestyles Gym - Members						£8,300	
Other Activities						£100	
Pool Parties						£12,000	
RECREATION FACILITIES							
RECREATION FACILITIES						£7,500	Further information will be provided at the meeting detailing all the individual fees and charges
OTHER FACILITIES						£700	
SEBY FACILITIES						£12,070	
RECREATION FACILITIES							
ARTS FACILITIES						£350	
PAVED RECREATION ROOM						£300	
GRAVED FITCHES / AREAS						£500	
						£1,150	
Leisure Total						£34,325	

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FEEES AND CHARGES PRO-FORMA (DRAFT PROPOSALS)

Description of fee(s)	Existing Fees (exc VAT)	Existing Fee Inc VAT	Proposed Fees Excl. VAT	Proposed Fees Incl. VAT	% Increase	Expected Impact on Income	Notes
LEISURE CENTRE							
Swim						£1,142	
Swimming Tuition						£1,650	
One Cards						£1,143	
Lifestyles Gym - Casual						£900	
Lifestyles Gym - Members						£8,300	
Other Activities						£100	
Pool Parties						£12,000	
RECREATION FACILITIES							
RECREATION FACILITIES						£7,500	Further information will be provided at the meeting detailing all the individual fees and charges
OPERATIONAL						£700	
SEBY						£12,070	
RESERVE							
ATLETC TRACK						£350	
PAVED RECREATION ROOM						£300	
GRASED FITCHES / AREAS						£500	
						£1,150	
Leisure Total						£34,325	

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Description of fee(s)	Existing Fee per unit (exc VAT)	Existing Fee per unit (Inc VAT)	Proposed Fee per unit (Exc VAT)	Proposed Fee per unit (Inc VAT)	% Increase	Expected Impact on Income
CEMETERY FEES AND CHARGES						
Burial Fees						
Over 11 Years to 16 Years	£185.00		£222.00		20	We cannot estimate an accurate impact on income as this is dependent upon the number of interments which take place this varies from year to year. Based on the same level of interments as this year it is expected that income would increase by £13,900
Over 16 Years	£310.00		£372.00		20	
Cremated Remains	£105.00		£126.00		20	
Purchase of Rights						
to be used within 14 days of purchase	£310.00		£372.00		20	Based on the same level of interments as this year it is expected that income would increase by £13,900
to be used 15 days or more following purchase	£620.00		£744.00		20	
Cremation /childrens section 14 days	£105.00		£126.00		20	
Cremation /childrens section 15 days or more	£210.00		£252.00		20	
Site Selection	£170.00		£204.00		20	
Memorials						
Headstones	£125.00		£150.00		20	Additional Income £28,000
Vases	£65.00		£78.00		20	
Inscriptions	£65.00		£78.00		20	
Tablets and Plaques	£75.00		£90.00		20	
Other fees						
Search fees for one year	£10.00		£12.00		20	Additional Income £28,000
Certified copy of entry	£10.00		£12.00		20	
Copy of deed	£6.00		£7.20		20	
Chapel of rest per day	£25.00		£30.00		20	
REFUSE COLLECTION CHARGES						
Civic Amenity Collections (removal of up to 6 items)	£4.26	£5.00	£10.00		100	Additional Income £28,000
Recharges for collections of fixtures and fittings/garden waste/items not included in civic amenity collections	£10.27	£11.00	£11.40	£11.00	50	
These are priced according to different bands depending upon the amount of goods to be removed	£17.00	£17.00	£21.00	£25.00	50	
	£29.49	£29.49	£37.60	£44.20	50	
	£54.06	£54.06	£68.01	£83.09	50	
Trade Waste Charges Supply and Empty						The trade waste service has to be competitively priced in order to be viable. It is therefore recommended that no price increases are made this year
1 x 240 litre bin	£123.19	£144.75	£123.19	£144.75	0	
1 x 360 litre bin	£158.21	£185.90	£158.21	£185.90	0	
1 x 660 litre bin	£271.38	£318.87	£271.38	£318.87	0	
1 x 1100 litre bin	£344.00	£400.07	£344.00	£400.07	0	
Replacement Trade Bin Charges						Additional Income £28,000
1 x 240 litre bin	£48.33	£56.76	£48.33	£56.76	0	
1 x 360 litre bin	£73.71	£87.71	£73.71	£87.71	0	
1 x 660 litre bin	£215.95	£253.74	£215.95	£253.74	0	
1 x 1100 litre bin	£289.63	£340.32	£289.63	£340.32	0	
CAR PARK FEES AND CHARGES						
Cestria Permits (for parents whose children attend Cestria School)	£1.70	£2.00	£2.04	£2.40	20	Approximately an additional £70
Long Stay Car Parks						
1 hour	£0.34	£0.40	£0.40	£0.50	20	As we aren't able to breakdown the number of each type of ticket which is purchased, we cannot provide an accurate estimate of the impact on income but expect that there will be an increase of approximately £30000
2 hours	£0.51	£0.60	£0.61	£0.70	20	
3 hours	£0.68	£0.80	£0.82	£1.00	20	
All Day	£0.94	£1.10	£1.13	£1.30	20	
Short Stay Car Parks						
First Half Hour Parking Free (Civic Centre only)	Free	Free	Free	Free	0	As we aren't able to breakdown the number of each type of ticket which is purchased, we cannot provide an accurate estimate of the impact on income but expect that there will be an increase of approximately £30000
1 Hour	£0.34	£0.40	£0.40	£0.50	20	
2 Hours	£0.51	£0.60	£0.61	£0.70	20	
More than 2 hours	£2.55	£3.00	£3.06	£3.60	20	
Toilet charges	£0.16	£0.20	£0.24	£0.30	50	

