

CENTRAL SERVICES - TELEPHONES & RECEPTION Head of Service: Sarah Fowler.	2001/2002 ACTUAL £	2002/2003 ESTIMATE £	2002/2003 REVISED £	2003/2004 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs					
1 Salaries	45,857	51,300	51,400	52,200	
1 Insurance	950	1,000	1,100	1,200	
Supplies & Services					
4 Equipment, Tools & Materials	1,027	1,500	1,200	1,300	
4 Expenses	272	200	300	400	
4 Office Telephone	38,878	36,800	34,900	35,900	-2%
4 Mobile Phones	3,903	4,000	4,000	4,000	
4 Telephone Maintenance	8,579	9,300	9,000	9,300	
4 Office Call Box	675	700	700	700	
4 Fax Machine	1,003	1,500	1,500	1,500	
Fees & Charges					
10 Postages and Telephones	(217)	(300)	(300)	(300)	

CENTRAL SERVICES - POSTAL & OFFICE SERVICES Head of Service: Sarah Fowler.	2001/2002 ACTUAL £	2002/2003 ESTIMATE £	2002/2003 REVISED £	2003/2004 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs					
1 Salaries	88,263	101,300	84,700	91,400	-10%
1 Training Expenses	-	100	100	100	
1 Insurance	1,240	1,400	1,500	1,600	
Supplies & Services					
4 Expenses	826	900	1,000	900	
4 Equipment, Tools & Materials	2,387	2,900	7,700	3,500	21%
4 Central Stationery Provision	22,810	22,000	22,000	23,000	5%
4 Postal Charges - Franking	36,101	37,000	38,000	39,000	5%
4 Postal Charges - Bulk Postage	28,570	27,300	27,300	30,000	10%
4 Postal Charges - Other	58	100	100	100	
Capital Financing Costs					
9 Asset Rentals/Depreciation	2,124	2,300	2,100	2,100	
Fees and Charges					
Honesty Boxes	(30)		-	-	

CENTRAL SERVICES - FILING	2001/2002 ACTUAL	2002/2003 ESTIMATE	2002/2003 REVISED	2003/2004 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: Sarah Fowler.	£	£	£	£	
Employee Costs					
1 Salaries	23,111	30,700	23,200	23,000	-25%
1 Insurance	380	400	400	400	
Supplies & Services					
4 Equipment, Tools & Materials	3,089	3,200	3,300	3,300	

CENTRAL SERVICES - DOCUMENT PRODUCTION UNIT	2001/2002 ACTUAL	2002/2003 ESTIMATE	2002/2003 REVISED	2003/2004 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: Sarah Fowler.	£	£	£	£	
Employee Costs					
1 Salaries	85,451	98,000	97,200	97,700	
1 Training	22	2,000	2,000	2,000	
1 Insurance	1,430	1,600	1,800	1,900	19%
Supplies & Services					
4 Expenses	5	100	100	100	
4 Equipment, Tools & Materials	2,732	2,700	2,600	2,600	
4 Photocopier Maintenance	5,085	6,000	6,000	6,200	
4 Photocopying Paper	6,914	6,000	7,600	7,600	27%
4 Central Printing - Equipment	18,525	18,700	18,700	18,700	
4 Central Printing - Supplies	10,084	10,000	10,000	10,000	
4 Central Printing - External	8,093	9,000	9,000	9,500	6%
Capital Financing Costs					
9 Asset Rentals/Depreciation	2,360	2,600	2,400	2,400	
Fees & Charges					
10 Printing and Copying	(1,647)	(2,000)	(2,000)	(2,000)	

OFFICE ACCOMMODATION - ROCHFORD Head of Service: Sarah Fowler.	2001/2002 ACTUAL £	2002/2003 ESTIMATE £	2002/2003 REVISED £	2003/2004 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs					
1 Salaries	26,414	31,800	32,700	34,000	7%
1 Insurance	860	900	1,400	1,500	67%
Premises Related					
2 Repairs, Alterations & Maintenance	21,818	41,200	41,200	45,200	10%
2 Special Items - Building Works	9,418	31,500	31,500	20,500	-35%
2 National Non-Domestic Rates	68,088	70,600	69,700	71,800	2%
2 Gas	4,750	3,900	4,700	4,800	23%
2 Electricity	20,058	20,000	20,000	21,000	5%
2 Water & Sewerage	3,654	3,000	3,000	3,200	
2 Cleaning	31,024	31,200	31,200	32,000	3%
2 Window Cleaning	3,037	3,600	3,600	4,100	14%
Supplies & Services					
4 Expenses	1,957	2,200	1,700	2,200	
4 Equipment, Tools & Materials	3,769	4,000	3,500	3,700	-8%
Capital Financing Costs					
9 Asset Rentals/Depreciation	136,453	105,600	136,500	136,500	
9 Deferred Charges	-	-	125,000	125,000	
Rents					
12 Rents and Charges	(1,541)	(800)	(1,600)	(1,600)	100%

