
MEDIUM TERM FINANCIAL STRATEGY 2013/14 – 2017/18

1 SUMMARY

- 1.1 To consider and approve the integrated 5 year Medium Term Financial Strategy (MTFS) starting in 2013/14.

2 INTRODUCTION

- 2.1 In preparing the Budget for 2013/14 and the Medium Term Financial Strategy covering the period to 2017/18, the Council needs to consider a range of factors, which are brought together with its priorities for consideration at this meeting to determine the MTFS and the key priorities for 2013/14 and beyond.

- 2.2 This report considers in detail the issues, assumptions and considerations made in preparing the MTFS, under the following headings:-

- Section 4 - Background to the MTFS
- Section 5 - Core estimates
- Section 6 - Council Tax
- Section 7 - Government Funding
- Section 8 - Management of reserves
- Section 9 - External Factors affecting the Budget
- Section 10 - Financial Assumptions
- Section 11 - Financial Pressures
- Section 12 - Identified Cost Reductions – Reduced Expenditure and Additional Income
- Section 13 – Priorities
- Section 14 - Consultation
- Section 15 - Budget Gap
- Section 16 - Fees and charges
- Section 17 - Capital Programme and Prudential Indicators
- Section 18 - Medium Term Financial Plan
- Section 19 - Pay Policy Statement
- Section 20 - Council Tax Exemptions and Discounts

3 QUESTIONS

- 3.1 Members are reminded that the normal practice of the Council is that questions of detail relating to the enclosed information, including the appendices, should be raised in advance of the meeting. Questions should be addressed to Yvonne Woodward, Head of Finance, on 01702 318029 (email yvonne.woodward@rochford.gov.uk) by Friday, 25 January 2013.

4 BACKGROUND

- 4.1 In line with the requirements of Section 25 of the Local Government Act 2003, the Head of Finance, as Chief Finance Officer for the Authority, can affirm the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves discussed later in this report.
- 4.2 The Council regularly reviews financial management arrangements including the budget process to ensure that they remain 'fit for purpose', and keeps the financial services function under review to consider capacity, resourcing and training needs.
- 4.3 The MTFS models income and expenditure over a 5 year period and is formally reviewed twice a year, once when the final accounts for the prior financial year have been completed and as part of the budget setting process for the forthcoming financial year.
- 4.4 The current MTFS has been produced following a continuing period of uncertainty around the global and national economic picture, and dramatic falls in some of the Council's income streams. The Coalition Government's Spending Review for 2011/12 to 2014/15 included significant reductions in local government funding which were front loaded to 2011/12. The significant reductions in Government funding are considered in more detail later in this report.
- 4.5 2013/14 sees the introduction of major changes in the way that local government is funded with the localisation of business rates. These changes are discussed in more detail later.
- 4.6 The Chancellor's Autumn Statement on 5 December 2012 made clear that austerity will continue to 2018 and it is against this background that the MTFS has been prepared.

5 CORE ESTIMATES 2013/14

- 5.1 The starting point for preparing the budget estimates for 2013/14 is the Core Estimates from 2012/13 which are reviewed in detail by the Finance team in conjunction with service managers.

- 5.2 The summary Budget Book is attached to this report as Appendix 1. This shows proposed estimates for 2013/14 and the percentage variation of estimate to estimate from 2012/13 to 2013/14. Changes of £500 or less have been removed. This summary is used as Members have found this presentation particularly useful in focusing on the expenditure and income of the Authority without the complication of recharges.
- 5.3 The Budget Book does not include the changes to budgets discussed at the Members' January Awayday and detailed in this report for submission to Council for approval.
- 5.4 The Budget Book also does not include capital financing costs such as depreciation as these are reversed out before the calculation of the amount to be collected from Council Tax, so there is a nil effect on the Council's total revenue expenditure.

6 COUNCIL TAX

- 6.1 When considering the Council Tax level for 2013/14, Members have noted the current level of Council Tax and the Government's announcements on a further Council Tax freeze grant for 2013/14 and the principles for triggering a referendum to veto excessive council tax increases, as announced in the Finance Settlement on 19 December 2012.
- 6.2 For 2011/12 the Government provided a council tax freeze grant to all authorities who froze their council tax level. This grant was the equivalent of a council tax increase of 2.5% and this Council received £157,831. For the 2011/12 council tax freeze, the grant has become part of the baseline Government funding, recognising the cumulative effect of freezing council tax on future income.
- 6.3 For 2012/13 the Government paid a further 2.5% grant, for a council tax freeze but for 2012/13 only. This means that the grant will not be repeated in 2013/14 onwards. Although this was good news for residents, in that their council tax could be frozen for another year, the Council had to consider the longer term implications of this short term funding. The problem for the Council is illustrated below. The table shows that the total loss in income over the five years of the MTFs is approximately £680,000.

	2012/13	2013/14	2014/15	2015/16	2016/17
With the 2012/13 Council Tax Freeze Grant					
Band D Council Tax Charge	201.15	206.18	211.33	216.62	222.03
Council Tax Income	6,363	6,542	6,727	6,917	7,112
Council Tax Freeze Grant	159				
Total Income	6,522	6,542	6,727	6,917	7,112
Without the 2012/13 Council Tax Freeze					

Band D Council Tax Charge	206.18	211.33	216.62	222.03	227.58
Total Income (from Council Tax)	6,522	6,706	6,895	7,090	7,290
Shortfall	0	(164)	(168)	(173)	(178)

- 6.4 When deciding to accept the grant for the 2012/13, the Council noted that as this grant has not been made part of the baseline formula grant, the Council would be faced with difficult choices in future years including implementing a large council tax increase or reducing services. Rochford District Council decided to accept the council tax grant to protect residents.
- 6.5 For 2013/14, the Government has announced a further freeze grant. However, the grant is only based on a 1% increase but is for 2 years. The Government have also said that any council tax increase of more than 2% would trigger a referendum giving residents the opportunity to veto the increase.
- 6.6 In considering whether or not to accept the grant and freeze council tax for a third year, Council have again considered the longer term impact of a further freeze on council tax income, against the background of further reductions in Government funding over the next 5 years.
- 6.7 The reduction in the criteria for triggering a referendum from 3.5% for 2012/13 for 2% for 2013/14 has impacted the medium term assumptions for Council Tax increases. The MTFS had assumed Council Tax increases of 2.5% per annum, roughly in line with inflation assumptions. A reduction to 2% per annum reduces the Council's income by approximately £1/2m over the next 5 years:

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Council Tax Forecast 2.5% per annum						
Band D Council Tax Charge	201.15	206.18	211.33	216.62	222.03	227.58
Increase over previous year	-	2.5%	2.5%	2.5%	2.5%	2.5%
Council Tax Income		6,542	6,727	6,917	7,112	7,313
Council Tax Forecast 2% per annum						
Band D Council Tax Charge	201.15	205.17	209.28	213.46	217.73	222.09
Increase over previous year		2%	2%	2%	2%	2%
Council Tax Income		6,511	6,662	6,816	6,974	7,136

Reduction in income		(32)	(65)	(101)	(138)	(177)
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- 6.8 The impact of freezing Council Tax for a third year, with only 2 years of grant from Government is illustrated below:

Freeze in 2013/14	2013/14	2014/15	2015/16	2016/17	2017/18
Band D Increase (%)	0.00%	2.00%	2.00%	2.00%	2.00%
Band D (£)	201.15	205.17	209.28	213.46	217.73
1.97% increase	2013/14	2014/15	2015/16	2016/17	2017/18
Band D Increase (%)	1.97%	2.00%	2.00%	2.00%	2.00%
Band D (£)	205.11	209.21	213.40	217.67	222.02
Difference in Band D Charge (£)	3.96	4.04	4.12	4.21	4.29
Income from Council Tax					
Freeze in 2013/14	6,427	6,554	6,620	6,752	6,887
1.97% increase	6,488	6,618	6,750	6,885	7,023
Lost Income	(61)	(64)	(130)	(133)	(136)

- 6.9 Over the 5 years, the loss in income from council tax would be approximately £1/2m which would have to be recovered through future higher Council Tax increases, increases in fees and charges or reductions in services. In order to protect future delivery of services, the Council Tax for 2013/14 will be based on an increase of 1.969%, raising the Band D from £201.15 to £205.11, an increase of £3.96, which is equivalent to less than 8p per week. The increase is below the current level of inflation.
- 6.10 The MTFs is, therefore, currently based on the following assumptions for council tax rises:

Year	% Increase	Band D Amount (£)
2013/14	1.969	205.11
2014/15	2.0	209.25
2015/16	2.0	213.39
2016/17	2.0	217.62
2017/18	2.0	221.94

- 6.11 The current Band D Council Tax for Rochford District Council is £201.15 and this was levied on a council tax base of 31,631.98. Income from Council Tax for this Council for 2012/13 is £6.363m.
- 6.12 The Budget for 2013/14 is based on a 1.969% increase in the average Band D Council Tax.

- 6.13 The introduction of the Local Council Tax Support Scheme (LCTS discussed later), has meant a change in the way that the Council Tax Base is calculated. The LCTS is based on a discount rather than a benefit, so results in a reduction in the tax base. It is anticipated that there will be some difficulties in collecting some of the additional council tax amounts from recipients of the new discount so the collection rate assumption in the calculation of the tax base has been revised down from 98.5% to 98%. The reduction in the tax base caused by the discounts is offset by Government grant. For 2013/14, the tax base is calculated as follows:

2012/13 Tax Base	31,631.98
2013/14 Tax Base	31,688.90
Adjustment for fall in collection rates	160.86
2013/14 Tax Base pre LCTS	31,528.04
LCTS Adjustment	2,910.98
2013/14 Tax Base	28,617.06

- 6.14 Therefore, for 2013/14, income from Council Tax for this Council will be £5.87m. The LCTS discounts are the equivalent of £585,000 and the adjustment in the collection rate has reduced the income by about £33,000.
- 6.15 The Localism Act, enacted in November 2011, includes a provision to give residents the power to veto excessive increases in their council tax by requiring local authorities to hold a referendum on any proposed rise above a certain threshold. The Secretary of State for Local Government and Communities has announced that the threshold for 2013/14 for district councils will be 2%. If the Authority had decided to go for a 3% increase, this would have generated an additional £60,000 in council tax income for 2013/14 but the cost of running a referendum is estimated at between £50,000 and £70,000, depending on the timing. Although town and parish councils are covered by this new legislation, the Secretary of State has not set a threshold for these authorities for 2013/14; however, the Government have stated that they will monitor increases and they do not rule out setting principles to apply for 2014/15.
- 6.16 The total Council Tax, including the amounts for Essex County Council, Essex Police Authority, Essex Fire and Rescue Authority and the Town and Parish Councils will be set at the Council meeting on 14 February 2013.

7 GOVERNMENT FUNDING

- 7.1 The Government have introduced major changes to the way that local government will be funded from 2013/14 onwards with the implementation of a Rates Retention Scheme. The baseline figures for 2013/14 were provisionally announced on 20 December 2012. These are subject to

consultation which closed on 15 January 2013. At the time of writing this report the figures have not yet been confirmed as part of the Government's finance report. If there are any changes to the figures for 2013/14 after the date of this meeting, then it will be reported to Council as part of the council tax setting report.

7.2 The main principles of the Rates Retention Scheme (RRS) are:-

- a) A Start up Funding Level will be set based on the 2012/13 grant settlement with adjustments for the spending review total (total spend on local authorities financing), police and fire funding will be taken out, with top slicing to fund the New Homes Bonus (NHB), safety net and capitalisation.
- b) The Government will take a central share of 50%, which means that there will remain a requirement for Revenue Support Grant. The remaining 50% is split with county/fire (80% to RDC, 18% to ECC & 2% to Fire)
- c) A baseline Funding Level will be set based on our proportionate share of the total business rates pot, after the Government have taken their central share of 50%.
- d) A Business Rates Baseline will be set, based on the previous 2 years' average business rates.
- e) There will be a system of tariffs and top ups, depending on how the baseline compares to the share of NNDR. RDC will be a tariff authority. Tariffs/top-ups will be increased by RPI.
- f) The baseline set for 2013/14 is not our income, it is the baseline against which the tariff, levy and safety net are assessed. Our income for 2013/14 will be based on our forecast as reported in the NNDR1 return.
- g) The difference between the Business Rates Baseline and the Baseline Funding Level determines the level of tariff.
- h) Unused NHB, safety net payments and capitalisation will be redistributed to local authorities.
- i) Future growth in business rates income will be split with 50% going to the Government as the central share, and 50% retained by local authorities, under the same split with the County and Fire as above. The growth is then subject to a levy of 50p in the £.
- j) The levy will fund a safety net for authorities who see unexpected reductions in their rates income, e.g. major employer closes. The safety net has been set at 92.5%.

- 7.3 50% of the total Estimated Business Rates Aggregate (national total estimate of business rates collected is used to calculate the Business Rates Baseline as follows:

Business Rates Aggregate	£10,899m
Proportionate Share	0.00070881*
Billing Authority Share	£7.725m
RDC 80% share	£6.180m

*The proportionate share is based on the average of the district's share of the national total for Business Rates for 2011/12 and 2010/11

- 7.4 For Rochford District Council, the baseline figures are:-

	2013/14 £m	2014/15 £m
Revenue Support Grant	2.282	1.758
Baseline Funding Level	1.518	1.565
Start-Up Funding Assessment	3.800	3.323
Individual Authority Business Rates Baseline	6.180	
The difference between the Start Up funding Assessment and the Business Rates Baseline <i>Equals: The Tariff</i>	(4.662)	(4.805)
Safety Net Threshold (92.5% of Baseline Funding Level)	1.404	1.447

- 7.5 The baseline figures include grants that have been rolled up into the totals and split between the RRS and RSG funding as follows:-

	2013/14 £m	2014/15 £m
Council Tax Freeze	0.095	0.093
Homelessness Prevention Funding	0.030	0.029
Council Tax Support Funding	0.416	
Revenue Support Grant	2.282	1.758
Council Tax Freeze	0.063	0.065
Council Tax Support Funding	0.277	
Homelessness Prevention	0.020	0.021
Baseline Funding Level	1.518	1.565
Total Start Up Funding Assessment	3.800	3.323

- 7.6 The funding for Council Tax Support is to offset the reduction in the Council's Tax Base, and consequent loss of Council Tax income, arising from the introduction of the LCTS. The grant quoted by Government includes an apportionment in respect of the impact on the local parish and town councils. For 2014/15 onwards, the Government will not be showing this funding separately. However in recent communications, they have confirmed that the total amount of funding available for the LCTS will be fixed at £3.3bn for both 2013/14 and 2014/15. With the reduction in the total funding for the Council, and assuming that the Council decides for 2014/15 to maintain the same level of support for the LCTS, there would be a reduction in the funding available for other services of approximately £480,000 (12.6%) in 2014/15; this reduction would be offset by any increase in Business Rates arising from economic growth in the district.
- 7.7 To then forecast actual income for 2013/14, the forecast for business rates as prepared in the NNDR1 return (discussed later) is used. The following table shows the calculation of the income for RDC based on the NNDR1 forecasts and compared to the Government's baseline:-

		2013/14 £m
	Net NDR Rate Yield	15.580
<i>Less</i>	50% Central Share paid to Government	7.790
<i>Less</i>	9% Share paid to Essex County Council	1.402
<i>Less</i>	1% Share paid to Essex Fire & Rescue Authority	0.156
<i>Equals</i>	40% Share retained by RDC Business Rates Income	6.232
<i>Less</i>	Tariff paid to Government	(4.662)
<i>Equals</i>	Pre-levy Income	1.570
<i>Plus</i>	RSG	2.282
<i>Equals</i>	Funding	3.852
<i>Less</i>	Levy on growth	(0.026)
<i>Equals</i>	Retained Income	3.826

7.8 The 2013/14 levy is calculated as follows:-

		£m
	RDC Retained Rates Forecast	6.232
<i>Less</i>	Tariff	(4.662)
<i>Equals</i>	Pre-Levy Income	1.570
<i>Less</i>	Baseline Funding Level	1.518
<i>Equals</i>	Growth	0.052
<i>Divided</i>	Levy of 50p in the £	
<i>Equals</i>	Levy	0.026

7.9 This is £26,000 better than the baseline figures published by Government because of the small growth in Rateable Value in the district.

7.10 The above funding contains grants that have either previously been accounted for separately or relate to new functions, and which have now been rolled up in to the main totals; the breakdown is as follows:-

		2013/14 Baseline £m
	RRS	1.158
<i>Plus</i>	RSG	1.741
<i>Equals</i>	Grant funding	3.057
<i>Plus</i>	2011/12 Council Tax Freeze Grant	0.158
<i>Plus</i>	Council Tax Support Grant (includes Parish element)	0.693
<i>Plus</i>	Homelessness Grant	0.050
<i>Equals</i>	Start Up Funding Assessment	3.800

7.11 The baseline grant funding of £3.057m is a reduction of 14% compared to the grant funding for 2012/13. The actual funding for 2013/14 will be £3.083m because of the growth in rateable value.

7.12 National Non Domestic Rates (NDR) Forecasting

7.13 As part of the Government's extensive finance reform changes from April 2013, the Council has to formally agree the submission of its Non Domestic Rates baseline for the forthcoming financial year. The new legislation requires the baseline to be approved by Council.

7.14 Under the Local Government Finance Act 1988 (as amended by the Local Government Finance Act 2012) a proportion of non-domestic rates will in future be retained locally rather than paid into the central pool. Currently all NDR collected is paid to the Government and Rochford receives back a proportion as part of the overall Government funding arrangements.

- 7.15 Currently, Officers complete a return known as the NDR1 form before the start of each financial year, which is returned to the Department for Communities and Local Government (DCLG). This form provides the local tax base for business properties in the area for the forthcoming year. The form is used by DCLG to set a schedule of payments that have to be made to the national pool.
- 7.16 Under the Government's new Business Rates Retention model the NDR1 form has become a key document in the budget setting process. In future, there will be an initial submission of the NDR1 form by mid December and a final version "signed-off by the Council" must be returned by 31st January 2013. However, for 2013/14, as this is the first year of the scheme and the Government has been late in releasing final details of the scheme, the draft NDR1 was required by 7th January 2013 and has been submitted on time.
- 7.17 The NNDR1 shows the calculation of the amount to be retained, and the amounts to be paid to central government and major precepting authorities on the basis of the billing authority's estimate of its non-domestic rating income for the year.
- 7.18 Calculations of these shares of non-domestic rates income are recorded on the form in the NDR summary. Taking the net rate yield at line 36 in Appendix 2, the summary will automatically calculate the central, major precepting authority and billing authority shares of income under the scheme. There will be a retrospective cash adjustment in the following financial year based on the final position for the financial year in question.
- 7.19 One of the more significant changes to the NNDR1 is that it now includes the following estimated adjustments to the NDR total and these have been based on an assessment of the outstanding appeals held by the Valuation Office, the historic experience on appeals and a judgement on likely impact over the coming year:
- Line 33. Estimate of the change in rateable value between 1 October 2012 and 30 September 2013
- Line 35. Local authority's estimate of adjustment due to appeals
- 7.20 The final 2013/14 return required for submission to the DCLG by 31st January is attached for approval at Appendix 2.
- 7.21 **New Homes Bonus (NHB)**
- 7.22 This Government incentive to encourage more homes was introduced in 2011/12. It is based on the increase in new houses and bringing empty homes back into use and the grant matches Council Tax for 6 years, with 80% being received by the district council, as the planning authority, and 20% going to the county. The growth in housing is measured from a statistical return which reports the Council Tax base as at September each year and the

NHB is based on an average Council Tax rate (£1,444 for a band D, compared to our Band D rate of £1,528).

- 7.23 There is also an additional reward of £350 for each new affordable home and Council provided Travellers' pitch, which is measured in April each year, again split 80:20 to districts and county.
- 7.24 The Council received a NHB of £266,107 in 2012/13 and the provisional figure for 2013/14 is £440,473.

Financial Year	New Homes	Reduction in Empty Homes	Total change in housing	Affordable Homes (as at April)	Cumulative Amount of NHB Income £000s
2011/12	60	41	101	-	117
2012/13	68	62	130	-	266
2013/14	78	67	145	46	440

- 7.25 Future years' forecasts are based on best estimates of the likely completions of new houses as measured in October each year. These estimates will be reviewed every 6 months, using the latest available information on build completions.

Financial Year	Total change in housing	Affordable Homes	Cumulative Amount of NHB £000s
2014/15	169	30	644
2015/16	189	30	870
2016/17	127	30	1,025
2017/18	96	30	1,027

- 7.26 The Government's aim with the NHB was that it would benefit communities who support development in their areas and act effectively as a reward or incentive get encourage communities to accept new housing. Because of the large reductions in funding for core services and the significant uncertainties over future funding, the NHB is currently planned to go into General Fund balances. The NHB will then continue to support the delivery of services across the District but also finance the capital programme which provides new and improved facilities. The Council will review its policy on the use of NHB annually at the beginning of each budget process

7.27 LOCAL COUNCIL TAX SUPPORT SCHEME – IMPACT ON PARISH/TOWN COUNCILS

7.28 The funding identified in the Finance Settlement includes the funding to cover the reduction in the council tax base as a result of the move from a council tax benefit scheme to the LCTS which is delivered by discounts. This has an impact on the parish/town councils who will experience a reduction in their tax base. The funding in the Finance Settlement includes £108,108 identified in respect of the parish/ town councils.

7.29 For 2013/14, the Council will pass on sufficient grant funding to the parish/town councils in the district to ensure a cost neutral position for the impact of the LCTS on their council tax bases. For 2013/14, this means that the grant will be based on the LCTS adjustment multiplied by the individual parish/town council tax for a Band D property for 2012/13. The grant will not be adjusted to cover for changes to the collection rate assumed in the calculation of the tax base or any other changes in the tax base.

7.30 The grant allocations are as follows:

Town/Parish Council	LCTS reduction - Band D Equivalent	Grant £
Ashingdon	93.05	3,481
Barling	55.54	3,172
Canewdon	56.40	3,045
Foulness	10.16	410
Great Wakering	260.06	8,086
Hawkwell	363.72	11,021
Hockley	276.64	17,722
Hullbridge	277.61	10,802
Paglesham	6.10	236
Rawreth	32.20	1,458
Rayleigh	922.20	26,220
Rochford	541.75	20,473
Stambridge	26.75	2,562
Sutton	3.38	381

7.31 The parish/town councils have been notified of the above amounts so that they can set their budgets and precepts for 2013/14. They have also been informed of the following principles covering future grant allocations:

- In future years, the Government will not be separately identifying the amount of funding for LCTS. The District Council will not receive additional funding to cover any increased demand for the LCTS or reductions in collection rates. Therefore, if there is an increase in LCTS discounts, parish/town councils will see a reduction in their tax

base, with the consequent impact on their council tax. The District Council is unable to provide further funding to cover this impact.

- Rochford District Council cannot guarantee that the amount of grant allocated to each parish/town council for 2013/14 will be maintained in future years. Where the District Council receives a reduction in Government funding, it may be necessary to pass on a proportionate reduction to the parish/town councils.
- Rochford District Council will aim to notify parish/town councils as early as possible about the level of grant funding in future years, recognising that this may be dependent upon Government announcements.

7.32 The principles for future funding allocations to be parish/town councils will be considered by Council before the start of the 2014/15 budget process with the agreement of the final amount of grant for each parish/town council delegated to the Head of Finance and reported to Council as part of the MTFs each year.

7.33 **Preventing Homelessness Grant**

7.34 The Government have confirmed that they will continue to fund local authority preventing homelessness grant until 2015 and that amounts will be broadly similar to amounts received in previous years. Under the RRS, the grant funding will be rolled into the RRS although it is promised to remain visible. Although the money is not ring-fenced it will remain allocated to homelessness activity. Any unused grant will be set aside in the earmarked reserve to protect this funding for homelessness activity.

7.35 **Weekly Collections Support Scheme**

7.36 A new fund of up to £250million to support councils to deliver a weekly collection of household waste and improve the environment was announced in February 2012. The new Weekly Collections Support Scheme will both support weekly collections and enable councils to invest in schemes and projects that will benefit the environment including through raising recycling rates. The funding was made available through a bidding process. The Council has been awarded £600,000 over the next 3 years to introduce weekly bin collections to flats. A condition of the grant funding is that the Council must commit to continue the weekly collections for the following 2 years and this additional cost in Years 4 and 5 has been built into the MTFs.

