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## MEDIUM TERM FINANCIAL STRATEGY 2012/13 – 2016/17

### 1 SUMMARY

- 1.1 To consider and approve the integrated 5 year Medium Term Financial Strategy (MTFS) starting in 2012/13.

### 2 INTRODUCTION

- 2.1 In preparing the Budget for 2012/13 and the Medium Term Financial Strategy covering the period to 2016/17, 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 2012/13 and beyond.

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

- Background to the MTFS
- Core estimates
- Council Tax
- Government Funding
- Management of reserves
- External Factors affecting the Budget
- Financial Assumptions
- Financial Pressures
- Identified Cost Reductions – Reduced Expenditure and Additional Income
- Priorities
- Consultation
- Budget Gap
- Fees and charges
- Capital Programme and Prudential Indicators
- Final MTFS

### 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](mailto:yvonne.woodward@rochford.gov.uk)) by Friday, 27 January 2012.

Members will also have had the opportunity to ask questions at the Member Awayday held on 14 January 2012.

#### **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 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 The current MTFS has been prepared in the knowledge that there will be major changes in the way that local government is funded, to be introduced from 2013/14 with the localisation of business rates. These changes are discussed in more detail later.
- 4.6 In the Chancellor's Autumn statement, in November 2011, the Chancellor explained that the UK's debt challenge is even greater than initially thought and his statement made clear that further spending cuts will be required in 2015/16 and 2016/17. However, no indication was given of the scale of cuts that could impact local authorities.

#### **5 CORE ESTIMATES 2012/13**

- 5.1 The starting point for preparing the budget estimates for 2012/13 is the Core Estimates from 2011/12 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 2012/13 and the percentage variation of estimate to estimate from 2011/12 to 2012/13. 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 changes to budgets discussed and agreed 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 2012/13, Members have noted the current level of Council Tax and the availability of Government funding for a Council Tax freeze.
- 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 Government confirmed that the grant would be paid for each year of the four years of the Comprehensive Spending Review period, i.e. up to 2014/15. When deciding to accept the grant for the 2011/12, the Council noted that as this grant has not been made part of the baseline formula grant, in 2015/16 when the funding ceases, the Council would be faced with the choice of implementing a large council tax increase or taking another significant cut to our Government funding that year. Rochford District Council decided to accept the council tax grant, although recognising that there would be issues in the future when the funding stopped. However, it was considered that the Council may be better placed to deal with this difficult decision in a few years time if the economic conditions have improved as forecast.
- 6.3 Recently the Government has announced 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 is good news for residents, in that their council tax can be frozen for another year, the Council does need to consider the longer term implications of this short term funding.

- 6.4 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
	£000s	£000s			
<b>With the 2012/13 Council Tax Freeze Grant</b>					
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
<b>Without the 2012/13 Council Tax Freeze Grant</b>					
Total Income	6,522	6,706	6,895	7,090	7,290
Shortfall	-	- 164	- 168	- 173	- 178

- 6.5 If the second freeze grant for 2012/13 is accepted, then no income is lost to the authority in 2012/13. However, in 2013/14, the grant will be removed leaving a £164,000 gap in funding. To recover this gap would require a council tax increase of around 5%.
- 6.6 At the same time the Council has to consider the needs of its residents and it is obvious that a council tax freeze for 2012/13 would be welcomed in the current economic climate. Therefore, the Council will accept the council tax freeze grant for 2012/13 in order to protect its residents. However, in order to make the MTFs balance, a higher than desired increase will be factored in for 2013/14.
- 6.7 The MTFs is, therefore, currently based on the following assumptions for council tax rises:

Year	% Increase	Band D Amount (£)
2012/13	0%	201.15
2013/14	4.8%	210.81
2014/15	1.9%	214.81
2015/16	3.5%	222.33
2016/17	3.5%	230.11

- 6.8 Over the course of the next year the Council will need to look at how it can address the loss of income in 2013/14 and reduce its planned council tax rise. Decisions regarding the actual 2013/14 increase will be taken during next year's budget process.

- 6.9 The current Band D Council Tax for Rochford District Council is £201.15 and this was levied on a council tax base of 31,385.71. Income from Council Tax for this Council for 2011/12 is £6.313m.
- 6.10 The Budget for 2012/13 is based on a zero increase in the average Band D Council Tax. The council tax base for 2012/13 has been set at 31,631.98 so income will be £6.363m, an increase of £49,538. This increase is due to the increase in the council tax base of 246.27.
- 6.11 For 2012/13 onwards the Localism Act, enacted in November 2011, now includes 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 2012/13 for district councils will be 3.5%. If the Authority had decided to go for a 3.5% increase, this would have generated an additional £64,000 in council tax income for 2012/13. Although town and parish councils are covered by this new legislation, for Secretary of State has not set a threshold for these authorities for 2012/13; however, the Government have stated that they will monitor increases and they do not rule out setting principles to apply for 2013/14.
- 6.12 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 21 February 2012.

## **7 GOVERNMENT FUNDING**

- 7.1 The provisional funding settlement for 2012/13 for local authorities (the Formula Grant) was made in December 2011 and was in line with the forecast included in the 2011/12 funding settlement. The provisional grant announcement is subject to consultation, which closed on 17 January 2012. At the time of writing this report the figures have not yet been confirmed as part of the Government's finance report. If there is any change to the grant for 2012/13 after the date of this meeting, then it will be reported to Council as part of the council tax setting report.
- 7.2 The Formula Grant for 2012/13 is calculated by assessing the Relative Need of the authority to deliver services and Relative Resource amount which measures the capacity of the authority to raise local tax. For 2012/13, the Formula Grant has been calculated at £3.673m. However the Government then applied Floor Damping. This is applied to guarantee that no authority receives less than the maximum level of reduction in grant. For this Council £424,077 has been deducted for Floors to give the £3.249m Formula Grant for 2012/13; this is an 11.1% reduction compared to the 2011/12 grant. The £3.249m does not cover the cost of delivering statutory services which is estimated to be approximately £9.8m.

- 7.3 The Council has historically lost funding through the Floor Damping Block and summary of the amounts held back since 2005/06 is shown below:

Year	Amount held back under Floor Damping Block £000s
2005/06	138
2006/07	275
2007/08	148
2008/09	156
2009/10	137
2010/11	114
2011/12	528
2012/13	424

- 7.4 **Comparison with Essex Authorities** - The following tables provide some comparisons to the other Essex districts on grant funding and floor damping. For the purpose of comparison of like for like, Government have adjusted the 2011/12 grant figures. So, for example, our adjusted 2011/12 Formula Grant is £3.623m, although our actual grant was £3.653m. The figures for Formula Grant do not include the council tax freeze grant for 2011/12 or 2012/13:

Authority	2010/11 Adjusted grant # £m	2011/12 Adjusted Grant @ £m	2012/13 Grant £m	Percentage reduction 2012/13–v- 2011/12
Basildon	14.066	11.725	10.395	(11%)
Tendring	12.605	10.882	9.663	(11%)
Colchester	10.964	9.236	8.404	(9%)
Braintree	9.040	7.674	6.680	(13%)
Chelmsford	8.769	7.291	6.637	(9%)
Epping Forest	8.710	7.340	6.453	(12%)
Harlow	7.491	6.322	5.620	(11%)
Castle Point	5.632	4.688	4.118	(12%)
Brentwood	4.694	3.906	3.351	(14%)
Rochford	4.358	3.623	3.249	(10%)*
Maldon	3.954	3.329	2.923	(12%)
Uttlesford	3.826	3.178	2.767	(13%)

#after adjustments for Concessionary Fares & Private Sewers

@ after adjustment for private sewers

\* the reduction in cash received is 11.1%

Table 2 - Floor Damping Amount of Grant awarded or (held back)			
Authority	2011/12 £m	2012/13 £m	2012/13 floors as a % of Formula Grant %
Tendring	0.172	0.084	1%
Brentwood	0.095	0.008	0%
Braintree	0.076	(0.057)	(1%)
Maldon	(0.100)	(0.100)	(3%)
Uttlesford	(0.217)	(0.119)	(4%)
Epping Forest	(0.296)	(0.249)	(4%)
Castle Point	(0.321)	(0.290)	(7%)
Harlow	(0.447)	(0.399)	(7%)
Rochford	(0.528)	(0.424)	(12%)
Basildon	(1.053)	(1.009)	(9%)
Colchester	(1.363)	(1.165)	(12%)
Chelmsford	(1.472)	(1.152)	(15%)

Table 3 – Formula Grant (after Floor Damping) per head of population				
Authority	2010/11 Grant # (£)	2011/12 Grant (£)	2012/13 Grant (£)	Percentage reduction 2012/13-v-2010/11
Harlow	92.34	78.32	68.88	(25%)
Tendring	82.70	71.79	62.72	(24%)
Basildon	78.78	66.04	57.59	(27%)
Epping Forest	69.68	59.09	51.36	(26%)
Castle Point	62.63	42.49	45.61	(27%)
Brentwood	62.59	52.45	44.17	(29%)
Braintree	61.53	52.60	44.99	(27%)
Maldon	61.44	52.10	44.99	(27%)
Colchester	59.30	50.31	44.63	(25%)
Chelmsford	51.24	42.96	38.35	(25%)
Rochford	51.23	42.95	37.89	(26%)
Uttlesford	49.82	41.76	35.67	(28%)

#after adjustments for Concessionary Fares & Private Sewers

- 7.5 If we received the same amount per head of population of, for example, Brentwood, this Council would have received an additional £540,000 for 2012/13.
- 7.6 Comparing Rochford District Council's grant per head against the 200 district councils, on a grant per head basis; for 2012/13, we are 25<sup>th</sup> from bottom, with 176 authorities receiving higher levels of grant per head basis. This is a slightly worse position than for 2011/12, when we were 28<sup>th</sup> from the bottom.

- 7.7 Rochford is one of 22 district councils nationally who lose more than 10% of their Formula Grant through the Floor Damping mechanism. The Floors amount for 2012/13 of £424,077 is the equivalent of £4.95 per head of lost grant, or the equivalent of £13.41 on the average Band D Council Tax.
- 7.8 The MTFs models income over a 5 year period so it is necessary to consider levels of government funding from 2013/14 onwards. The Government have recently announced their response to the consultation on major changes to local government funding and the draft Local Government Finance Bill which sets out the framework for a business rates retention scheme. This will replace the Formula Grant as the main source of funding to local authorities.
- 7.9 Currently business rates are collected by local authorities, pooled centrally by Government and redistributed to local authorities through Formula Grant. The Government believes that the business rates retention scheme will create an incentive to promote economic growth. The final detail of the scheme and how it will work will be contained in the regulations which follow on from the primary legislation. The Finance Bill sets out the principles as follows:
- Localising a percentage share of business rates as a baseline from April 2013, consistent with the agreed spending totals in the Spending Review.
  - The scheme will contain a power for the Government to alter the size of the local share in the future, specifically to maintain affordability and protect the interests of the taxpayer and wider economy.
  - Ensure a stable starting point for all authorities so that no authority is worse off as a result of its business rate base at the start of the scheme by setting a baseline. The baseline will determine whether an authority is a top up or tariff authority. A top up authority will receive a funding while a tariff authority will have to pay over excess rates.
  - The baseline will be based on the average of an authority's rates over a number of years then adjusted by applying the 2012/13 Formula Grant process and the 2013/14 and 2014/15 spending totals and using the numbers after floor damping.
  - The 2011/12 council tax freeze grant will be included but the method for doing this will be the subject of further consultation. The 2012/13 freeze grant will be excluded.
  - The tariffs and top ups will be updated by the RPI business rates multiplier.
  - There will be a proportionate levy on disproportionate growth – authorities achieving the same level of growth in their business rates will see the same percent increase in their income. There will be further consultation on what levy ratio to set.



- The levy will be used to fund a safety net for local authorities that in any year see their income drop by more than a set percentage below their baseline.
- In two-tier areas, the greatest share of business rates growth (around 80%) will be allocated to district councils. This is consistent with the 80:20 split of the New Homes Bonus.
- There will be an aspiration to allow 10 years before any resetting of tariffs and top ups.
- A limited number of Tax Increment Financing projects will be exempted from the levy and resets for 25 years.
- Tariffs and top-ups will be adjusted to ensure that income is not affected by business rates revaluations and transitional relief arrangements.
- Pooling arrangements between authorities will be enabled but will have to be signed off by all the relevant Chief Executives and S151 Officers but there will be no financial incentives to pooling, as was proposed in the consultation. District councils will be allowed to pool outside their county boundaries.

7.10 In the 2010 Spending Review, the Government only announced funding for the first 2 years to 2012/13, although they gave the totals for Formula Grant to 2014/15, as follows:

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Formula Grant Total (£bn)	28	25	23.4	23.2	21.9
% reduction on previous year	N/A	-10.7%	-6.4%	-0.9%	-5.6%
RDC Actual Formula Grant (£m)	4.358	3.653	3.249		
% reduction on previous year		-16.2%	-11.1%		

7.11 As mentioned above, the total funding to be made available in 2013/14 and 2014/15 under the business rates retention scheme will be within the total envelope of spending on Formula Grant. The difference between the reductions indicated by the Spending Review totals and those actually experienced mean that it is difficult to forecast funding for 2013/14 onwards, even without the complications of the new funding arrangements.