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FEES AND CHARGES PROPOSALS

	Current Fees and Charges	Proposed Change	New fees and Charges	Impact on Turnover	Comments
	£	%	£	£	
Environmental Health					
Annual LAPPC subsistence charge, standard Process LOW (x1)	569.25		569.25		These are statutory fees set by central government
Annual LAPPC subsistence charge, Mobile Screening & Crushing Plant (x1)	759.25		759.25		These are statutory fees set by central government
Annual LAPPC subsistence charge, Reduced Fee Activity (x9)	116.32		116.32		These are statutory fees set by central government
HMO licence Fee	330.00		330.00		Agreed with Council July 2007
Hsg Act Notices	247.50		247.50		
Pest Control Charge	33.00		33.00		Aligns with Fees and Charges
SFBB workshops (primary Delegate)	25.00	9%	27.25		Cost varies according to number of delegates/ number of sessions
SFBB workshops (secondary Delegate)	10.00		10.00		
CIEH Level 1 award in food safety qualification (standard fee)	40.00		35.00		
CIEH Level 1 award in food safety qualification (discounted fee for charities/groups)	35.00		35.00		
Hackney Carriage vehicle (New)	230.00		230.00		Already expensive compared to other areas
Hackney Carriage vehicle (renewal)	220.00		220.00		
Hackney Carriage vehicle Transfer	36.00		36.00		
Private Hire vehicle (New)	230.00		230.00		
Private Hire vehicle (renewal)	220.00		220.00		
Private Hire vehicle transfer	36.00		36.00		
vehicle re - tests	17.00		17.00		
Replacement Plates / plate deposits	10.00		10.00		
Replacement door crest	5.00		5.00		
Hackney Carriage Driver	84.00		84.00		
Private hire driver	84.00		84.00		
joint driver	126.00		126.00		
private hire operator	115.00		115.00		
Driver locality test	20.00		20.00		
Driver locality test re-sit	10.00		10.00		
Enhanced CRB check	36.00		36.00		The CRB recover the cost of £36 from the account
Small Lotteries (New)	40.00		40.00		
Small Lottery (renewal)	20.00		20.00		
Motor Salvage	70.00		70.00		
Pet shop	59.00		59.00		
Animal Boarding	59.00		59.00		
Dangerous Wild Animal	59.00		59.00		
Acupuncture, Tattooing, Piercing, Electrolysis Personal	25.00		25.00		
Acupuncture, Tattooing, Piercing, Electrolysis (premises)	30.00		30.00		
Personal Licence (LA03)	37.00		37.00		
Temporary Event Notice	21.00		21.00		
Theft, loss of premises licence	10.50		10.50		
Vary premises licence to specify DF	23.00		23.00		
Transfer premises licence	23.00		23.00		
Licensing Act 2003 premises licence fees					These are set by government and relate to the ratable value of the premises. They range from £100 - £635 for new application / variation and £70 - £350 for Annual fee
Gambling Act 2005 Fees					Please see attached table - Gambling Act max Statutory limits shown in brackets. Local Authority charge shown (not in brackets) based on cost recovery alone.
Notification of gaming machine	50.00		50.00		