7.37 Government Funding - Summary

7.38 Based on the considerations above, the MTFS is based on the following figures for Government funding. The figures will be revised as further information is made available by Government and as experience and knowledge increases on how the Rates Retention Scheme operates:-

£000s	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Government Funding	(3,566)	(3,083)	(2,652)	(2,552)	(2,457)	(2,368)
New Homes Bonus	(266)	(440)	(644)	(870)	(1,025)	(1,027)
Total	(3,832)	(3,524)	(3,296)	(3,422)	(3,482)	(3,395)

7.39 The above figures do not include the Local Council Tax Support Grant attributable to Rochford District Council as this is currently assumed to be a fixed amount over the life of the MTFS that will be used to cover the reduction in Council Tax income arising from the introduction of the LCTS. The figures do include the 2011/12 Council Tax Freeze grant. The reduction in main Government funding for 2013/14 is £483,000 (13.5%) which includes the loss of the Council Tax Freeze grant for 2012/13 which was for one year only. This reduction in main funding is offset in part by the increase in New Homes Bonus. Overall the Council's Government funding has reduced by £308,000 (8%).

8 MANAGEMENT OF RESERVES AND GENERAL FUND BALANCES

8.1 The requirement for financial reserves is acknowledged in statute. Sections 32 and 43 of the Local Government Finance Act 1992 require authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. Within the existing statutory and regulatory framework, it is the responsibility of the Head of Finance, as the Chief Finance Officer, to advise the Authority about the level of reserves that it should hold.

8.2 There is no statutory minimum level of reserves but it is important to manage the level of reserves in order to:-

- Maintain adequate balances to provide contingency funds for unforeseen events.
- Provide resources to support the Council's long term spending plans
- Avoid holding excessive amounts because of the opportunity costs in not utilising these resources.

8.3 The Council's Policy on Reserves is that, as part of the budget preparation process, the Council will carry out a risk assessment of any material items included in the budget that are based on forecasts or assumptions and that an appropriate level of reserve will be maintained based on the assessment of

the probability of events occurring that would require some or all of those reserves to be drawn upon. The approved level of reserves is to be adhered to in order to support the Council in the achievement of its long term objectives. The Council will also establish and maintain earmarked reserves to build up resources and for each earmarked reserve there will be a clear protocol setting out:-

- the reason for/purpose of the reserve
- how and when the reserve can be used
- procedures for the reserve's management and control
- a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

8.4 **EARMARKED RESERVES**

8.5 The Council maintains a number of earmarked reserves as a means of building up funds to cover expenditure on particular items. These reserves are used for a number of reasons including:-

- Sums set aside for major schemes
- Self insurance
- Ring fenced activities, for example Crime and Disorder
- Reserves retained for specific service use where under-spends are carried forward to enable better use of finances
- Additional savings on the General Fund are kept in a reserve up to £250,000 -to provide funds for ICT development and improvements in line with the Council's agreed ICT Strategy
- Funds held on behalf of partnerships where the Council is effectively acting as banker, an example being the Local Strategic Partnership.

8.6 The Council regularly reviews the reserves as part of the budget setting and closure of accounts processes to make sure that they are appropriate. Reserves should be used in accordance with the reasons they were set up and their use is authorised by the Head of Finance.

- 8.7 Forecast movement in the current Reserves and Balances is summarised below. These are estimates based on expenditure and plans at the time of writing the MTFS. A further report on Reserves and Balances will be made to Council as part of the closure of the accounts for 2011/12.

Earmarked Reserves	Balance as at 31 March			Reason for Reserve & Criteria for usage
	2012 £000s	2013 £000s	2014 £000s	
Corporate	1,075	830	534	To meet Council's Corporate and Statutory objectives, for example Community Safety, Economic Development and Insurance Fund. This reserve also holds funds for outstanding legal claims and includes funds held on behalf of partnerships or ringfenced for specific purposes
Strategic Housing	159	158	108	Funds for provision of Strategic Housing. To meet Strategic Housing requirements and action to prevent homelessness.
ICT Strategy	250	250	150	Funds for ICT Strategy - maintained by additional surpluses on the General Fund identified at the end of the year Bids to utilise these funds are considered annually as part of the divisional plan and budget process and agreed by the Executive.
Projects	901	678	391	For specific projects including sports and arts activities and planning. To implement Member decisions and deliver priorities. This Reserve includes funds held on behalf of partnerships or is ringfenced for specific purposes.
Repairs & Maintenance	78	68	64	Funds to maintain Council's assets at an acceptable level Use of the reserve is managed by the Financial Programmes Group.
Total	2,463	1,984	1,247	

- 8.8 £241,000 of Earmarked Reserves relating to previous legal challenges will be returned to General Fund balances as it is no longer required.
- 8.9 If necessary the Head of Finance may approve the use of Earmarked Reserves to cover unexpected emergency expenditure.
- 8.10 **GENERAL FUND RESERVE**
- 8.11 The Authority also has a General Fund reserve as a result of accumulated surpluses on the General Fund account.
- 8.12 The reserve is intended to provide sufficient safeguards against events that may happen that would impact on the Council's liquid cash resources and place the Council in an insolvent position. It therefore ensures the Council can set a balanced budget. It also enables the Council to undertake medium term financial planning and achieve its longer term objectives. A recent example of this was the steady build up of the reserve in order to meet the additional costs from 2008/09 of the new environmental contracts (Refuse collection/Recycling/Street Cleansing and Grounds Maintenance). The reserve has also been used in the last 3 years to cover the loss in income, most notably investment income which has fallen from £1m in 2007/08 to less than £100,000 currently.
- 8.13 The current strategy is to build up General Fund balances going forward to prepare for the risks associated with the business rates retention scheme, further constraints on public spending and the triennial revaluation of the pension scheme.
- 8.14 The level of the General Fund reserve is reviewed annually as part of the budget process.
- 8.15 In line with the policy on management of reserves, a detailed risk assessment has been carried out by officers during the budget preparation process on the material items and the key risks are summarised in the following table.
- 8.16 The table includes a number of items that are not possible to quantify and therefore include a figure in the MTFS. In view of this, it is essential that the Council has a sufficient level of uncommitted reserves set aside to support this approach. The figures quoted below are based on experience and current indications and give a Recommended Minimum Level for uncommitted revenue balances.

LEVEL OF REVENUE BALANCES - A RISK BASED ASSESSMENT			
ITEM	CONSIDERATION TO ASSESS FIGURES TO INCLUDE	2013/14 £000s	By 2017/18 £000s
Adequacy of inflation provisions in budgets.	Over 50% of the Council's net expenditure is related to salaries which are nationally agreed and outside the control of the Council. 40% of the Council's expenditure is covered by contracts which include retail price index annual rises. Assumptions on inflation and cost of living rises are included in the Strategy. The MTFS assumes 3% inflation for 2013/14 compared to Bank of England forecasts of 2.5%.	75	100
Effects of Capital Finance	Capital cash flows can be difficult to predict as they come from disposal of assets. If the Council were not able to finance capital expenditure, it would either have to cancel a project or fund it by borrowing.	30	50
Investment Income and uncertainty of interest rate assumptions	Assumptions on future rises in interest rates have been included in the MTFS. The risk is that rates do not rise as quickly as forecast.	10	50
Debt Collection and Uncertainty of Income	The Strategy includes targets for additional income and recovery of some income streams, which may not materialise.	90	150
Pension Revaluation	The pension revaluation in 2013 could result in additional payments, above what's been included in the MTFS, into the Local Government Pension Scheme.	-	100
Reduction in Grants	Except for the New Homes Bonus, only grant that has been confirmed is included in the budget and expenditure is not committed until the confirmation has been received. There are financial uncertainties about the funding stream from the new business rates retention scheme.	50	200

LEVEL OF REVENUE BALANCES - A RISK BASED ASSESSMENT			
Unpredictable and demand-led expenditure	This would be managed through robust budgetary control during the year and the budget setting process. However, as budgets become tighter, flexibility to accommodate the unexpected reduces and mandatory demand led items represent unavoidable expenditure that has to be financed. Main areas of risk are homelessness and benefits and legal claims.	300	300
Emergency Expenditure	Resulting from unforeseen events. Although the Council has comprehensive insurance cover, there may be incidents which are not covered or where Government assistance is only partial. In the event of such an incident, significant costs may have to be met from revenue reserves.	50	50
Community Right to Bid	The costs to local authorities associated with implementation of the Right to Bid will be covered by central government (via New Burdens) during the Spending Review period. After this period, we will have to cover additional costs from within our own budgets. Government will provide a safety net for local authorities facing claims of over £20,000 in one year - either from a single claim or a number of separate claims.	20	20
Underachievement of Efficiency Targets	The Strategy includes targets for savings which, if not achieved, could mean that reserves would have to be used to balance the budget.	125	200
Recommended Minimum Revenue Balances		750	1,220

8.17 COLLECTION FUND RESERVE

- 8.18 As the Billing Authority, this Council collects Council Tax on behalf of Essex County Council, Essex Fire and Rescue Authority and Police and Crime Commissioner (all known as main precepting bodies). The amount of Council Tax to be collected includes an allowance for non-collection of Council Tax, currently based on 98% collection rate. This has been reduced from the 98.5% collection rate used for 2012/13 because of the anticipated impact of the LCTS on collection rates. When we collect more than the amount due, this surplus is held in the Collection Fund as a ring fenced amount and can be distributed to the main precepting bodies and ourselves on a proportionate basis, based on the Band D Council Tax amount for each body.
- 8.19 A forecast is made of the likely outturn surplus or deficit for the current financial year and this amount is then split across the main precepting bodies and this Council. For 2013/14 there will be a deficit on the collection fund, attributable to the billing authority and main preceptors as follows:-

Recipient	Distribution Amount	
	2012/13 actual (Surplus) £000s	2013/14 proposed Deficit £000s
Rochford District Council	(71)	5
Essex County Council	(329)	24
Essex Police Authority	(40)	3
Essex Fire Authority	(20)	1

9 EXTERNAL FACTORS AFFECTING THE BUDGET

- 9.1 The MTFs is affected by a number of external factors that may not have an easily defined financial cost but will impact on the resources of the Council over the medium to long term.
- 9.2 **Changes in Demographics and Population**
- 9.3 The Council recognises that it needs to have a good understanding of changing local demographics and what these mean for local services.
- 9.4 The Census 2011 showed a 6.1% increase in the population of the district from 78,483 (Census 2001) to 83,287. The three largest increases in population are the 60-64 year olds by 40.7% (1,765 additional people), 85+ year olds by 37.7% (575 additional people) and 80-84 year olds by 29.9% (553 additional people). The three largest percentage decreases in the population of Rochford are the 30-34 year olds by 24.2% (1,343 fewer people), 5-9 year olds by 13.4% (682 fewer children) and 35-39 year olds by 12.8% (781 fewer people).

9.5 Councils face considerable challenges in responding to an ageing population. Although not a social care provider, there will be impacts on the services required from the Council and we will need to work with others to redesign services and target them more effectively. The Council has developed an Ageing Population Strategy which will focus on practical solutions and actions to address the needs of local older people. The Strategy's six overall aims are:-

- To support the financial security of older people
- To support access to mainstream services to older people
- To support older people to lead healthy and active lifestyles
- To support older people to feel safe and supported in their home and their neighbourhood
- To support older people to make a positive contribution within their community
- Preparing RDC as an organisation for the ageing population

9.6 The actions identified in the Ageing Population Strategy will not commit the Council to significant investment beyond its normal and existing activities – rather it aims to raise awareness of the increase in the ageing population within the District in coming years and encourage services to make adjustments where necessary.

9.7 **Universal Credit and Benefits**

9.8 The Government have announced their plans to introduce a Universal Credit to replace the variety of benefits currently available, which includes housing benefit administered by local authorities. The original plan had been for this Universal Credit to be managed centrally by the Department of Works and Pensions (DWP) from 2013/14. However, recent Government announcements indicate that only pilots will be rolling out the UC in 2013/14 and there is no clear timetable for the rollout to other areas. DWP have also indicated that there will continue to be a need for local authorities to deal with face to face enquiries. There are also plans to centralise fraud investigation activity. Final details on the implementation timetable have not yet been confirmed. At this stage, the introduction of a Single Fraud Investigation Services and Universal Credit are not expected to impact directly on the Council until 2014.

9.9 The other Welfare changes being implemented by the Government will impact on the Council with an increase in enquiries for benefit information and advice and also it is expected that there will be an increase in demand for housing advice services. The Council is working with the other Essex authorities to manage the impact of these changes.

9.10 **Localism Act 2011**

9.11 The Localism Act was introduced to Parliament on 13 December 2010 and given Royal Assent on 15 November 2011. The Act aims to significantly

decentralise power and decision-making to councils and neighbourhoods and gives local communities more control over housing and planning decisions but it is still not clear how these additional responsibilities for local authorities will be financed, particularly in the context of the reduced Government Grant settlement.

9.12 This report does not attempt to cover all the implications of this new legislation but just to highlight those issues which could have a significant impact on the MTFs in the future.

9.13 The right for residents to veto excessive Council Tax rises by referendum from 2012/13 has been covered in the earlier Section on Council Tax.

9.14 The Act gives a community right to buy which would require local councils to draw up and publish a list of assets of community value. This right provides a route for community groups to express an interest in bidding for assets and there would also be a community right to challenge which would provide community groups, employees and parish councils with the right to bid to the council to take over the running of a service.

9.15 There are a number of proposals regarding Planning and Housing including powers and processes for parishes and neighbourhood forums to develop neighbourhood plans and development orders; depending on the detail of how this will work, it will require some support from district councils.

9.16 **Community Budgeting**

9.17 In June 2011, the Government announced the second phase of the Local Government Resource Review. This aims to use community budgets to progress a shift in power from Whitehall to local authorities, communities, neighbourhoods and individuals.

9.18 The Government established a number of pilot areas to test how this can be achieved with Essex partners as one of the pilot areas. The Essex Community Budgeting proposal is focused on the following themes:-

- Health & Wellbeing
- Skills for Employment
- Infrastructure and Transport
- Reducing Re-Offending
- Reducing Domestic Abuse
- Dealing with families with complex needs
- Strengthening Communities

9.19 Business Cases setting out the proposals under each theme were submitted to Government in October 2012. In total, it is estimated that implementation

of these Business Cases could save in the region of £500m - £700m across the public sector in Essex within a 3 year period of their implementation. At the same time, the Essex partners submitted a proposal for a County-wide deal with Government, similar to City-type deals now emerging elsewhere, aimed at stimulating the growth agenda in Essex and in particular skills, infrastructure and transport.

- 9.20 The Business Cases set out what a single budget, or options for pooling and aligning resources, for the place would look like, the outcomes that would be delivered, governance arrangements, the redesign of services required to achieve the outcomes and how new financial approaches would work. They also identify what would need to happen locally to implement the options identified and what changes Government would need to make to support a successful implementation.
- 9.21 Pooling and/or aligning of budgets will have implications for the financial arrangements of all involved partners, but until the operational plan has been delivered and approved by Government, it is not possible to identify the impact. Essex Partners have started work on implementation plans for some aspects of the Community Budgeting work which is not reliant on Government. At this stage no provision has been included in the Council's MTFS as the expectation is that our contribution will be limited to staffing, alignment of policies and reallocation of existing funding.

10 FINANCIAL ASSUMPTIONS

- 10.1 In addition to the issues considered above, there are a number of other assumptions and factors which are considered in preparing the MTFS:-

10.2 Inflation

- 10.3 One impact of the economic situation is the effect on inflation and, in particular, the increased volatility which has made accurate forecasting difficult. The Council has outsourced a number of services which means that about £5m of expenditure is contracted out and the terms of the contracts allow for an annual increase based on retail price indices. The MTFS is based on various forecasts including the Bank of England, the Government's Office of Budget Responsibility and Sector, the Council's treasury advisors:-

	Inflation Forecast (%)			
	2013 Q1	2014 Q1	2015 Q1	2015 Q3
Bank of England	2.53	2.09	1.81	1.88
MTFS Forecast	3.0	2.5	2.5	2.5

10.4 The risk that inflation is higher is managed through the Minimum Level of Balances on the General Fund balance.

10.5 Salaries

10.6 Salaries account for approximately £6.5m of the Council's expenditure. The cost of living rise for 2011/12 was 0%.

10.7 In addition to the annual savings target, the estimate for salaries includes a savings target which is achieved through staff turnover and tight management of vacancies, including challenging staff replacements.

10.8 The headcount and target information is shown below:-

	2008/9 £000	2009/10 £000	2010/11 £000	2011/12 £000	2012/13 £000
Original Salaries Estimate	7,468	7,756	7,512	7,511	6,898
Salary savings target	(300)	(387)	(400)	(921)	(400)
Target Cost	7,168	7,369	7,112	6,590	6,498
Actual Cost	7,101	7,256	6,831	6,477	6,490
Actual Savings	(367)	(500)	(681)	(1,034)	(488)
End of Year Headcount (Full Time Equivalents)	219	212	209	214	*211

* forecast based on revised estimates

10.9 For 2013/14, the Salaries estimates and target savings are:-

	2013/14 £000
Original Salaries Estimate	6,987
Salary savings target	(415)
Target Cost	6,572

10.10 In the Chancellor's autumn statement he announced that, following a two-year pay freeze for public sector workers, he was setting a cap of 1% on the cost of living rise for the two years from 2013. Pay awards in local government are covered by free collective bargaining by employers and the trade unions and are not subject to direct control by central government. However, it is

considered reasonable to assume that pay negotiations for 2013/14 would take this cap into account. The MTFS has therefore assumed zero increase for 2012/13 and 1% for 2013/14 and 2014/15.

10.11 Interest Forecasts

10.12 Although investment income is no longer a significant source of income for the Council, having fallen from £1m in 2007/08 to less than £100,000 per year, any increase in interest rates will generate additional income and affects borrowing costs.

10.13 The latest forecasts used in the MTFS for Base Rate are that it will remain at 0.5% until at least the end of 2014, 18 months later than anticipated in last year's MTFS.

10.14 Investment income is forecast to be:-

Financial Year	Income £000s
2013/14	90
2014/15	123
2015/16	217
2016/17	262
2017/18	262

10.15 This is based on an assessment of current forecasts for the average rates for investments as follows and level of balances:-

Financial Year	Forecast Rate
2013/14	1.1%
2014/15	1.1%
2015/16	1.5%
2016/17	2.0%
2017/18	2.00%

10.16 Pension Revaluation

10.17 The Council belongs to the Local Government Pension Scheme which is a statutory scheme, the requirements of which are covered by legislation. The Council has no discretion in the operation of the scheme which is administered by Essex County Council.

10.18 The scheme is revalued every 3 years in order to determine the level of liabilities relating to current and future pensioners and assets. The results of the valuation are an updated contribution to the deficit in respect of past employees, which is a fixed amount, and a contribution rate for current employees which is based on a percentage of pensionable pay. The last revaluation took effect from April 2011. In view of the uncertainty about future funding, at that time, the Council chose to extend the deficit payment recovery period from 20 to 24 years.

10.19 The scheme has undergone a number of changes recently in order to share costs between employers and employees and further changes to the scheme have recently been agreed, which will impact positively on the next revaluation which takes effect from April 2014. At the time of writing this report, the interim revaluation for this year has not been received but any updates will be reported to Members. The Council's policy is to aim for a shortening of the deficit recovery period at the next revaluation. £100,000 has been included in the MTFs to cover the impact of the pension revaluations.

10.20 Members' Allowances

10.21 The Council agreed in January 2011 to move away from annual reviews of the member remuneration scheme and the Independent Remuneration Panel will now only undertake a formal review of the scheme every four years. The next review would be during 2015/16 and relate to the scheme for 2016/17. In the meantime, the Scheme allows for the following annual amendments:-

- The level of basic and special responsibility allowances to be adjusted in line with the local government staff award.
- Travelling expenses, Childcare and Carer's allowances to be increased by the retail price index available at the start of the new municipal year.

10.22 Members have agreed that there should be no increases to their allowances including travelling expenses, Childcare and Carers.

11 FINANCIAL PRESSURES

11.1 MTFS had assumed an earlier recovery in growth in planning/building control fees. At the same time, interest rates are now being forecast to rise later than previously expected. The income assumptions have therefore been amended as follows:-

£000s	Planning		Building Control		Recycling	
	Current	Proposed	Current	Proposed	Current	Proposed
2012/13	312	326	300	235	1,034	1,227
2013/14	312	361	300	235	1,034	1,130
2014/15	341	392	320	260	1,034	1,130
2015/16	350	402	330	280	1,034	1,115
2016/17	360	360	360	280	1,034	1,132
2017/18	360	360	360	280	1,034	1,132
Total	2,035	2,201	1,970	1,570	6,204	6,866

£000s	Parking Fees		Investments	
	Original	Proposed	Original	Proposed
2012/13	1,075	913	89	100
2013/14	1,075	948	99	90
2014/15	1,075	995	128	123
2015/16	1,075	1,045	182	217
2016/17	1,075	1,097	182	262
2017/18	1,075	1,152	182	262
Total	6,450	6,150	862	1,054

11.2 In the medium term, the following items may impact on the above Medium Term Financial Plan and these are managed through the annual review of the MTFS and the risk managed approach to the Recommended Minimum Level of Balances:-

Financial Year	Detail
2013/14	Pension revaluation. Contribution rates are expected to change from 1 April 2014 but amount will depend on the revaluation completed in 2013. £100,000 has been included in the MTFS for 2014/15 and 2017/18. This will either cover/contribute towards higher payments or be used to reduce the deficit

Financial Year	Detail
	recovery period.
2015/16	The Environmental contracts were awarded in 2008 for 7 years with option to extend for further 7 years. Any changes to the contract arrangements at this stage may have financial implications. When the Materials Recycling Facilities contract was let in 2010, the price of recyclables was at its highest and the Authority moved from paying for recyclables to be taken away, to generating income. When the contract is re-let in 2015, there is a risk that prices will have fallen affecting this income stream.
2015/16	Members Allowances are due for their 4-yearly formal review by the Independent Remuneration Panel in 2015.
2017/18	The ICT contract was awarded in partnership with 3 other authorities and is due for renewal in April 2017 with the option of 2 further extensions of 2 years each.
2020-22	The leisure contract was awarded in 2002 for 20 years. The procurement for the next contract is likely to start at least 2 years before the current contract ends in 2022.
2021/22	National reset of the Business Rates Retention scheme in 2020 with a new baseline set and any growth achieved by this date subsumed within the national total for redistribution through the new baselines.
2016/17	Local Government Finance Act 2012 requires a review of the Local Council Tax Support Scheme (LCTS) within 3 years with recommendation as to whether it should be brought within the Universal Credit.

12 IDENTIFIED COST REDUCTIONS – REDUCED EXPENDITURE AND ADDITIONAL INCOME

- 12.1 The Council has a robust approach to budget setting with a line by line review of budgets.
- 12.2 The quarter 2 Financial Management report to November's Executive went through the detail of the expenditure and income against budget for the current year. Overall the General Fund is forecast to come in within budget and revised estimates for the current year will be reported to Council in December. These revised estimates then form the basis for the 2013/14 estimates, after a line by line review with departmental finance officers.
- 12.3 £120,000 savings already identified from reductions in audit fees and salary costs. The new Grounds Maintenance contract arrangements which are due

to be implemented from Autumn 2013 are expected to save approximately £80,000, on the basis of indicative contract costs and re-engineering of the contract specification.

12.4 The Council continues to be successful in generating income through the provision of services to partners and other councils and approximately £174,000 will have been earned in 2012/13; examples include:

- £21,500 from providing payroll service to Castle Point Borough Council.
- £29,000 from providing arboricultural and playground inspection services to the Rochford Housing Association.
- The Legal Services Partnership has generated £5,000 this year and the Council has earned £26,400 through the Building Control partnership.
- The provision of accommodation earns £10,000 per year.
- Training has been arranged for other authorities and agencies by the Community Safety Team
- Grounds maintenance services are provided and recharged to Parish Councils and Essex County Council
- Provision of front line concessionary fares service on behalf of Essex County Council generated £20,000.
- £6,000 has been generated from the provision of domestic abuse work for other authorities.