OFFICE ACCOMMODATION - RAYLEIGH Head of Service: Sarah Fowler.	2001/2002 ACTUAL £	2002/2003 ESTIMATE £	2002/2003 REVISED £	2003/2004 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs					
1 Salaries	16,109	16,400	16,300	16,500	
1 Insurance	290	300	400	400	
Premises Related Costs					
2 Repairs, Alterations and Maintenance	6,618	7,900	7,900	9,700	23%
2 S I Building Works	16,500	10,600	10,600	25,000	136%
2 NNDR	17,841	18,500	17,200	17,700	-4%
2 Oil	3,311	3,000	3,000	3,500	17%
2 Electricity	2,957	2,200	3,000	3,000	36%
2 Water & Sewerage	568	900	700	700	
2 Refuse Removal	218	300	300	300	
2 Window Cleaning	936	1,000	1,000	1,000	
2 Office Cleaning	2,532	3,700	3,700	4,000	8%
Transport Costs					
3 Car Allowances	-	200	100	100	
Supplies & Services					
4 Equipment, Tools & Materials	2,159	3,000	2,000	2,100	-30%
4 Chairman's Suite Furniture	150	-	-	-	
Capital Financing Costs					
9 Asset Rentals/Depreciation	48,905	25,900	48,900	48,900	
Rents					
12 Rents and Charges	(8,724)	(8,000)	(9,100)	(9,200)	15%
Provision of Services					
Voluntary Organisations & Rayleigh TC	(8,800)	(8,800)	(8,800)	(5,800)	-34%

FINANCIAL SERVICES	2001/2002 ACTUAL	2002/2003 ESTIMATE	2002/2003 REVISED	2003/2004 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: D Deeks	£	£	£	£	
Employee Costs					
1 Salaries	242,931	287,200	266,200	286,400	
1 Training	4,887	6,200	6,200	6,200	
1 Telephone Allowances	98	100	100	100	
1 Professional Fees	234	300	200	300	
1 Insurance	2,860	3,100	3,400	3,600	16%
Transport Costs					
3 Car Allowances	1,079	1,200	1,100	1,100	
Supplies & Services					
4 Expenses	1,311	2,000	2,200	2,400	20%
4 Equipment, Tools & Materials	6,254	5,600	7,200	6,400	14%
4 Ass of Local Authority Risk Managers	80	100	100	100	
Contracted Services					
5 Tax Consultants	4,900	4,600	4,400	4,400	
5 Risk Management	-	2,000	-	-	See page 9
5 Insurance Consultancy	3,500	3,500	3,500	3,500	
5 Asset Valuation	5,500	6,000	6,000	6,000	
5 Treasury Management	10,000	10,000	10,000	10,000	
Fees & Charges					
10 VAT on Car Allowance	(2,053)	(2,200)	(2,000)	(2,000)	
10 Commission on Loans to Staff	(150)	(200)	(100)	(100)	

PERSONNEL SERVICES	2001/2002 ACTUAL	2002/2003 ESTIMATE	2002/2003 REVISED	2003/2004 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R J Honey	£	£	£	£	
Employee Costs					
1 Salaries	72,447	80,700	76,000	80,100	-1%
1 Occupational Health	3,813	4,100	4,000	4,000	
1 Training Expenses	380	700	700	700	
1 Central Training Provision	25,947	21,800	21,800	21,800	
1 Relocation Expenses	9,250	5,000	10,000	5,000	
1 Recruitment Expenses	2,088	1,600	1,600	1,600	
1 Staff Advertising	71,792	40,000	60,000	65,000	63%
1 Retirement Gifts	-	300	1,500	300	
1 Foundation Modern Apprenticeship	11,091	23,900	14,000	24,700	3%
1 Staff Reward Scheme	-	-	-	-	
1 Insurance	760	800	900	900	
Supplies & Services					
4 Expenses	198	200	300	400	
4 Equipment, Tools and Materials	589	1,000	1,000	1,100	
4 Provisions	16,750	17,300	17,300	18,100	5%
4 Nalgo Room Hire	21	-	-	-	