7.12 Modelling done at the time of the consultation produced various scenarios for future income. In view of the fact that, although the Government has announced the framework for the scheme, the details are still to be finalised, it is considered reasonable to continue to use the original scenarios. Based on

the various options for the levy and sharing growth, the following scenarios have been formulated:

£000s	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
<b>Worst Case</b>	<b>3.10</b>	<b>2,846</b>	<b>2,676</b>	<b>2,513</b>
Median	3,120	2,890	2,830	2,820
Best Case	3,170	3,000	2,990	3,040

- 7.13 Bearing in mind the experiences of 2011/12, when the cuts in local authority funding were more severe than could be extrapolated from the Spending Review in 2010, it is considered prudent to use the Worst Case scenario. This will be kept under review as further announcements about the details of the business rates scheme are made. This pessimistic approach is partly offset by the estimates for New Homes Bonus discussed below.
- 7.14 There is a risk that even this pessimistic approach is over-estimating future funding. This is considered in the section on General Fund Balances.
- 7.15 **New Homes Bonus (NHB)**
- 7.16 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 August each year and the NHB is based on an average Council Tax rate (£1,439 for a band D, compared to our Band D rate of £1,519).
- 7.17 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.
- 7.18 £946m has been set aside by the Government over the Spending Review period. In 2011-12 this is almost £200m (equivalent to 140,000 homes) and £250m (equivalent to 170,000 homes) in each of the remaining years.
- 7.19 The proposed framework for the Business Rates Retention scheme includes provision for an amount to be top sliced off the total available for the setting of the baseline in order to fund NHB, with any unused NHB being redistributed at a later date. This creates the risk that local authority funding will be further reduced.
- 7.20 The Council received a NHB of £116,807 in 2011/12 and the provisional figure for 2012/13 is £149,300.
- 7.21 Planning for the NHB is based on the assumptions for new houses and reduction in empty homes and also the forecast for affordable homes. Scenarios have been modelled, based on a best case that the Authority

meets its target of 250 new homes each year, of which 35% are affordable, and worst case, that the NHB is the same as 2010/11. The median scenario is based on current planning estimates for new homes, with a risk factor built in.

#### Scenario Modelling of Forecast Income from NHB:

£000s	2013/14	2014/15	2015/16	2016/17
<b>Worst Case</b>	266	411	528	644
<b>Median</b>	372	487	601	715
<b>Best Case</b>	520	778	1,079	1,316

- 7.22 The MTFs is based on the median scenario as this is considered a prudent estimate of likely income from this source.
- 7.23 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. The NHB could be used to improve community facilities or provide new facilities or improved services to the affected communities. Because of the large reductions in funding for core services and the significant uncertainties over funding from 2013/14, 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. As it becomes more clear how the new business rates scheme will work and the impact on the Council's finance, the Council will look to develop a strategy for allocating the NHB for community purposes in time for the 2013/14 budget process.
- 7.24 **Weekly Collections Support Scheme**
- 7.25 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 September 2011. 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 will be made available through a bidding process and the only details available at this time are that it will only apply to schemes that include the weekly collection of residual waste. Once the criteria have been published, there may be the opportunity for the Council to make further improvements to the current kerbside recycling scheme through this funding stream.

## 7.26 Government Funding - Summary

7.27 Based on the scenario modelling and 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.

<b>Funding Stream</b>	<b>2012/13 £000s</b>	<b>2013/14 £000s</b>	<b>2014/15 £000s</b>	<b>2015/16 £000s</b>	<b>2016/17 £000s</b>
Government Funding 2012/13 – Formula Grant 2013/14 onwards Business Rates Retention	3,249	3,100	2,846	2,676	2,513
Council Tax Freeze Grant	317	158	158	0	0
New Homes Bonus	266	372	487	601	715
<b>Total</b>	<b>3,832</b>	<b>3,630</b>	<b>3,491</b>	<b>3,277</b>	<b>3,228</b>

## 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.

## **9 EARMARKED RESERVES**

9.1 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
- Ring fenced grants received by departments for specific uses
- Additional savings on the General Fund up to £250,000 are kept in a reserve 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

9.2 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.

9.3 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
	2011 £000s	2012 £000s	2013 £000s	
Corporate	917	886	915	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.
Strategic Housing	118	117	117	Funds for provision of Strategic Housing.  To meet Strategic Housing requirements and action to prevent homelessness.
ICT Strategy	250	250	250	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	891	829	551	For specific projects including sports and arts activities and planning.  To implement Member decisions and deliver priorities.
Repairs & Maintenance	212	109	89	Funds to maintain Council's assets at an acceptable level  Use of the reserve is managed by the Financial Programmes Group.
Total	2,388	2,191	1,922	

- 9.4 £60,000 of the Projects Reserve will be used in 2012/13 and 2013/14 to resource the delivery of the corporate priority to continue to develop and improve our services to our community particularly in the case of Planning infringements with an increase in planning enforcement.
- 9.5 £10,000 of the Projects Reserve will be used in 2012/13 to fund the continuation of a fixed term post to support the delivery of the Council's Economic Development Strategy and associated action plan.
- 9.6 If necessary the Head of Finance may approve the use of Earmarked Reserves to cover unexpected emergency expenditure.

**10 GENERAL FUND RESERVE**

- 10.1 The Authority also has a General Fund reserve as a result of accumulated surpluses on the General Fund account.
- 10.2 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.
- 10.3 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 revaluation of the pension scheme.
- 10.4 The level of the General Fund reserve is reviewed annually as part of the budget process.
- 10.5 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.
- 10.6 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.

<b>LEVEL OF REVENUE BALANCES - A RISK BASED ASSESSMENT</b>			
<b>ITEM</b>	<b>CONSIDERATION TO ASSESS FIGURES TO INCLUDE</b>	<b>2012/13 £000s</b>	<b>By 2016/17 £000s</b>
Adequacy of inflation provisions in budgets.	Nearly 50% of the Council's 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.	100	100

ITEM	CONSIDERATION TO ASSESS FIGURES TO INCLUDE	2012/13 £000s	By 2016/17 £000s
	Assumptions on inflation and cost of living rises are included in the Strategy. The MTFS assumes 5% inflation for 2012/13 but the risk is that the assumptions will be too low.		
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.	50	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.	-	50
Debt Collection and Uncertainty of Income	The Strategy includes targets for additional income and recovery of some income streams, which may not materialise.	50	100
Pension Revaluation	The pension revaluation in 2013 could result in additional payments into the Local Government Pension Scheme.	-	300
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.	-	500
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.	450	350



ITEM	CONSIDERATION TO ASSESS FIGURES TO INCLUDE	2012/13 £000s	By 2016/17 £000s
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
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.	100	300
<b>Recommended Minimum Revenue Balances</b>		<b>800</b>	<b>1,800</b>

10.7 This is a higher level than in previous years because of the significant uncertainties associated with the new business rates retention scheme.

## 11 COLLECTION FUND RESERVE

11.1 As the Billing Authority, this Council collects Council Tax on behalf of Essex County Council, Essex Fire and Rescue Authority and Essex Police Authority (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 98.5% collection rate compared to a current collection rate on target for 98.7%. 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.

11.2 A forecast is made of the likely outturn surplus for the current financial year and this amount is then split across the main precepting bodies and this Council. It is considered prudent to maintain the Collection Fund at a level that provides for underestimation of the surplus and this level is £150,000, equivalent to the collection rate for Council Tax being 0.5 percentage points below current levels. This will allow the distribution of £586,000 in the following amounts:

Recipient	Distribution Amount	
	2011/12 actual £000s	2012/13 proposed £000s
Rochford District Council	90	71
Essex County Council	419	329
Essex Police Authority	51	40
Essex Fire Authority	26	20

## 12 OTHER EXTERNAL FACTORS AFFECTING THE BUDGET

12.1 The Coalition Government have made a number of announcements which will affect local authorities over the next few years and these are summarised below. However, at this stage while the detail is still awaited, it is not possible to include definitive financial figures in the MTFS:

### 12.2 Changes in Demographics and Population

12.3 The Council recognises that it needs to have a good understanding of changing local demographics and what these mean for local services.

12.4 Although the results of the 2011 Census will not be available until Autumn 2012, it is not yet clear how this will be recognised in the calculation of the 2013/14 funding under the new business rates system. When calculating the Formula Grant for 2012/13, a higher population would mean that the Relative Needs Amount would be calculated slightly higher as some elements are related to population sizes. On the other hand, an increase in population may lead to additional costs where budget estimates are based on current population estimates.

12.5 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

12.6 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.

**12.7 Council Tax Benefits**

- 12.8 The Spending Review in June 2010 announced that the Council Tax Benefits budget will be reduced by 10% with local authorities given control over how this cut is applied so that it is done in a way appropriate for the local area. This change is planned to come in from 2013/14. The Council currently receives approximately £5.3m in subsidy to cover the cost of Council Tax benefits and it is expected that the subsidy will be cut by the 10%. This will leave the Council with difficult decisions to make in regard to how best to allocate the remaining budget and if the Council decides not to reduce benefits by the full 10%, this will be an additional cost to the General Fund. The localisation of council tax benefits also transfers the risk of increasing demand to local authorities as the funding will be fixed and there are financial risks associated with the Council having to design its own scheme that will deliver the 10% reduction. The final details of the Government's proposed legislation have not yet been published and in view of the significant financial risks associated with this major area of spend, the MTFs includes a provision to cover the risk of unforeseen demand and errors in estimating expenditure. The risks associated with resistance to payment of council tax, for those claimants who see a reduction in their benefit, has been taken into account in the consideration of the Collection Fund.
- 12.9 Preparing for these changes, applying the reductions and responding to benefit claimants' reactions will all create additional work for the Revenues and Benefits Team.

**12.10 Universal Credit and Benefits**

- 12.11 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 plan is for this Universal Credit to be managed centrally by the Department of Works and Pensions (DWP) from 2013/14. There are also plans to centralise fraud investigation activity. These proposals will have a significant impact on the Revenues and Benefits team and in 2012/13 the Council will continue preparing for these changes although no final details have yet been announced by the Government or DWP.

**12.12 Localism Act 2011**

- 12.13 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.

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- 12.14 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.
- 12.15 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.
- 12.16 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.
- 12.17 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.
- 12.18 Local authorities must publish a senior pay and policy statement which includes seven mandated headings. This should be in place and voted on by Council by 31 March 2012 for the 2012/13 financial year. The Pay Policy will be presented to Council on 28 February 2012.
- 12.19 **Community Budgeting**
- 12.20 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.
- 12.21 The Government are keen to test how this can be achieved and issued a prospectus seeking expressions of interest for areas willing to pilot neighbourhood and/or whole place community budgets. The pilots will establish a high level team comprising senior Whitehall staff and local partners to work from January to October 2012 and develop an operational plan for implementation. Essex Partners submitted a proposal which was successful – Essex will be one of four pilot areas.
- 12.22 By October 2012 each pilot area will need to have developed an operational plan which sets 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. It will identify what would need to happen locally to implement the options identified and what would need to be changed centrally.
- 12.23 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.

### 13 FINANCIAL ASSUMPTIONS

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

#### 13.2 Inflation

13.3 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:

	Forecast for Quarter 4 of calendar year:				
	2011	2012	2013	2014	2015
Inflation (RPI)	5.7%	5.0%	3.0%	2.5%	2.5%

13.4 The risk that inflation is higher is managed through the Minimum Level of Balances for the General Fund Balance, as discussed previously.

#### 13.5 Salaries

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

13.7 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.

13.8 In addition the Council's headcount has reduced over the last 3 years. The headcount and target information is shown below:

	2008/9 £000	2009/10 £000	2010/11 £000	2011/12
Original Salaries Estimate	7,468	7,756	7,512	7,511
Salary savings target	(300)	(387)	(400)	(921)
<b>Target Cost</b>	<b>7,168</b>	<b>7,369</b>	<b>7,112</b>	<b>6,590</b>
Actual Cost	7,101	7,256	6,831	6,465*

	<b>2008/9 £000</b>	<b>2009/10 £000</b>	<b>2010/11 £000</b>	<b>2011/12</b>
Actual Savings	(367)	(500)	(681)	(1,046)*
End of Year Headcount (Full Time Equivalents)	219	212	209	203*

\* forecast based on revised estimates

13.9 For 2012/13, the Salaries estimates and target savings are:

	<b>2011/12 £000</b>
Original Salaries Estimate	6,898
Salary savings target	400
<b>Target Cost</b>	<b>6,498</b>

13.10 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. For 2015/16 onwards the pay inflation is included in the general inflation calculation.

### 13.11 Interest Forecasts

13.12 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.

13.13 The latest forecasts used in the MTFS for Base Rate are that it will remain at 0.5% until at least the middle of 2013:

13.14 Investment income is forecast to be:

<b>Financial Year</b>	<b>Income £000s</b>
2012/13	89
2013/14	99
2014/15	128
2015/16	182

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

Financial Year	Investment Rate
2012/13	0.7%
2013/14	1.0%
2014/15	1.6%
2015/16	3.3%

### 13.15 Pension Revaluation

13.16 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.

13.17 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, the Council chose to extend the deficit payment recovery period from 20 to 24 years.

13.18 The scheme has undergone a number of changes recently in order to share costs between employers and employees and further changes to the scheme are currently out for consultation, and these will impact on the next revaluation which takes effect from April 2014. The Government have recently finished consulting on short term changes including increased contribution rates and reduction in the accrual rate from April 2012. This is in addition to further medium term changes which will impact from April 2015. 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.

### 13.19 Members' Allowances

13.20 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.

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

13.22 During the budget process, Members also considered the option of raising their mileage rate in line with the HMRC's increase in the Approved Mileage Allowance Rate of 45p per mile, but agreed that there should be no increase.

#### 14 FINANCIAL PRESSURES

14.1 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			Investment Income	
	Original	Current		Original	Current
2011/12	564	564		91	84
2012/13	613	564		129	89
2013/14	677	601		179	99
2014/15	693	661		229	128
2015/16	693	681		229	182
2016/17	693	721		229	221

14.2 Other adverse impacts on income are:

Item	Details	Cost
Concessionary Fares	ECC are tendering for one provider of the front office service so there will be loss of income from providing service on behalf of ECC	40,000
Benefit Subsidy	Government reduction in Subsidy	24,500
Windmill	Additional windmill wedding income has not been as high as forecast	10,000
Car parking	The budget for season tickets and penalty charge notices has proven to be over optimistic	20,000



- 14.3 The following are items of expenditure that are higher than originally budgeted.