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	Current Fees and Charges	Proposed Change	New fees and Charges	Impact on Turnover	Comments
	£	%	£	£	
Regeneration					
Market Tuesday - 1 Stall Casual	16.00	0	16.00		No Increase Proposed
Market Tuesday - 1 Stall Permanent	13.00	0	13.00		
Market Tuesday - 2 Stalls Permanent	22.00	0	22.00		
Market Tuesday - Standage	12.00	0	12.00		
Market Friday - 1 Stall Casual	20.00	0	20.00		
Market Friday - 1 Stall Permanent	17.00	0	17.00		
Market Friday - 2 Stalls Permanent	32.00	0	32.00		
Market Friday - 3 Stalls Permanent	48.00	0	48.00		
Market Friday - Standage	16.00	0	16.00		
Market Saturday - 1 Stall Casual	16.00	0	16.00		
Market Saturday - 2 Stalls Casual	30.00	0	30.00		
Market Saturday - 1 Stall Permanent	15.00	0	15.00		
Market Saturday - 2 Stalls Permanent	28.00	0	28.00		
Market Saturday - 3 Stalls Permanent	41.00	0	41.00		
Market Saturday - 4 Stalls Permanent	54.00	0	54.00		
Market Saturday - Standage	15.00	0	15.00		

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FEES AND CHARGES PROPOSALS

	Current Fees and Charges	Proposed Change	New fees and Charges	Impact on Turnover	Comments
Head of Corporate Services					
Civic Centre Room Bookings Per Hour					
Conf Room 3 (Daytime)	18.98	3%	19.54		No increase in 2007 - seems reasonable to apply this increase in 2008
Conf Room 3 (Night)	16.45	3%	16.94		No increase in 2007 - seems reasonable to apply this increase in 2008
Conf Room 4 (Daytime)	18.98	3%	19.54		No increase in 2007 - seems reasonable to apply this increase in 2008
Conf Room 4 (Night)	16.45	3%	16.94		No increase in 2007 - seems reasonable to apply this increase in 2008
Chamber (Daytime)	25.26	3%	26.03		No increase in 2007 - seems reasonable to apply this increase in 2008
Chamber (Night)	18.98	3%	19.54		No increase in 2007 - seems reasonable to apply this increase in 2008
Restaurant (Daytime)	44.30	3%	45.14		No increase in 2007 - seems reasonable to apply this increase in 2008
Restaurant (Night)	35.43	3%	36.48		No increase in 2007 - seems reasonable to apply this increase in 2008
Organisational Development					
Criminal Records Bureau check admin charge	10.00	0	10.00		No increase proposed
Protection of Vulnerable Adults check admin charge	5.00	0	5.00		No increase proposed
Legal					
Search Fees -					
Search fees if submitted electronically (NLIS)					
Official Certificate of Search in Land Charges Register (LLC1)	10.00	0	10.00		No Increase proposed
Requisition of Search on one parcel of land (CON29)	121.00	0	121.00		
Standard search fee (LLC1 & CON29)	131.00	0	131.00		
Search fees if submitted in paper format					
Official Certificate of Search in Land Charges Register (LLC1)	11.00	0	11.00		No Increase proposed
Requisition of Search on one parcel of land (CON29)	121.00	0	121.00		
Standard search fee (LLC1 & CON29)	132.00	0	132.00		
Additional parcels of land fees					
Official Certificate of Search in Land Charges Register (LLC1) (with a maximum of £16 charge)	1.00	0	1.00		No Increase proposed
Requisition of Search on one parcel of land (CON29)	7.80	0	7.80		
Total fee for an additional parcel of land (LLC1 & CON29)	8.80	0	8.80		
Per each additional optional copy (Paper)	5.00	0	5.00		No Increase proposed
Per each additional enquiry not provided on the (CON29)	8.00	0	8.00		
Personal Search Fees					
Search of the Register	11.00	0	11.00		No Increase proposed
A office copy of any entry in the register (not including a copy or extract of any plans deposited filed by the registering authority)	1.70	0	1.70		