12.5 Officers will continue to look for ways to increase income generating activities.

12.6 The ICT contract has now been let in partnership with 3 other authorities. The estimated savings for 2012/13 to 2016/17 are £0.6m (£1.2m in total since the Council successfully negotiated an extension to the current contract at a reduced cost).

12.7 As further reductions in public spending are expected over the medium term, it is sensible to develop a medium term savings plan to address the funding issues ahead. The following activities will take place during 2013/14 in order to support the development of a savings plan:

- Car Parking - Review Committee to be asked to include in their work plan a review of the current charges and recommend changes. This includes the Council's town centre and open spaces car parks.
- Review of administration teams with a view to further centralisation.
- Update Corporate Plan including rationalisation of priorities, identification of opportunities to work with partners to deliver services and refresh long term vision for the Council in the light of the on-going austerity measures

- Review of the Executive portfolios to ensure alignment to Council's priorities
- Review of debt collection activity across the Council with the aim of reducing level of write offs and bad debt provisions
- Recycling Contract - Review Committee to be asked to include in their work plan to oversee the preparatory work for the renewal of this contract, which will include establishing the timetable for contract negotiations, decision making and identification of cost reduction targets.
- Street Cleansing Contract - Review Committee to be asked to include in their work plan to oversee the preparatory work for the renewal of this contract which will include establishing timetable for review, identification of cost reduction targets and implementation.
- Develop and encourage local communities to get involved in managing and maintaining community assets.
- Phase 2 of Asset Review including a review of the current use of 57 South Street and timetable for future decisions and disposal and review of leases for organisations operating from Council premises.
- Review of existing partnerships for value for money and continuation of discussions with neighbouring authorities on joint working opportunities.
- Leisure Service Service Review with reporting into Review Committee
- Updated Cherry Orchard Jubilee Country Park Management Plan to be agreed by Executive, with timetable for implementation of developments, including holding events.
- Woodlands & Open Spaces Service Review and development of business case for investment in facilities to generate income.
- Access to Services - Corporate approach to identifying opportunities from the new ICT contract and telecommunications changes to improve efficiency, reduce transaction costs and manage demand.
- Further centralisation of expenditure and continue to work with partners on collaborative procurement opportunities.
- Building Control -Review of charges and costs.

13 IDENTIFICATION OF PRIORITIES

- 13.1 The Council invited the Local Government Association to conduct a Peer Review to provide an external perspective on the Council's plans and proposals for the future. The Peer Review Team have now reported on their findings and these will be developed into an Improvement Action Plan, together with the above savings plan. As part of this work, the Council will review its priorities around the themes of wealth creation with a focus on employment and skills development and maintaining a balanced budget.

- 13.2 The new funding regime, Business Rates Retention scheme, means that our main funding will be directly linked to growth in business rates, arising from new or enlarged businesses.
- 13.3 The Localised Council Tax Support Scheme, which replaces Council Tax Benefit from April 2013, has been introduced by the Government because it believes that local authorities are best placed to drive economic growth which will lead to job generation and reduce the demand for Council Tax Support.
- 13.4 In order to increase resources within the Economic Development Team to focus efforts on delivering our emerging plans, there is a need to have sufficient professional resource in place to engage with developers, land owners, etc., to be able develop business networks and linkages that will be crucial to seeing results. The Economic Development Team will be resourced up in order to provide the required professional skills at an estimated additional cost of £32,300 to the permanent establishment. Targets would be set for the new team and set out in the Revised Economic Development Strategy.

14 CONSULTATION

- 14.1 Over the last few months the Council has been running a Budget consultation which has been available on-line, published in two editions of Rochford District Matters and distributed at various public events. In a change from previous years, respondents were asked to identify their top 5 and bottom 5 out of a list of Council services and the results are:-

Most important	Least Important
Collection of taxes	Licensing
Recycling collection & disposal	Cemeteries & churchyards
Street cleansing	Democratic Services
Highways	Corporate management
Environmental Health	Rayleigh Windmill

- 14.2 Consultation was also conducted with the Chamber of Trade representatives, who made no comments.

15 BUDGET GAP

- 15.1 Bringing together the factors and assumptions discussed previously into the MTFs, identifies the budget gaps over the medium term. As a result, the Council has a target to identify cost reductions or additional income of £538,000. Of this, approximately £171,000 has been identified from review

of income targets and existing budgets, and £241,000 from use of earmarked reserves, leaving £226,000 to be identified as part of this budget process. It is considered reasonable to leave a gap of £100,000 that will be met from in-year savings; the risk that this element of the gap will not be met, is addressed through the Minimum Level of General Balances and will be identified at the mid year revision of budgets, which allows an opportunity to reign in spending if necessary.

- 15.2 When considering changes to service delivery or the introduction of new charges, the Council must consider Equality and Diversity issues. The approach taken during this budget process is set out later. Where Council decides in principle to look at a particular area, with the decision on the detail referred to the Executive, the Equality Impact Assessment will be completed with the final report.
- 15.3 **Grounds Maintenance (GM)** - with the demise of the Council's main contractor in January 2012, interim arrangements have been put in place while a full procurement process is followed to tender for the contract with implementation planned for Autumn/Winter 2013. As part of the contract specification work, savings of £80,000 have already been identified with no impact on service levels.
- 15.4 As part of the GM contract, the Council undertakes verge cutting on behalf of Essex County Council. The cost of this work is approximately £172,000 for urban verges and £30,000 for rural verges. Against this total cost of £202,000, the Council receives a £33,000 contribution from Essex County Council. Although Members have agreed that the minimal level of service which County are willing to pay for is not sufficient to ensure a pleasant and attractive appearance around the district, it is considered no longer feasible for the District Council to continue to subsidise the service to the same extent. Therefore, a savings target of an additional £117,000 will be set for the GM contract, based on a £15,000 reduction in rural verge cutting, £52,000 reduction in urban verge cutting, down to 12 cuts during the season and £50,000 reduction in other areas of the work including the arrangements for football clubs and the management of pavilions. These reductions may have an impact on the appearance of some of the open spaces and roadside verges in the district and the final detail will be considered by the Member Advisory Group and agreed by the Executive as part of the contract specification works.
- 15.5 **Bulky Waste** – there will be a revision to the charging framework for collecting bulky waste and an increase in the range of materials collected with a view to increasing income by £4,000 per year. The final details will be agreed by the Portfolio Holder.
- 15.6 **Kindling/Log Sales** – there will be an expansion of the sale of logs which may require investment in equipment, with a view to generating £5,000 per year additional income. The final details will be agreed by the Portfolio

Holder. The equipment would be funded from the existing provision within the Capital Programme for Equipment.

16 FEES AND CHARGES

- 16.1 The Council's policy on its fees and charges is to review existing charges annually as part of the budget, except for car parking charges which are considered separately.
- 16.2 Although the Council reviews discretionary fees annually as part of the Budget Process, circumstances may change during the year necessitating in-year changes and Council has delegated in-year approval of discretionary fees to the Executive.
- 16.3 The Council also undertakes to review existing services to identify opportunities for introducing or increasing charges, if appropriate. Charging users for services reduces the level of overall subsidy by Council Tax payers to a particular service.
- 16.4 Fees for Licensing, Planning and certain other services are not included within the schedule for fees and charges, as these are prescribed and we have no discretion. These are available on request from the relevant department and will be published on the Council's website.
- 16.5 In 2010, changes to the regulations for building control and land charges fees were introduced to ensure that fees covered the cost of the service only. The fees are reviewed at regular intervals and changes will be made if they are required because of changes to the cost of the service; these changes will be reported to the Executive. The current fees for Land Charges are included in the appendix for approval for 2013/14. The current Building Control fees are not shown in the appendix due to the wide fee structure.
- 16.6 The Government had consulted on changes to the planning fee regulations with a view to making the fees cover the costs of the service. In August 2012 the Government announced that they would not be going ahead with a cost recovery approach but instead would be increasing the fees by 15% to cover inflation since the fees were last increased and these revised charges were introduced in November 2012.
- 16.7 The proposals in respect of the charges for 2013/14 are shown in Appendix 3 to this report. Changes in charges come into effect from 1 April each year, unless indicated otherwise.

16.8 Community Infrastructure Levy (CIL)

- 16.9 The CIL Regulations came into operation on 6 April 2010 and the Council intends to prepare a charging schedule, which will be completed in 2013 for introduction in 2014. The procedure for preparing a charging schedule is set out in the regulations, and is somewhat onerous requiring evidence gathering, extensive consultation, and a public examination before final adoption. At this stage, it is not clear whether the CIL will generate additional income for the Council as experience in other authorities indicates that it is offset by a larger reduction in S106 receipts.

17 CAPITAL PROGRAMME

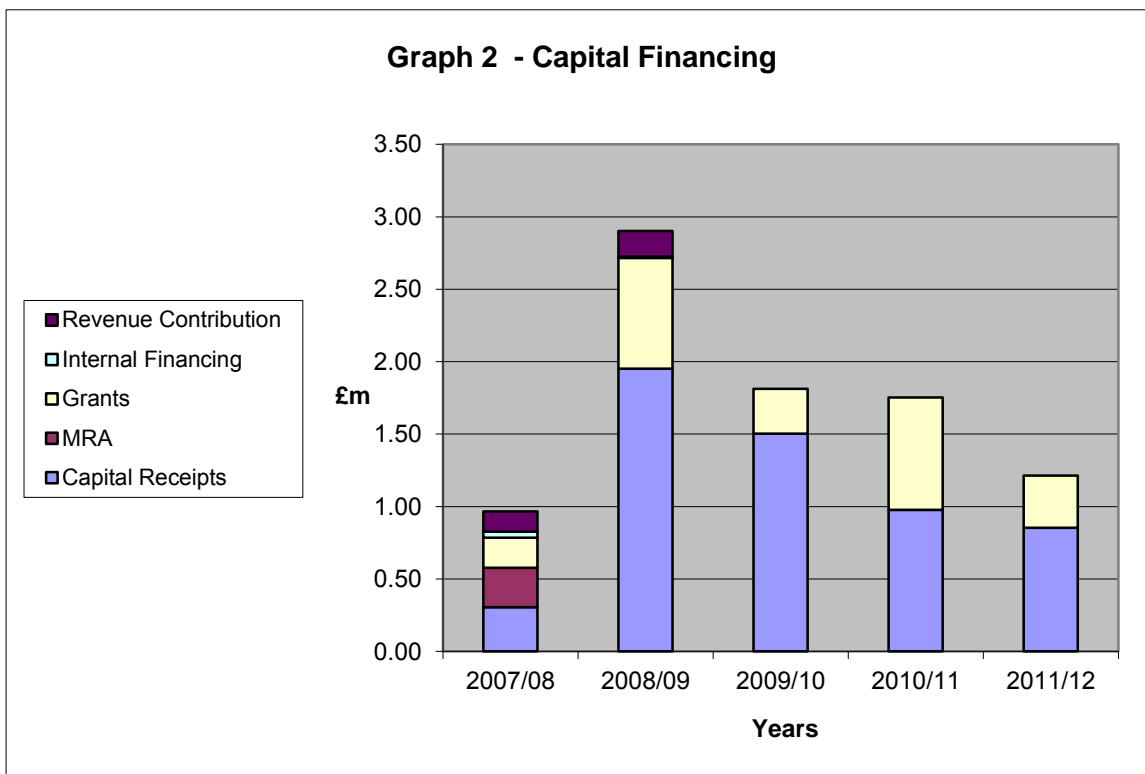
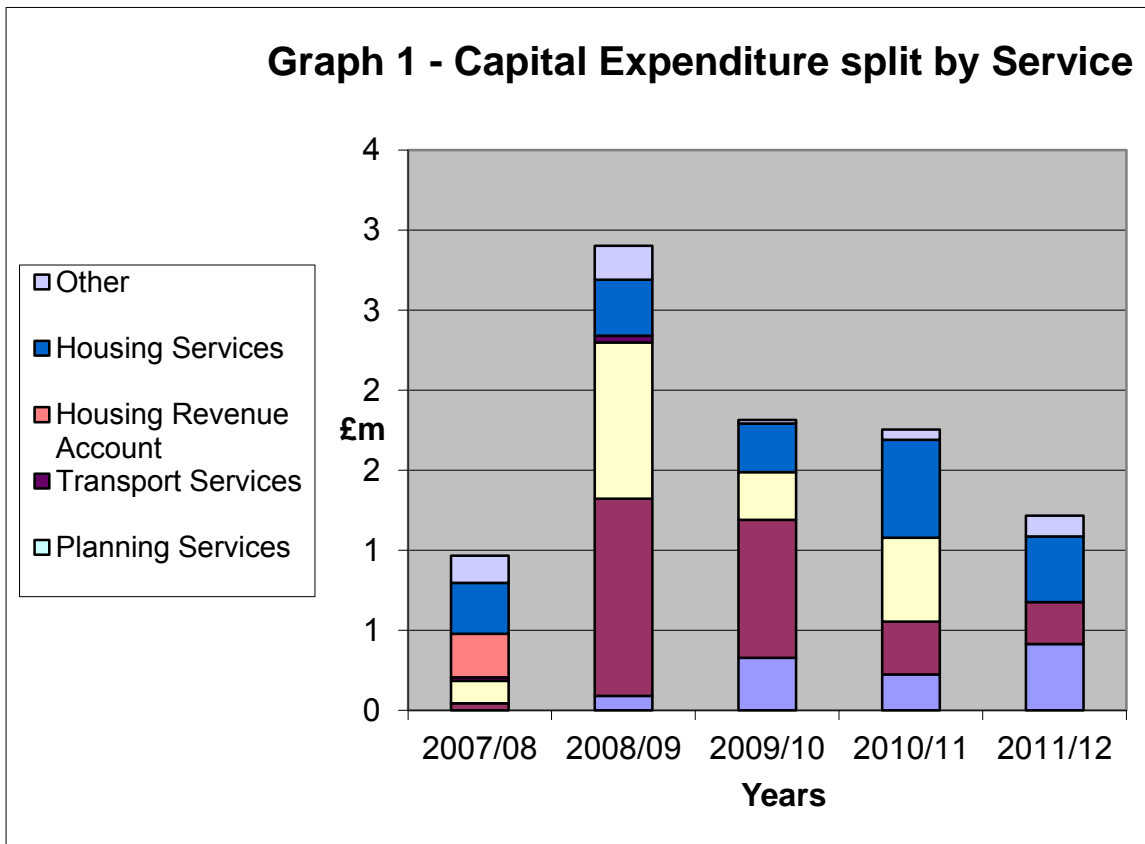
- 17.1 Capital expenditure supports the delivery of the Council's Corporate Plan through the following objectives:-

- To ensure that there are suitable assets to support delivery of services and enable access by all, both now and as services evolve.
- To ensure that these assets are suitably maintained and enhanced.
- To maximise the use of External Funding and provide the assets in the most cost effective and efficient manner.

17.2 Key Areas of Capital Spend and Funding

- 17.3 Rochford District Council is only a small authority and this is reflected in the Council's Capital Programme. Capital projects are generally small and infrequent and most expenditure is spent on ensuring that the District's assets are maintained and that the District is a modern and desirable area to live in.

- 17.4 The following graphs show the capital expenditure for each service over the last five years (graph 1) and how this was funded (graph 2).



17.5 Grant funding mainly relates to housing, for which we receive grants for items, such as disabled facilities, where we provide grants to the public to convert

dwellings for the use of the disabled. The other main area of funding is Capital Receipts. The main sources of capital receipts are from disposal of assets and a contract arrangement with Rochford Housing Association. The graph demonstrates the Council's current reliance on capital receipts.

17.6 Framework for managing and monitoring capital programme and risk management

17.7 To ensure that funds are prioritised and allocated to the right areas, the following criteria are applied to all bids for capital expenditure before being put in front of members for approval to be included in the capital programme.

- **Investment in statutory and priority services** to ensure the continuation of essential services and value for money
- **Ensure that landlord and owner responsibilities are undertaken** including priority items identified through the asset management plan
- **Improve infrastructure** that has an influence on economic activity and the wellbeing of the District. This mainly relates to the improvement of town and village centres.
- **Priority items flowing from key strategy documents**
- Schemes bringing in **external funding**
- Schemes that **generate revenue** income or **reduce revenue costs**.

17.8 The first of these criteria will become the main priority with the reduction in the Capital Receipts pot, which is currently forecast to run out in 2016/17. The Council has agreed a programme for the development and disposal of various sites across the District over the next 4 years which will generate capital receipts, particularly as the housing market improves. With the continuing cuts in public sector funding, the Council will also continue to explore opportunities for invest to save schemes where capital investment can be used to generate revenue income or reduce revenue costs.

17.9 Unless indicated otherwise, further reports will be made to Members on the final proposals for the capital schemes which will include consideration of other options for delivering the required results and any on-going revenue costs. The reports to Members will identify the whole life costs of the projects, including any associated revenue costs as these need to be considered in the overall affordability of the project.

17.10 Schemes with a value greater than £50,000 will be subject to a business case which will fully consider the whole life impact of the proposal including its impact on future revenue liabilities and the environmental impact.

17.11 Capital Programme Risk Management

17.12 The capital programme is monitored throughout the year by a multi-disciplinary officer group (Financial Programmes Group). All items are considered at the start of the financial year for likelihood of problems being incurred and changes being necessary to the programme. Risk management is also a key factor in the project management of major schemes.

17.13 Capital Programme Monitoring and Reporting

17.14 Unfortunately, sometimes factors may cause projects to slip behind the planned timetable. This is monitored as part of the Financial Programmes Group work, and will be reported to officers and members as required by the Financial Regulations. It will also be reported to Members as part of the Quarterly Financial Management Report which includes updates on the expenditure. Major capital schemes are also monitored as part of the Progress of Decisions report made to the Executive on a quarterly basis.

17.15 Capital Spending Proposals

17.16 The proposed Capital Programme is in Appendix 3. In addition, there are also some potential projects that have not yet been built into the Programme as further work is required on either their feasibility or detailed costings. They are not included in the Programme because of uncertainty about timing and costs.-

- Potential for an Eco-Enterprise Centre in the District
- Land purchases to facilitate housing and the delivery of the Town Centre Action Plans.
- Non Religious Place of Ease at Hall Road Cemetery – this item will be kept under review until funding can be identified
- Public Conveniences - The provision and location of Public Conveniences in the District will be reviewed as part of the Town Centre Area Action plans. A Strategy on the Future Provision of Public Conveniences was agreed by the Executive in January 2012. It is estimated that relocation and redesign of existing facilities may cost in the region of £300,000 over 2 years. An update on progress on implementing the Strategy will be reported to the Executive.
- Buildings on the depot site are approaching the end of their useful life and will require replacement prior to the renewal of the current environmental contracts. Some health and safety measures are also required within the vehicle workshop. Options for meeting the Council's requirements are being explored including providing facilities at the site to accommodate the Chairman's Car and a covered area for Hackney Carriage inspections. Initial indications are that costs could be in the region of £500,000 to £700,000, depending on the nature and type of replacement accommodation provided. At this stage, it is proposed to include an initial sum in the Capital Programme of £20,000 to carry out a feasibility study to determine the most cost effective

option for the Authority and £11,000 for health and safety measures. A detailed report with costings will then be made to Members to agree the way forward.

- Grounds Maintenance contract – depending on the final specification for the contract and decisions with regard to bringing some elements of the service in-house (see report to Executive on 9 January 2013), there will be a requirement to purchase vehicles and equipment for use by Council staff. This will be funded by the Vehicle Replacement and Parks and Open Spaces Provisions.

17.17 Capital Financing and Prudential Indicators

17.18 Local authorities are now able to determine their own borrowing requirements. However these have to be within the Prudential Code, the framework of which requires local authorities to demonstrate that its capital expenditure is prudent, affordable and sustainable.

17.19 All capital spending proposals are considered for their revenue impact over the life of the asset. This is built into the MTFs where significant to ensure that all proposals are affordable.

17.20 Much of what follows are technical issues that are required to be reported to Council; however the bottom line is the question of whether the Council can afford any new borrowing. Therefore when agreeing the Capital Programme, under the Prudential Code, the Council is required to consider a number of Prudential Indicators of affordability. It should be stressed that although the following borrowing indicators have been calculated, there may not be any actual borrowing as funding may come from other sources.

17.21 **Ratio of Financing Costs to Net Revenue Stream** – this indicator identifies the trend in the cost of capital (borrowing costs net of interest and investment income) against the net revenue stream. A negative figure shows that there is a net contribution to the revenue budget from investment income.

	2012/13	2013/14	2014/15	2015/16
	Probable outturn	Estimate	Estimate	Estimate
Ratio of financing costs to net revenue stream	-0.9%	-0.6%	-1.1%	-1.5%

17.22 **Estimates of the incremental impact of capital investment decision on the Council Tax** - this indicator identifies the trend in the cost of implementing changes in the Capital Programme compared to the current Capital Programme.

17.23 The Council is required to make reasonable estimates of the total capital expenditure that it plans to incur during the forthcoming financial year and at least the following two years. Council agreed the current Capital Programme in June 2012 and this is the starting point for considering the affordability of the proposed Capital Programme.

	2012/13 Probable outturn	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Current Capital Programme (£000s)	1,797	656	605	605
Proposed Capital expenditure (£000s)	1,383	1,390	1,434	625
Incremental impact of capital investment decisions -				
Increase in Council Tax (£ per band D per annum -	(0.23)	0.49	0.01	0.01

17.24 It must be stressed that these are only to be used as indicators and do not represent actual increases or decreases in Council Tax. The Code merely requires the potential change to Council Tax be identified to Council.

17.25 **Capital Financing Requirement (CFR)** – This indicator reports on the Council's underlying requirement to finance its current and historic capital expenditure, which has not been charged to revenue. The change year on year will be influenced by the capital expenditure within the year. The CFR is designed to measure the underlying need to borrow, or finance by other long-term liabilities, capital expenditure. Currently the future Capital Programme is being fully financed by capital receipts. Although this measures the need for borrowing, the borrowing may not necessarily take place externally. It is not anticipated that it will be necessary to undertake any other borrowing to finance the capital programme. However, the Annual Treasury Management Strategy recognises that it may be more cost effective to borrow externally when interest rates are low or are expected to rise quickly.

17.26 It should be noted that the Council is currently debt free. However with the reducing reserves, it may be necessary to undertake borrowing in the future in order to continue to progress with Capital Expenditure. This can include internal borrowing.

18 MEDIUM TERM FINANCIAL PLAN

18.1 All the matters discussed in this report are brought together to produce the Council's MTFs for the period 2013/14 to 2017/18.

18.2 On the basis that all the proposals recommended in this report are agreed together with the core estimates, the total value of cost reductions for 2013/14

included in the budget estimates will be £323,000 leaving a budget gap of £100,000 which will be addressed following closure of the 2012/13 Accounts.

18.3 The MTFs can be summarised into the following Medium Term Financial Plan:-

		2013/14	2014/15	2015/16	2016/17	2017/18
		Estimate	Estimate	Estimate	Estimate	Estimate
		£000s	£000s	£000s	£000s	£000s
1	Base Budget	10,178	10,101	9,914	10,060	10,196
2	Inflation	375	318	314	318	323
3	Planned Growth	151	170	129	(58)	(54)
	Planned Reductions	(323)	(81)	(26)	(34)	0
4	Income Changes	(180)	(79)	(102)	(90)	97
	Budgeted Expenditure	10,201	10,429	10,230	10,196	10,562
5	Savings Required	(100)	(515)	(170)	0	(210)
6	Net Expenditure (incl fees & investment)	10,101	9,914	10,060	10,196	10,352
7	Government Support	(4,109)	(3,881)	(4,007)	(4,067)	(3,980)
8	Collection Fund Adjustment	5	(20)	(20)	(20)	(20)
9	Council Tax Income	(5,870)	(6,017)	(6,168)	(6,323)	(6,482)
	Total Income	(9,973)	(9,918)	(10,195)	(10,410)	(10,481)
10	Use of General Fund Balances	(128)	-	-	-	-
11	Contribution to to General Fund Balances	-	4	136	214	130

18.4 General Fund balances are forecast to increase from £778,000 at the end of 2013/14 to £1.262m by the end of 2017/18. This compares to the Minimum Recommended Level of balances of £750,000 for 2013/14, rising to £1.2m for 2017/18.