Item	Details	Cost
NNDR	Increase in National Non Domestic Rates multiplier - the 2011/12 inflation increase was higher than budgeted which then impacts on 2012/13	24,900
Homelessness	Increased demand – Steps to address the increasing costs have recently been agreed by the Executive.	52,000
Utilities	Increase in Electricity and Gas and Water/Sewerage prices has offset savings from improved efficiency.	31,600

## 15 IDENTIFIED COST REDUCTIONS – REDUCED EXPENDITURE AND ADDITIONAL INCOME

- 15.1 The Council has a robust approach to budget setting and the line by line review of budget has identified a number of areas where budgets can be reduced or where estimates of income have been considered too pessimistic. Examples of the main cost reductions identified for 2012/13 is as follows:

Budget	Details	Amount
Various	60 budget lines have been reduced following the annual review of previous years' spend where there have been consistent under-spending	260,000
Leisure Services	The following reductions have been made:  Windmill running costs - £2,800  One off saving on Sports Coaches as grant funding will be used - £1,200  Arts activities - £1,200  Reducing the management fee paid to Virgin Active with a corresponding reduction in their special events budget which is not always used. No events/activities would be lost. - £8,500	13,700

Budget	Details	Amount
Care and Repair	This service provided by the Home Improvement Agency has recently been through a procurement exercise which means that many of the services we were previously paying for are now included in the contract price.	15,300
Revenues and Benefits	Review of the business rates service provision by Chelmsford Borough Council will be reported to the Executive. Current cost £41,100. Saving in 2012/13 will be approximately £5,000, with ongoing savings of £8,000 - £10,000 thereafter.  Reductions in ETM and publicity budgets - £6,600  Use of Magistrates rather than Crown Court for debt recovery - £4,500	23,200
Grounds Maintenance Contract	This contract is resource based which means that the cost is related to the staff on the contract rather than the level of service. With the retirement of one of the operatives, there is an opportunity to reduce the contract costs with no impact on service delivery.	13,600
Second Homes	ECC have agreed that their additional income arising from reducing the discount on second homes will be shared with the districts.	8,000
External Audit	Internal Audit has carried out some of the intensive testing on Benefits instead of the external auditors.	10,000

15.2 The Council has also been successful in generating income through the provision of services to partners and other councils and approximately £170,000 will be earned in 2011/12; examples include:-

- £23,000 from providing payroll service to Castle Point Borough Council.
- £21,000 from providing arboricultural services to the Rochford Housing Association.
- The Legal Services Partnership has generated £14,000 this year and the Council has earned £25,000 through the Building Control partnership.

- The provision of accommodation earns £7,300 per year.
- One officer has been seconded part-time to Sport England and another officer ran a very successful risk management workshop for Maldon Council.
- The leisure team ran the Arts Trail for Castle Point Borough Council
- Grounds maintenance services are provided and recharged to the Rochford Housing Association, Parish Councils and Essex County Council
- The appointment of a joint manager for Environmental Health services with Castle Point Borough Council.

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

15.4 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). The MTFs is based on the following profile of savings:

	Estimated Cost of new contract £	Savings	
		£	%
2012/13	487,600	-	-
2013/14	342,830	117,170	26%
2014/15	305,055	154,945	34%
2015/16	292,051	167,949	37%
2016/17	271,037	188,963	41%

## 16 IDENTIFICATION OF PRIORITIES

16.1 Members have to make the choice between competing priorities with the reduced funds available, consider the impact that a proposal can make and also the ability to implement the proposal. For this year's budget process, the focus has had to be on reducing costs even where this may impact on service delivery.

16.2 However, the Council still has to provide a range of services and the following have been identified as the priorities for 2012/13, aligned under the Council's Corporate Objectives:

### 16.3 Making a difference to our people:

- Continue to develop the organisation as a whole through mechanisms such as Peer Reviews and focus on Workforce Development to improve the Council's Leadership capacity and skills and the capacity of the workforce as a whole.

- Ensure the Council's asset base remains fit for purpose to meet the Council's organisational, service and budgetary requirements.
- Continue to deliver efficiency savings and identify opportunities for increasing income including shared service working and providing services to third parties.
- Provide an effective and efficient "back office" services to support the Council's aims and objectives.
- Ensure the Council's Information Communications Technology (ICT) remains fit for purpose to meet the Council's organisational, service and budgetary requirements, and in particular implementing the new ICT contract and the move to data warehousing

#### 16.4 **Making a difference to our Community:**

- Continue to develop and improve our services to our community particularly in the case of:-
  - Planning and preparing for the impact of the introduction of Universal Credit.
  - Improving our council tax and benefits service.
  - The administration and delivery of Disabled Facilities Grant.
  - Developing our partnership with Castle Point Borough Council in respect of Environmental Health Services.
  - Planning infringements with an increase in planning enforcement.
- Respond to and implement the requirements of the Localism Act to the benefit of our community.
- Continue to develop and consolidate our partnership arrangements to develop and improve service provision to our communities.
- Provide effective and efficient Civic and Democratic functions with particular focus on:-
  - Organising Police Commissioner Elections
  - Responding to the Parliamentary Constituency Boundary Review.
- Implementing the Local Development Framework (LDF) Core Strategy as the Council's key land-use planning document and progressing the allocation and development management plan document to inquiry, to facilitate the delivery of 250 housing units per year including up to 35% affordable units.

**16.5 Making a difference to our environment:**

- Implementing the Action Plan that supports the Council's Climate Change and Sustainability Strategy (Climate CO<sub>2</sub>de).
- Ensure all open spaces are effectively managed and improve the customer facilities and access arrangements.
- Continue to improve the quality of our local environment and street scene.
- Continue to improve recycling rates towards a target of 70%.

**16.6 Making a difference to our local economy:**

- Implement the Joint Area Action Plan (JAAP) in partnership with Southend Borough Council covering London Southend Airport and its environs.
- Review and update the Council's Economic Development Strategy and associated action plan to further address the issues of recession and encourage regeneration.
- Progressing the three town centre studies for Hockley, Rochford and Rayleigh to detailed action plans for each centre.
- Ensuring council operations and policies support the local economy and its sustainability wherever possible.
- Provision of an effective and efficient Building Control Service.

16.7 The delivery of the corporate priorities will be monitored in line with the Council's Performance Management Framework which includes regular reporting to Members.

**17 CONSULTATION**

17.1 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.

17.2 There were a total of 495 responses, of which 167 (34%) were on-line and 328 (66%) were paper versions. This compares to 350 responses last year of which 130 (37%) were on-line and 220 (63%) were paper. From a list of services, the survey asked respondents to identify their top priorities and /or more expenditure and which services were low priority and/or should have less expenditure. Analysis of the responses has given the following results, which have stayed broadly the same during the whole survey period:

17.3 The top 3 priorities were the same as last year:-

- Tackling anti-social behaviour and environmental crime, which included dog fouling, fly tipping and litter/graffiti prosecution;

- Waste and Recycling services
  - Street Cleaning and Litter picking, which also included verge cutting and litter bins;
- 17.4 The bottom 3 priorities and identified as the top 3 for less expenditure were:
- Sports, Culture and Leisure, which includes leisure centres, sports and arts activities, and the Windmill;
  - Planning and Economic Development
  - Parks and Open Spaces, which includes Woodlands, Urban Trees, recreation areas and Cherry Orchard Jubilee Country Park;
- 17.5 The feedback from the above consultation has been considered by Members during the budget process and taken into account, with some of the budgetary decisions reflecting the consultation responses, including reducing the cost of woodlands and sports activities and protecting Waste and Recycling services, Street Cleaning and Community Safety.
- 17.6 Consultation was also conducted with the Chamber of Trade representatives, who made no comments.

## **18 BUDGET GAP**

- 18.1 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 reduce annual expenditure by £0.9m in 2012/13. Of this, approximately £176,000 will be met by decisions taken as part of the 2011/12 budget process, where the implementation was mid year and the full year savings will only be realised in 2012/13; examples include the new parking tariff introduced in October 2011 and the closure of council buildings in October 2011 and January 2012.
- 18.2 In July, the Executive received a report on the MTFS which reported that the Council was on track to deliver the £1.4m of income/savings for 2011/12 and on 15 December, Council agreed the revised estimates for 2011/12 which included the detail of those reductions.
- 18.3 With the cost reductions identified during the budget process totalling £409,000, the budget gap for 2012/13 has reduced to £337,000. It is considered reasonable to leave a gap of £200,000 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.
- 18.4 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.

#### 18.5 **Pest Control Service**

18.6 As part of the actions to close the budget gap for 2011/12 the subsidised services was reviewed and charges introduced for rats and mice treatments. The Council continued to offer certain discounts to concessions. Since the new charges were introduced, requests for the treatment of rodents have reduced by 65%, compared to the previous three years' average. However, the number of residential premises, where treatment is carried out by the contractor, is only down by 5%. This would appear to suggest that there has been no reduction in the need for the service, but that residents appear content to contact the contractor direct.

18.7 It is proposed that the current subsidised service is discontinued. The charges will be set by the contractor, in line with market forces. These new arrangements would start from April 2012.

18.8 It is anticipated that these changes would enable savings of £14,000. A budget of £5,900 would be retained to deal with emergencies, cases of genuine financial hardship and treatment of the Council's premises. This budget will be reviewed mid-year to assess whether the budget is sufficient to deal with the level of demand.

#### 18.9 **Car Parking**

18.10 When the review of car parking charges was considered by Council in June 2011, it was agreed that the question of charging at open spaces would be deferred to the 2012/13 budget process.

18.11 During the budget process, Members were reluctant to consider introducing blanket charges for parking in open spaces across the district as they recognised the value and benefit that these facilities provide to residents. However it was felt that Hockley Woods was a special case which needed further consideration.

18.12 A survey of vehicle movements at the Hockley Woods car park showed that there are on average 405 vehicle movements each day between 7am and 7pm, many of which park between 9am and 5pm as they are commuters or come from nearby businesses. There continue to be issues for bona fide park users having difficulty accessing the car park. The option of introducing parking restrictions was considered but this would require enforcing which is an additional cost.

18.13 It is considered that introducing a charging scheme specifically geared to the issues in this open space could be an alternative way of managing the problem.

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- 18.14 The car park at Hockley Woods is not formally laid out which leads to wasted usage and difficult parking arrangements. The cost of landscaping, extending the parking area and other improvements is estimated at approximately £30,000 and has been included in the Capital Programme.
- 18.15 The Council recognises there are specific issues attached to charging at an open space, such as Hockley Woods, which makes it different to the town centre car park. The Council will look at introducing a charging regime for Hockley Woods and the income generated from the charges will be used to fund the cost of providing the woodlands service.
- 18.16 A scheme to introduce charging at the Hockley Woods will be developed and reported to the Executive for implementation in the Summer 2012.
- 18.17 Members also considered the parking arrangements at the Freight House. Although the building is run by VirginActive as part of a management agreement with the Council, we retain responsibility for the car park, including maintenance and enforcement.
- 18.18 The Freight House car park is covered by a parking order that is in operation until 9 a.m. on weekday mornings. Council staff can use the car park at any time if they have a permit, which they now pay for (£200 per annum). After 9 a.m. the car park is available for use by visitors to the Freight House.
- 18.19 The car park is also used free of charge on Tuesdays by market stall holders who park their vehicles there after setting up in the Market Square.
- 18.20 The lack of any controls after 9 a.m. does mean that the use of the car park is open to abuse. For example, late commuters park their cars in the car park to avoid paying a fee in the adjacent Station car park. It has also been noted that town centre businesses use the car park during the day and it has become apparent that shoppers visiting the new Sainsbury's store have also started to use the car park.
- 18.21 Discussions have taken place with Virgin Active who are understandably concerned about the impact of charges but have raised no objections. Charging would also provide the Council with the opportunity to formalise the market day trader parking arrangements.
- 18.22 Initial estimates are that income will be around £60,000 per year and set up costs to cover machines, parking orders and consumables will be in the order of £10,000. A scheme to introduce charging at the Freight House will be developed and reported to the Executive for implementation in the Summer 2012.
- 18.23 **Pre Application Planning Advice**
- 18.24 The Review Committee recommended to the Portfolio Holder for Finance and Resources that consideration be given to introducing charges for pre application planning advice as part of the budget process. Following



comparisons with other authorities and consideration of the impact on different types of applicants, a scheme of charges will be introduced to come into effect from 1 April 2012. The final details of the scheme will be agreed by the Executive.

#### 18.25 Member Training

18.26 Parish councillors are currently invited to attend Council organised training events at no cost. It is proposed that this will continue for training that the Council organises either specifically for parish councillors or where the training is on a topic where it would benefit the Council for parish councillors to attend. For all other discretionary training, a charging mechanism will be introduced.

#### 18.27 Summer Swim Scheme

18.28 In addition to the Holiday Activities Programme which the Council runs, the Council has organised and funded a summer swim scheme using local school swimming pools for 1 to 3 weeks during the summer holidays.

18.29 Attendances for 2011 were 1795, compared to 1,526 in 2010, 2,455 in 2009 and 2,357 in 2008. These attendances were separate visits and may include repeat users of the service. The breakdown by school for 2011 was:

School	Number of Attendances	Length of Pool Hire
Hullbridge	276	2 weeks
Rochford	201	2 weeks
Sweyne Park	667	3 weeks
Great Wakering	331	2 weeks
Rayleigh	320	1 week

18.30 The total cost of the scheme in 2010/11 was £11,163. The budget for 2011/12 was £12,500 but only a net total of £8,400 has been required this year. £3,600 was spent on hiring the swimming pools, £6,100 covered the cost of lifeguards and a further £300 was spent on miscellaneous costs such as uniforms and stationery. This gives a total cost of £10,000, against which the Council has received £1,600 from the fees for swimming sessions. The cost was lower this year due to a review of the number of lifeguard hours needed as a result of changing the payment method to purchasing vouchers in advance.

18.31 Based on attendances of 1,795 in 2011 and the net cost of £8,400, the Council is spending approximately £4.68 per attendance. In the current climate of austerity, this is not considered good value for money. The Scheme will not be repeated in 2012, but the Holiday Activities programme will continue and the Council will continue to organise other well received events such as the Wild Woods Day and Arts Trails.

#### 18.32 **Staffing Costs**

18.33 The Council has consistently been clear that it values staff, even more so in these difficult financial times.

18.34 The Council has adopted a Green Travel Plan for the Council including staff and Member travel. Proposals for changes to the current car allowance and travel expenses are currently under negotiation with the Trade Union and scheme will be reported to the Executive in due course.

#### 18.35 **Council Buildings**

18.36 The Council needs to ensure that it regularly reviews the use of existing assets to see if alternative options for managing them or providing the existing services can be identified.