RTB - associated fees					
Application for consent	25.00	0	25.00		No Increase proposed
Application for retrospective consent	35.00	0	35.00		
Copy documents	5.00	0	5.00		
Registration of leasehold interests/assessments etc	35.00	0	35.00		
Land Sales					
Transfer - domestic	300.00	0	300.00		No Increase proposed
Transfer - commercial	500.00	0	500.00		
Misc Agreements	150.00	0	150.00		
Revenues and Benefits					
Court Costs	58.00	0	58.00		No increase proposed

FEEES AND CHARGES PROPOSALS

	Current Fees and Charges	Proposed Change	New fees and Charges	Impact on Turnover	Comments

Budget Submission 2008/09 (Additional Information on Savings Proposals)

Agency Fees

Currently a number of EH budgets contain provisions for agency fees. These are used to; buy in expertise not available in-house, provide cover for critical services arising from sickness and to support areas where there is no budget, for example out of hours enforcement, or insufficient budget, for example advertising (there are several statutory provisions in relation to licensing that require the Council to publish public notices in newspapers).

These budgets would provide a saving of £10 000 however, this would mean a wholesale reduction in the level of out of hours work that could be carried out, (in particular Licensing Enforcement). The current dependence on contractors has been reduced but not eliminated by the recent recruitment of new staff. Also many of the services offered by the Environmental Health team have little or no redundancy or surge capacity, critical services such as pest control, licensing, contaminated land and LA-PPC are particularly vulnerable to long-term sickness or similar issues. The removal of these budgets will significantly increase the likelihood of inability to provide critical services

Pest Control Charges

The pest control service is budgeted to provide £20 000 income in 2008/9. This is a combination of a £10 000 internal recharge to the Housing Services team and £10 000 income from external contracts. The effect of LSVT will mean it will no longer be possible to recharge as the RSL has opted not to continue using the Council's pest control service. This will effectively mean a reduction in income of £10 000.

However, the Council in common with all other neighbouring Authorities continues to offer a free rodent (rats and mice) control service to all residents in the District. There is potential for the imposition of a standard one off fee for rodent treatments. Excluding the current Council housing stock the pest control service provides in excess of 1000 treatments per year. Therefore an income of £10 000 can be generated for each £10 charged. Applying the current standard treatment fee of £34 gives anticipated income of £34 000.

However, such an approach would be higher controversial and potentially fraught with problems.

- The imposition of the fee is likely to discourage many people from reporting rodent problems. Thereby meaning infestations will not be reported at an early stage when they are more easily contained and eradicated.

- Area or block treatments, (an effective approach for large-scale infestation) may prove problematic if some residents pay and others refuse.
- Enforcement powers will have to be used far more frequently. Whilst usually effective this process is slow and can tie up large amounts of Officer time.
- Any increases in the local rodent population will also carry an associated risk of an increase in communicable diseases.