	2013/14	2014/15	2015/16	2016/17	2017/18
	Estimate	Estimate	Estimate	Estimate	Estimate
<u>Balance Bought Forward</u>	907	779	783	919	1,133
Change in Fund	(128)	4	136	214	130
<u>Balance Carried Forward</u>	779	783	919	1,133	1,262

- 18.5 The total net budget, before contribution from reserves 2013/14 is £10.1m, compared to a net budget for 2010/11 of £12.75m, a reduction of 21% over 4 years. The net budget for 2012/13 was £10.22m.

19 PAY POLICY STATEMENT 2013/14

- 19.1 The Localism Act 2011 introduced a requirement for local authorities to publish a Pay Policy Statement in line with the guidance published by CLG. The Statement has to be adopted annually by Full Council before the start of each financial year and is attached as Appendix 5 to this report.

20 COUNCIL TAX EXEMPTIONS AND DISCOUNTS

- 20.1 The Local Government Finance Act 2012 includes a number of 'technical changes' to Council Tax and, from 1st April 2013, it gives billing authorities new flexibilities in respect of certain discounts and exemptions. These powers are:

- a) Levying the full Council Tax on second homes. Currently authorities have discretion to award a discount between 10% and 50%.
- b) Replacing the existing Class A and Class C exemptions with discounts. The level of discounts will be for billing authorities to determine.

Class A is currently a mandatory exemption of 100% for up to 12 months for a vacant dwelling where major repair works or structural alteration are required. Class C is currently a mandatory exemption of 100% for up to 6 months for a vacant dwelling which is substantially unfurnished. After this period, billing authorities have the discretion to award a 50% discount for a further 6 months, after which the full Council Tax becomes payable.

- c) A Council Tax premium of up to 50% can be applied to houses that have been empty for more than two years with certain exceptions as prescribed by regulation.
- 20.2 The new powers, which are available from 1st April 2013, come at a time when there is significant risk and uncertainty around local government finance, particularly with the introduction of the business rates retention scheme and the Council's local council tax support scheme.
- 20.3 The district council, as the billing authority, incurs the cost of the additional administration associated with implementing the changes whereas the beneficiaries of any additional income are predominantly the major precepting authorities i.e. Essex County Council, Police and Fire Authority. Implementing any changes also poses a risk to collection.

- 20.4 As it stands, the major precepting authorities have not offered a reasonable financial incentive to merit any changes to the current level of discounts and exemptions being implemented from 1st April 2013. In view of this the decision being recommended is to enable discounts to be granted under the new regulations which mirror the discounts and exemptions currently granted under the current regulations. However, the level of discounts and exemptions will be reviewed during 2013/14 with a view to introducing changes from April 2014.

21 RISK IMPLICATIONS

- 21.1 The risks to the MTFS and the financial standing of the Council are discussed within this report. The key controls for managing financial risks are the robust estimate process, a 5 year Medium Term Financial Plan, the in-year budget monitoring, detailed financial risk assessments and the risk based approach to the Recommended Minimum Level of Balances. This provides an additional cushion against the uncertainties discussed in this Strategy.

- 21.2 The Council's main sources of income from 2013/14 will be Council Tax, New Homes, Revenue Support Grant and Business Rates. The Council needs to be proactive in developing opportunities for growth in both new housing and local businesses in order to achieve growth in these income streams.

- 22 With the introduction of Police & Crime Commissioners, the Home Office have introduced new regulations covering the preparation of the Police budgets. The Police & Crime Commissioners must notify the Police & Crime Panels of proposed precept levels by 1 February each year. The Panel have one week to respond to the precept proposal and, if accepted, the precept is set. However, if the Panel do not accept the precept, the Commissioner has to respond to the Panel by 15 February with a revised precept. The Panel have until 22 February to review the revised precept and respond to Commissioner. If, at this stage, the Panel still does not accept the revised precept, the Commissioner has until 1 March to respond with a further revision. On this basis then, it could be 1 March before we receive the final precept from the Police and Crime Commissioner. It is currently planned to set the Council Tax on the 14 February at the special Council meeting. However, if there is a delay to the Police precept notification, this Council meeting will need to be deferred.

23 EQUALITIES AND DIVERSITY IMPLICATIONS

- 23.1 When considering changes to service delivery or the introduction of new charges, the Council must consider Equality and Diversity issues. The approach taken during this budget process, in view of the number of budgetary amendments, has been to adopt a staged process:-

Stage	Title	Purpose
1	Preliminary Assessment	Initial assessment to determine if there will be any adverse impact, carried out by the Head of Finance and Head of Community Services (as corporate lead officer for Equalities and Diversity). If there is no impact at all on any group of users or the community, then only this Stage needs completing.
2	Equality Risk Assessment	Scoring to assess the level of risk, carried out by relevant Head of Service...
3	Equality Impact Assessment - Identifying Adverse Impact	Level of detail depends on risk assessment scoring but any removal or reduction in service must go through this stage. Completed by the relevant Head of Service and a summary reported to Members at the time of the final decision making.
4	Sign Off	Approval and decision making details by Members
5	Implementation	Action Plan to implement and minimise impact. Completed by the relevant Head of Service with a summary reported to Members at the time of the final decision making.

24 RECOMMENDATION

24.1 It is proposed that the Council **RESOLVES** to agree-:

- (1) The Medium Term Financial Strategy for 2013/14 to 2017/18 including the proposals contained within this report, with the following key budgetary changes for 2013/14:
 - (a) Reduce the draft budget for the cost of the Grounds Maintenance Contract by £117,000.
 - (b) Increase the budget for Bulky Waste income by £4,000.
 - (c) Increase the budget for sales of logs/kindling by £5,000.
 - (d) Increase in the salary budget for Economic Development of £32,300

-
- (2) The core estimates for 2013/14 as shown in the attached Draft Budget Book
 - (3) The 2013/14 Council Tax for Rochford District Council will be £205.11 for a Band D property.
 - (4) The schedule of fees and charges for 2013/14.
 - (5) The Capital Programme.
 - (6) The use of Earmarked Reserves.
 - (7) The Non Domestic Rates Return that must be submitted to the Department of Communities and Local Government by 31 January 2013.
 - (8) That from 2014/15 the Head of Finance be delegated to set the amount of LCTS grant to be allocated to individual parish/town councils on the basis of the principles agreed by Council.
 - (9) That with effect from 1st April 2013 properties under Section 11A of the Local Government Finance Act 1992 and fall within Class B of the Council Tax (Prescribed Classes of Dwellings (England) Regulations 2003 classified as unoccupied and furnished (Second Homes) receive a Council Tax discount of 10%
 - (10) That with effect from 1st April 2013 properties in need of major repair, as defined under Section 11A(4A) of the Local Government Finance Act 1992 and fall within Class D of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 receive a Council Tax discount of 100% for twelve months
 - (11) That with effect from 1st April 2013 properties which are unoccupied and substantially unfurnished, as defined under Section 11A (4A) of the Local Government Finance Act 1992 and fall within Class C of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003, receive a Council Tax discount of 100% for a period of six months after which a discount of 50% will apply for a further six months
 - (12) That with effect from 1st April 2013 properties which are long-term empty dwellings for over a period of two years, under Section 11B of the Local Government Finance Act 1992 will not be charged a Council Tax premium.
 - (13) That the level of Council Tax discounts and exemptions will be reviewed during 2013/14.
 - (14) That the Pay Policy Statement for 2013/14 be adopted with, as required by the Localism Act 2011, submission of the 2014/15 being made to

Full Council for approval by 31 March 2014, subject to any necessary amendments being approved by Full Council during the year.

Yvonne Woodward

Head of Finance

Background Papers:-

None.

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If you would like this report in large print, Braille or another language please contact 01702 318111.

2011/12 ACTUAL £	BUILDING CONTROL - CLIENT ACCOUNT Head of Service: S Scrutton	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
211,513	Salaries	13 126 1000	220,000	234,700	242,900	10.4%
2,281	Insurance	13 126 1140	2,800	3,200	3,400	21.4%
213,794			222,800	237,900	246,300	
	Transport Related					
13,532	Car Allowances	13 126 1120	14,200	13,000	13,000	-8.5%
13,532			14,200	13,000	13,000	
	Supplies & Services					
137	Expenses	13 126 xxxx	200	200	100	
4,004	Equipment, Tools & Materials	13 126 xxxx	3,900	4,100	4,100	
	Dangerous Structures	13 127 4741	-	500	500	100.0%
4,141			4,100	4,800	4,700	
	Contracted Services					
550	Consultants	13 126 1015	700	600	600	
550			700	600	600	

2011/12 ACTUAL £	BUILDING CONTROL - FEE ACCOUNT Head of Service: S Scrutton	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Fees & Charges					
(225,105)	Building Control Fees	13 127 825x	(300,300)	(235,000)	(252,000)	-16.1%
(225,105)			(300,300)	(235,000)	(252,000)	

2011/12 ACTUAL £	DEVELOPMENT MANAGEMENT Head of Service: S Scrutton	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
326,381	Salaries	13 124 1000	362,000	351,600	374,500	3.5%
98	Telephone Allowances	13 124 1200	100	100	100	
4,181	Insurance	13 124 1140	4,300	5,500	5,800	34.9%
330,660			366,400	357,200	380,400	
	Transport Related					
11,860	Car Allowances	13 124 1120	12,400	15,600	15,600	25.8%
11,860			12,400	15,600	15,600	
	Supplies & Services					
691	Expenses	13 124 113x	600	1,300	800	
2,223	Equipment, Tools & Materials & Subscriptions	13 124 1100	9,300	9,300	10,100	8.6%
12,575	Advertising	13 124 1013	12,500	12,500	12,500	
300	Planning Portal	13 124 4667	300	300	300	
18,207	Planning Appeals	13 124 4665	20,000	20,000	20,000	
146,540	Planning Delivery	13 124 4671	-	-	-	
180,536			42,700	43,400	43,700	
	Contracted Services					
1,118	Consultancy Advice	13 124 4660	2,000	2,000	2,000	
15,343	Specialist Planning Advice (ECC)	13 124 4669	16,300	18,000	20,500	25.8%
16,461			18,300	20,000	22,500	
	Fees & Charges					
(303,923)	Planning Fees	13 124 8239	(312,000)	(330,000)	(361,400)	15.8%
(740)	High Hedges	13 124 8241	(500)	(500)	(500)	
(5,068)	Discharge Condition Fee	13 124 8247	(5,000)	(5,000)	(5,000)	
(14,387)	Miscellaneous Income	13 124 8240	(2,000)	(25,000)	(25,000)	1150.0%
(324,118)			(319,500)	(360,500)	(391,900)	

2011/12 ACTUAL £	PLANNING POLICY Head of Service: S Scrutton	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
247,871	Salaries	13 131 1000	267,800	260,200	260,200	-2.8%
285	Professional Fees	13 131 1006	400	300	300	
98	Telephone Allowances	13 131 1200	100	100	100	
3,501	Training	13 131 1005	5,700	9,700	11,000	93.0%
3,194	Insurance	13 131 1140	3,300	3,800	4,000	21.2%
254,949			277,300	274,100	275,600	
	Transport Related					
7,320	Car Allowances	13 131 1120	6,500	8,100	8,100	24.6%
7,320			6,500	8,100	8,100	
	Supplies & Services					
662	Expenses	13 131 113x	1,100	1,300	700	
(20,447)	Local Development Framework	13 131 4803	-	-	-	
141	Equipment, Tools & Materials	13 131 1100	200	200	200	
610	Research & Publicity	13 131 1013	400	400	400	
(19,034)			1,700	1,900	1,300	
	Fees & Charges					
(19)	Local Development Framework	13 131 8269	-	-	-	
(16,835)	Habitats Directive	13 131 1017	-	-	-	
(16,854)			-	-	-	

2011/12 ACTUAL £	PLANNING & BUILDING CONTROL ADMINISTRATION Head of Service: S Scrutton	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
101,783	Salaries	13 125 1000	110,400	110,500	110,500	
2,737	Insurance	13 125 1140	2,800	3,200	3,400	21.4%
104,520			113,200	113,700	113,900	
Supplies & Services						
2,013	Equipment, Tools & Materials	13 125 1100	2,500	2,500	2,500	
2,013			2,500	2,500	2,500	

2011/12 ACTUAL £	HACKNEY CARRIAGE Head of Service: S Scrutton	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
89,203	Salaries	14 144 1000	89,300	88,200	88,200	-1.2%
1,369	Insurance	14 144 1140	1,400	1,600	1,700	
90,572			90,700	89,800	89,900	
Supplies & Services						
933	Expenses	14 144 113x	600	700	600	
1,724	Equipment, Tools & Materials	14 144 1100	2,000	1,800	2,000	
793	Printing and Publicity	14 144 xxxx	600	800	500	
74	Subscription - National Association of Taxi & Private Hire	14 144 1018	100	100	100	
3,524			3,300	3,400	3,200	
Fees & Charges						
(66,574)	Vehicle Licensing	14 144 5051	(66,000)	(68,000)	(68,000)	3.0%
(17,296)	Driver Licensing	14 144 5052	(20,000)	(22,000)	(22,000)	10.0%
(1,364)	Operators Licensing	14 144 2024	(2,000)	(2,000)	(2,000)	
(96)	Other Miscellaneous Income	14 144 5054	(500)	(100)	(100)	
(85,330)			(88,500)	(92,100)	(92,100)	

2011/12 ACTUAL £	OFF STREET PARKING Head of Service: S Scrutton	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
141,958	Salaries	10 103 1000	145,100	141,600	141,600	-2.4%
4,549	Insurance	10 103 1140	4,200	5,600	5,900	40.5%
146,506			149,300	147,200	147,500	
Premises Related						
28,721	Repairs, Alterations & Maintenance	10 103 333x	29,400	22,100	35,400	20.4%
	Special Items	10 103 1019	31,000	31,000	-	-100.0%
125,803	National Non-Domestic Rates	10 103 1016	130,800	127,000	132,100	1.0%
3,545	Electricity	10 103 1009	3,700	3,700	3,700	
3,140	Water & Sewerage	10 103 1012	3,100	3,300	3,400	
161,209			198,000	187,100	174,600	
Transport Related						
2,846	Transport & Plant	10 103 1170	2,800	2,800	2,900	
2,846			2,800	2,800	2,900	
Supplies & Services						
1,173	Expenses	10 103 11xx	1,400	900	900	
3,488	Equipment, Supplies & Maintenance	10 103 xxxx	2,900	1,800	1,800	-37.9%
4,098	Printing	10 103 1180	3,000	4,100	4,100	36.7%
1,884	Publicity	10 103 1013	500	500	500	
2,250	Subscriptions	10 103 1018	2,300	2,300	2,700	
2,331	Traffic Penalty Tribunal	10 103 4063	2,000	2,300	2,300	
-	Machine Telecoms	10 103 4110	-	2,000	2,000	100.0%
825	Traffic Enforcement Centre	10 103 4072	1,100	1,100	1,100	
	Environmental Enhancements	10 103 4101	700	200	200	
8,017	Machine Maintenance	10 103 4106	11,000	11,000	17,000	54.5%
24,066			24,900	26,200	32,600	
Fees & Charges						
(831,360)	Car Park Pay & Display	10 103 xxxx	(1,075,000)	(927,500)	(948,500)	-11.8%
(41,941)	Public Transport Income	10 103 8543	-	(19,900)	-	
(7,108)	Other Rents	10 103 8119	(5,500)	(7,300)	(7,300)	32.7%
(99,201)	Permits/Season Tickets	10 103 8127	(145,000)	(65,000)	(65,000)	-55.2%
(108,047)	Penalty Charge Notice Payments	10 103 8128	(90,000)	(110,000)	(110,000)	22.2%
-	Commercial Use Of Space	10 103 8480	(200)	(1,500)	(1,500)	650.0%
(1,087,657)			(1,315,700)	(1,131,200)	(1,132,300)	

2011/12 ACTUAL £	ECONOMIC DEVELOPMENT Head of Service: S Scrutton	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
65,029	Salaries	13 130 1000	71,000	62,700	97,000	36.6%
1,369	Insurance	13 130 1140	1,400	1,600	1,700	
<u>66,398</u>			<u>72,400</u>	<u>64,300</u>	<u>98,700</u>	
	Premises Related					
2,000	Dutch Cottage	13 130 1019	2,000	2,000	2,000	
<u>2,000</u>			<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	
	Supplies & Services					
633	Expenses	13 130 113x	1,300	1,100	1,000	
90,150	Grants to Voluntary Organisations	13 130 1017	90,000	90,000	90,000	
24,632	NNDR Charitable Relief & Other Costs	13 130 1017	18,200	18,200	-	
44,300	Accommodation to Voluntary Bodies (grant)	13 132 1017	44,300	44,300	44,300	
5,055	Economic Development	13 130 4780	4,500	4,500	4,500	
3,150	Southend Business Awards	13 130 4784	3,200	3,200	3,200	
3,053	Breakfast Event	13 130 4785	3,000	3,000	3,000	
20,600	Subscriptions	13 130 1018	10,000	-	10,000	
3,610	Southend Airport JAAP	13 130 4789	-	-	-	
(667)	Shop at My Local Campaign	13 130 4744	2,000	2,000	2,000	
<u>194,516</u>			<u>176,500</u>	<u>166,300</u>	<u>158,000</u>	

2011/12 ACTUAL £	LOCAL LAND CHARGES Head of Service: A Bugeja	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
69,468	Salaries	19 181 1000	67,300	66,700	76,800	14.1%
4,435	Insurance	19 181 1140	4,400	4,700	4,900	
73,903			71,700	71,400	81,700	
	Supplies & Services					
149	Expenses	19 181 xxxx	200	100	100	
-	Equipment, Tools, & Materials	19 181 1100	100	100	100	
149			300	200	200	
	Fees & Charges					
(149,728)	Land Searches	19 181 8371	(174,000)	(155,000)	(160,000)	-8.0%
(149,728)			(174,000)	(155,000)	(160,000)	

2011/12 ACTUAL £	CEMETERIES & CHURCHYARDS Head of Service: A Bugeja	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Premises Related Expenditure					
1,455	Repairs, Alterations & Maintenance	14 136 xxxx	7,200	7,100	6,800	
3,095	Special Items	14 136 1019	6,500	6,500	-	-100.0%
1,472	National Non Domestic Rates	14 136 1016	1,500	1,500	1,600	
193	Insurance	14 136 1140	200	200	200	
6,215			15,400	15,300	8,600	
	Supplies & Services					
311	Equipment, Tools & Materials	14 136 1100	500	400	400	
1,500	Water	14 136 1012	-	-	-	
1,811			500	400	400	
	Contracted Services					
14	Parish Churchyards Maintenance	14 136 4890	100	-	-	
14			100	-	-	
	Fees & Charges					
(42,403)	Grave Purchases	14 136 8313	(49,600)	(43,000)	(43,000)	-13.3%
(65,786)	Interments	14 136 8309	(70,400)	(66,000)	(66,000)	-6.3%
(18,461)	Monuments	14 136 8310	(16,500)	(19,000)	(19,000)	15.2%
(126,650)			(136,500)	(128,000)	(128,000)	

2011/12 ACTUAL £	ESTATES MANAGEMENT Head of Service: A Bugeja	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
149,004	Salaries	12 122 1000	155,700	154,600	154,600	-0.7%
1,369	Insurance	12 122 1140	1,900	2,200	2,300	
150,373			157,600	156,800	156,900	
	Transport Related					
4,080	Car Allowances	12 122 1120	4,200	4,100	4,100	
1,651	Transport & Plant	12 122 1170	2,000	2,100	2,100	
5,731			6,200	6,200	6,200	
	Supplies & Services					
51	Expenses	12 122 11xx	100	400	400	
796	Equipment, Tools, Materials	12 122 1100	900	900	900	
847			1,000	1,300	1,300	
	Fees & Charges					
(1,229)	Admin Charge/Rechargeable Income	12 122 8237	(1,500)	(1,500)	(1,500)	
-	Capital Works	cap	(20,000)	(20,000)	(20,000)	
-	Finchfield Bungalows Trust Management Fee	finch	(11,000)	(11,000)	(11,000)	
(1,229)			(32,500)	(32,500)	(32,500)	

2011/12 ACTUAL £	LEGAL SERVICES Head of Service: A J Bugeja	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
287,928	Salaries	12 118 1000	297,400	299,500	301,800	1.5%
98	Telephone Allowances	12 118 1200	100	100	100	
1,712	Professional Fees	12 118 1006	2,500	2,400	2,400	
4,602	Training	12 118 1005	5,000	5,000	5,000	
3,650	Insurance	12 118 1140	3,800	3,800	4,000	
297,990			308,800	310,800	313,300	
	Transport Related					
2,096	Car Allowances	12 118 1120	2,100	2,200	2,200	
2,096			2,100	2,200	2,200	
	Supplies & Services					
2,133	Expenses	12 118 113x	2,000	2,800	2,100	
798	Equipment, Tools & Materials	12 118 1100	1,200	1,200	1,200	
12,923	Library	12 118 4521	12,800	12,800	12,800	
50	Land Registration Programme	12 118 4524	-	-	-	
86,672	Legal Fees	12 118 4520	12,000	12,000	12,000	
250	Subscription	12 118 1018	-	-	-	
100	General Estate Management	12 118 4523	-	-	-	
102,926			28,000	28,800	28,100	
	Fees & Charges					
(30,181)	Legal Fees Income	12 118 8520	(22,000)	(22,000)	(22,000)	
(531)	Rents	12 118 8224	(500)	(500)	(500)	
(2,211)	Backup Storage	12 118 8283	(2,100)	(2,400)	(2,600)	
(32,923)			(24,600)	(24,900)	(25,100)	

2011/12 ACTUAL £	OFFICE ACCOMMODATION - ROCHFORD Head of Service: Albert Bugeja	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
40,947	Salaries	12 115 1000	34,100	24,400	26,500	-22.3%
7,799	Insurance	12 115 1140	7,000	9,600	10,100	44.3%
48,747			41,100	34,000	36,600	
Premises Related						
34,658	Repairs, Alterations & Maintenance	12 115 xxxx	33,000	28,900	39,300	19.1%
49,366	Special Items	12 115 1019	11,000	11,000	-	-100.0%
68,881	National Non-Domestic Rates	12 115 1016	71,700	71,300	74,200	3.5%
6,624	Gas	12 115 1010	7,000	14,000	22,000	214.3%
23,021	Electricity	12 115 1009	41,700	33,300	25,300	-39.3%
4,338	Water & Sewerage	12 115 xxxx	3,300	4,700	4,700	42.4%
2,593	Paper Recycling	12 115 4457	2,200	2,200	2,200	
16,931	Cleaning	12 115 1008	17,200	14,100	14,500	-15.7%
851	Refuse Removal	12 115 5080	3,500	-	-	-100.0%
207,263			190,600	179,500	182,200	
Supplies & Services						
2,073	Expenses	12 115 11xx	1,900	2,100	2,100	
2,078	Equipment, Tools & Materials	12 115 xxxx	2,600	2,400	2,400	
4,151			4,500	4,500	4,500	

2011/12 ACTUAL £	OFFICE ACCOMMODATION - RAYLEIGH Head of Service: Albert Bugeja	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
13,535	Salaries	12 114 1000	13,000	12,800	13,900	6.9%
2,975	Insurance	12 114 1140	1,600	2,100	2,200	37.5%
16,510			14,600	14,900	16,100	10.3%
Transport Related						
-	Car Allowances	12 114 1120	1,200	-	-	-100.0%
-			1,200	-	-	-100.0%
Premises Related Costs						
13,001	Repairs, Alterations and Maintenance	12 114 33xx	35,300	35,700	22,800	-35.4%
640	Special Items	12 114 1019	7,500	7,500	9,000	20.0%
20,351	National Non Domestic Rates	12 114 1016	21,200	21,500	22,400	5.7%
4,942	Oil	12 114 4417	7,500	5,300	6,000	-20.0%
4,098	Electricity	12 114 1009	2,300	4,100	4,100	78.3%
315	Water & Sewerage	12 114 xxxx	400	400	400	
537	Refuse Removal	12 114 4422	500	500	500	
9,217	Cleaning of Civic Suite	12 114 4423	9,400	9,400	9,700	
53,100			84,100	84,400	74,900	
Supplies & Services						
1,029	Equipment, Tools & Materials	12 114 xxxx	1,100	500	500	-54.5%
4,225	Audio-Visual Equipment Maintenance	12 114 4420	4,300	4,300	1,900	-55.8%
5,254			5,400	4,800	2,400	
Rents & Charges						
(1,100)	Rent	12 114 8218	(1,100)	(1,100)	(1,100)	
(5,308)	Robing Room Rent	12 114 8220	(5,500)	(5,500)	(5,500)	
(27,500)	Voluntary Organisations	12 114 8979	(35,500)	(35,500)	(35,500)	
(33,942)			(42,100)	(42,100)	(42,100)	