18.37 In line with the Government's stated aims regarding more local control of community assets, discussions have been taking place with the town and parish councils regarding their interest in taking on Council assets. At this stage, no decisions have been finalised.

18.38 The cost of maintaining Council buildings is a significant financial cost to the General Fund and, in order to meet the budget gap, some difficult decisions regarding assets were taken for 2011/12.

18.39 For 2012/13, the Council will continue to look at ways of rationalising its property costs and will undertake a review of all its holdings of land and property:

### 19 **FEES AND CHARGES**

19.1 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.

19.2 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.

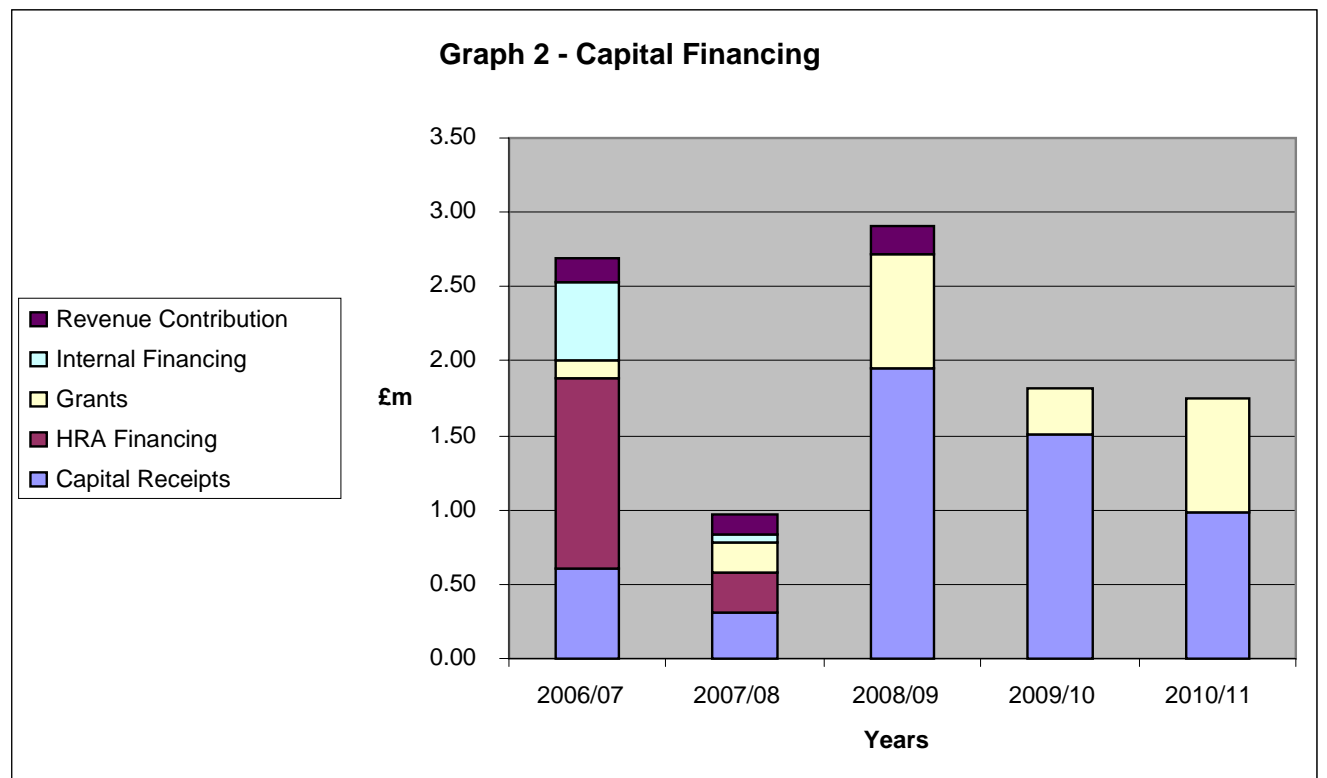
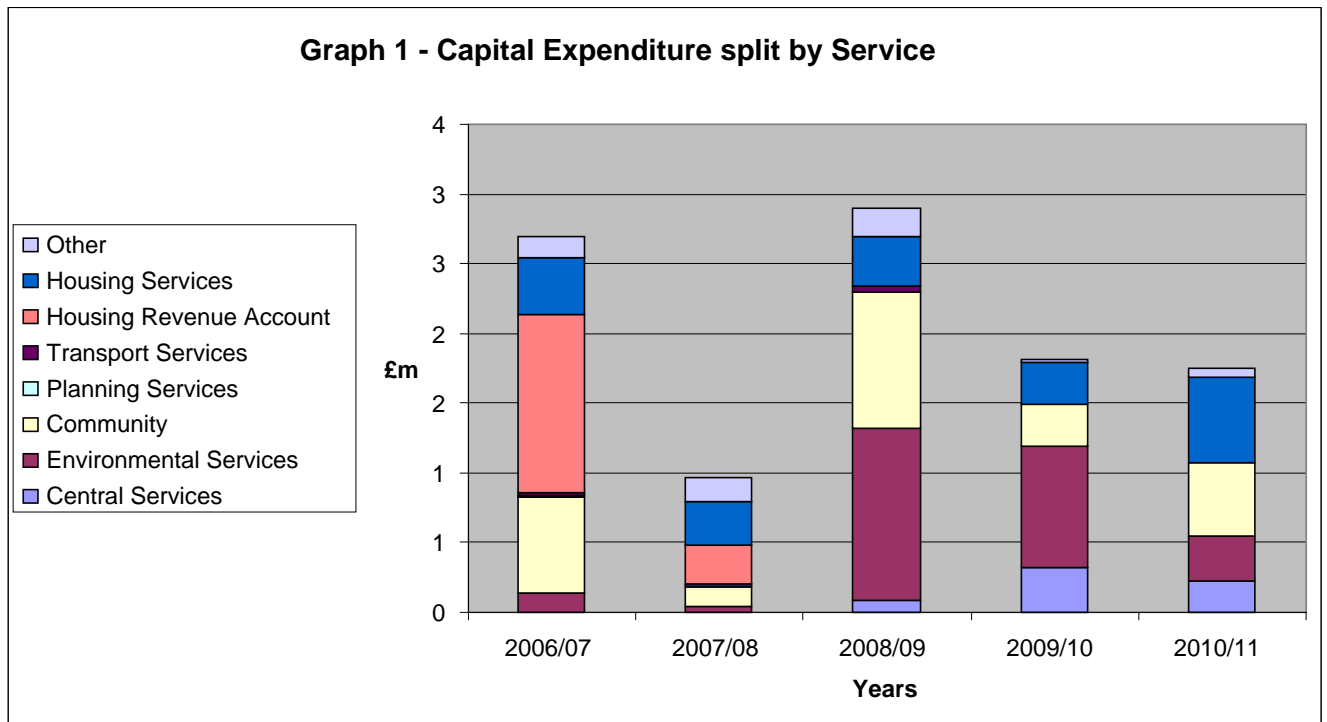
19.3 The Council also undertakes to review existing services to identify opportunities for introducing or increasing charges, if appropriate. All discretionary fees and charges have been reviewed and a number of changes

have been identified this year in view of the exceptional financial situation and significant budget gap. Charging users for services reduces the level of overall subsidy by Council Tax payers to a particular service.

- 19.4 Fees for Licensing and certain other applications 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.
- 19.5 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. In the meantime, Council will agree charges for 2012/13.
- 19.6 The Government have consulted on changes to the planning fee regulations with a view to making the fees cover the costs of the service. The aim had been to introduce the changes with effect from October 2011. Currently the Council's planning service is a gross cost of approximately £0.9m so any increase in fees could have a potential financial benefit. However, the scheme has been delayed and additional income will depend on the detail of the final scheme and what costs qualify for consideration.
- 19.7 The proposals in respect of the charges for 2012/13 are shown in Appendix 2 to this report. Changes in charges come into effect from 1 April each year, unless indicated otherwise.

## **20 CAPITAL PROGRAMME**

- 20.1 The Capital Strategy of the Council is now incorporated within the MTFs. 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.
- 20.2 **Key Areas of Capital Spend and Funding**
- 20.3 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.
- 20.4 The following graphs show the capital expenditure for each service over the last five years (graph 1) and how this was funded (graph 2).



20.5 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.

20.6 **Framework for managing and monitoring capital programme and risk management**

20.7 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**

20.8 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 will be exploring opportunities to dispose of assets to generate capital receipts, particularly as the housing market improves.

20.9 For the majority of the capital schemes, further reports will be made to Members on the final proposals which will include consideration of other options for delivering the required results and any ongoing revenue costs.

20.10 Where appropriate, schemes will be subject to a business case which fully considers the whole life impact of the proposal including its impact on future revenue liabilities and the environmental impact.

20.11 **Capital Programme Risk Management**

20.12 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.

20.13 **Capital Spending Proposals**

20.14 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. The first two were highlighted as part of the 2011-12 budget process, the remainder are new items. 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 Town Centre Action Plans.
- A non-religious place of ease in Hall Road Cemetery – a feasibility study will be completed and reported to the Executive by April 2012.
- Potential for developing a suite of small business start up units at the Rayleigh Car Park site (Station Approach)
- Replace the Council's telecommunications system from 2013/14 onwards
- The provision and location of Public Conveniences in the District will be reviewed as part of the Town Centre Area Action plans and to contribute towards achieving the MTFs savings target. A Provision of Public Conveniences Strategy 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. It is anticipated that about £80,000 will be received from the sale of the existing sites, however as these figures are still draft, they have not yet been built into the programme.

20.15 The Council will be developing an IT data centre in 2012/13 for the offsite storage of IT servers. This has the benefit of increased security, both of the equipment and systems, and also allows the Council access to up to date software. Although the cost is significant, it can be funded from existing pots of money and will generate revenue savings in the future from savings in running cost and changes in disaster recovery arrangements, as well as providing additional useable accommodation space within the Council.

#### 20.16 **Pet Memorial Park**

20.17 The Council will be developing a Pet Memorial Park in Cherry Orchard Jubilee Country Park for ashes, memorials and tree planting.

20.18 A detailed report on the scheme will be presented to the Executive with the aim of the facility being in place by Summer 2012.

#### 20.19 **Capital Financing and Prudential Indicators**

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

20.21 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.

20.22 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.

20.23 **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.

	2011/12	2012/13	2013/14	2014/15
	Probable outturn	Estimate	Estimate	Estimate
<b>Ratio of financing costs to net revenue stream</b>	(0.6%)	(0.8%)	(0.9%)	(1.2%)

20.24 **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.

20.25 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 2011 and this is the starting point for considering the affordability of the proposed Capital Programme.

	2011/12 Probable outturn	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
Current Capital Programme (£000s)	1,993	772	501	529
Proposed Capital expenditure (£000s)	1,985	1,013	653	605
Incremental impact of capital investment decisions -				
Increase in Council Tax ( £ per band D per annum -	<b>0.00</b>	<b>0.08</b>	<b>0.06</b>	<b>0.03</b>

20.26 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.

20.27 **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 Council's expectations for the CFR are that it will remain negative for the next 3 financial years. 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.

20.28 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.

#### 20.29 **Tax Increment Financing**

20.30 The Local Government Resource Review consultation on localising business rates (business rates retention scheme) set out proposals for allowing local authorities to retain future increases in business rates income that could be used to finance infrastructure investment under an initiative called Tax Increment Financing (TIF). Following the consultation, the Government are proposing that the Local Government Finance Bill will enable the delivery of two TIF options:-

- Option one would see local authorities, within the existing prudential borrowing rules, able to borrow against their income within the business rates retention scheme. However this income would be subject to the levy and reset arrangements (See paragraph 7.9 for further information on the levy and reset).
- Option two would allow a limited number of TIF schemes to be permitted in which the business rates growth would not be subject to the levy or reset for a defined period (See paragraph 7.9 for further information on the levy and reset).

20.31 The Government will be publishing further details of how they will manage Option two TIFs alongside a technical document later in the year. The TIF may provide opportunities for the Council to support the delivery of the Local Development Framework and Town Centre Area Action Plans.



**20.32 Community Infrastructure Levy (CIL)**

20.33 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. 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. Until the CIL is adopted the Council cannot levy charges through this mechanism and will continue to rely on S106 agreements.

**21 MEDIUM TERM FINANCIAL STRATEGY**

21.1 All the matters discussed in this report are brought together to produce the Council's MTFs for the period 2012/13 to 2016/17.

21.2 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 2012/13 included in the budget estimates will be £722,000 leaving a budget gap of £200,000 which will be addressed following closure of the 2011/12 Accounts.

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

		2012/13	2013/14	2014/15	2015/16	2016/17
	£000s	Estimate	Estimate	Estimate	Estimate	Estimate
<b>1</b>	<b>Base Budget</b>	10,494	10,223	10,153	10,188	10,143
<b>2</b>	Inflation	406	307	254	255	254
<b>3</b>	Planned Growth	271	50	151	0	0
<b>4</b>	Planned Reductions	(722)	(159)	(81)	(26)	(34)
<b>5</b>	Income Changes	(27)	(47)	(89)	(74)	(79)
<b>6</b>	<b>Savings Required</b>	(200)	(220)	(200)	(200)	(200)
<b>7</b>	<b>Net Budget</b>	<b>10,223</b>	<b>10,153</b>	<b>10,188</b>	<b>10,143</b>	<b>10,084</b>
<b>8</b>	Government Grant	(3,832)	(3,630)	(3,490)	(3,277)	(3,228)
<b>9</b>	Collection Fund	(71)	(20)	(20)	(20)	(20)
<b>10</b>	Council Tax Income	(6,363)	(6,689)	(6,838)	(7,099)	(7,371)
<b>11</b>	Use of Reserves	-	-	-	-	-
<b>12</b>	Contribution to Reserves	43	186	160	253	535
<b>13</b>	<b>General Fund Balances:</b>					
<b>14</b>	Balance Bought Forward	779	822	1,008	1,168	1,421
<b>15</b>	Change in fund	43	186	160	253	535
<b>16</b>	Balance Carried Forward	822	1,008	1,168	1,421	1,956

- 21.4 The total net budget, before contribution from reserves 2012/13 is £10.22m, compared to a net budget for 2010/11 of £12.75m, a reduction of 20% over 2 years. The net budget for 2011/12 was £10.52m. General Fund balances are above the Minimum Recommended level of £800,000 for 2012/13, rising to above the recommended level for 2016/17 of £1.8m.
- 21.5 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 will change from 1 April 2014 but amount will depend on the revaluation completed in 2013.
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 to 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.