RISKS	RESPONSE
<p>1. Income projections are too optimistic. The budget is reliant upon several, substantial income streams, some of which have been variable recently.</p> <p>If income shows a downturn compared with the level included in the budget, this will have a significant impact on the Council's financial position.</p>	<p>Levels of income will be carefully monitored and reported, with summary reports being submitted to CMT on a monthly basis.</p> <p>If income is below budget in any area, action will then have to be taken to identify compensating savings or additional income elsewhere.</p>
<p>2. Assumed ongoing savings are not achievable, for example, the saving assumed from vacancy management included in the base budget.</p>	<p>Target savings from vacancy management will be allocated to each Directorate, and action will then have to be taken to ensure that this is achieved. This will mean that cover for vacant posts will require the approval of the Director.</p>
<p>3. Budgeted income from interest on investments is not achieved.</p> <p>This is dependent on the phasing of the capital programme expenditure and the timing of capital receipts.</p>	<p>Income from investment income will be monitored and reported in the medium term as interest rates are likely to fall. Phasing is planned capital expenditure and capital receipts will continue to be built into the cash flow forecasts in order to maximise opportunities for investment.</p>
<p>4. Unforeseen expenditure is identified for which there is no budgeting provision.</p>	<p>Regular budget monitoring arrangements will identify problem areas and potential savings or additional income can be vired to fund the unforeseen expenditure in accordance with financial regulations.</p>
<p>5. Procurement target savings are not achieved</p>	<p>These will be allocated to each service area and action taken to ensure that these are achieved. The work of the Procurement Strategy Network will help managers to achieve their procurement savings.</p>
<p>6. Access to the Housing Revenue Account Balance following LSVT.</p>	<p>It is essential that we ensure the Housing Revenue Account is closed down successfully and the final Housing Subsidy claim is signed off by External Audit in January 2009 in order to get access to the Housing Revenue Account balance. External support will be procured to facilitate this as it is business critical.</p>
<p>7. Local Government Re-organisation</p>	<p>We will need to make a provision for currently unforeseen expenditure that may arise as a consequence of Local Government Re-organisation.</p>

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Chester-le-Street
District Council

Report to: Special Executive
Date of Meeting: 18 February 2008
Report from: Head of Corporate Finance
Title of Report: 2008/2009 General Fund Capital Programme
Agenda Item Number: 5

1. PURPOSE AND SUMMARY

- 1.1 The purpose of the report is to advise the Executive of the General Fund Capital Programme proposals for 2008/09. The Executive is requested to consider the schemes recommended for inclusion in the 2008/09 programme and to agree that schemes can only go ahead once funding is in place. The report only addresses schemes that require funding from the Council's own resources; those wholly funded from external sources are not included.

2. CONSULTATION

- 2.1 Corporate Management Team has been consulted on the contents of the report. The Capital Working Group has considered the new bids to the programme.

3. CORPORATE PLAN AND PRIORITIES

- 3.1 Several of the Capital Programme bids address the Council's priorities.

4. IMPLICATIONS

4.1 Financial and Value for Money

The financial implications are detailed throughout the report.

4.2 Legal

There are no legal requirements.

4.3 Personnel

There are no personnel implications.

4.4 Other Services

The capital programme proposals clearly have an impact on other service areas.

4.5 Diversity

The capital programme includes provision for Disabled Facilities Grants which impact upon people with disabilities, who need adaptations to their homes.

4.6 Risk

It is essential that only available resources are committed; schemes can only go ahead once the capital resources are in place to support them.

4.7 Crime and Disorder

The Crime and Disorder Act of 1998 requires the Council to consider all of its budgets, policies and plans in the light of their contribution to the reduction of crime and disorder.

4.8 Data Quality

Every care has been taken in the development of this report to ensure that the information and data used in its preparation and the appendices attached are accurate, timely, consistent and comprehensive. The Council's data quality policy has been complied with in producing this report.