2011/12 ACTUAL £	MEMBER & COMMITTEE SERVICES Head of Service: Albert Bugeja	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
207,204	Salaries	16 171 1000	193,000	191,400	193,500	
4,532	Insurance	16 171 1140	5,900	4,700	4,700	-20.3%
211,736			198,900	196,100	198,200	
Transport Related						
2,477	Transport & Plant	16 171 5452	3,000	3,100	3,100	
2,477			3,000	3,100	3,100	
Supplies & Services						
1,231	Expenses	16 171 xxxx	1,400	800	800	-42.9%
287	Equipment, Tools & Materials	16 171 xxxx	700	700	700	
296,830	Members Allowances (Inc. Chairman's and Vice-Chairman's)	16 171 xxxx	297,600	294,700	294,700	-1.0%
3,288	Members Support & Training	16 171 5448	8,800	3,500	3,500	-60.2%
381	Meeting Subsistence	16 171 5443	400	400	400	
754	Publicity / Public Notice Adverts	16 171 1013	2,000	1,000	1,000	-50.0%
1,791	Citizens Award	16 171 5460	1,600	1,600	1,600	
639	Regalia Expenses	16 171 5442	1,000	700	700	
18,025	Subscriptions	16 171 1018	18,600	17,500	17,500	-5.9%
1,997	Overview & Scrutiny Provision	16 171 5447	3,000	2,000	2,000	-33.3%
1,220	Heritage Celebrations	16 171 5439	1,000	1,300	1,300	
689	Area Committees Venue Costs	16 171 5461	1,700	500	500	-70.6%
2,000	Youth Council	16 171 5420	-	-	-	
231	Holocaust Memorial	16 171 5445	300	400	400	
1,220	Members Legal Protection Policy	16 171 5450	1,400	1,800	1,800	
11,925	Chairman's Account	16 171 5xxx	11,000	11,000	11,000	
7,086	Chair Charity	16 171 5469	-	-	-	
349,594			350,500	337,900	337,900	
Contracted Services						
5,767	Members Delivery	16 171 5451	8,500	8,500	8,500	
5,767			8,500	8,500	8,500	
Fees & Charges						
(8,042)	Civic Banquet	16 171 8432	-	-	-	
(1,430)	Member Training	16 171 8xxx	(2,000)	(2,000)	(2,000)	
(9,472)			(2,000)	(2,000)	(2,000)	

2011/12 ACTUAL £	CUSTOMER SERVICES Head of Service: S Fowler	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
330,832	Salaries	14 142 1000	324,300	329,100	327,000	0.8%
11,307	Training	14 142 1005	14,000	14,000	14,000	
267	Professional Fees	14 142 1006	300	300	300	
6,387	Insurance	14 142 1140	6,600	8,100	8,500	28.8%
348,793			345,200	351,500	349,800	
	Transport Related					
1,553	Car Allowances	14 142 1120	1,700	1,400	1,400	
1,553			1,700	1,400	1,400	
	Supplies & Services					
404	Expenses	14 142 113x	600	400	400	
1,149	Equipment, Tools & Materials	14 142 1100	800	800	800	
1,552			1,400	1,200	1,200	
	Fees & Charges					
(683)	Administration Charge	14 142 8237	(1,000)	-	-	-100.0%
(683)			(1,000)	-	-	

2011/12 ACTUAL £	CONDUCTING ELECTIONS Head of Service: Sarah Fowler	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
39,195	Salaries	19 179 1000	39,800	41,350	41,450	4.1%
1,825	Insurance	19 179 1140	2,200	2,500	2,600	
41,020			42,000	43,850	44,050	
	Supplies & Services					
1,657	Equipment, Tools and Materials	19 179 1100	1,900	1,900	1,900	
248	Expenses	19 179 xxxx	300	500	300	
65,705	Cost of Elections	19 179 5555	71,500	70,000	5,000	-93.0%
67,611			73,700	72,400	7,200	
	Fees & Charges					
(5,219)	Parish Recharges	19 179 8369	-	(7,400)	-	
(5,219)			-	(7,400)	-	

2011/12 ACTUAL £	REGISTRATION OF ELECTORS Head of Service: Sarah Fowler	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
37,853	Salaries	19 180 1000	39,800	41,350	41,450	4.1%
37,853			39,800	41,350	41,450	
Supplies & Services						
454	Expenses	19 180 xxxx	300	500	300	
18,858	Payments to Canvassers	19 180 5570	22,000	22,000	22,000	
4,402	Printing	19 180 1180	4,500	4,500	4,500	
364	Advertising	19 180 1013	500	400	500	
7,500	Bulk Postage	19 180 1014	8,500	4,000	4,000	-52.9%
31,578			35,800	31,400	31,300	
Fees & Charges						
(1,730)	Sales	19 180 8370	(1,500)	(1,700)	(1,700)	
(1,730)			(1,500)	(1,700)	(1,700)	

2011/12 ACTUAL £	RECEPTION TEAM Head of Service: Sarah Fowler	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
78,324	Salaries	12 110 1000	108,700	92,700	105,700	-2.8%
2,737	Insurance	12 110 1140	2,800	3,200	3,400	21.4%
81,061			111,500	95,900	109,100	
Supplies & Services						
1,666	Equipment, Tools & Materials	12 110 xxxx	2,700	3,600	3,600	33.3%
3,082	Access to Services	12 110 4321	5,000	5,000	3,000	-40.0%
776	Expenses	12 110 11xx	800	700	700	
23,690	Office Telephone	12 110 1011	21,000	21,000	21,000	
3,451	Mobile Phones	12 110 4315	4,200	3,600	3,600	-14.3%
7,115	Telephone Maintenance	12 110 4318	7,500	7,300	7,500	
39,778			41,200	41,200	39,400	
Fees & Charges						
(0)	Postages and Telephones	12 110 8213	(100)	(100)	(100)	
(49)	Mobile Phone Calls	12 110 8214	(100)	(200)	(200)	
(49)			(200)	(300)	(300)	

2011/12 ACTUAL £	INFORMATION & SUPPORT SERVICES Head of Service: Sarah Fowler	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
334,496	Salaries	12 113 1000	333,300	328,900	331,300	-0.6%
7,300	Insurance	12 113 1140	7,600	8,700	9,100	19.7%
341,796			340,900	337,600	340,400	-0.1%
Supplies & Services						
158	Expenses	12 113 xxxx	300	100	100	
4,163	Equipment, Tools & Materials	12 113 xxxx	5,200	4,800	4,800	
13,000	Subscriptions	12 113 1018	13,000	13,000	12,500	
5,354	Photocopier Maintenance	12 113 4393	7,000	5,000	5,000	-28.6%
8,979	Photocopying / Printing supplies	12 113 4392	11,000	11,000	10,000	-9.1%
12,710	Central Printing - Equipment	12 113 4394	20,000	15,000	15,000	-25.0%
3,432	Central Printing - External	12 113 4396	6,000	4,000	2,500	-58.3%
3,492	Central Stationery Provision	12 113 4348	10,000	5,500	5,500	-45.0%
27,622	Postal Charges - Franking	12 113 4349	27,000	27,000	28,000	3.7%
23,645	Postal Charges - Bulk Postage	12 113 1014	25,500	24,000	24,000	-5.9%
102,554			125,000	109,400	107,400	
Fees & Charges						
(229)	Printing and Copying	12 113 8216	(500)	(200)	(200)	
(229)			(500)	(200)	(200)	

2011/12 ACTUAL £	COMPUTER SERVICES Head of Service: Sarah Fowler	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
257,324	Salaries	12 117 1000	317,500	254,100	258,100	-18.7%
5,018	Insurance	12 117 1140	5,100	4,300	4,500	-11.8%
262,342			322,600	258,400	262,600	
Supplies & Services						
1,228	Expenses	12 117 11xx	1,300	500	400	-69.2%
1,264	Car Allowances		1,300	-	-	-100.0%
654	Equipment, Tools & Materials	12 117 1100	1,000	1,000	1,000	
140	Subscription - SOCITM	12 117 1018	100	100	100	
79,689	IT Upgrades/Developments	12 117 4496	115,000	110,000	40,000	-65.2%
11,000	Essex On-Line Partnership	12 117 4498	10,700	10,700	10,500	
54,671	IT Strategy	12 117 4506	-	-	-	
148,645			129,400	122,300	52,000	
Premise Related						
-	Electricity	12 117 1009	-	3,000	6,000	100.0%
-			-	3,000	6,000	
Contracted Services						
692,090	Contract Payment	12 117 4502	748,000	700,000	400,000	-46.5%
4,038	Computer Consumables	12 117 4503	4,500	4,000	4,000	
-	Data Protection Fees	12 117 4505	100	100	100	
-	License and Support Payments	12 117 4504	-	-	350,000	
696,127			752,600	704,100	754,100	
Fees & Charges						
(72)	Street Naming & Numbering	13 117 8101	(100)	(100)	(100)	
(72)			(100)	(100)	(100)	

2011/12 ACTUAL £	OTHER OPERATING INCOME & EXPENDITURE	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Fees & Charges					
(267,397)	Net External Finance	17 175 8367	(151,700)	(212,600)	(190,000)	25.2%
(96,168)	Reversal of Sundry Creditors/ Debtors	17 175 9999	-	-	-	
(363,569)			(151,700)	(212,600)	(190,000)	

2011/12 ACTUAL £	NON DISTRIBUTED COSTS	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Head of Service: Yvonne Woodward					
	Employee Costs					
(48,573)	Pension	18 176 5525	911,100	914,000	915,000	0.4%
(48,573)			911,100	914,000	915,000	
	Contribution from Reserve					
-	Pension Equalisation Reserve		(43,000)	(43,000)	-	-100.0%
-			(43,000)	(43,000)	-	

2011/12 ACTUAL £	COAST PROTECTION	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Head of Service: Yvonne Woodward					
	Supplies & Services					
2,000	Contribution - Crouch Harbour	14 143 5040	2,100	2,100	2,100	
2,000			2,100	2,100	2,100	

2011/12 ACTUAL £	FINANCIAL SERVICES Head of Service: Yvonne Woodward	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
458,614	Salaries	12 120 1000	455,400	443,700	461,000	1.2%
6,632	Training	12 120 xxxx	6,200	6,200	6,200	
570	Professional Fees	12 120 1006	600	600	600	
8,271	Insurance	12 120 1140	9,300	10,000	10,500	12.9%
474,086			471,500	460,500	478,300	
	Transport Costs					
1,748	Car Allowances	12 120 1120	1,600	1,700	1,700	
1,748			1,600	1,700	1,700	
	Supplies & Services					
2,131	Expenses	12 120 xxxx	2,800	3,300	3,100	
9,559	Equipment, Tools & Materials	12 120 1100	10,800	10,800	10,800	
5,020	Subscriptions	12 120 1018	5,100	4,900	5,100	
3,431	ATM	12 119 4552	2,600	3,000	2,600	
20,141			21,300	22,000	21,600	
	Contracted Services					
1,550	Tax Consultants	12 120 4577	1,800	1,500	1,800	
4,850	Asset Valuation	12 120 4575	2,100	2,100	2,100	
389	Bailiff Charges	12 120 4582	300	600	600	
6,000	Treasury Management	12 120 4576	6,000	6,000	6,000	
500	Risk Management	12 120 5544	1,000	500	500	
5,430	Security Services - Cash Collection	12 119 4551	5,000	5,000	5,000	
18,719			16,200	15,700	16,000	
	Fees & Charges					
(20,398)	Castle Point Borough Council Payroll Incom	12 120 8532	(21,500)	(21,500)	(21,500)	
(749)	Trust Property Administration Recharge	Trust	(700)	(700)	(700)	
(1,418)	Income from VAT on Car Allowances	12 120 8534	(1,800)	(1,500)	(1,500)	
(22,565)			(24,000)	(23,700)	(23,700)	

2011/12 ACTUAL £	AUDIT & PERFORMANCE MANAGEMENT Head of Service: Yvonne Woodward	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
180,668	Salaries	12 116 1000	176,600	162,100	164,600	-6.8%
2,737	Insurance	12 116 1140	2,800	3,200	3,400	21.4%
183,405			179,400	165,300	168,000	
	Supplies & Services					
1,051	Expenses	12 116 11xx	1,100	700	500	-54.5%
484	Equipment, Tools & Materials	12 116 1100	200	200	200	
1,534			1,300	900	700	

2011/12 ACTUAL £	WOODLANDS UNIT Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Related					
43,218	Salaries	15 158 1000	104,900	104,500	106,400	1.4%
2,689	Insurance	15 158 1140	1,500	1,700	1,800	
45,907			106,400	106,200	108,200	
	Premises Related					
28	Repairs, Alterations & Maintenance	15 158 xxxx	1,400	1,500	1,300	
(79)	Electricity	15 158 1009	-	1,300	1,300	100.0%
(51)			1,400	2,800	2,600	
	Transport Related					
9,635	Transport & Plant	15 158 1170	10,100	10,300	10,300	
9,635			10,100	10,300	10,300	
	Supplies & Services					
12	Expenses	15 158 xxxx	100	800	700	600.0%
4,135	Equipment, Tools & Materials	15 158 1100	4,400	4,700	4,400	
5,913	Cherry Orchard Country Park	15 158 5278	8,500	8,500	8,500	
4,563	Horse Riding Trails - Maintenance	15 158 5281	4,500	4,500	4,500	
6,041	Cherry Orchard Grant Works	15 158 5287	-	-	-	
14,700	Consultancy	15 158 1015	3,500	3,500	3,500	
204	Litter/Dog Bin Emptying - Cherry Orchard	15 158 4791	5,000	4,300	4,300	-14.0%
35,567			26,000	26,300	25,900	
	Contracted Services					
17,307	Contractors & Suppliers	15 158 5277	18,000	18,000	18,000	
2,155	Tree Survey Works	15 158 5276	2,300	2,000	2,300	
19,462			20,300	20,000	20,300	
	Fees & Charges					
(5,399)	Miscellaneous Sales & Fees	15 158 83xx	(5,400)	(10,800)	(10,800)	100.0%
(423)	Site Fee	15 158 8339	(2,000)	(2,000)	(3,000)	50.0%
(23,000)	RHA Income	15 158 1304	(23,100)	(23,100)	(23,500)	
(28,822)			(30,500)	(35,900)	(37,300)	
	Grants					
(12,804)	Cherry Orchard Grant	15 158 8287	(3,600)	(12,800)	(12,800)	255.6%
(12,804)			(3,600)	(12,800)	(12,800)	

2011/12 ACTUAL £	PARKS & OPEN SPACES Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
138,805	Salaries	15 156 1000	137,300	128,500	187,300	36.4%
2,781	Insurance	15 156 1140	2,300	2,600	2,700	
141,586			139,600	131,100	190,000	
	Transport Related					
2,212	Transport & Plant	15 156 1170	3,100	3,200	5,700	83.9%
2,212			3,100	3,200	5,700	
	Premises Related					
20,706	Repairs, Alterations & Maintenance	15 156 xxxx	50,600	42,100	43,300	-14.4%
8,770	Special Items	15 156 1019	10,000	10,000	-	-100.0%
2,063	Insurance	15 156 1140	1,900	2,200	2,300	
31,539			62,500	54,300	45,600	
	Supplies & Services					
5,080	Equipment, Tools & Materials	15 156 1100	5,000	4,900	7,500	50.0%
422	Trees, Shrubs & Grounds	15 156 xxxx	900	500	500	
100	Subscriptions	15 156 1018	2,500	2,500	2,500	
63	Expenses	15 156 113x	-	100	100	
5,665			8,400	8,000	10,600	
	Contracted Services					
1,452	Annual Safety Audit	15 156 5232	1,300	1,300	1,300	
	Maintenance of Bridleways	15 156 5226	500	500	500	
2,366	Weed & Pest Control	15 156 5236	1,700	1,700	1,700	
16,093	Play Equipment Repairs	15 156 5235	15,000	15,000	15,000	
851,667	Contract Payment	15 156 5262	1,004,600	859,000	719,500	-28.4%
1,791	Works outside of main contracts	15 156 5260	6,400	-	52,500	720.3%
12,586	Continuous Improvement Funds	15 156 5263	5,000	-	-	-100.0%
885,955			1,034,500	877,500	790,500	
	Fees & Charges					
(15,446)	Land & Access Charges	15 156 8335	(15,900)	(15,300)	(15,300)	-3.8%
(3,380)	Pavilions	15 156 8336	(3,000)	(3,400)	(3,400)	
(1,750)	Hire of Pitches	15 156 8338	(2,000)	(48,000)	(48,000)	2300.0%
(108,817)	Service Level Agreement - RHA	15 156 8507	(145,600)	-	-	-100.0%
(18,215)	Recharges to Parishes	15 156 8508	(18,200)	(18,900)	(18,900)	3.8%
-	Play Inspection Equipments - RHA	15 156 8333	-	(6,200)	(6,200)	100.0%
(147,608)			(184,700)	(91,800)	(91,800)	

2011/12 ACTUAL £	ENVIRONMENTAL HEALTH Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
426,657	Salaries	14 139 1000	387,100	376,900	385,500	-0.4%
16	Telephone Allowance	14 139 1200	200	100	100	
6,813	Training	14 139 1005	13,000	13,000	13,000	
6,119	Insurance	14 139 1140	6,300	5,600	5,900	
439,605			406,600	395,600	404,500	
Transport Related						
11,787	Car Allowances	14 139 1120	9,700	8,800	8,800	-9.3%
11,787			9,700	8,800	8,800	
Supplies & Services						
2,268	Expenses	14 139 113x	2,000	1,900	1,600	
2,831	Equipment, Tools & Materials	14 139 1100	2,700	3,000	3,000	
172	Fees & Samples	14 139 4974	2,500	2,500	2,500	
1,025	Subscription - Nat. Society for Clean Air & Env. Prot	14 139 1018	1,100	2,000	2,000	81.8%
2,045	Veterinary Licensing Fees	14 139 4987	2,500	2,200	2,300	
1,260	Scores on the Doors	14 139 4988	2,000	2,000	2,000	
9,601			12,800	13,600	13,400	
Contracted Services						
	Consultancy Fees	14 139 1015	1,000	-	-	-100.0%
1,942	Consultants - Contaminated Land Invest.	14 139 4970	17,000	7,000	-	-100.0%
1,818	Public Health (Control of Disease Act)	14 139 4975	1,500	1,500	1,500	
19,934	Contract Payments - Pest Control	14 139 4978	3,900	4,000	4,100	
762	Pest Control Treatments	14 139 4976	2,000	2,000	2,000	
8,927	Air Quality Review	14 139 4967	17,000	17,000	17,000	
8,422	Food Hygiene Contractors	14 139 4980	-	-	-	
16,000	Climate CO2de	14 139 4986	16,000	16,000	16,000	
(100)	Abandoned Vehicles	14 139 4977	-	-	-	
921	Noise Monitoring	14 139 4979	1,000	1,000	1,000	
	Sewer Works	14 139 4981	1,000	-	-	-100.0%
58,626			60,400	48,500	41,600	
Fees & Charges						
(2,132)	Veterinary Recharge	14 139 8322	(2,000)	(2,200)	(2,300)	
(9,624)	Scheduled Installation Income	14 139 8968	(10,500)	(10,500)	(10,500)	
-	Other Income	14 139 xxxx	(500)	(2,000)	(2,000)	300.0%
(877)	Environmental Protection Act	14 139 8968	(600)	(900)	(1,000)	
(12,633)			(13,600)	(15,600)	(15,800)	

2011/12 ACTUAL £	LICENSING Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
40,241	Salaries	14 133 1000	38,400	38,200	38,200	
101	Expenses	14 133 113x	100	100	100	
456	Insurance	14 133 1140	400	500	500	
40,798			38,900	38,800	38,800	
	Transport Related					
1,481	Car Allowances	14 133 1120	1,400	1,500	1,500	
1,481			1,400	1,500	1,500	
	Supplies & Services					
230	Subscription	14 133 1018	300	300	300	
391	Equipment, Tools & Materials	14 133 1100	900	900	900	
621			1,200	1,200	1,200	
	Fees & Charges					
(51,724)	Liquor Licensing	14 133 8969	(47,300)	(48,000)	(56,000)	18.4%
(2,305)	Other Licence	14 133 8319	(2,100)	(2,000)	(4,000)	90.5%
(6,111)	Gaming License	14 133 8318	(8,400)	(8,000)	(8,000)	
(4,362)	Animal Welfare Licensing	14 133 8526	(4,700)	(4,500)	(4,500)	
(64,502)			(62,500)	(62,500)	(72,500)	

2011/12 ACTUAL £	PUBLIC HEALTH Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Contracted Services					
212	Sewers & Ditch Clearance	14 138 4950	-	-	10,000	100.0%
16,908	Collection/Kennelling - Stray Dogs	14 138 4952	18,200	17,600	18,000	
17,120			18,200	17,600	28,000	
	Fees & Charges					
(838)	Kennelling Collection Fee	14 138 8514	(1,200)	(1,200)	(1,200)	
(838)			(1,200)	(1,200)	(1,200)	

2011/12 ACTUAL £	PUBLIC CONVENIENCES Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Premises Related Costs					
249	Repairs, Alterations & Maintenance	14 141 333x	-	5,600	4,300	100.0%
5,174	National Non Domestic Rates	14 141 1016	5,400	5,400	5,600	
3,662	Electricity	14 141 1009	2,700	4,600	4,700	74.1%
6,790	Water / Sewerage	14 141 1xxx	3,000	8,000	8,100	170.0%
231	Insurance	14 141 1140	200	500	500	
16,106			11,300	24,100	23,200	
	Contracted Services					
68,840	Contract Cleaning	14 141 1008	60,600	76,400	78,300	29.2%
68,840			60,600	76,400	78,300	
	Fees & Charges					
-	Hullbridge Parish Council Income	14 141 8185	(2,700)	(1,500)	(4,200)	55.6%
-			(2,700)	(1,500)	(4,200)	

2011/12 ACTUAL £	STREET CLEANSING Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Supplies & Services					
1,291	Dog Fouling & Litter Bins	14 137 4923	6,200	-	-	-100.0%
78	Street Scene Environmental Works	14 137 4925	10,000	-	-	-100.0%
1,369			16,200	-	-	
	Contracted Services					
624,081	Contract Payments - Street Cleansing	14 137 4933	664,700	655,000	671,300	1.0%
5,598	Tip Clearance	14 137 4931	3,500	5,000	5,000	42.9%
3,000	Minor Groundwork's	14 137 4924	5,000	5,000	5,000	
3,060	Graffiti Removal	14 137 4926	5,500	5,500	5,500	
431	Footpath Fouling - Notices	14 137 4928	500	500	500	
-	Continuous Improvement Fund	14 137 5263	5,000	-	-	-100.0%
636,170			684,200	671,000	687,300	
	Fees & Charges					
(18,000)	Litter Picking	14 137 8513	-	-	-	
(4,402)	Golden Cross - Street Clean	14 137 8512	-	-	-	
(5,000)	Continuous Improvement Fund	14 137 8516	-	-	-	
(500)	Contract Defaults	14 137 8523	-	-	-	
(27,902)			-	-	-	