## 22 RISK IMPLICATIONS

- 22.1 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.

- 22.2 The Council's main sources of income from 2013/14 will be Council Tax, New Homes 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.

## 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	<b>Preliminary Assessment</b>	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	<b>Equality Risk Assessment</b>	Scoring to assess the level of risk, carried out by relevant Head of Service...
3	<b>Equality Impact Assessment - Identifying Adverse Impact</b>	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	<b>Sign Off</b>	Approval and decision making details by Members
5	<b>Implementation</b>	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 2012/13 to 2016/17 including the proposals contained within this report, with the following key budgetary changes for 2012/13:-
  - (a) Reduce the budget for the cost of the Pest Control Service by £14,000
  - (b) Include budget for parking income of £30,000 under Woodlands
  - (c) Include budget for parking income of £60,000 under Leisure Premises.
  - (d) Include an income budget of £2,000 for Pre-Application planning advice under Development Management.
  - (e) Include an income budget for £2,000 under Democratic Services for Member training.
  - (f) Remove budget for Summer Swim Scheme.
- (2) To review all its asset holdings of land and property and report on options for further disposals, with a report to the Executive by Autumn 2012.
- (3) That a strategy be developed for the New Homes Bonus to be in place by November 2012.
- (4) The core estimates for 2012/13 as shown in the attached Draft Budget Book
- (5) That the 2012/13 Council Tax for Rochford District Council remains unchanged at £201.15 for a Band D property.
- (6) The schedule of fees and charges for 2012/13.
- (7) The Capital Programme.
- (8) The use of Earmarked Reserves.
- (9) That a study be carried out on the feasibility of building a place of ease at the Hall Road Cemetery. The results will be reported to the Executive by April 2012 so it can be considered in the next review of the Capital Programme in July 2012.
- (10) That a detailed design and timetable be developed for a Pet Memorial Park and reported to the Executive by April 2012.

Yvonne Woodward

Head of Finance

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**Background Papers:-**

None.

For further information please contact Yvonne Woodward (Head of Finance) on:-

Phone:- 01702 318029

Email:- [yvonne.woodward@rochford.gov.uk](mailto:yvonne.woodward@rochford.gov.uk)

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

2010/11 ACTUAL	BUILDING CONTROL - CLIENT ACCOUNT	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: S Scrutton		£	£	£	
	<b>Employee Costs</b>					
229,126	Salaries	13 126 1000	220,900	218,000	220,000	-0.4%
1,939	Insurance	13 126 1140	2,100	2,700	2,800	33.3%
231,065			223,000	220,700	222,800	
	<b>Transport Related</b>					
14,054	Car Allowances	13 126 1120	15,600	14,200	14,200	-9.0%
14,054			15,600	14,200	14,200	
	<b>Supplies &amp; Services</b>					
154	Expenses	13 126 xxxxa	100	200	200	
4,281	Equipment, Tools & Materials	13 126 xxxxb	3,700	3,900	3,900	
4,435			3,800	4,100	4,100	
	<b>Contracted Services</b>					
200	Consultants	13 126 1015	1,000	700	700	
200			1,000	700	700	

2010/2011 ACTUAL	BUILDING CONTROL - FEE ACCOUNT	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: S Scrutton		£	£	£	
	<b>Fees &amp; Charges</b>					
(57,151)	Deposit of Plans	13 127 825x	(84,000)	(84,300)	(84,300)	
(160,107)	First Inspection	13 127 82xx	(216,000)	(191,000)	(201,000)	-6.9%
-	Partnership Income	13 127 8264	-	(25,000)	(15,000)	100.0%
(217,257)			(300,000)	(300,300)	(300,300)	

2010/2011 ACTUAL £	DEVELOPMENT MANAGEMENT Head of Service: S Scrutton	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
344,382	Salaries	13 124 1000	397,500	336,500	362,000	-8.9%
98	Telephone Allowances	13 124 1200	100	100	100	
4,351	Insurance	13 124 1140	4,600	4,100	4,300	
348,832			402,200	340,700	366,400	
<b>Transport Related</b>						
13,084	Car Allowances	13 124 1120	13,800	12,400	12,400	-10.1%
591	Staff Parking	13 124 1160	4,400	-	-	-100.0%
13,675			18,200	12,400	12,400	
<b>Supplies &amp; Services</b>						
575	Expenses	13 124 113x	600	600	600	
1,150	Equipment, Tools & Materials & Subscriptions	13 124 1xxx	1,600	2,100	9,300	481.3%
11,118	Advertising	13 124 1013	14,500	12,500	12,500	-13.8%
300	Planning Portal	13 124 4667	300	300	300	
48,334	Planning Appeals	13 124 4665	20,000	20,000	20,000	
62,090	Planning Delivery	13 124 4671	-	-	-	
123,567			37,000	35,500	42,700	
<b>Contracted Services</b>						
230	Consultancy Advice	13 124 4660	2,500	2,000	2,000	
15,512	Specialist Planning Advice (ECC)	13 124 4669	16,300	16,300	16,300	
15,742			18,800	18,300	18,300	
<b>Fees &amp; Charges</b>						
(211,580)	Planning Fees	13 124 8239	(264,000)	(264,000)	(312,000)	18.2%
(4,333)	Miscellaneous Income	13 124 82xx	(5,000)	(5,500)	(5,500)	
(215,913)			(269,000)	(269,500)	(317,500)	

2010/2011 ACTUAL £	PLANNING POLICY Head of Service: S Scrutton	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
273,571	Salaries	13 131 1000	266,400	256,100	267,800	0.5%
306	Professional Fees	13 131 1006	400	400	400	
98	Telephone Allowances	13 131 1200	100	100	100	
1,655	Training	13 131 1005	5,700	5,700	5,700	
2,714	Insurance	13 131 1140	2,800	3,100	3,300	
278,345			275,400	265,400	277,300	
<b>Transport Related</b>						
7,481	Car Allowances	13 131 1120	8,000	6,500	6,500	-18.8%
7,481			8,000	6,500	6,500	
<b>Supplies &amp; Services</b>						
805	Expenses	13 131 113x	1,100	1,100	1,100	
60	Equipment, Tools & Materials	13 131 1100	200	200	200	
200	Research & Publicity	13 131 1013	600	400	400	
1,065			1,900	1,700	1,700	
<b>Fees &amp; Charges</b>						
(16,835)	Habitats Directive	13 131 8285	-	(16,800)	-	
(16,837)			-	(16,800)	-	

2010/2011 ACTUAL £	PLANNING & BUILDING CONTROL ADMINISTRATION Head of Service: S Scrutton	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
120,615	Salaries	13 125 1000	123,700	111,000	110,400	-10.8%
2,714	Insurance	13 125 1140	2,800	2,700	2,800	
123,330			126,500	113,700	113,200	
<b>Supplies &amp; Services</b>						
2,354	Equipment, Tools & Materials	13 125 1100	3,000	2,500	2,500	
2,354			3,000	2,500	2,500	



2010/2011 ACTUAL £	HACKNEY CARRIAGE Head of Service: S Scrutton	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
90,649	Salaries	14 144 1000	90,200	88,600	89,300	-1.0%
1,163	Insurance	14 144 1140	1,300	1,300	1,400	
91,812			91,500	89,900	90,700	
<b>Supplies &amp; Services</b>						
1,283	Expenses	14 144 113x	1,600	600	600	-62.5%
2,654	Equipment, Tools & Materials	14 144 1100	2,600	2,000	2,000	-23.1%
92	Printing and Publicity	14 144 xxxx	700	900	600	
36	Subscription - National Association of Taxi & Private Hire	14 144 1018	100	100	100	
4,065			5,000	3,600	3,300	
<b>Fees &amp; Charges</b>						
(64,740)	Vehicle Licensing	14 144 5051	(66,000)	(66,000)	(66,000)	
(20,482)	Driver Licensing	14 144 5052	(20,000)	(20,000)	(20,000)	
(1,985)	Operators Licensing	14 144 2024	(2,000)	(2,000)	(2,000)	
(273)	Other Miscellaneous Income	14 144 5054	(2,000)	(500)	(500)	-75.0%
(87,481)			(90,000)	(88,500)	(88,500)	

The On Street Parking cost centre closed on 31 March 2011. Total net income in 2010/11 was £80,998 excluding recharges.

2010/2011 ACTUAL	OFF STREET PARKING	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: S Scrutton		£	£	£	
<b>Employee Costs</b>						
119,241	Salaries	10 103 1000	205,100	117,600	145,100	-29.3%
4,004	Insurance	10 103 1140	4,200	4,000	4,200	
123,245			209,300	121,600	149,300	
<b>Premises Related</b>						
27,254	Repairs, Alterations & Maintenance	10 103 333x	28,900	28,800	29,400	
750	Special Items	10 103 1019	-	-	31,000	100.0%
112,759	National Non-Domestic Rates	10 103 1016	131,800	125,800	130,800	-0.8%
7,991	Lights & Power	10 103 1009	5,000	3,700	3,700	-26.0%
3,283	Water & Sewerage	10 103 1012	2,000	3,100	3,100	55.0%
152,036			167,700	161,400	198,000	
<b>Transport Related</b>						
2,622	Transport & Plant	10 103 1170	1,500	2,600	2,800	86.7%
2,622			1,500	2,600	2,800	
<b>Supplies &amp; Services</b>						
1,384	Expenses	10 103 11xx	1,900	1,400	1,400	
4,584	Equipment, Supplies & Maintenance	10 103 xxxx	3,600	2,900	2,900	-19.4%
3,244	Printing	10 103 1180	2,700	3,800	3,000	
-	Publicity	10 103 1013	500	1,900	500	
2,230	Subscriptions	10 103 1018	2,300	2,300	2,300	
1,764	Traffic Penalty Tribunal	10 103 4063	2,000	2,000	2,000	
800	Traffic Enforcement Centre	10 103 4072	1,100	1,100	1,100	
5,627	ECC Reimbursement	10 103 4112	-	-	-	
-	Environmental Enhancements	10 103 4101	700	-	700	
16,731	Machine Maintenance	10 103 4106	16,300	10,000	11,000	-32.5%
36,364			31,100	25,400	24,900	
<b>Fees &amp; Charges</b>						
(797,714)	Car Park Pay & Display	10 103 xxxxa	(910,000)	(910,000)	(985,000)	8.2%
(3,150)	Market Rents	10 103 8118	(3,200)	(1,600)	-	-100.0%
(2,124)	Other Rents	10 103 8119	(2,200)	(5,500)	(5,500)	150.0%
(141,069)	Permits/Season Tickets	10 103 8127	(165,000)	(145,000)	(145,000)	-12.1%
(79,381)	Penalty Charge Notice Payments	10 103 8128	(100,000)	(80,000)	(80,000)	-20.0%
(455)	Commercial Use Of Space	10 103 8480	(800)	(200)	(200)	-75.0%
23,700	Contribution from reserve	10 103 1302	-	-	-	
(1,000,243)			(1,181,200)	(1,142,300)	(1,215,700)	

The Public Transport cost centre will close with effect from 31 March 2012. The total net income for revised 2011/12 estimates is £15,200. The actual for 2010/11 was expenditure of £777,872. These figures exclude recharges.

2010/2011 ACTUAL £	ECONOMIC DEVELOPMENT Head of Service: S Scrutton	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
60,367	Salaries	13 130 1000	61,400	67,800	71,000	15.6%
776	Insurance	13 130 1140	800	1,300	1,400	75.0%
61,142			62,200	69,100	72,400	
<b>Transport Related</b>						
681	Staff Parking	13 130 1160	700	-	-	-100.0%
681			700	-	-	
<b>Premises Related</b>						
2,000	Dutch Cottage	13 130 1019	2,000	2,000	2,000	
2,000			2,000	2,000	2,000	
<b>Supplies &amp; Services</b>						
1,293	Expenses	13 130 113x	1,200	1,300	1,300	
144,958	Grants to Voluntary Organisations	13 130 1017	90,000	92,200	90,000	
22,717	NNDR Charitable Relief & Other Costs	13 130 1017a	21,700	18,200	18,200	-16.1%
35,000	Accommodation to Voluntary Bodies (internal recharge)	13 130 1017b	16,800	44,300	44,300	163.7%
7,977	Economic Development	13 130 4780	-	-	4,500	100.0%
3,080	Southend Business Awards	13 130 4784	3,200	3,200	3,200	
2,531	Breakfast Event	13 130 4785	3,000	3,000	3,000	
23,114	Subscriptions	13 130 1018	23,800	20,000	10,000	-58.0%
28,827	Southend Airport JAAP	13 130 4789	-	-	-	
14,629	Chambers of Trade	13 130 4782	-	-	-	
18,102	Eco Enterprise Centre Rochford	13 130 4790	-	-	-	
1,785	Study & Development of Tourism	13 130 5162	-	-	-	
3,009	Shop at My Local Campaign	13 130 4744	-	-	2,000	100.0%
307,023			159,700	182,200	176,500	

2010/2011 ACTUAL £	LOCAL LAND CHARGES Head of Service: A Bugeja	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
70,191	Salaries	19 181 1000	69,200	66,800	67,300	-2.7%
4,200	Insurance	19 181 1140	4,400	4,200	4,400	
74,392			73,600	71,000	71,700	
	<b>Supplies &amp; Services</b>					
39	Expenses	19 181 xxxx	-	200	200	
-	Equipment, Tools, & Materials	19 181 1100	100	100	100	
39			100	300	300	
	<b>Fees &amp; Charges</b>					
(111,739)	Land Searches	19 181 8371	(86,000)	(174,000)	(174,000)	102.3%
(111,739)			(86,000)	(174,000)	(174,000)	