PROPERTY MAINTENANCE	2001/2002 ACTUAL	2002/2003 ESTIMATE	2002/2003 REVISED	2003/2004 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts	£	£	£	£	
Employee Costs					
1 Salaries	364,450	368,200	365,000	365,600	-1%
1 Telephone Allowances	295	300	300	200	
1 Training	1,306	2,200	2,000	1,500	-32%
1 Insurance	2,760	3,000	3,300	3,500	17%
Transport Related					
3 Car Allowances	10,794	10,500	9,600	10,800	3%
3 Transport & Plant	6,027	6,000	6,100	6,100	
Supplies & Services					
4 Admin Charge (NET)	44				
4 Expenses	379	300	400	400	
4 Equipment, Tools & Materials	6,674	8,000	8,700	8,300	4%
4 Consultants/Support Services	8,486	7,000	5,000	5,000	-29%
4 Mobile Radio Maintenance	928	2,900	1,900	2,900	
Capital Financing Costs					
9 Asset Rentals/Depreciation	1,832	2,000	1,800	1,800	
Fees & Charges					
10 Admin Charge/Rechargeable Income	(3,522)	(1,000)	(3,000)	(3,500)	250%
Capital Works	(35,044)	(20,000)	(20,000)	(20,000)	

CASHIERS	2001/2002 ACTUAL	2002/2003 ESTIMATE	2002/2003 REVISED	2003/2004 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson	£	£	£	£	
Employee Costs					
1 Salaries	21,354	24,200	24,800	24,900	3%
1 Training Expenses	-	-	-	400	
1 Insurance	570	600	700	700	
Supplies & Services					
4 Expenses	-	100	100	100	
4 Equipment, Tools & Materials	144	300	200	400	
Contracted Services					
5 Security Services - Cash Collection	6,084	7,600	7,800	8,000	5%
Capital Financing Costs					
9 Asset Rentals/Depreciation	1,051	1,100	1,100	1,100	

COMPUTER SERVICES	2001/2002 ACTUAL	2002/2003 ESTIMATE	2002/2003 REVISED	2003/2004 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: Sarah Fowler.	£	£	£	£	
Employee Costs					
1 Salaries	49,028	61,200	61,700	62,500	2%
1 Training Expenses	395	1,400	1,400	1,400	
1 Insurance	570	700	800	800	
Supplies & Services					
4 Expenses	352	200	500	600	200%
4 Equipment & Subscriptions	951	1,200	1,200	1,200	
4 Internet/Intranet Strategy	21,279	20,000	20,000	-	
4 IT Upgrades/Developments	60,471	70,000	70,000	70,000	
4 Leased Line	9,207	12,200	9,500	9,500	-22%
Contracted Services					
5 Contract Payment	460,772	467,400	530,000	560,000	20%
5 Computer Consumables	11,447	8,500	12,000	12,000	41%
5 Departmental System Support	247	-	-	-	
5 Software Licence Payments	3,645	18,000	5,000	5,000	-72%
5 Computer Service Extensions	105	500	300	300	
5 Consultancy IT	-	-	5,000	-	
Capital Financing Costs					
9 Asset Rentals/Depreciation	61,944	37,600	61,900	61,900	

LEGAL SERVICES	2001/2002 ACTUAL	2002/2003 ESTIMATE	2002/2003 REVISED	2003/2004 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: A J Bugeja	£	£	£	£	
Employee Costs					
1 Salaries	200,108	214,900	211,000	216,800	
1 Telephone Allowances	98	100	100	100	
1 Professional Fees	1,705	1,800	2,400	2,400	33%
1 Training Expenses	1,456	1,800	1,800	1,800	
1 Insurance	1,430	1,600	1,800	1,900	19%
Premises Related Costs					
2 Repairs, Alterations & Maintenance	856	1,400	1,400	1,500	
Transport Related					
3 Car Allowances	1,485	1,400	1,400	1,400	
Supplies & Services					
4 Expenses	989	1,100	1,000	1,200	
4 Equipment, Tools & Materials	1,218	700	700	700	
4 Library	16,306	12,500	14,500	14,500	16%
4 Advertising General	1,791	700	700	700	
4 Legal Fees (Net)	(6,097)	1,000	1,500	500	-50%
4 Planning Appeals General	8	200	200	200	
4 Land Registration Programme	55	400	400	400	
4 Assn of Council Secretaries & Solicitors	135	100	100	100	
4 General Estate Management	592	200	200	200	
Fees & Charges					
10 Rents	(31,765)	(32,000)	(32,000)	(33,000)	3%

AUDIT AND PROCESS REVIEW	2001/2002 ACTUAL	2002/2003 ESTIMATE	2002/2003 REVISED	2003/2004 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: P Warren	£	£	£	£	
Employee Costs					
1 Salaries	108,109	122,500	120,700	125,300	2%
1 Training	1,527	1,400	1,400	1,400	
1 Insurance	1,140	1,200	1,300	1,400	
Transport Related					
3 Car Allowances	390	800	800	900	
Supplies & Services					
4 Expenses	320	200	300	300	
4 Equipment, Tools & Materials	922	1,000	800	1,000	
4 P I Publication	1,102	1,200	-	-	-100%