2011/12 ACTUAL £	RECYCLING COLLECTION Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
194,842	Salaries	14 146 1000	191,100	194,700	197,600	3.4%
2,281	Insurance	14 146 1140	2,300	2,700	2,800	
197,123			193,400	197,400	200,400	
	Transport Related					
1,733	Car Allowances	14 146 1120	1,800	1,800	1,800	
1,733			1,800	1,800	1,800	
	Supplies & Services					
1,060	Equipment, Tools & Materials	14 146 xxxx	3,000	3,000	3,000	
4,521	Expenses	14 146 xxxx	5,600	2,900	2,700	-51.8%
2,945	Recycling Sacks	14 146 5101	3,000	3,000	3,000	
7,673	Recycling Events & Promotions	14 146 5113	8,000	8,000	8,000	
	Waste Management - Continuous Improvement Fun	14 145 5117	5,000	-	-	-100.0%
16,199			24,600	16,900	16,700	
	Contracted Services					
2,194,195	Contract Payments - Refuse Collection	14 146 5107	2,309,800	2,272,600	2,329,400	0.8%
2,194,195			2,309,800	2,272,600	2,329,400	
	Grants					
(159,541)	Inter Authority Agreements	14 146 8175	(7,000)	-	-	-100.0%
(58,500)	Fuel Discounts Regarding Contract	14 146 8176	(54,000)	(45,000)	(45,000)	-16.7%
(218,041)			(61,000)	(45,000)	(45,000)	
	Fees & Charges					
(30,005)	Bulk Recycling	14 146 8179	(30,000)	(30,000)	(30,000)	
(5,000)	Waste Management - Continuous Improvement Fun	14 146 8516	-	-	-	
(1,300)	Recycling Contract Defaults	14 146 8522	(5,000)	-	-	-100.0%
-	Tipping Away Fee	14 146 8175	-	(800)	(2,000)	100.0%
(36,305)			(35,000)	(30,800)	(32,000)	

2011/12 ACTUAL £	RECYCLING DISPOSAL Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
-	Supplies & Services					
-	Subscriptions	14 147 1018	400	400	400	
			400	400	400	
54,280	Contracted Services					
54,280	Recycling Banks - Payments to Contractors	14 147 5125	10,000	10,000	10,000	
			10,000	10,000	10,000	
(974,732)	Fees & Charges					
(110,673)	Recycling Credits & Sales (Contractors)	14 147 833x	(972,000)	(972,000)	(972,000)	
-	MRF Gate Fee Income	14 147 8568	(55,400)	(105,000)	(106,000)	91.3%
(1,085,405)	Avoided Disposal Credit	14 147 8330	-	(216,900)	(174,000)	100.0%
			(1,027,400)	(1,293,900)	(1,252,000)	

2011/12 ACTUAL £	HIGHWAYS/ROADS (ROUTINE) Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
2,847	Supplies & Services					
1,169	Signage & Equipment	10 100 4xxx	1,000	1,000	1,000	
4,966	Highway Verge Improvements	10 100 4003	4,500	4,500	4,500	
8,982	Street/Footpath Lighting	10 100 4002	5,000	5,000	5,000	
			10,500	10,500	10,500	
(33,305)	Fees & Charges					
(33,305)	E.C.C. Contribution - Verge Maintenance	10 100 8105	(33,000)	(34,300)	(35,100)	6.4%
			(33,000)	(34,300)	(35,100)	

2011/12 ACTUAL £	DEPOT Head of Service: R Evans	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
97,901	Salaries	14 145 1000	89,600	73,700	86,400	-3.6%
2,929	Insurance	14 145 1140	2,700	2,800	2,900	
100,830			92,300	76,500	89,300	
	Premises Related					
2,963	Repairs, Alterations & Maintenance	14 145 xxxx	7,100	4,300	3,300	-53.5%
23,613	National Non-Domestic Rates	14 145 1016	24,600	25,000	26,000	5.7%
26,594			31,700	29,300	29,300	
	Transport Related					
13,325	Transport & Plant	14 145 1170	13,900	14,100	14,200	
13,325			13,900	14,100	14,200	
	Supplies & Services					
	Expenses	14 145 11xx	100	200	200	
2,048	Equipment, Tools & Materials	14 145 1100	2,100	2,100	2,100	
125	Mobile Radio Maintenance	14 145 4642	500	200	200	
2,173			2,700	2,500	2,500	
	Contracted Services					
1,800	Depot Security Contractor	14 145 5081	1,800	1,800	2,200	
1,800			1,800	1,800	2,200	
	Fees & Charges					
(1,327)	Recharge re outside work	14 145 8479	-	(2,000)	(1,000)	100.0%
(1,327)			-	(2,000)	(1,000)	

2011/12 ACTUAL £	COUNCIL TAX Head of Service: J.Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
272,043	Salaries	19 182 1000	259,000	258,900	262,600	1.4%
5,018	Insurance	19 182 1140	5,100	6,000	6,000	17.6%
<u>277,061</u>			<u>264,100</u>	<u>264,900</u>	<u>268,600</u>	
	Supplies & Services					
1,561	Expenses	19 182 xxxx	1,600	2,800	2,700	68.8%
5,098	Equipment, Tools & Materials	19 182 xxxx	1,700	700	700	-58.8%
668	Printing	19 182 1180	1,300	1,300	1,300	
79	Publicity	19 182 1013	-	-	-	
12,993	Court Costs	19 182 5593	7,500	7,500	7,500	
1,800	Council Tax Development Fund	19 182 5592	1,800	1,800	1,800	
-	Online Processing Support	19 182 5598	-	4,000	-	
43	Direct Debit Guarantee	19 182 5594	100	100	100	
-	Discretionary Discount	19 182 5653	10,000	10,000	-	-100.0%
-	Single Occupant Discount Review	19 182 5607	1,500	1,500	-	-100.0%
948	CIPFA Consortium	19 182 4239	1,000	1,000	1,000	
38,036	Capita Call Centre	19 182 4236	40,300	40,900	42,300	5.0%
<u>61,226</u>			<u>66,800</u>	<u>71,600</u>	<u>57,400</u>	
	Contracted Services					
4,073	Bailiff & Tracing	19 182 xxxx	6,000	6,000	6,000	
16,084	Annual Billing	19 182 5602	16,000	19,600	19,600	22.5%
<u>20,157</u>			<u>22,000</u>	<u>25,600</u>	<u>25,600</u>	
	Fees & Charges					
(107,771)	Court Costs	19 182 8593	(106,000)	(106,000)	(106,000)	
(5,000)	Second Home Discounts	19 182 8259	(8,000)	(33,700)	(33,700)	321.3%
<u>(112,771)</u>			<u>(114,000)</u>	<u>(139,700)</u>	<u>(139,700)</u>	

2011/12 ACTUAL £	BUSINESS RATES Head of Service: J.Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
-	Salaries	19 183 1100	-	9,700	28,300	100.0%
-	Insurance	19 183 113x	-	500	500	
-			-	10,200	28,800	
	Supplies & Services					
-	Equipment, Tools & Materials	19 183 1100	-	200	200	
-	Expenses	19 183 113x	-	200	100	
876	Court Costs	19 183 5622	500	700	500	
876			500	1,100	800	
	Contracted Services					
41,380	NNDR Partnership	19 183 5624	42,000	36,000	-	-100.0%
900	NNDR Development Fund	19 183 5620	900	900	900	
1,865	Bailiff/Tracing Agents	19 183 56xx	500	500	500	
44,145			43,400	37,400	1,400	
	Fees & Charges					
(14,543)	Court Costs	19 183 8622	(12,900)	(12,900)	(12,900)	
(14,543)			(12,900)	(12,900)	(12,900)	
	Grants					
(87,698)	NNDR Pool Administration Grant	19 183 8373	(87,700)	(87,700)	(87,700)	
(87,698)			(87,700)	(87,700)	(87,700)	

2011/12 ACTUAL £	COUNCIL TAX BENEFITS Head of Service: J.Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Transfer Payments						
4,939,679	Council Tax Rebates / Discount Scheme	19 184 5640	5,078,036	4,876,850	100,000	-98.0%
<u>4,939,679</u>			<u>5,078,036</u>	<u>4,876,850</u>	<u>100,000</u>	
Grants						
(5,010,449)	Council Tax Subsidy / Funding	19 184 8375	(5,170,500)	(4,915,400)	(40,673)	-99.2%
<u>(5,010,449)</u>			<u>(5,170,500)</u>	<u>(4,915,400)</u>	<u>(40,673)</u>	

2011/12 ACTUAL £	HOUSING BENEFIT PAYMENTS Head of Service: J Bourne	NEW CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Transfer Payments						
16,535,701	Rent Allowances	11 109 4271	16,842,000	17,017,800	17,017,800	1.0%
-	Rent Rebates		385,400	219,100	219,100	-43.1%
<u>16,535,701</u>			<u>17,227,400</u>	<u>17,236,900</u>	<u>17,236,900</u>	
Grants						
(16,024,139)	Rent Allowance Subsidy	11 109 8210	(16,567,400)	(16,774,700)	(16,774,700)	1.3%
(138,630)	Rent Rebates Subsidies		(207,000)	(98,100)	(98,100)	-52.6%
(261,394)	Recoveries	11 109 82xx	(650,000)	(280,000)	(280,000)	-56.9%
(189,948)	Homelessness Accomodation Recharge	11 109 8286	(194,000)	(170,000)	(170,000)	-12.4%
<u>(16,614,111)</u>			<u>(17,618,400)</u>	<u>(17,322,800)</u>	<u>(17,322,800)</u>	

2011/12 ACTUAL £	HOUSING BENEFIT ADMINISTRATION Head of Service: J Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
448,595	Salaries	11 108 1000	459,400	454,800	456,800	-0.6%
7,300	Insurance	11 108 1140	7,600	8,700	9,100	19.7%
455,894			467,000	463,500	465,900	
Transport Related						
1,100	Car Allowances	11 108 1120	1,300	-	-	-100.0%
1,100			1,300	-	-	
Supplies & Services						
2,971	Expenses	11 108 11xx	2,400	4,600	4,500	87.5%
848	Equipment, Tools & Materials	11 108 1100	2,400	2,400	2,400	
3,117	Printing & Publicity	11 108 xxxx	7,000	7,000	7,000	
2,132	Court Cost Expenditure	11 108 4230	2,000	2,000	2,000	
20,536	Capita Call Centre	11 108 4236	21,700	22,000	22,700	4.6%
948	CIPFA Consortium	11 108 4239	1,000	1,000	1,000	
275	Tracing Agents	11 108 4241	100	100	100	
4,515	Benefits Development Fund	11 108 4249	4,500	4,500	4,500	
1,757	Department for Work & Pensions	11 108 4254	-	-	-	
25,999	Citizenview Searches	11 108 1102	-	-	-	
5,348	Temporary Set-up Costs	11 108 5528	-	-	-	
457	Employment Support Allowance	11 108 4290	-	8,400	-	
1,489	Online training manual	11 108 4243	1,500	1,500	1,500	
261	In and Out of Work	11 108 5524	-	-	-	
70,653			42,600	53,500	45,700	
Fees & Charges						
(32,723)	Discretionary Housing Income	11 108 8234	(40,600)	(40,600)	(38,600)	-4.9%
(760)	Court Costs	11 108 8230	(1,200)	(400)	(400)	-66.7%
(344)	Ministry of Defence Income	11 108 8148	(400)	(300)	(300)	
(35,594)	Miscellaneous Income	11 108 8xxx	-	(8,900)	-	
(69,421)			(42,200)	(50,200)	(39,300)	
Grants						
(441,749)	Administration Subsidy	11 108 8145	(417,200)	(417,200)	(377,200)	-9.6%
(441,749)			(417,200)	(417,200)	(377,200)	

2011/12 ACTUAL £	REVENUES INVESTIGATION SECTION Head of Service: J Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
109,311	Salaries	11 107 1000	97,100	110,800	123,700	27.4%
1,825	Insurance	11 107 1140	1,900	2,200	2,300	
111,136			99,000	113,000	126,000	
Transport Related						
2,096	Car Allowances	11 107 1120	2,100	2,000	2,000	
2,096			2,100	2,000	2,000	
Supplies & Services						
4,536	Expenses	11 107 113x	5,400	600	600	-88.9%
774	Equipment, Tools & Materials	11 107 xxxx	1,800	1,800	1,800	
70	Subscription	11 107 1018	100	100	100	
1,460	Anti Fraud Network	11 107 4203	1,700	3,200	1,700	
2,628	Publicity & Advertising	11 107 1013	-	-	-	
152	Land Registry Charges	11 107 1101	1,000	1,000	1,000	
2,850	Court Costs Prosecutions	11 107 5141	-	-	-	
12,469			10,000	6,700	5,200	
Fees & Charges						
(2,628)	Small Business Rate Relief	11 107 8289	-	-	-	
(14,029)	30% Fine for Fraud	11 107 8137	(4,000)	(4,000)	(4,000)	
(97)	Pocket Books & Wallets	11 107 814x	-	-	-	
(7,100)	Court Costs - Income from Prosecutions	11 107 8141	(4,500)	(1,000)	(1,000)	-77.8%
(294)	Experian Credit Check Income		(400)	-	-	
(24,148)			(8,900)	(5,000)	(5,000)	

2011/12 ACTUAL £	COMMUNITY SERVICES CLIENT ACCOUNT Head of Service: J. Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
117,755	Salaries	19 185 1000	113,600	112,700	112,700	-0.8%
1,649	Training	19 185 1005	2,600	2,600	2,600	
912	Insurance	19 185 1140	900	1,100	1,200	
120,317			117,100	116,400	116,500	
Transport Related						
1,239	Car Allowances	19 185 1120	1,200	1,200	1,200	
1,239			1,200	1,200	1,200	
Supplies & Services						
136	Expenses	19 185 xxxx	100	100	100	
10,000	Equipment, Tools & Materials	19 185 1100	10,700	10,400	10,400	
10,136			10,800	10,500	10,500	

2011/12 ACTUAL £	CULTURE & HERITAGE - WINDMILL Head of Service: J Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Premises Related					
4,577	Mill Tower Repairs & Maintenance	15 150 xxxx	8,300	10,200	8,500	
	Mill Tower Special Items	15 150 xxxx	10,000	10,000	11,000	10.0%
1,299	Mill Tower National Non-Domestic Rates	15 150 1016	1,400	1,400	1,400	
790	Mill Tower Insurance	15 150 1140	600	400	400	
6,665			20,300	22,000	21,300	
	Supplies & Services					
8,745	Windmill - Running Costs	15 150 516x	7,300	7,300	7,300	
-	Windmill - Licensing	15 150 5166	500	500	500	
165	Subscriptions	15 150 xxxx	-	200	200	
8,910			7,800	8,000	8,000	
	Fees & Charges					
(4,383)	Miscellaneous Income	15 150 xxxx	(8,000)	(8,000)	(8,000)	
(4,383)			(8,000)	(8,000)	(8,000)	

2011/12 ACTUAL £	LEISURE PREMISES Head of Service: J Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Premises Related					
	Repairs & Maintenance:					
120	Castle Hall	15 160 xxxx	300	6,300	500	
613	Freight House	15 160 xxxx	900	1,100	1,000	
981	Great Waking Sports Centre	15 160 xxxx	2,100	800	700	-66.7%
1,602	Clements Hall	15 160 xxxx	4,600	2,800	2,600	-43.5%
3,796	Day Centres	15 151 xxxx	5,100	6,300	5,000	
1,812	Rayleigh Leisure Centre	15 160 xxxx	3,300	2,800	2,600	-21.2%
	Special Items:					
8,750	Clements Hall	15 155 1019	5,000	5,000	-	-100.0%
247,681	National Non-Domestic Rates	15 xxx xxxx	258,700	262,000	272,500	5.3%
-	Great Waking Sports Centre Alarm	15 160 5337	-	3,500	3,500	100.0%
31,327	Insurance	15 160 1140	32,700	32,700	34,300	4.9%
296,682			312,700	323,300	322,700	
	Contracted Services					
258,245	Leisure FM Contract Payment (net)	15 160 5333	224,400	167,600	171,800	-23.4%
258,245			224,400	167,600	171,800	
	Fees & Charges					
(50)	Miscellaneous Income	15 160 8347	-	-	-	
-	Motorcycle Training Income		(5,000)	-	-	-100.0%
(50)			(5,000)	-	-	
	Provison of Services					
(16,800)	Grant to Voluntary Day Centre		(8,800)	(8,800)	(8,800)	
(16,800)			(8,800)	(8,800)	(8,800)	

2011/12 ACTUAL £	SPORTS DEVELOPMENT & PROMOTION Head of Service: J Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Related					
36,554	Salaries	15 159 1000	36,300	36,000	36,000	
2,554	Sports Coaches	15 169 5385	3,200	3,200	3,000	
-	Insurance	15 159 1140	400	500	500	
39,108			39,900	39,700	39,500	
	Supplies & Services					
-	Expenses	15 159 xxxx	700	800	800	
195	Equipment, Tools & Materials	15 159 1100	-	-	-	
2,012	Leisure Contractor Holiday Initiatives	15 159 5307	-	-	-	
9,750	Summer Swimming Scheme Provision	15 159 5306	-	-	-	
5,639	Activities	15 159 5305	6,800	6,800	6,800	
3,095	Arts & Sports Projects	15 159 xxxx	-	-	-	
6,758	Active Rochford	15 159 5617	2,000	2,000	2,000	
19,400	Local Priority Fund	15 159 5618	-	19,400	-	
46,849			9,500	29,000	9,600	
	Fees & Charges					
(10,283)	Activities (net)	15 159 8305	(5,300)	(6,800)	(6,800)	28.3%
(2,012)	Arts & Sports Projects	15 159 xxxx	-	-	-	
(12,295)			(5,300)	(6,800)	(6,800)	
	Grants					
(36,579)	Virgin Active Contribution - Sports Development	15 159 8345	(36,700)	(36,700)	(36,700)	
(4,044)	Active England	15 159 8617	(2,000)	(2,000)	(2,000)	
(19,400)	Local Priority Fund	15 159 8618	-	(19,400)	-	
(60,023)			(38,700)	(58,100)	(38,700)	

2011/12 ACTUAL £	LEISURE CLIENT ACCOUNT Head of Service: J Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
131,768	Salaries	15 167 1000	130,300	115,400	129,400	-0.7%
1,825	Insurance	15 167 1140	1,900	2,200	2,300	
133,593			132,200	117,600	131,700	
Transport Related						
2,968	Car Allowances	15 167 1120	3,500	2,000	2,000	-42.9%
2,968			3,500	2,000	2,000	
Supplies & Services						
3,041	Expenses	15 167 xxxx	3,100	2,800	2,600	
2,844	Equipment, Tools & Materials	15 167 1100	2,700	2,700	2,700	
4,924	Arts Development Equipment	15 167 5363	5,000	5,000	5,000	
11,559	Arts Activities	15 167 5355	2,000	2,000	2,000	
3,592	Youth Arts Project	15 167 5153	-	-	-	
2,500	Essex on Tour	15 167 5611	2,500	2,500	2,500	
400	Essex Book Festival	15 167 5612	400	400	400	
5,018	Holiday Initiatives	15 167 5358	1,500	1,500	1,500	
11,817	Big Lottery Fund	15 167 5615	-	-	-	
2,065	Children's Fund	15 167 5616	-	-	-	
11,310	Music Month	15 167 5610	5,000	4,000	-	-100.0%
52	Heritage Lottery Fund	15 167 5613	-	-	-	
59,122			22,200	20,900	16,700	
Fees & Charges						
(36,693)	Virgin Active Contribution - Arts Officer	15 168 8349	(36,700)	(36,700)	(36,700)	
(8,604)	Arts Activities	15 167 8355	(2,000)	(2,000)	(2,000)	
(4,313)	Holiday Initiatives Income	14 167 8358	(4,000)	(3,400)	-	-100.0%
(2,314)	Sport England Salary Contribution	15 167 8619	-	-	-	
(10,153)	Big Lottery Fund	15 167 8615	-	-	-	
(2,500)	Essex on Tour	15 167 8611	(2,500)	(2,500)	(2,500)	
(55)	The Peoples Record		-	-	-	
(64,632)			(45,200)	(44,600)	(41,200)	
Grant						
(11,519)	Music Month	15 167 8610	(5,000)	(4,000)	-	-100.0%
(1,075)	Eastern Arts	15 167 8355	-	-	-	
(12,594)			(5,000)	(4,000)	-	

2011/12 ACTUAL £	HOUSING STRATEGY Head of Service: J.Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
97,702	Salaries	11 104 1001	94,300	93,500	93,500	-0.8%
49	Telephone Allowances	11 104 1200	-	100	100	
912	Insurance	11 104 1140	900	1,100	1,200	
98,663			95,200	94,700	94,800	
	Transport Related					
654	Car Allowances	11 104 1120	1,700	1,500	1,500	
654			1,700	1,500	1,500	
	Supplies & Services					
71	Expenses	11 104 113x	400	600	600	
500	Equipment, Tools, Materials & Subscriptions	11 104 11xx	600	600	600	
10,000	Housing Coordinator - Thames Gateway	11 104 4141	10,000	10,000	10,000	
	Transfer Incentive Scheme	11 104 4155	2,000	2,000	2,000	
10,571			13,000	13,200	13,200	

2011/12 ACTUAL £	PRIVATE SECTOR HOUSING RENEWAL Head of Service: J.Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
118,417	Salaries	11 105 1000	115,600	112,700	114,700	-0.8%
1,369	Insurance	11 105 1140	1,400	1,600	1,700	21.4%
49	Telephone Allowances	11 105 1200	-	-	-	
119,835			117,000	114,300	116,400	
	Transport Related					
6,313	Car Allowances	11 105 1120	5,800	5,300	5,300	
6,313			5,800	5,300	5,300	
	Supplies & Services					
24	Expenses	11 105 113x	100	200	100	
513	Equipment, Tools & Materials	11 105 1100	700	700	700	
56	Fees & Samples	11 105 4151	200	200	200	
-	Handy Person Service	11 105 4146	-	2,500	2,500	100.0%
3,675	Care & Repair	11 105 4147	14,700	14,700	14,700	
-	Care Alarms	11 105 4150	100	100	100	
72	Energy Efficiency	11 105 4144	300	300	300	
4,340			16,100	18,700	18,600	

2011/12 ACTUAL £	HOMELESSNESS Head of Service: J.Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
198,564	Salaries	11 106 1000	191,600	189,900	192,900	0.7%
3,194	Insurance	11 106 1140	3,300	3,800	4,000	21.2%
201,758			194,900	193,700	196,900	
Transport Related						
4,141	Car Allowances	11 106 1120	4,200	5,500	5,500	31.0%
4,141			4,200	5,500	5,500	
Supplies & Services						
704	Equipment, Tools & Materials	11 106 xxxx	900	900	900	
239	Expenses	11 106 113x	400	300	300	
32,234	Removals & Storage	11 106 4176	40,000	30,000	25,000	-37.5%
584,884	Contracted Accommodation	11 106 4178	634,200	500,000	480,000	-24.3%
1,674	Medical Assessments	11 106 4171	2,000	1,500	1,500	
16,724	Rent Guarantee Scheme	11 106 4174	10,000	15,000	15,000	50.0%
3,638	Homelessness Grant	11 106 4170	20,800	21,700	16,000	-23.1%
7,953	Homelessness Improvements	11 106 4172	2,500	2,500	2,500	
36	HM Land Registry	11 106 4173	100	100	100	
4,150	Essex Wide Rental Loan Scheme	11 106 5631	5,000	-	-	-100.0%
2,730	Rough Sleeper Funding	11 106 4537	-	-	-	
654,965			715,900	572,000	541,300	
Fees & Charges						
(50,000)	Homelessness Grant	11 106 8170	(50,000)	(50,000)	(44,300)	-11.4%
(7,988)	Rent Guarantee Scheme	11 106 8174	(1,300)	(13,000)	(13,000)	900.0%
(327,956)	Contracted Accommodation Recharge	11 106 8134	(360,000)	(280,000)	(280,000)	-22.2%
(30,000)	Repossessions Prevention Fund	11 106 8630	-	-	-	
(4,444)	Rough Sleeper Funding	11 106 8537	-	-	-	
(4,270)	Essex Wide Rental Loan Scheme	11 106 8631	(5,000)	-	-	-100.0%
(5,558)	Removals & Storage Income	11 106 8676	(12,000)	(2,000)	(2,000)	-83.3%
(430,217)			(428,300)	(345,000)	(339,300)	
Other Income						
-	Contribution From Reserve		-	-	(50,000)	100.0%
-			-	-	(50,000)	

2011/12 ACTUAL £	COMMUNITY SAFETY Head of Service: J Bourne	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
Employee Costs						
66,896	Salaries	13 132 1000	81,900	96,000	102,300	24.9%
1,369	Insurance	13 132 1140	1,900	2,200	2,300	
68,265			83,800	98,200	104,600	
Supplies & Services						
1,172	Expenses	13 132 113x	900	2,800	2,800	211.1%
7	Equipment, Tools & Materials	13 132 1100	100	100	100	
2,480	Crime & Disorder	13 132 4826	-	-	-	
35,193	Domestic Abuse Awareness Officer	13 132 4868	-	-	-	
33,378	Safer & Stronger Communities	13 132 4839	-	-	-	
4,853	Domestic Abuse Panel	13 132 4844	-	-	-	
127	Communities Holding Account	13 132 4835	-	-	-	
77,210			1,000	2,900	2,900	
Grants						
(56,077)	Safer & Stronger Communities	13 132 xxxx	-	-	-	
(6,605)	Domestic Abuse Panel	13 132 8844	-	-	-	
(5,000)	Contribution from reserve	13 132 8868	-	(24,800)	(25,600)	100.0%
(67,682)			-	(24,800)	(25,600)	