2010/2011 ACTUAL £	CEMETERIES & CHURCHYARDS - OPEN (ROCHFORD) Head of Service: A Bugeja	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Premises Related Expenditure</b>					
1,641	Repairs, Alterations & Maintenance	14 136 xxxx	7,100	9,600	7,200	
-	Special Items	14 136 1019	5,000	5,000	6,500	30.0%
1,563	National Non Domestic Rates	14 136 1016	1,600	1,500	1,500	
192	Insurance	14 136 1140	200	200	200	
3,396			13,900	16,300	15,400	
	<b>Supplies &amp; Services</b>					
262	Equipment, Tools & Materials	14 136 1100	700	500	500	
262			700	500	500	
	<b>Contracted Services</b>					
100	Parish Churchyards Maintenance	14 136 4890	100	100	100	
100			100	100	100	
	<b>Fees &amp; Charges</b>					
(40,974)	Grave Purchases	14 136 8313	(46,700)	(46,700)	(49,600)	6.2%
(52,040)	Interments	14 136 8309	(66,700)	(66,700)	(70,400)	5.5%
(14,904)	Monuments	14 136 8310	(15,600)	(15,600)	(16,500)	5.8%
(107,918)			(129,000)	(129,000)	(136,500)	

2010/2011 ACTUAL £	ESTATES MANAGEMENT Head of Service: A Bugeja	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
156,308	Salaries	12 122 1000	156,700	154,500	155,700	-0.6%
1,551	Insurance	12 122 1140	1,700	1,800	1,900	
157,859			158,400	156,300	157,600	
	<b>Transport Related</b>					
4,029	Car Allowances	12 122 1120	4,500	4,200	4,200	
-	Staff Parking	12 122 1160	700	-	-	-100.0%
1,677	Transport & Plant	12 122 1170	-	2,000	2,000	100.0%
5,706			5,200	6,200	6,200	
	<b>Supplies &amp; Services</b>					
86	Expenses	12 122 11xx	100	100	100	
937	Equipment, Tools, Materials	12 122 1xxx	2,200	900	900	-59.1%
1,023			2,300	1,000	1,000	
	<b>Fees &amp; Charges</b>					
-	Admin Charge/Rechargeable Income	12 122 8237	-	(1,500)	(1,500)	100.0%
(3,397)	Capital Works	cap	(20,100)	(20,100)	(20,000)	-0.5%
-	Finchfield Bungalows Trust Management Fee	Finch	-	-	(11,000)	100.0%
(3,397)			(20,100)	(21,600)	(32,500)	

2010/2011 ACTUAL	LEGAL SERVICES	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: A Bugeja		£	£	£	
<b>Employee Costs</b>						
281,187	Salaries	12 118 1000	307,900	289,200	297,400	-3.4%
98	Telephone Allowances	12 118 1200	100	100	100	
1,319	Professional Fees	12 118 1006	2,500	2,500	2,500	
3,529	Training	12 118 1005	5,000	5,000	5,000	
2,714	Insurance	12 118 1140	2,800	3,600	3,800	35.7%
288,847			318,300	300,400	308,800	
<b>Transport Related</b>						
1,765	Car Allowances	12 118 1120	1,800	2,100	2,100	
1,765			1,800	2,100	2,100	
<b>Premises Related Costs</b>						
-	Repairs, Alterations & Maintenance	12 118 33xx	700	-	-	-100.0%
-			700	-	-	
<b>Supplies &amp; Services</b>						
1,669	Expenses	12 118 113x	2,100	2,000	2,000	
4,684	Equipment, Tools & Materials	12 118 xxxx	1,300	1,200	1,200	
15,963	Library	12 118 4521	12,800	12,800	12,800	
32,000	Legal Fees	12 118 4520	12,000	12,000	12,000	
54,315			28,200	28,000	28,000	
<b>Fees &amp; Charges</b>						
(6,152)	Legal Fees Income	12 118 85xx	(12,000)	(26,000)	(22,000)	83.3%
(519)	Rents	12 118 8224	(1,500)	(500)	(500)	-66.7%
(2,094)	Backup Storage	12 118 8223	(2,000)	(2,100)	(2,100)	
(8,765)			(15,500)	(28,600)	(24,600)	

2010/2011 ACTUAL	OFFICE ACCOMMODATION - ROCHFORD	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: A Bugeja		£	£	£	
<b>Employee Costs</b>						
41,590	Salaries	12 115 1000	41,100	33,800	34,100	-17.0%
6,827	Insurance	12 115 1140	7,600	6,700	7,000	-7.9%
48,417			48,700	40,500	41,100	
<b>Premises Related</b>						
54,404	Repairs, Alterations & Maintenance	12 115 xxxxa	55,800	52,800	33,000	-40.9%
5,606	Special Items	12 115 1019	32,000	32,000	11,000	-65.6%
65,269	National Non-Domestic Rates	12 115 1016	67,900	68,900	71,700	5.6%
5,027	Gas	12 115 1010	5,000	7,000	7,000	40.0%
75,184	Electricity	12 115 1009	24,000	41,700	41,700	73.8%
4,934	Water & Sewerage	12 115 xxxxb	2,500	3,300	3,300	32.0%
2,200	Paper Recycling	12 115 4457	2,200	2,200	2,200	
47,300	Cleaning	12 115 1008	38,300	16,900	17,200	-55.1%
3,625	Refuse Removal	12 115 5080	3,500	3,500	3,500	
263,550			231,200	228,300	190,600	
<b>Supplies &amp; Services</b>						
1,822	Expenses	12 115 11xx	2,000	1,900	1,900	
8,343	Equipment, Tools & Materials	12 115 xxxx	2,600	2,200	2,600	
10,164			4,600	4,100	4,500	

2010/2011 ACTUAL £	OFFICE ACCOMMODATION - RAYLEIGH Head of Service: A Bugeja	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
15,869	Salaries	12 114 1000	15,300	12,300	13,000	-15.0%
2,626	Insurance	12 114 1140	1,600	1,500	1,600	
18,495			16,900	13,800	14,600	
<b>Transport Costs</b>						
-	Car Allowances	12 114 1120	-	1,200	1,200	100.0%
-			-	1,200	1,200	
<b>Premises Related Costs</b>						
12,661	Repairs, Alterations and Maintenance	12 114 33xx	17,400	14,000	35,300	102.9%
-	Special Items	12 114 1019	1,500	1,500	7,500	400.0%
19,458	National Non Domestic Rates	12 114 1016	20,200	20,400	21,200	5.0%
7,205	Oil	12 114 4417	7,500	7,500	7,500	
4,309	Electricity	12 114 1009	2,300	4,000	2,300	
158	Water & Sewerage	12 114 xxxx	400	400	400	
443	Refuse Removal	12 114 4422	500	500	500	
6,100	Cleaning of Civic Suite	12 114 4423	4,800	9,300	9,400	95.8%
50,335			54,600	57,600	84,100	
<b>Supplies &amp; Services</b>						
1,133	Equipment, Tools & Materials	12 114 xxxxb	1,500	1,100	1,100	
4,225	Audio-Visual Equipment Maintenance	12 114 4420	4,300	4,300	4,300	
5,358			5,800	5,400	5,400	
<b>Rents &amp; Charges</b>						
(1,100)	Rent	12 114 8218	(1,100)	(1,100)	(1,100)	
(5,459)	Robing Room Rent	12 114 8219	(5,500)	(5,500)	(5,500)	
(6,559)			(6,600)	(6,600)	(6,600)	
(27,500)	Voluntary Organisations (internal recharge)	12 114 8979	(6,900)	(35,500)	(35,500)	414.5%
(27,500)			(6,900)	(35,500)	(35,500)	

2010/2011 ACTUAL £	MEMBER & COMMITTEE SERVICES Head of Service: A Bugeja	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
178,220	Salaries	16 171 1000	166,500	190,400	193,000	15.9%
2,858	Insurance	16 171 1140	2,400	5,600	5,900	145.8%
181,078			168,900	196,000	198,900	
<b>Transport Related</b>						
3,421	Transport & Plant	16 171 5452	2,200	3,000	3,000	36.4%
3,419			2,200	3,000	3,000	
<b>Supplies &amp; Services</b>						
1,265	Expenses	16 171 xxxxa	1,400	1,400	1,400	
2,685	Equipment, Tools & Materials	16 171 xxxxb	900	700	700	
306,393	Members Allowances (Inc. Chairman's and Vice-Chairman's)	16 171 xxxxc	279,400	294,800	297,600	6.5%
10,934	Members Support & Training	16 171 5448	8,800	8,800	8,800	
221	Meeting Subsistence	16 171 5443	600	400	400	
-	Hospitality General & Gifts	16 171 5430	200	-	-	
1,382	Publicity / Public Notice Adverts	16 171 1013	3,300	2,000	2,000	-39.4%
1,544	Citizens Award	16 171 5460	1,600	1,600	1,600	
244	Regalia Expenses	16 171 5442	1,000	1,000	1,000	
19,370	Subscriptions	16 171 1018	19,900	18,100	18,600	-6.5%
2,374	Overview & Scrutiny Provision	16 171 5447	5,000	3,000	3,000	-40.0%
997	Heritage Celebrations	16 171 5439	2,000	1,000	1,000	-50.0%
7,280	Area Committees Venue Costs	16 171 5461	1,700	1,700	1,700	
792	Youth Council	16 171 5420	5,000	-	-	-100.0%
254	Holocaust Memorial	16 171 5445	300	300	300	
1,208	Members Legal Protection Policy	16 171 5450	1,300	1,300	1,400	
12,608	Chairman's Account	16 171 5xxx	11,000	11,000	11,000	
10,743	Chairman's Charity	16 171 5469	-	-	-	
380,293			343,400	347,100	350,500	
<b>Contracted Services</b>						
7,138	Members Delivery	16 171 5451	8,500	8,500	8,500	
7,138			8,500	8,500	8,500	
<b>Fees &amp; Charges</b>						
(1,788)	Civic Banquet	16 171 8432	-	-	-	
(10,742)	Chairman's Charity	16 171 8579	-	-	-	
(12,531)			-	-	-	

2010/2011 ACTUAL	CUSTOMER SERVICES	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: S Fowler		£	£	£	
	<b>Employee Costs</b>					
320,877	Salaries	14 142 1000	335,100	315,800	324,300	-3.2%
8,175	Training	14 142 1005	14,000	14,000	14,000	
255	Professional Fees	14 142 1006	200	300	300	
5,817	Insurance	14 142 1140	6,200	6,300	6,600	
335,123			355,500	336,400	345,200	
	<b>Transport Related</b>					
1,426	Car Allowances	14 142 1120	1,300	1,700	1,700	
1,426			1,300	1,700	1,700	
	<b>Supplies &amp; Services</b>					
438	Expenses	14 142 113x	500	600	600	
814	Equipment, Tools & Materials	14 142 1100	800	800	800	
1,252			1,300	1,400	1,400	
	<b>Fees &amp; Charges</b>					
(835)	Administration Charge	14 142 8237	-	(1,000)	(1,000)	100.0%
(835)			-	(1,000)	(1,000)	

2010/2011 ACTUAL	CONDUCTING ELECTIONS	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: S Fowler		£	£	£	
	<b>Employee Costs</b>					
44,970	Salaries	19 179 1000	44,100	38,150	39,800	-9.8%
1,163	Insurance	19 179 1140	2,100	2,100	2,200	
46,133			46,200	40,250	42,000	
	<b>Supplies &amp; Services</b>					
1,317	Equipment, Tools and Materials	19 179 1100	2,000	1,900	1,900	
35	Expenses	19 179 xxxx	300	300	300	
74,231	Cost of Elections	19 179 5555	75,000	71,500	71,500	-4.7%
75,583			77,300	73,700	73,700	
	<b>Fees &amp; Charges</b>					
(2,090)	Parish Recharges	19 179 8369	-	(5,200)	-	
(2,090)			-	(5,200)	-	



2010/2011 ACTUAL £	REGISTRATION OF ELECTORS Head of Service: S Fowler	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
26,802	Salaries	19 180 1000	44,100	38,150	39,800	-9.8%
26,802			44,100	38,150	39,800	
<b>Supplies &amp; Services</b>						
932	Expenses	19 180 xxxx	300	300	300	
19,695	Payments to Canvassers	19 180 5570	24,000	22,000	22,000	-8.3%
3,781	Printing	19 180 1180	6,000	4,500	4,500	-25.0%
-	Advertising	19 180 1013	500	600	500	
1,801	Bulk Postage	19 180 1014	8,500	8,500	8,500	
26,209			39,300	35,900	35,800	
<b>Fees &amp; Charges</b>						
(1,508)	Sales	19 180 8370	(1,500)	(1,500)	(1,500)	
(1,508)			(1,500)	(1,500)	(1,500)	

2010/2011 ACTUAL £	RECEPTION TEAM Head of Service: S Fowler	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
91,784	Salaries	12 110 1000	112,000	94,400	108,700	-2.9%
2,327	Insurance	12 110 1140	2,400	2,700	2,800	
94,111			114,400	97,100	111,500	
<b>Supplies &amp; Services</b>						
1,538	Equipment, Tools & Materials	12 110 xxxx	2,200	2,400	2,700	
3,153	Access to Services	12 110 4321	5,000	5,000	5,000	
433	Expenses	12 110 11xx	600	800	800	
22,344	Office Telephone	12 110 1011	20,000	21,000	21,000	5.0%
3,806	Mobile Phones	12 110 4315	4,500	4,000	4,200	
7,115	Telephone Maintenance	12 110 4318	7,500	7,200	7,500	
38,388			39,800	40,400	41,200	
<b>Fees &amp; Charges</b>						
(18)	Postages and Telephones	12 110 8213	(100)	(100)	(100)	
(71)	Mobile Phone Calls	12 110 8214	(100)	(100)	(100)	
(89)			(200)	(200)	(200)	