4.9 Other Implications

There are no other implications arising from the contents of the report.

5. **ESTIMATED RESOURCES**

- 5.1 There are no unallocated capital receipts to be carried forward from 2007/08; all resources from 2007/08 are fully committed to fund the 2007/08 prioritised capital programme. From the originally approved capital programme of 2007/08 approximately £326,000 remains unreleased to support schemes which still require funding:

Scheme	£'000
Industrial Sites	20
Cemeteries, Footpaths and Headstones	100
Car Parking Repairs	22
Signage at the Leisure Centre	10
Boiler Systems at Riverside	5
Floodlighting-Athletics Track	9
COSY	160
Total	326

- 5.2 For 2008/09, it is estimated that new land sales will generate capital receipts of approximately £1.2million. These will be available to fund new capital schemes. However, consideration needs to be given as to whether the unreleased 2007/08 schemes should be first call on these new resources. In addition as noted by the Executive at its meeting on 7 January 2008 officers' time charged to the capital programme will need to be taken into account.
- 5.3 Bids of just over £1 million for the new 2008/09 capital programme have been submitted. These were considered by the Capital Working Group on 11th February, and are listed in the Appendix to the report.
- 5.4 The capital receipts of £1.2 million expected during 2008/09 will be from both housing and non-housing land and, therefore, the receipts from the sale of housing land will be allocated to regeneration schemes in accordance with the Council's normal policy.
- 5.5 None of the land sales have yet been finalised and consequently it will be important that the Capital Working Group monitors progress on asset sales and releases funding for prioritised schemes once the receipts are contractually committed.
- 5.6 It is proposed that the Executive receives quarterly reports on the progress of land sales and the funding position of the capital programme. It may be that borrowing in accordance with the Prudential Code will be considered to fund the schemes.

6. RECOMMENDATIONS

It is recommended that the Executive:-

- 6.1 considers the schemes identified in the Appendix for inclusion in the 2008/09 capital programme
- 6.2 agrees that the Capital Working Group continues to monitor progress on asset sales and release funding for prioritised schemes once funding is in place
- 6.3 agrees to receive quarterly progress reports on funding and consider the use of borrowing under the Prudential Code to fund the 2008/09 capital programme

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DESIGNATION: Head of Corporate Finance
DATE OF REPORT 14 February 2008
VERSION NUMBER: 1.0

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2008/09 CAPITAL PROGRAMME BIDS

Scheme	£
Discretionary Repairs Assistance	200,000
Disabled Facilities Grant – Match fund government funding	85,000
COSY – Match funding available	200,000
PC's and Servers	5,000
Website Development	3,000
Graffiti Removal Equipment	5,000
Waste Bins (Front Street) – replace 30	10,000
Domestic Waste Bins	18,000
Trade Waste Bins	12,000
Cemeteries, Footpaths & Headstones	100,000
Replace 4 Bus Shelters	30,000
Empty Property Strategy	5,000
Civic Centre Car Park to DDA	25,000
Re-grouting of pools at the leisure centre	30,000
Replace emergency exit path and stairwell at leisure centre	25,000
Gym maintenance for 2 nd year of contract	7,000
Refurbish Riverside Park Toilets	15,000
Remedial works at Donald Owen Clarke Centre	20,000
Hardwire test at Riverside Pavilion	10,000
Replace guttering at Riverside Pavilion	5,000
Repair wet pour surface and equipment at Riverside Play Area	8,500
Replace corridor and reception floor surface at Riverside Pavilion	6,000
Provide new play areas in line with the Play Strategy	80,000
Redecorate interior of Selby Cottage Childcare Centre	5,000
Purchase Loading Tractor for Golf Course	17,500
Purchase of Fairway Cutter for Golf Course	35,000
Hurdles and Athletics equipment	6,500
Flood Defence and Environmental Improvements to Cong Burn	60,000
TOTAL	1,028,500

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