2011/12 ACTUAL	CHIEF EXECUTIVE	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: P Warren		£	£	£	
	Employee Costs					
176,039	Salaries	16 174 1000	175,500	169,500	174,500	-0.6%
662	Professional Fees	16 174 1006	900	700	700	
93	Telephone Allowances	16 174 5502	100	100	100	
2,597	Training	16 174 1005	2,000	2,000	2,000	
1,369	Insurance	16 174 1140	1,400	1,600	1,700	
180,760			179,900	173,900	179,000	
	Transport Related					
1,967	Car Allowances	16 174 1120	2,100	2,500	2,500	
1,967			2,100	2,500	2,500	
	Supplies & Services					
566	Expenses	16 174 xxxx	500	1,000	500	
1,073	Equipment, Tools and Materials	16 174 1100	1,500	1,200	1,200	
719	Conferences	16 174 5503	900	1,200	1,200	
2,359			2,900	3,400	2,900	

2011/12 ACTUAL	HUMAN RESOURCES	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: P Warren		£	£	£	
	Employee Costs					
150,507	Salaries	12 121 1000	149,800	164,900	166,800	11.3%
11,016	Occupational Health	12 121 4604	15,000	14,000	7,000	-53.3%
22,966	Central Training Provision	12 121 4607	23,200	12,000	19,000	-18.1%
14,919	Staff Advertising	12 121 4602	15,500	15,500	10,000	-35.5%
480	Job Evaluation Appeals	12 121 4605	2,000	2,000	2,000	
1,165	Childcare Vouchers Management Fee	12 121 4611	700	1,200	1,200	
3,757	Staff Reward Scheme	12 121 4606	4,000	4,000	4,000	
18,168	Work Placements	12 121 1017	16,000	16,000	16,000	
2,281	Insurance	12 121 1140	2,300	2,700	2,800	
382	Criminal Record Bureau	12 121 4612	400	1,300	1,300	225.0%
4,300	Investors In People	12 121 4603	4,300	4,300	4,300	
-	Attendance Bonus	12 121 4613	-	17,800	15,500	100.0%
229,940			233,200	255,700	249,900	
	Supplies & Services					
658	Expenses	12 121 1xxx	200	1,400	1,300	550.0%
499	Equipment, Tools and Materials	12 121 xxxx	300	800	800	
1,494	Consultancy	12 121 4577	1,800	1,800	1,800	
47	Nalگو Room Hire	12 121 4610	100	100	100	
2,699			2,400	4,100	4,000	
	Fees & Charges					
(28,655)	Staff Parking	12 121 4610	(30,000)	(25,000)	(25,000)	-16.7%
(28,655)			(30,000)	(25,000)	(25,000)	

2011/12 ACTUAL £	CORPORATE MANAGEMENT Head of Service: P Warren	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Supplies & Services					
12,368	Comprehensive Area Assessment	16 170 5400	-	-	-	
966	Capacity Building Fund	16 170 xxxx	-	-	-	
200	Subscriptions	16 170 1018	200	200	200	
1,270	Chartermark	16 170 5402	-	-	-	
1,643	LSP -Performance Reward Grant	16 170 5491	-	-	-	
150	Crystal Mark	16 170 5415	-	-	-	
4,495	Equalities and Diversity	16 170 5506	-	-	-	
21,092			200	200	200	
	Contracted Services					
131,453	External Audit Fees - Main Audit & Outside Inspecto	16 170 540x	105,000	63,000	63,000	-40.0%
27,682	External Audit Fees - Grant Claims	16 170 5410	29,400	15,000	15,000	-49.0%
25,342	Bank Charges	16 170 5412	23,100	24,100	24,100	4.3%
184,476			157,500	102,100	102,100	

2011/12 ACTUAL £	EMERGENCY PLANNING/HEALTH & SAFETY Head of Service: P Warren	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
45,766	Salaries	19 177 1000	56,200	55,800	56,200	
630	First Aid Courses	19 177 5536	1,200	1,200	1,200	
912	Insurance	19 177 1140	900	1,100	1,200	
47,308			58,300	58,100	58,600	
	Transport Related					
2,032	Car Allowances	19 177 1120	2,200	2,000	2,000	
107	Transport & Plant	19 177 1170	300	300	300	
2,138			2,500	2,300	2,300	
	Supplies & Services					
35	Expenses	19 177 xxxx	100	300	200	
2,489	Equipment, Tools & Materials & Subscriptions	19 177 xxxx	2,600	2,600	2,600	
21	Telephone	19 177 1011	100	100	100	
244	Communication	19 177 5545	400	400	400	
201	Emergency Exercise	19 177 5540	400	400	400	
1,945	Call-Out Service	19 177 5543	2,000	2,000	2,000	
1,299	Health & Safety	19 177 5539	4,500	2,000	2,000	-55.6%
481	Sand Bags	19 177 5541	500	500	500	
6,715			10,600	8,300	8,200	

2011/12 ACTUAL £	CORPORATE POLICY & PARTNERSHIP Head of Service: P Warren	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
90,809	Salaries	13 129 1000	99,600	72,200	87,300	-12.3%
1,825	Insurance	13 129 1140	1,900	1,600	1,700	
92,634			101,500	73,800	89,000	
	Supplies & Services					
827	Expenses	13 129 113x	1,300	1,200	1,100	
50	Equipment, Tools & Materials	13 129 1100	300	200	200	
5,975	Subscriptions	13 129 1018	6,000	-	-	-100.0%
6,852			7,600	1,400	1,300	

2011/12 ACTUAL £	COMMUNICATIONS Head of Service: P Warren	CODE	ESTIMATES 2012/2013		2013/2014 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	Employee Costs					
71,090	Salaries	12 123 1000	68,300	67,800	67,800	
912	Insurance	12 123 1140	900	1,100	1,200	
<u>72,002</u>			<u>69,200</u>	<u>68,900</u>	<u>69,000</u>	
	Supplies & Services					
545	Equipment, Supplies and Materials	12 123 1100	100	100	100	
25,654	Newspaper (Rochford District Matters)	12 123 5437	30,000	30,000	30,000	
66	Expenses	12 123 11xx	200	0	0	
<u>26,265</u>			<u>30,300</u>	<u>30,100</u>	<u>30,100</u>	
	Fees and Charges					
(25,220)	Rochford District Matters	12 123 8437	(23,600)	(23,600)	(23,600)	
<u>(25,220)</u>			<u>(23,600)</u>	<u>(23,600)</u>	<u>(23,600)</u>	



Department for
Communities and
Local Government

**NATIONAL NON-DOMESTIC RATES RETURN 1
NNDR1 2013-14**

Please e-mail to : nndr.statistics@communities.gsi.gov.uk

Please enter your details after checking that you have selected the correct authority name.

Please check the figures shown in the cells with a blue border and enter your own figures if you disagree with those suggested.

A provisional version of the form should be returned to the Department for Communities and Local Government by
Monday 7 January 2013

The final version of this form, including a signed copy, must also be sent to the Department for Communities and Local Government by
Thursday 31 January 2013

Select your local authority's name from this list:

Ribble Valley
Richmond upon Thames
Richmondshire
Rochdale
Rochford
Rossendale

Check that this is your authority :

Check that this is your E Code :

Local authority contact name :

Telephone number of local authority contact :

Fax number for local authority contact :

E-mail address of local authority contact :

Rochford
E1540

Ver 1.3

1. Number of hereditaments on the rating list on 30 September 2012

2,044

2. Aggregate rateable value on the rating list on 30 September 2012

**£
41,195,555**

GROSS CALCULATED RATE YIELD

3. Enter line 2 x small business non-domestic rating multiplier (0.462)

**£
19,032,346.41**

MANDATORY RELIEFS

Small business rate relief

£

4. Additional yield generated to finance the small business rate relief scheme

282,130.04

5. Cost of small business rate relief for properties within billing authority area

1,387,564.28

6. Net cost of the small business rate relief (Line 5 minus Line 4)

1,105,434.24

7. Cost of relief to charities

907,933.52

8. Cost of relief to Community Amateur Sports Clubs

12,453.24

9. Cost of relief for rural general stores, post offices, public houses, petrol filling stations and food shops

253.16

10. Cost of relief for partly occupied premises

0.00

11. Cost of relief for empty premises

446,503.18

12. Total mandatory reliefs (Sum of lines 6 to 11)

2,472,577.34

DISCRETIONARY RELIEFS

13. Cost of relief to charities

28,409.89

14. Cost of relief to non-profit making bodies

0.00

15. Cost of relief to Community Amateur Sports Clubs

0.00

16. Cost of relief for rural general stores, post offices, public houses, petrol filling stations and food shops

0.00

17. Cost of relief to other rural businesses

0.00

18. Other Section 47 reliefs (Localism Act discounts)

0.00

19. Total discretionary reliefs (Sum of lines 13 to 18)

28,409.89

20. Gross Rate Yield after reliefs (Line 3 minus lines 12 & 19)

16,531,359.18

21. Estimate of 'losses in collection'

164,000.00

22. Allowance for Cost of Collection

85,320.04

23. Special Authority Deductions - City of London Offset

NATIONAL NON-DOMESTIC RATES RETURN 1 2013-14		Rochford
Ver 1.3		
Section 2		
Enterprise Zones		
24. Estimated level of discount to be awarded in 2013-14		£ 0.00
25. Estimated value of non-domestic rates in the Enterprise Zone area in 2013-14	0.00	
26. Enterprise Zone baseline	0.00	
27. Total estimated value of business rates to be retained in 2013-14 (Line 25 minus line 26)		0.00
New Development Deals		
28. Estimated value of non-domestic rates in the New Development Deals area in 2013-14		
29. New Development Deals baseline		
30. Total estimated value of business rates to be retained in 2013-14 (Line 28 minus line 29)		0.00
Renewable Energy Schemes		
31. Total estimated value of business rates to be retained in 2013-14		
32. Net Rate Yield excluding transitional arrangements and rate retention (Line 20 minus the sum of lines 21 to 23, 27, 30 & 31)		16,282,039.14
Rate retention adjustments		
33. Estimate of the change in rateable value between 1 October 2012 and 30 September 2013		-545,555.00
34. Estimate of the change in receipts as a result in the change in rateable value (line 33 times the multiplier)		-252,046.41
This equates to a percentage change of	% -1.32	
35. Local authority's estimate of adjustment due to appeals		450,000.00
36. Net Rate Yield excluding transitional arrangements but after rate retention adjustments (Line 32 plus lines 34 and minus line 35)		15,579,993.00
Section 3		
Transitional arrangements		
37. Addition revenue received because reduction in rates have been deferred	11,007.25	
38. Revenue foregone because increase in rates have been deferred	42,941.47	
39. Net cost of transitional arrangements (Line 38 minus line 37)		31,934.22
40. Net Rate Yield after transitional arrangements and rate retention (Line 36 minus line 39)		15,548,059.00

NNDR Summary for : Rochford	
These figures show the percentage shares of the NNDR you estimate your authority will collect in 2013-14. They are based on line 36. See the <i>Tier Split</i> tab for full information	
Amount of NNDR to be paid to central government	£ 7,789,997.00
Amount to be retained by Rochford under the rates retention scheme	6,231,997.00
Amount to be passed to Essex	1,402,199.00
Amount to be passed to Essex Fire Authority	155,800.00

Certificate of Chief Financial Officer

I certify that the entries in lines 3, 12, 19, 20, 36, 39 and 40 of this form are the best I can make on the information available to me and that the figures given in lines 1 and 2 used in the calculating the amount shown in lines 36 and 40 are, to the best of my knowledge and belief those shown in the rating list for my authority as at 30 September 2012, subject to any order made before 15 January 2013 under the Local Government Act 1972 implementing boundary changes. I also certify that the authority has made proper arrangements for securing efficiency and effectiveness in relation to the collection of non-domestic rates. I also certify to the best of my knowledge and belief that any amount included as legal costs in line 22 and discretionary relief in line 24 meet the conditions set out in the Non-Domestic Rating (Rates Retention) Regulations 2013.

Chief Financial Officer :

Date :

Head of Planning & Transportation - Shaun Scrutton			
Fees & Charges		2012/13 £	2013/14 £
Planning			
High Hedges	Standard Fee for processing a high hedges complaint	400.00	410.00
	Fee for processing a high hedges complaint - Concessionary (Benefits & Pensions)	-	
Pre-planning advice	<i>Any proposal not meeting the categories below will be subject to a fee arranged by negotiation.</i>		
	<u>Written Generic only without officer viewing the site</u>		
	Householder (<i>Extensions, alterations, outbuildings etc</i>)	-	-
	Small (<i>1 dwelling or up to 999 sqm commercial floor area including small changes to plant and other alterations</i>)	120.00	120.00
	Minor (<i>2-9 dwellings or 1000-1,999 sqm</i>)	120.00	120.00
	Major (<i>10-99 dwellings or 2,000-4,999 sqm</i>)	300.00	300.00
	Strategic (<i>>100 dwellings or >5,000 sqm</i>)	N/A	N/A
	Listed Building	120.00	120.00
	<u>Meeting with Written advice</u>		
	Householder	-	-
	Small	300.00	300.00
	Minor (1 Meeting up to 2 hours)	420.00	420.00
	Major (1 Meeting up to 3 hours)	840.00	840.00
	Strategic (1 Meeting up to 3 hours)	1,200.00	1,200.00
<i>alternatively</i>	Strategic (2 Meetings)	1,800.00	1,800.00
<i>alternatively</i>	Strategic (package of up to 6 Meetings)	4,200.00	4,200.00
	Listed Building	240.00	240.00
	<u>Follow-up</u>		
	Householder	120.00	120.00
	Small	180.00	180.00
	Minor	240.00	240.00
	Major	600.00	600.00
	Strategic	900.00	900.00
	Listed Building	180.00	180.00
<u>Building Control</u>	<i>These fees can be obtained from the building control pages on the Rochford District Council website.</i>		

Fees & Charges		2012/13	£	2013/14	£
Transportation					
Car Parks					
Old Ship Lane	Up to 1/2 hour		0.40		0.40
	Up to 1 Hour		0.80		0.80
	Up to 2 Hours		1.40		1.40
	Up to 4 Hours		-		2.40
Websters Way/ Mill Hall	Up to 1/2 hour		0.40		0.40
	Up to 1 Hour		0.80		0.80
	Up to 2 Hours		1.40		1.40
	Up to 3 Hours		2.00		2.00
	Up to 4 Hours		2.40		2.40
Hockley Woods	Up to 1 Hour		0.20		0.20
	Up to 2 Hours		0.40		0.40
	Up to 3 Hours		0.60		0.60
	Up to 4 Hours		1.00		1.00
	All Day		3.00		3.00
	Annual Season Ticket		500.00		500.00
Mixed (Incl. Freight House)	Up to 1/2 hour		0.40		0.40
	Up to 1 Hour		0.80		0.80
	Up to 2 Hours		1.40		1.40
	Up to 3 Hours		2.00		2.00
	Up to 4 Hours		2.40		2.40
	Up to 5 Hours		3.00		3.00
	All Day		5.00		5.00
The Approach	Day Ticket		5.00		5.00
Season Tickets	The Approach, Rayleigh				
	Quarterly		200.00		200.00
	Annual		700.00		700.00
	Admin Fee for Refund of Season Ticket		30.00		30.00
Season Tickets	All RDC Car Parks Excluding The Approach, Rayleigh				
	Quarterly		240.00		240.00
	Annual		800.00		800.00
	Admin Fee for Refund of Season Ticket		30.00		30.00
Mobile Phone Payment	Transaction fee (charged by 3rd party)		0.20		0.20
	Text Receipt (Can opt out online)		0.10		0.10
	Text Reminder (Can opt out online)		0.10		0.10
Penalties	Higher Penalty Charge:-				
	If paid within 14 days		35.00		35.00
	If unpaid after 14 days		70.00		70.00
	If charge certificate issued		105.00		105.00
	If traffic enforcement centre involved		112.00		112.00
	Lower Penalty Charge:-				
	If paid within 14 days		25.00		25.00
	If unpaid after 14 days		50.00		50.00
	If charge certificate issued		75.00		75.00
	If traffic enforcement centre involved		82.00		82.00

Fees & Charges		2012/13	£	2013/14	£
Staff Parking Permits	South Street Office Car Parks	400.00		400.00	
	Other Car Parks	200.00		200.00	
Commercial Parking	Commercial use of an off-street parking space (per bay)				
	- First day	20.00		20.00	
	- Each day thereafter	7.50		7.50	
<u>Hackney Carriage</u>					
Vehicle Licence	Hackney Carriage Vehicle Licence	250.00		250.00	
	Wheelchair Accessible Hackney Carriage Vehicle Licence	200.00		200.00	
	Private Hire Vehicle Licence	200.00		200.00	
	Wheelchair Accessible Private Hire Vehicle Licence	150.00		150.00	
Other Charges	Interim Vehicle Inspection	30.00		30.00	
	Replacement Vehicle Licence Plate	10.00		10.00	
	Replacement Drivers Badge	10.00		10.00	
	Replacement Door Stickers x 2	10.00		10.00	
	Replacement Flexiplate Platform	10.00		10.00	
	Change of Vehicle	50.00		50.00	
	Transfer of Interest	20.00		20.00	
	Temporary Magnetic Door Sticker x 2 (Refundable deposit)	20.00		20.00	
Driver Licences	Hackney Carriage AND Private Hire Drivers Licence combined				
	- First Application (inclusive of up to 4 knowledge tests)	120.00		120.00	
	- Additional knowledge tests	20.00		20.00	
	- Renewal	60.00		60.00	
	Private Hire Drivers Licence (Restricted)				
	- First Application (inclusive of up to 4 knowledge tests)	100.00		100.00	
	- Additional knowledge tests	20.00		20.00	
	- Renewal	50.00		50.00	
	DVLA Check	6.00		6.00	
	Criminal Records Disclosure	44.00		44.00	
Private Hire Operators Licences	Annual Licence - Up to 3 vehicles/ per annum	70.00		70.00	
	Annual Licence - Over 3 vehicles	100.00		100.00	

Head of Legal, Estates and Member Services - Albert Bugeja			
Fees & Charges		2012/13 £	2013/14 £
Cemeteries			
Interments In Graves or Vaults	Interment Fee (New grave or re-open) :		
	- Still Born - Under 1 Month	210.00	215.00
	- Under 12 Years	315.00	323.00
	- Over 12 Years	640.00	656.00
	Exclusive Right of Burial (<i>50% reduction for child under 12 buried in children's area</i>)	715.00	733.00
	For the Interment of a Cremation Casket in a purchased grave	240.00	246.00
Interments in Cremation Plots	Interment Fee (New Grave or reopen)	240.00	246.00
	Exclusive Right of Burial	365.00	374.00
Monuments, Gravestones, Tablets & Monumental Inscription			
<u>Rayleigh Cemetery Monuments, Headstones and Inscriptions</u>			
<i>Earthen Graves</i>			
	A headstone set on a base with or without kerbstone surround is permitted.		
	Headstone maximum height 91.4 cm from ground level, a maximum of 10.2 cm thick and 76.2 cm wide at its maximum width. A base of the same material maximum size 91.4 cm long 38.1 cm wide.	168.00	172.00
	Kerbstone or border stone (height not exceeding 30.5cm)	168.00	172.00
<i>Cremation plots</i>			
	Memorials on cremation plots can vary in forms of memorial vase/inscription panel, open books etc, but restricted to a maximum height of 30.5 cm	168.00	172.00
	Kerbstone around a cremation plot (76cm x 76cm)	168.00	172.00
	Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	168.00	172.00
	Any additional inscription on a memorial	72.00	74.00

Fees & Charges		2012/13 £	2013/14 £
Hall Road Cemetery Monuments, Headstones and Inscriptions			
Earthen Graves			
Since this is a Lawn Cemetery the only memorial permitted will be in the form of a headstone set on a base Maximum Height 91.4 cm from ground level, a maximum of 10.2 cm thick and 76.2 cm wide at its maximum width. A base of the same material maximum size 91.4 cm long 38.1 cm wide		168.00	172.00
Cremation plots			
A memorial vase/inscription panel only is permitted. Size not to exceed 61 cm x 30.5 cm 23 cm x 23cm.		168.00	172.00
Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial		168.00	172.00
Any additional inscription on a memorial		72.00	74.00
NOTE: Flagstone and kerbstones are not applicable to Hall Road Cemetery			
NOTE: If the deceased had not been a Council Taxpayer, inhabitant or parishioner within the Rochford District within a period of three years prior to his or her death, then all the foregoing fees, payments and sums will be doubled.			
Funerals Administration	National Assistance Act funerals administration Fee	450.00	450.00
Exhumation Charge	Each exhumation will be recharged on an actual costs basis plus VAT		
Additional Fees	Registering Transfer of grant	80.00	80.00
Sewer Clearances	Minimum Charge <i>Cost of works apportioned by number of properties affected, with minimum charge as above</i>	35.00	35.00
Public Footpaths	Diversion, Extinguishment or Creation	1,750.00	1,750.00

Fees & Charges		2012/13 £	2013/14 £
S106 Agreements	S106 Agreements - Single Domestic Dwellings	135.00	135.00
	S106 Agreements - Hourly Charge for Solicitor with over 8 years experience	217.00	217.00
	S106 Agreements - Hourly Charge for Solicitor/Legal Exec with over 4 years experience	192.00	192.00
	S106 Agreements - Hourly Charge for Other Solicitors/Legal Execs	161.00	161.00
	S106 Agreements - Hourly Charge for Trainee Solicitors, Paralegals and Equivalentents	118.00	118.00
	Access to Land	25.00	25.00
Covenant Certificates	Where covenants exist a certificate required on sale of property.	50.00	50.00
Local Land Charges			
Fees for Supplementary Enquiries	Where relating to one parcel of land only	172.00*	172.00*
	Where relating to several parts of land and delivered on a single form:- for the first parcel of land	172.00*	172.00*
	For each additional parcel of land the amount is fixed by arrangements between the solicitors and the district council	31.00*	31.00*
	Where relating to one parcel of land or to several parcels and delivered in a single form, for each printed enquiry numbered in the form.	20.00*	20.00*
	For each further enquiry added by solicitors and which the council is wiling to answer.	36.00*	36.00*
	<i>(*These charges are related to cost recovery. They are currently being reviewed.)</i>		
Council Minutes Etc.			
	Parish List - Yearly Charge	165.00	169.00
	Council - Yearly Charge	109.00	112.00
	Council - Per Meeting	20.00	21.00
	Committee - Yearly Charge	215.00	220.00
	Committee - Per meeting	34.50	35.00
	Sub Committee - Yearly Charge	121.50	125.00
	Sub Committee - Per meeting	20.00	21.00
	Committee report background papers		
	Inspection fee (per item)	1.60	2.00
	Local Plan - replacement second deposit:		
	- paper	100.00	100.00
	- CD-ROM	25.00	25.00

Fees & Charges		2012/13	2013/14
		£	£
Cont....	Inspectors Report	25.00	25.00
	Land Availability - residential	30.00	30.00
	Land Availability - Industrial	20.00	20.00
	Annual Monitoring Report	40.00	40.00
	Local Development Scheme	40.00	40.00
	Statement of Community Involvement	40.00	40.00
	Rochford Conservation Area Appraisal	75.00	75.00
	Rayleigh Conservation Area Appraisal	75.00	75.00
	Supplementary Planning Documents	40.00	40.00
	Core Strategy Development Plan Document	100.00	100.00
	Any documents on CD	12.00	12.00
	Urban Capacity Study CD only	50.00	50.00
Hire of Civic Suite	Council Chamber - Up to 3 hour session	90.00	92.00
	Council Chamber - sessions over 3 hours / full day	150.00	154.00
	Additional Charge for use of video projection equipment (per 3 hour session)	12.50	13.00
	<i>All charges for commercial use will be increased by 100%</i>		
<u>Member Training</u>	Charge for Parish Officers to attend RDC led training courses per person per session	N/A	40.00