2010/2011 ACTUAL £	INFORMATION & SUPPORT SERVICES Head of Service: S Fowler	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
337,318	Salaries	12 113 1000	336,900	324,800	333,300	-1.1%
6,205	Insurance	12 113 1140	6,600	7,200	7,600	15.2%
343,522			343,500	332,000	340,900	
<b>Supplies &amp; Services</b>						
294	Expenses	12 113 xxxxa	400	300	300	
4,229	Equipment, Tools & Materials	12 113 xxxxb	6,300	5,200	5,200	-17.5%
13,000	Subscriptions	12 113 1018	13,400	13,000	13,000	
7,930	Photocopier Maintenance	12 113 4393	7,000	7,000	7,000	
9,627	Photocopying / Printing supplies	12 113 4392	13,000	11,000	11,000	-15.4%
13,602	Central Printing - Equipment	12 113 4394	27,000	20,000	20,000	-25.9%
5,217	Central Printing - External	12 113 4396	6,000	6,000	6,000	
5,191	Central Stationery Provision	12 113 4348	10,900	10,000	10,000	-8.3%
24,168	Postal Charges - Franking	12 113 4349	47,000	27,000	27,000	-42.6%
24,278	Postal Charges - Bulk Postage	12 113 1014	36,100	25,500	25,500	-29.4%
107,537			167,100	125,000	125,000	
<b>Fees &amp; Charges</b>						
(220)	Printing and Copying	12 113 8216	(500)	(500)	(500)	
(220)			(500)	(500)	(500)	

2010/2011 ACTUAL £	COMPUTER SERVICES Head of Service: S Fowler	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
365,193	Salaries	12 117 1000	381,100	287,400	317,500	-16.7%
5,041	Insurance	12 117 1140	4,500	4,900	5,100	13.3%
370,234			385,600	292,300	322,600	
<b>Supplies &amp; Services</b>						
1,906	Expenses	12 117 11xx	1,700	1,300	1,300	
1,295	Car Allowances	12 117 1120	1,200	1,300	1,300	
1,025	Equipment, Tools & Materials	12 117 1100	1,600	1,000	1,000	-37.5%
1,025	Subscription - SOCITM	12 117 1018	1,200	100	100	-91.7%
102,648	IT Upgrades/Developments	12 117 4496	115,000	115,000	115,000	
10,410	Mapping Service	12 117 4500	-	-	-	
11,000	Essex On-Line Partnership	12 117 4498	11,000	11,000	10,700	
64,980	IT Strategy Reserve	12 117 4495	-	-	-	
194,289			131,700	129,700	129,400	
<b>Contracted Services</b>						
810,951	Contract Payment	12 117 4502	748,000	715,000	748,000	
4,375	Computer Consumables	12 117 4503	4,500	4,500	4,500	
70	Data Protection Fees	12 117 4505	100	100	100	
815,396			752,600	719,600	752,600	
<b>Capital Financing Costs</b>						
70,437	Depreciation	12 117 1300	127,000	81,600	97,800	-23.0%
70,437			127,000	81,600	97,800	
<b>Fees &amp; Charges</b>						
(67)	Street Naming & Numbering	12 117 8101	(100)	(100)	(100)	
(67)			(100)	(100)	(100)	

2010/2011 ACTUAL £	OTHER OPERATING INCOME & EXPENDITURE Head of Service: Y Woodward	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Fees &amp; Charges</b>					
(174,594)	Net External Finance	17 175 8367	(151,400)	(141,000)	(141,700)	-6.4%
(174,594)			(151,400)	(141,000)	(141,700)	

2010/2011 ACTUAL £	NON DISTRIBUTED COSTS Head of Service: Y Woodward	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
(11,747)	Pension	18 176 5525	914,600	911,100	911,100	-0.4%
(11,747)			914,600	911,100	911,100	
	<b>Contribution from Reserve</b>					
-	Pension Equalisation Reserve	Reserve	(43,000)	-	(43,000)	
-			(43,000)	-	(43,000)	

2010/2011 ACTUAL £	COAST PROTECTION Head of Service: Y Woodward	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Supplies &amp; Services</b>					
2,000	Contribution - Crouch Harbour	14 143 5040	2,200	2,000	2,100	
2,000			2,200	2,000	2,100	

2010/2011 ACTUAL £	FINANCIAL SERVICES Head of Service: Y Woodward	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
431,239	Salaries	12 120 1000	421,500	432,200	438,000	3.9%
6,449	Training	12 120 xxxx	9,600	9,200	6,200	-35.4%
850	Professional Fees	12 120 1006	600	600	600	
8,288	Insurance	12 120 1140	5,400	8,500	8,900	64.8%
<u>446,826</u>			<u>437,100</u>	<u>450,500</u>	<u>453,700</u>	
<b>Transport Costs</b>						
1,842	Car Allowances	12 120 1120	2,000	1,600	1,600	
<u>1,842</u>			<u>2,000</u>	<u>1,600</u>	<u>1,600</u>	
<b>Supplies &amp; Services</b>						
2,089	Expenses	12 120 xxxxa	2,000	2,800	2,800	40.0%
21,240	Equipment, Tools & Materials	12 120 1100	15,900	10,900	10,800	-32.1%
-	Subscriptions	12 120 1018	-	5,000	5,100	100.0%
<u>23,330</u>			<u>17,900</u>	<u>18,700</u>	<u>18,700</u>	
<b>Contracted Services</b>						
2,195	Tax Consultants	12 120 4577	3,000	1,800	1,800	-40.0%
-	Asset Valuation	12 120 4575	2,800	2,100	2,100	-25.0%
642	Bailiff Charges	12 120 4582	300	300	300	
6,000	Treasury Management	12 120 4576	6,000	6,000	6,000	
3,130	Risk Management	12 120 5544	1,000	1,000	1,000	
<u>11,967</u>			<u>13,100</u>	<u>11,200</u>	<u>11,200</u>	
<b>Fees &amp; Charges</b>						
(4,183)	Castle Point Borough Council Payroll	12 120 8532	(23,000)	(21,500)	(21,500)	-6.5%
-	Trust Property Administration recharge	Trust	-	(1,700)	(700)	100.0%
-	Income from VAT on Car Allowances	12 120 8534	(1,800)	(1,800)	(1,800)	
(7,505)	Thames Gateway Income	12 120 8489	-	-	-	
<u>(11,688)</u>			<u>(24,800)</u>	<u>(25,000)</u>	<u>(24,000)</u>	

2010/2011 ACTUAL £	CASHIERS Head of Service: Y Woodward	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
34,261	Salaries	12 119 1000	39,600	27,200	17,400	-56.1%
1,163	Insurance	12 119 1140	1,300	400	400	-69.2%
<u>35,425</u>			<u>40,900</u>	<u>27,600</u>	<u>17,800</u>	
	<b>Supplies &amp; Services</b>					
2,846	ATM	12 119 4552	100	2,600	2,600	2500.0%
<u>2,846</u>			<u>100</u>	<u>2,600</u>	<u>2,600</u>	
	<b>Contracted Services</b>					
6,812	Security Services - Cash Collection	12 119 455x	6,000	5,000	5,000	-16.7%
<u>6,812</u>			<u>6,000</u>	<u>5,000</u>	<u>5,000</u>	

2010/2011 ACTUAL £	AUDIT & PERFORMANCE MANAGEMENT Head of Service: Y Woodward	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
178,054	Salaries	12 116 1000	177,900	174,200	176,600	-0.7%
1,542	Training	12 116 1005	-	-	-	
2,327	Insurance	12 116 1140	2,400	2,700	2,800	
<u>181,923</u>			<u>180,300</u>	<u>176,900</u>	<u>179,400</u>	
	<b>Supplies &amp; Services</b>					
687	Expenses	12 116 11xx	900	1,100	1,100	
192	Equipment, Tools & Materials	12 116 1xxx	300	200	200	
<u>878</u>			<u>1,200</u>	<u>1,300</u>	<u>1,300</u>	

2010/2011 ACTUAL £	WOODLANDS UNIT Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Related</b>					
25,343	Salaries	15 158 1000	98,700	61,000	104,900	6.3%
1,233	Insurance	15 158 1140	1,300	1,400	1,500	
26,576			100,000	62,400	106,400	
	<b>Premises Related</b>					
480	Repairs, Alterations & Maintenance	15 158 xxxx	1,500	1,300	1,400	
573	Electricity	15 158 1009	-	-	-	
1,053			1,500	1,300	1,400	
	<b>Transport Related</b>					
569	Car Allowances	15 158 1120	1,900	-	-	-100.0%
160	Staff Parking	15 158 1160	700	-	-	-100.0%
8,548	Transport & Plant	15 158 1170	6,900	9,900	10,100	46.4%
9,277			9,500	9,900	10,100	
	<b>Supplies &amp; Services</b>					
(7)	Expenses	15 158 xxxxa	100	100	100	
4,529	Equipment, Tools & Materials	15 158 1100	4,400	4,400	4,400	
7,378	Cherry Orchard Country Park	15 158 5278	8,500	8,500	8,500	
3,398	Horse Riding Trails - Maintenance	15 158 5281	5,200	4,500	4,500	-13.5%
-	Subscriptions	15 158 1018	300	-	-	
4,926	Cherry Orchard Grant Works	15 158 5287	2,600	-	-	-100.0%
6,116	Urban Tree Planting Scheme	15 158 5286	-	-	-	
3,530	Consultancy	15 158 1015	3,500	3,500	3,500	
1,823	Litter/Dog Bin Emptying - Cherry Orchard	15 158 4791	7,200	5,000	5,000	-30.6%
31,692			31,800	26,000	26,000	
	<b>Contracted Services</b>					
16,608	Contractors & Suppliers	15 158 5277	18,000	18,000	18,000	
864	Tree Survey Works	15 158 5276	2,300	2,300	2,300	
17,472			20,300	20,300	20,300	
	<b>Capital Financing Costs</b>					
4,146	Depreciation	15 158 1300	6,400	4,100	4,100	-35.9%
4,146			6,400	4,100	4,100	
	<b>Fees &amp; Charges</b>					
(6,453)	Miscellaneous Sales & Fees	15 158 83xx	(5,000)	(5,100)	(5,400)	
(419)	Ice Cream Site Fee	15 158 8339	(1,900)	(1,900)	(2,000)	
(21,000)	RHA Income	15 158 1304	(22,000)	(22,000)	(23,100)	5.0%
(27,872)			(28,900)	(29,000)	(30,500)	
	<b>Grants</b>					
(3,963)	Grants	15 158 8340	(3,600)	(3,600)	(3,600)	
(9,140)	Cherry Orchard Grant	15 158 8287	(2,600)	-	-	-100.0%
(13,103)			(6,200)	(3,600)	(3,600)	

2010/2011 ACTUAL £	MAINTENANCE OF GROUNDS HOLDING ACCOUNT Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
142,803	Salaries	15 157 1000	144,500	134,500	137,300	-5.0%
-	Insurance	15 157 1140	-	2,200	2,300	100.0%
142,803			144,500	136,700	139,600	
	<b>Transport Related</b>					
2,574	Transport & Plant	15 157 1170	2,600	3,100	3,100	
2,574			2,600	3,100	3,100	
	<b>Supplies &amp; Services</b>					
58	Expenses	15 157 113x	100	-	-	
58			100	-	-	
	<b>Contracted Services</b>					
890,443	Contract Payments	15 157 5262	951,500	953,400	1,004,600	5.6%
6,071	Works Outside of Main Contract	15 157 5260	6,400	6,400	6,400	
-	Continuous Improvement Fund	15 157 5263	5,000	5,000	5,000	
896,514			962,900	964,800	1,016,000	
	<b>Capital Financing Costs</b>					
22,836	Depreciation	15 157 1300	2,600	-	2,400	
22,836			2,600	-	2,400	
	<b>Fees &amp; Charges</b>					
(137,522)	Service Level Agreement - Rochford Housing Associa	15 157 8507	(139,800)	(144,400)	(145,600)	4.1%
(17,014)	Recharge to Parishes	15 157 8508	(17,000)	(18,200)	(18,200)	7.1%
(5,000)	Continuous Improvement Fund	15 157 8516	(5,000)	-	-	-100.0%
(167,625)	Ground Maintenance - Default Income	16 157 8531	-	-	-	
(327,161)			(161,800)	(162,600)	(163,800)	

2010/2011 ACTUAL £	PARKS & OPEN SPACES Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Premises Related</b>					
32,166	Repairs, Alterations & Maintenance	15 156 xxxx	46,800	49,200	50,600	8.1%
2,580	Special Items	15 156 1019	10,000	10,000	10,000	
1,842	Insurance	15 156 1140	1,600	1,800	1,900	
36,588			58,400	61,000	62,500	
	<b>Supplies &amp; Services</b>					
1,722	Equipment, Tools & Materials	15 156 1100	5,000	5,000	5,000	
8,327	Trees, Shrubs & Grounds	15 156 xxxxa	900	900	900	
2,450	Subscriptions	15 156 1018	100	2,500	2,500	2400.0%
12,498			6,000	8,400	8,400	
	<b>Contracted Services</b>					
2,546	Annual Safety Audit	15 156 5232	1,300	1,300	1,300	
486	Maintenance of Bridleways	15 156 5226	700	500	500	
1,183	Weed & Pest Control	15 156 5236	1,700	2,300	1,700	
10,428	Play Equipment Repairs (Engineers)	15 156 5235	15,000	15,000	15,000	
14,642			18,700	19,100	18,500	
	<b>Capital Financing Costs</b>					
65,064	Depreciation	15 156 1300	105,300	65,100	66,300	-37.0%
19,342	Revenue Expenditure Funded by Capital	15 156 1301	100,000	161,600	74,500	-25.5%
84,405			205,300	226,700	140,800	
	<b>Fees &amp; Charges</b>					
(13,695)	Land & Access Charges	15 156 xxxxc	(14,300)	(15,900)	(15,900)	11.2%
(3,120)	Pavilions	15 156 8336	(3,000)	(3,000)	(3,000)	
(514)	Hire of Pitches	15 156 8338	(400)	(2,000)	(2,000)	400.0%
(17,329)			(17,700)	(20,900)	(20,900)	