Head of Environmental Services - Richard Evans		
Fees & Charges	2012/13 £	2013/14 £
Licences Etc.		
Dangerous Wild Animals Act 1976	145.00	149.00
Animal Boarding Establishment Act 1963	175.00	179.00
Riding Establishments Act 1964		
- Non Charitable	305.00	313.00
- Charitable	80.00	82.00
Mid year Vet inspection	122.00	125.00
Pet Animals Act 1951 & Breeding of Dogs Act 1973	155.00	159.00
Home Boarding of Dogs	62.00	64.00
<i>The above fees are subject to additional charges for consultants or inspection fees</i>		
Motor Salvage Operating Licence - Issue/Renewal	170.00	174.00
Hypnotism Consent	55.00	56.00
Alcohol, Regulated Entertainment & Late Night Refreshment Licence Fees:		
These are prescribed by regulations issued under the Licensing Act 2003 and vary dependent on the application type, therefore please contact licensing department for further information or refer to the licensing area of the Council website.		
Sex Establishments		
Grant renewal, variation or transfer	2,650.00	2,716.00
- £2,040 refunded if no hearing		
Other Establishments		
Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing & electrolysis	200.00	205.00
Gambling Licence Fees		
Betting Office - grant/ provisional statement	2,210.00	2,265.00
Annual Fee	520.00	533.00
Variation	1,105.00	1,133.00
Transfer/ Reinstatement	885.00	907.00
Adult Gambling Centre - grant/ provisional statement	1,475.00	1,512.00
Annual Fee	735.00	753.00
Variation	735.00	753.00
Transfer/ Reinstatement	885.00	907.00
Bingo Club - grant/ provisional statement	2,580.00	2,645.00
Annual Fee	865.00	887.00
Variation	1,290.00	1,322.00
Transfer/ Reinstatement	885.00	907.00
Family Entertainment Centre - grant/ provisional statement	1,475.00	1,512.00
Annual Fee	550.00	564.00
Variation	735.00	753.00
Transfer/ Reinstatement	700.00	718.00
Street Trading Consent - Issue	250.00	256.00
Street Trading Consent - Renewal	250.00	256.00
Pavement Permissions - Issue	250.00	256.00
Pavement Permissions - Renewal	250.00	256.00

Fees & Charges		2012/13	2013/14
		£	£
Zoo Licensing	Application for grant of first licence	220.00	226.00
	Application for renewal of licence	145.00	149.00
	Grant of first licence	460.00	472.00
	Renewal of licence	630.00	646.00
	Alteration of licence	88.00	90.00
	Transfer of licence	88.00	90.00
	<i>The above fees are subject to additional charges for consultants or inspection fees</i>		
<u>Rustic Products</u>			
Woodchips	Collected from Hockley Woods per bag	4.50	5.00
	Collected from Hockley Woods per m ³	18.00	18.00
	Delivered within 10 miles	28.00	29.00
Firewood	Firewood (logs) per transit load delivered - Within District	110.00	120.00
	Firewood (logs) per half transit load delivered - Within District	65.00	70.00
	Delivery 5-10 miles		5.00
Kindling & Logs	<i>Pricing structure to be confirmed for 2013/14</i>	N/A	TBC
Stakes	6ft Chestnut rustic fencing stakes (pointed end) each	2.50	2.50
	6ft Chestnut rustic fencing stakes (pointed end) (more than 50)	2.25	2.25
Rustic Bench	Made from local claimed materials	150.00	154.00
<u>Open Spaces</u>			
Memorials	Five year maintenance agreement for bench - backed	N/A	420.00
	Five year maintenance agreement for bench - unbacked	N/A	330.00
	Tree planting (does not include cost of tree)	N/A	50.00
	Burial of pet ashes does not include memorial cost	N/A	50.00
Commercial use of open space			
	Costs for licensed organisations to use open spaces for events. (Costs for reinstatement are not included, and must be met by the organising body).		
	- 'Low key' commercial use – e.g. Dog Walking Companies, 'Boot Camp' style fitness sessions where operators charge participants. (per annum)	N/A	300.00
	- General community events which are free at the point of entry (e.g. Sponsored Walks, Race for Life, Schools Orienteering).	N/A	Free
	- Not for profit and commercial interest companies, special interest events, for which an entrance charge is made to help cover the organiser's costs. (per day)	N/A	200.00
	- Fully commercial, profit making events – e.g. Music concerts markets etc. (per event).	N/A	1,000.00

Fees & Charges		2012/13 £	2013/14 £
Miscellaneous Items			
	Trading Pitch in Open Spaces (Renewable every three years) subject to a tendering process		
Funerals Administration	National Assistance Act funerals administration Fee	450.00	461.00
	Research or completion of works in default of a notice period per hour (min charge - 1hr)	55.00	56.00
Factual Statements	Section 28(9) of Health and Safety at Work etc Act 1974	120.00	123.00
Requests for Environmental Information	Up to 4 hours	99.00	101.00
	Per hour thereafter	25.75	26.00
Fixed Penalty Notices	Fixed Penalty notices can be awarded for a number of offences and range in value, a detailed listing can be found on the Council's website.		
Football			
	Alternative use of pitch - Sat	690.00	707.00
	Alternative use of pitch - Sun	742.00	761.00
Casual Lettings Including Pavilion	Adults Sat	106.00	109.00
	Adults Sun	120.00	123.00
	Juniors Sat	72.00	74.00
	Juniors Sun	79.00	81.00
Established Junior Pitches	Alternative use of pitch - Sat	338.00	346.00
	Alternative use of pitch - Sun	362.00	371.00
Mini Football	Alternative use of pitch - Sat	290.00	297.00
	Alternative use of pitch - Sun	342.00	351.00
Pavilion Hire	Including changing rooms per 3 hour session. <i>NOTE: Hire in respect of Youth Clubs will be reduced by 50%</i>	75.00	77.00
Playgroups	Pre-School and mother and child - Morning Session	15.00	15.00
	Pre-School and mother and child - Afternoon Session	15.00	15.00
	Pre- School and mother and child - Brownies Evening Session <i>NOTE: Fees do no include service charges. Reduction of 25% for registered charities</i>		
BEING REMOVED AS NO MEANS OF COLLECTING FEES			
Tennis	Casual Bookings - Per Court - Adult - Any Day	5.00	N/A
	Casual Bookings - Per Court - Junior - Any Day	3.00	N/A
Cricket	Cricket	500.00	513.00
	Pavilion Hire (50% of pitch hire)		
Lost, Found or Stray Dogs	Statutory fee	78.00	78.00
	Daily kennelling fee (Plus vet fees if necessary)	13.00	13.00
	Microchip at the Kennels	18.00	18.00
Bulky Waste Collection - figures for 2013-14 to be finalised.			
	Collection of bulky waste (household furniture) and electrical household items		
	- Up to 3 items	15.00	TBC
	- Each additional item booked at same time	5.00	TBC

Head of Information & Customer Services - Sarah Fowler		
Fees & Charges	2012/13 £	2013/14 £
Copy Documents	(VAT absorbed on items under £1.00 - VAT to be added in other cases)	
A4 Copy per Sheet	0.10	0.10
A3 Copy per Sheet	0.30	0.30
A2 Copy per Sheet	0.50	0.50
A1 Copy per Sheet	1.55	1.55
A0 Copy per Sheet	2.65	2.65
Letter of confirmation of registration on electoral register	15.50	15.50
Freedom of Information Requests	Based on the copy per sheet fee above, and royal mail postage costs. Charge will only be made where the cost of printing and postage is in excess of £5	
	Charges for officer time may also be made if the time required to process a request is in excess of 18hrs at a rate of £25/hour	
	In all cases where a charge is applicable, the requestor will be notified before the request is processed.	
	Requests for Environmental Information follow a different charging regime and are detailed under the Head of Environmental Services	
Data Protection Act 1998		
Subject Access Request	10.00	10.00

Head of Community Services - Jereme Bourne		
<u>Fees & Charges</u>	2012/13 £	2013/14 £
Housing		
Improvement and Prohibition Notices	400.00	400.00
Fee for Mandatory Licensing of Houses in Multiple Occupation:		
Up to 5 bedrooms	315.00	315.00
For each additional bedroom	52.50	52.50
Variation of Licence	50% of Fee	50% of fee
<i>N.B. HMOs owned by a Registered Charity are exempt</i>		
Key-worker Sales Certificate (charge inclusive of VAT)	60.00	60.00
Property Inspection report to support VISA applications.	180.00	180.00
Hire of Windmill		
For commercial use - 1 hour session on one floor	34.00	34.00
For commercial use - all day (7.5hr)	85.00	85.00
For non - commercial use - 1 hour session on one floor	17.00	17.00
For non - commercial use - all day (7.5hr)	42.50	42.50
Wedding Hire		
Mondays - Fridays Inclusive (am)	150.00	150.00
Mondays - Fridays Inclusive (pm)	250.00	250.00
Saturday, Sunday and Bank Holidays	350.00	350.00
Wedding invitations (each)	1.50	1.50
Chair Cover Hire including sashes	60.00	60.00

Peoples & Policy Manager		
Fees & Charges	2012/13 £	2013/14 £
Publications		
Origins of Rochford Book	1.50	1.50
Origins of Rayleigh Book	1.50	1.50
Old House Guide	1.00	1.00

Capital Programme & Financing Estimates									
-	Actual	Approved	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
	2011/12	2012/13	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	
Information & Communications									
ICT Strategy	30,658	62,342	62,342	55,000	50,000	50,000	50,000	50,000	For 2013/14 budget is for CoCo compliance, fixed asset system, and a shared IT platform with Castle Point Borough Council.
Vehicles and Equipment									
Wheele Bins	83,271	73,936	73,936	55,000	55,000	55,000	55,000	55,000	Rolling replacement budget for 2013/14 - Approved by Head of Service. The 2012/13 allocation is to be used for Wheele Bin Storage to remove requirement for storage costs, with report to Executive on the business case for the change of use.
Vehicle Replacements	19,000	32,100	32,100	73,000	-	-	51,000	20,000	This programme has been frozen pending a review of vehicles. Budget will be released by Head of Finance if there is an urgent requirement.
Replacement Telephony system	-	-	-	100,000	-	-	-	-	To ensure that the telephone systems remain fit for purpose. Will require a business case and approval by the Executive.
Equipment Replacement Programme	128,640	90,235	128,235	41,500	50,000	50,000	50,000	50,000	2013/14 allocations:- £10,000 mobile working. £20,000 post & scanning Expenditure agreed by Head of Service. £12,000 reception display equipment This item to be approved by the Executive.
Operational Assets									
Hall Road Cemetery Extension	22,282	200,101	40,000	160,101	-	-	-	-	Budget reprofiled, £40,000 retained for 12/13 but may not be required until 13/14. Total budget within original approved budget.
Cemetery Staff facilities		-	-	12,000	-	-	-	-	Provide facilities at Rayleigh cemetery. Expenditure approved by Head of Service.
Rochford Offices -Heating and Electrical Works	295,389	125,759	125,759	-	-	-	-	-	
Rochford Offices - Window Enhancements		35,000	35,000	49,635	-	-	-	-	Deterioration of existing installations and to improve energy efficiency and comfort. Already approved by Executive.

Appendix 4

-	Actual	Approved	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
-	2011/12	2012/13	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	
Depot		-	-	31,000	-	-	-	-	To enable feasibility studies of options for replacement of existing buildings and health & safety works to be carried out. This expenditure will be approved by Head of Service. The final depot budget and proposals will be approved by the Executive.
Rochford Offices - Print Room		-	-	10,000	-	-	-	-	Installation of ventilation. Expenditure will be approved by Head of Service.
Rochford Offices - Upgrade of loft insulation		10,000	10,000	21,000	-	-	-	-	The loft insulation within the Council offices' pitched roofs is not up to the 300 mm standard for energy efficiency. Expenditure will be approved by Head of Service
Rayleigh Office Accommodation - Structural Repairs	10,728	12,000	-	12,000	-	-	-	-	Scheme approved for 2012/13 has been deferred to 2013/14. (waterproofing roof bitumen to extend life). Expenditure will be approved by Head of Service.
Windmill		-	-	2,500	-	-	-	-	Heating alterations to ensure that systems work effectively. Expenditure will be approved by Head of Service.
Pavilion Refurbishments		60,000	17,000	60,000	30,000	30,000	30,000	30,000	The Executive will approve the programme for 2013/14. This includes £30,000 budget from 12/13 that will not be spent by year end.
Town & Village improvements									
Public Conveniences		30,000	30,000	-	-	-	-	-	
Big society Funding		41,500	41,500	18,500	15,000	15,000	15,000	15,000	Rolling programme of £15,000 proposed from 13/14 onwards following success in 2012/13. £3,500 carried forward from 2012/13. Portfolio Holder has approved the 13/14 allocations.
Hockley Car Park (Southend Road)		25,500	36,937	-	-	-	-	-	
Signage Enhancements		5,000	5,000	5,000	5,000	5,000	5,000	5,000	Programme to replace and upgrade the highway directional signage to our facilities, including council offices and leisure facilities. Expenditure will be approved by Head of Service. Car park signage to be done in 2013/14.

Appendix 4

-	Actual	Approved	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
-	2011/12	2012/13	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	
Parks & Play Facilities									
Play Spaces	75,193	50,000	50,000	50,000	50,000	50,000	50,000	50,000	The programme for 2013/14 to be agreed by Executive.
Cherry Orchard Jubilee Country Park	5,541	327,800	40,000	287,800	-	-	-	-	Unused budget has been carried forward. Any changes will be reported to the Executive. The Management Plan for the Country Park is currently under review, and therefore all expenditure other than for the pet memorial is now frozen until the review is complete.
Hockley Woods		105,000	105,000	20,000	-	-	-	-	2013/14 expenditure is for staff facilities for woodlands based staff. Expenditure to be approved by Head of Service.
Magnolia public open space		30,000	18,563	-	-	-	-	-	
Rayleigh Leisure Centre - ground re-inforcement to overflow car park		30,000	30,000	-	-	-	-	-	
Parks & Open Spaces Programme	46,662	60,000	60,000	50,000	50,000	50,000	50,000	50,000	The programme for 2013/14 to be agreed by Executive.
Externally Funded Projects									
Thames Gateway PSR	103,943	31,131	31,131	-	-	-	-	-	
Sub Total	907,573	1,437,405	972,503	1,114,036	305,000	305,000	356,000	325,000	
Housing									
Home maintenance and Adaptation Grants	35,951	104,049	104,049	70,000	70,000	70,000	70,000	70,000	
Disabled Facilities Grants	270,637	256,000	313,408	250,000	250,000	250,000	250,000	250,000	Allocation is linked to amount of funding from Government.
Total Housing	306,588	360,049	417,457	320,000	320,000	320,000	320,000	320,000	
Total Capital Programme	1,214,161	1,797,454	1,389,960	1,434,036	625,000	625,000	676,000	645,000	
Total Expenditure	1,214,161	1,797,454	1,389,960	1,434,036	625,000	625,000	676,000	645,000	

Appendix 4

	Actual	Approved	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
	2011/12	2012/13	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	
Financed by:									
Capital Grant	171,443	31,131	31,131	-	-	-	-	-	
Housing Grants	189,362	156,000	213,408	150,000	150,000	150,000	150,000	150,000	
Prudential Borrowing		-	-	-	-	-	155,027	245,000	
Capital Receipts Required	853,356	1,610,323	1,145,421	1,284,036	475,000	475,000	370,973	250,000	
Total Financing	1,214,161	1,797,454	1,389,960	1,434,036	625,000	625,000	676,000	645,000	
Statement on	Actual	Estimate	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
Capital Receipts	2011/12	2012/13	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	
Capital Receipts B/fwd	2,331,784	2,187,430	2,187,430	1,428,009	482,973	349,973	120,973	-	
Received in Year - General Receipts	522,055	50,000	50,000	10,000	10,000	10,000	10,000	10,000	Does not include any receipts from any asset disposals as options/timing/valuations are to be confirmed.
VAT shelter receipt	186,948	336,000	336,000	329,000	332,000	236,000	240,000	240,000	
Used in year	(853,356)	(1,610,323)	(1,145,421)	(1,284,036)	(475,000)	(475,000)	(370,973)	(250,000)	
Capital Receipts C/fwd	2,187,430	963,107	1,428,009	482,973	349,973	120,973	-	-	

Rochford District Council

PAY POLICY STATEMENT 2013/14

1. Introduction

- 1.1 This Pay Policy Statement (PPS) sets out the Council's approach to the remuneration of its employees to comply with provisions of the Localism Act 2011 to increase accountability, transparency and fairness in the setting of local pay.
- 1.2 This PPS is produced in accordance with Chapter 8 of the Localism Act 2011 ("the Act"). It was approved by a meeting of Rochford District Council on 29 January 2013. It is made available on the Council's website which also includes separately published data on salary information relating to Chief Officers.
- 1.3 This PPS complies with the requirements of the Localism Act and the guidance "Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011, published 17 February 2012).

2. Definitions

- 2.1 Pay Spine - For employees subject to the 'National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services' (commonly known as the 'Green Book'), the Council uses a pay spine based on national Spinal Column Points. This pay spine is divided into pay bands, which contain incremental points. The banded grading structure is shown in the Appendix.
- 2.2 The definition of "chief officer" and "deputy chief officer" in the Localism Act means that it includes posts in addition to the normal statutorily defined posts. The chief officers for the Council are the Senior Management Team. The 3 statutory Chief Officer are the Chief Executive (Head of Paid Service), Head of Legal, Estates and Member Services (Monitoring Officer) and Head of Finance (Section 151 officer). The deputy chief officers are those service managers who report directly to a statutory chief officer.
- 2.3 Employees on Scale 1 are defined as our lowest-paid employees. The Council also employs apprentices who are paid on a fixed rate below the pay spine and receive free professional training as part of their employment and the Council may employ temporary staff to deliver specific time limited activities such as sport coaches, whose remuneration will be based on market rates

3. General Principles Applying to Remuneration of Chief Officers and Employees

- 3.1 All posts have been subject to a job evaluation process to determine the correct grading for the post and to ensure consistency and equality.
- 3.2 The recruitment of the Chief Executive, Chief Officers and Deputy Chief Officers is covered by the Council's Constitution.
- 3.3 The salary for new appointments or promotions will be made at a salary point within the range for the post dependent on skills, knowledge, experience and abilities. Full Council, or a meeting of Members, would be offered the opportunity to vote before salary packages exceeding £100,000 in respect of new appointments are offered. For this purpose, salary packages would include salary, allowances and any benefits in kind.
- 3.4 Individuals will normally receive an annual increment, subject to the top of their grade not being exceeded and subject to satisfactory performance. In exceptional circumstances (e.g. examination success), individuals will receive accelerated increments. Again, this is subject to the top of their grade not being exceeded. Some employees are on a career matrix where progression through the increments will depend on meeting certain criteria.
- 3.5 The values of the scale points in the pay grades are updated by the pay awards notified from time to time by the National Joint Council for Local Government Services, Joint Negotiating Committee for Chief Officers of Local Authorities and Joint Negotiating Committee for Chief Executives of Local Authorities. At the time of preparing this policy, there have been no such increases in the national pay spine since April 2009. If there is a national agreement for a pay award for 2013/14, the appendix to this PPS will be updated.
- 3.6 The Council does not apply performance-related pay or bonuses.
- 3.7 On ceasing to be employed by the Council, individuals will only receive compensation in circumstances that:
 - (a) are relevant (e.g. redundancy); and
 - (b) are in accordance with the various employer discretions provided by the Local Government Pension Scheme (LGPS); and/or
 - (c) comply with the specific term(s) of a compromise agreement.
- 3.8 Any decision to re-employ an individual who was previously employed by the Council and, on ceasing to be employed, was in receipt of a severance or redundancy payment, or the appointment of a Chief Executive or Head of Service who is already in receipt of a pension under the LGPS, will be made on merit.
- 3.9 The Council has a Flexible Retirement policy setting out when this might be allowed. This is where an individual aged 55 or over who reduces their grade

or hours of work (or both) may receive all or part of their LGPS benefits immediately, even though they haven't left the Council's employment. This will be allowed only in circumstances where it is demonstrated to be in the Council's interests.

- 3.10 Where changes to a job description result in a downgrading of the post or employees are permanently redeployed to a post with a lower salary, the individual may be entitled to a limited period of pay protection.
- 3.11 Salary sacrifice schemes are available.

4. Additional Payments

In addition to the basic salary for the post, staff may be eligible for other payments including:

- Subsistence, Essential and Casual Car User allowances and reimbursement of mileage in line with the National Agreement on Pay and Conditions.
- Acting Up allowance where an officer covers the duties of a higher grade position.
- All Staff who maintain a 100% attendance during a 6 month period may qualify to receive an award.
- The Council rewards exceptional performance through its Staff Award scheme, which is based on nominations from staff.
- Additional payments are made to some staff who undertake additional duties such as on-call officers, health and safety departmental co-ordinators, committee attendance and first aiders.
- The Council may pay where membership of a professional organisation is a requirement to carry out the role.
- Overtime is paid in line with the Council's policy, up to staff grade PO2. No overtime is paid to staff above grade PO2.

5. Remuneration of the Chief Officers

- 5.1 All general principles set out in Section 4 apply to the Senior Management Team. The Senior Management Team's salary range is in accordance with an agreed salary banding and published on the Council's website and reproduced in the Appendix. All managerial staff are subject to annual appraisal, and progression on the scale only happens if satisfactory progress is evidenced.

5.2 The Chief Executive also receives a Returning Officer and Deputy Returning Officer fee in respect of County, District and Town/Parish Council elections. The fee for undertaking this role is calculated in accordance with a formula previously agreed by the Council. Fees for conducting Parliamentary Elections, European, Police and Crime Commissioner Elections and referenda are determined by way of a Statutory Instrument.

6. Relationship between the lowest and highest paid employees

6.1 The Act requires authorities to set out the relationship between the remuneration for their highest paid staff compared to their lowest paid employees and to explain what they think the relationship should be. The Hutton Review recommended the publication of an organisation's pay multiple – the ratio between the highest paid employee and the mean average earnings across an organisation - as a means of illustrating that relationship and this is the approach adopted in this PPS.

6.2 The Council's current pay multiples, set out below for general guidance, are:

- The ratio of the highest earning officer to the median average of all other employees is 4.8
- The ratio of the median average Chief Officers earnings to the median average of all other employees is 3

6.3 The relationship between earnings at the highest and lowest levels is controlled by job evaluation.

7. Tax Avoidance

7.1 The Council is committed to supporting the Government in tackling all forms of tax avoidance. In some circumstances, it can be more cost effective and appropriate to employ individuals through private companies. In these rare instances, compliance with HMRC tax legislation is checked and value for money would need to be demonstrated.

8. Transparency and Access to Information

8.1 This Policy will be published on the Council's website once it has been approved by Full Council. The Council also publishes details and the salary ranges of the Chief Officers on its website.

8.2 The Council will publish details of the remuneration for the Chief Officers in its Financial Statements on the website by 30 June after the year end. The Financial Statements will also include a note setting out the number of employees whose remuneration was £50,000 or more in bands of £5,000.

9. Review

- 9.1 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement will be for 2014/15 and will be submitted to Full Council for approval by 31 March 2014.
- 9.2 If it should be necessary to amend the Statement during the year that it applies, an appropriate resolution will be made by Full Council. This does not apply to the updating of the Appendix on salary scales if there is a nationally set pay award agreed.

If you would like this information in large print, Braille or another language, please contact 01702 546366

APPENDIX**GRADING STRUCTURE**

Grade	Scale Point Range	
	From	To
Scale 1	6	11
Scale 2	11	13
Scale 3	14	17
Scale 4	18	21
Scale 5	22	25
Scale 6	26	28
SO1	29	31
SO2	32	34
PO1 - 18	33	50
SM1	50	53
SM2	54	58
SM3	59	63
SM4	64	68
SM5	69	73
SM6	74	79
CE	80	84

SENIOR MANAGEMENT TEAM REMUNERATION*

Grade	Salary Range	
	From	To
SM4	£62,452	£68,699
SM5	£73,804	£81,183
SM6	£83,353	£94,178
CE	£102,679	£113,485

*this will be updated if there is a national pay award made after Council have adopted the 2013/14 Pay Policy Statement.