2010/2011 ACTUAL	ENVIRONMENTAL HEALTH	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: R Evans		£	£	£	
	<b>Employee Costs</b>					
514,595	Salaries	14 139 1000	477,400	409,200	387,100	-18.9%
159	Telephone Allowance	14 139 1200	200	200	200	
7,984	Training	14 139 1005	13,000	13,000	13,000	
5,255	Insurance	14 139 1140	5,600	6,000	6,300	12.5%
527,993			496,200	428,400	406,600	
	<b>Transport Related</b>					
16,267	Car Allowances	14 139 1120	18,700	10,900	9,700	-48.1%
3,405	Staff Parking	14 139 1160	5,800	-	-	-100.0%
19,672			24,500	10,900	9,700	
	<b>Supplies &amp; Services</b>					
1,473	Expenses	14 139 113x	1,500	2,000	2,000	
3,059	Equipment, Tools & Materials	14 139 1100	3,000	2,700	2,700	
1,096	Fees & Samples	14 139 4974	2,500	2,500	2,500	
-	Subscription - Nat Society for Clean Air/Env.	14 139 1018	1,800	1,100	1,100	-38.9%
2,805	Veterinary Licensing Fees	14 139 4987	2,500	2,500	2,500	
774	Scores on the Doors	15 139 4988	2,000	2,000	2,000	
9,207			13,300	12,800	12,800	
	<b>Contracted Services</b>					
500	Consultancy Fees	14 139 1015	2,000	1,000	1,000	-50.0%
2,265	Consultants - Contaminated Land Invest.	14 139 4970	17,000	17,000	17,000	
1,490	Public Health (Control of Disease Act)	14 139 4975	1,500	1,500	1,500	
29,502	Contract Payments - Pest Control	14 139 4978	17,900	20,000	17,900	
2,015	Pest Control Treatments	14 139 4976	2,000	2,000	2,000	
15,238	Air Quality Review	14 139 4967	17,000	17,000	17,000	
12,957	Food Hygiene Contractors	14 139 4980	20,000	15,000	-	-100.0%
8,244	Climate CO2de	14 139 4986	16,000	16,000	16,000	
(330)	Abandoned Vehicles	14 139 4977	-	-	-	
912	Noise Monitoring	14 139 4979	1,000	2,000	1,000	
-	Sewer Works	14 139 4981	1,000	1,000	1,000	
72,792			95,400	92,500	74,400	
	<b>Capital Financing Costs</b>					
1,491	Depreciation	14 139 1300	2,200	1,600	1,600	-27.3%
1,491			2,200	1,600	1,600	
	<b>Fees &amp; Charges</b>					
(1,969)	Veterinary Recharge	14 139 8322	(3,000)	(2,000)	(2,000)	-33.3%
(10,037)	Scheduled Installation Income	14 139 8968	(10,500)	(10,500)	(10,500)	
(80)	Other Income	14 139 8497	(500)	-	(500)	
(450)	Access to Environmental Info	14 139 8970	(600)	(600)	(600)	
(12,536)			(14,600)	(13,100)	(13,600)	
	<b>Grants</b>					
(11,320)	Air Quality	14 139 8967	(8,500)	-	-	-100.0%
(11,320)			(8,500)	-	-	



2010/2011 ACTUAL £	LICENSING Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
39,073	Salaries	14 133 1000	38,600	38,100	38,400	
99	Expenses	14 133 113x	200	100	100	
388	Insurance	14 133 1140	400	400	400	
39,561			39,200	38,600	38,900	
	<b>Transport Related</b>					
1,538	Car Allowances	14 133 1120	1,500	1,400	1,400	
667	Staff Parking	14 133 1160	700	-	-	-100.0%
2,204			2,200	1,400	1,400	
	<b>Supplies &amp; Services</b>					
230	Subscription	14 133 1018	500	300	300	
662	Equipment, Tools & Materials	14 133 1100	900	900	900	
892			1,400	1,200	1,200	
	<b>Fees &amp; Charges</b>					
(46,969)	Liquor Licensing	14 133 8969	(45,000)	(45,000)	(47,300)	5.1%
(1,840)	Other Licence	14 133 8319	(1,500)	(2,000)	(2,100)	40.0%
(8,009)	Gaming License	14 133 8318	(7,000)	(8,000)	(8,400)	20.0%
(4,147)	Animal Welfare Licensing	14 133 8526	(4,500)	(4,500)	(4,700)	
(60,964)			(58,000)	(59,500)	(62,500)	

2010/2011 ACTUAL £	PUBLIC HEALTH Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Contracted Services</b>					
2,939	Sewers & Ditch Clearance	14 138 4950	-	-	-	
13,526	Collection/Kennelling - Stray Dogs	14 138 4952	17,300	17,300	18,200	5.2%
16,465			17,300	17,300	18,200	
	<b>Fees &amp; Charges</b>					
(990)	Kennelling Collection Fee	14 138 8514	(1,200)	(1,200)	(1,200)	
(990)			(1,200)	(1,200)	(1,200)	

2010/2011 ACTUAL £	PUBLIC CONVENIENCES Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Premises Related Costs</b>						
4,033	Repairs, Alterations & Maintenance	14 141 333x	11,000	300	-	-100.0%
4,841	National Non Domestic Rates	14 141 1016	5,000	5,200	5,400	
5,855	Electricity	14 141 1009	5,400	5,400	2,700	-50.0%
6,320	Water / Sewerage	14 141 1xxx	3,700	5,900	3,000	-18.9%
230	Insurance	14 141 1140	200	200	200	
21,277			25,300	17,000	11,300	
<b>Contracted Services</b>						
70,800	Contract Cleaning	14 141 1008	58,000	70,600	33,600	-42.1%
70,800			58,000	70,600	33,600	
<b>Capital Financing Costs</b>						
7,801	Depreciation	14 141 1300	10,700	8,000	8,000	-25.2%
38,204	Impairment		-	-	-	
46,005			10,700	8,000	8,000	
<b>Fees &amp; Charges</b>						
(2,683)	Hullbridge Parish Council Income	14 141 8185	(2,700)	(2,700)	(2,700)	
(2,683)			(2,700)	(2,700)	(2,700)	

2010/2011 ACTUAL £	STREET CLEANSING Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Supplies &amp; Services</b>						
6,130	Dog Fouling & Litter Bins	14 137 4923	6,200	6,200	6,200	
19,638	Street Scene Environmental Works	14 137 4925	20,000	6,000	10,000	-50.0%
25,768			26,200	12,200	16,200	
<b>Contracted Services</b>						
548,811	Contract Payments - Street Cleansing	14 137 4933	617,500	630,800	664,700	7.6%
1,944	Tip Clearance	14 137 4931	3,500	7,500	3,500	
-	Minor Groundworks	14 137 4924	6,000	5,000	5,000	-16.7%
-	Graffiti Removal	14 137 4926	15,500	5,500	5,500	-64.5%
-	Footpath Fouling - Notices	14 137 4928	500	500	500	
3,420	Continuous Improvement Fund	14 137 5263	5,000	5,000	5,000	
554,176			648,000	654,300	684,200	
<b>Capital Financing Costs</b>						
41,554	Depreciation	14 137 1300	16,800	-	-	-100.0%
41,554			16,800	-	-	
<b>Fees &amp; Charges</b>						
(1,120)	E.C.C. Contribution to Street Cleansing	14 137 8314	-	-	-	
(18,000)	Litter Picking	14 137 8513	-	(18,000)	-	
(5,570)	Golden Cross - Street Clean	14 137 8512	(5,700)	(5,900)	-	-100.0%
-	Fixed Penalty Notices	14 137 8503	(300)	-	-	
(5,000)	Continuous Improvement Fund	14 137 8516	(5,000)	-	-	-100.0%
(4,000)	Contract Defaults	14 137 8523	-	(500)	-	
(33,690)			(11,000)	(24,400)	-	

2010/2011 ACTUAL £	RECYCLING COLLECTION Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
187,707	Salaries	14 146 1000	196,600	185,700	191,100	-2.8%
1,939	Insurance	14 146 1140	2,100	2,200	2,300	
189,646			198,700	187,900	193,400	
	<b>Transport Related</b>					
2,910	Car Allowances	14 146 1120	3,300	1,800	1,800	-45.5%
2,910			3,300	1,800	1,800	
	<b>Supplies &amp; Services</b>					
4,224	Equipment, Tools & Materials	14 146 xxxx	4,000	3,000	3,000	-25.0%
1,662	Expenses	14 146 xxxxa	1,000	5,500	5,600	460.0%
2,926	Recycling Sacks	14 146 5101	3,500	3,000	3,000	
6,797	Recycling Events & Promotions	14 146 5113	8,000	8,000	8,000	
570	Waste Contract Communication	14 146 5117	-	-	-	
6,840	Waste Management - Continuous Improvement Fund	14 146 5263	5,000	5,000	5,000	
23,019			21,500	24,500	24,600	
	<b>Contracted Services</b>					
2,118,419	Contract Payments - Refuse Collection	14 146 5107	2,067,800	2,192,100	2,309,800	11.7%
2,118,419			2,067,800	2,192,100	2,309,800	
	<b>Capital Financing Costs</b>					
-	Revenue Expenditure Funded by Capital	14 146 1301	55,000	102,200	55,000	
-			55,000	102,200	55,000	
	<b>Grants</b>					
-	Green Waste Collection (Inter Authority Agreement)	14 146 8175	-	(159,500)	(7,000)	100.0%
-	Fuel Discounts regarding contract	14 146 8176	-	(54,000)	(54,000)	100.0%
-			-	(213,500)	(61,000)	
	<b>Fees &amp; Charges</b>					
(32,105)	Bulk Waste Collection	14 146 8179	(36,000)	(30,000)	(30,000)	-16.7%
(5,000)	Waste Management - Continuous Improvement Fund	14 146 8516	(5,000)	-	-	-100.0%
(4,794)	Recycling Contract Defaults	14 146 8522	-	(5,000)	(5,000)	100.0%
(41,899)			(41,000)	(35,000)	(35,000)	

2010/2011 ACTUAL £	RECYCLING DISPOSAL Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Supplies &amp; Services</b>					
380	Subscriptions	14 147 1018	-	400	400	
380			-	400	400	
	<b>Contracted Services</b>					
-	Recycling Banks - Payments to Contractors	14 147 5125	-	20,000	10,000	100.0%
149,832	MRF Gate Fees	14 147 5127	-	-	-	
149,832			-	20,000	10,000	
	<b>Capital Financing Costs</b>					
275,529	Depreciation	14 147 1300	-	-	-	
275,529			-	-	-	
	<b>Fees &amp; Charges</b>					
(1,279,059)	Recycling Credits & Sales (Contractors)	14 147 8330	(1,026,200)	(940,000)	(972,000)	-5.3%
(38,818)	MRF Gate Fee Income	14 147 8xxx	-	(66,400)	(55,400)	100.0%
(1,317,878)			(1,026,200)	(1,006,400)	(1,027,400)	

2010/2011 ACTUAL £	HIGHWAYS/ROADS (ROUTINE) Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Supplies &amp; Services</b>					
-	White Lines - Taxi Ranks	10 100 4007	200	-	-	
9,628	Signage & Equipment	10 100 4xxx	3,100	3,600	1,000	-67.7%
4,796	Highway Verge Improvements	10 100 4003	8,000	4,500	4,500	-43.8%
-	Street/Footpath lighting	10 100 4002	5,000	5,000	5,000	
14,424			16,100	13,100	10,500	
	<b>Fees &amp; Charges</b>					
(33,305)	E.C.C. Contribution - Verge Maintenance	10 100 8105	(33,300)	(33,000)	(33,000)	
(33,305)			(33,300)	(33,000)	(33,000)	

2010/2011 ACTUAL £	DEPOT Head of Service: R Evans	CODE	ESTIMATES 2011/2012		2011/2012 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
67,700	Salaries	14 145 1000	88,400	87,100	89,600	1.4%
2,384	Insurance	14 145 1140	2,500	2,600	2,700	
70,084			90,900	89,700	92,300	
	<b>Premises Related</b>					
1,683	Repairs, Alterations & Maintenance	14 145 xxxx	6,600	6,800	7,100	
2,944	Special Items	14 145 1019	-	-	-	
21,905	National Non-Domestic Rates	14 145 1016	22,800	23,600	24,600	7.9%
26,532			29,400	30,400	31,700	
	<b>Transport Related</b>					
12,145	Transport & Plant	14 145 1170	10,700	13,500	13,900	29.9%
12,145			10,700	13,500	13,900	
	<b>Supplies &amp; Services</b>					
-	Expenses	14 145 11xx	100	100	100	
2,157	Equipment, Tools & Materials	14 145 1100	2,100	2,100	2,100	
495	Mobile Radio Maintenance	14 145 4642	500	500	500	
2,652			2,700	2,700	2,700	
	<b>Contracted Services</b>					
1,800	Depot Security Contractor	14 145 5081	1,800	1,800	1,800	
1,800			1,800	1,800	1,800	
	<b>Capital Financing Costs</b>					
15,775	Revenue Expenditure Funded by Capital	14 145 1306	-	-	-	
161,944	Depreciation	14 145 1300	193,800	172,400	172,400	-11.0%
177,719			193,800	172,400	172,400	
	<b>Fees &amp; Charges</b>					
(891)	Recharge re outside work	14 145 8479	-	-	-	
(891)			-	-	-	

2010/2011 ACTUAL	COUNCIL TAX	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: J.Bourne		£	£	£	
	<b>Employee Costs</b>					
253,599	Salaries	19 182 1000	264,000	251,000	259,000	-1.9%
5,789	Insurance	19 182 1140	4,900	4,900	5,100	
259,388			268,900	255,900	264,100	
	<b>Transport Related</b>					
-	Staff Parking	19 182 1160	700	-	-	-100.0%
-			700	-	-	
	<b>Supplies &amp; Services</b>					
576	Expenses	19 182 xxxxa	700	1,600	1,600	128.6%
1,613	Equipment, Tools & Materials	19 182 xxxxb	1,700	1,700	1,700	
1,243	Printing	19 182 1180	1,300	1,300	1,300	
1,243	Publicity	19 182 1013	1,700	1,700	-	-100.0%
10,239	Court Costs	19 182 5593	12,000	13,000	7,500	-37.5%
1,800	Council Tax Development Fund	19 182 5592	1,800	1,800	1,800	
83	Direct Debit Guarantee	19 182 5594	200	200	100	
-	Single Occupant Discount Review	19 182 5607	1,500	-	1,500	
-	Discretionary Discounts	19 182 5653	-	-	10,000	100.0%
823	CIPFA Consortium	19 182 4239	1,000	1,000	1,000	
38,184	Capita	19 182 4236	38,300	38,300	40,300	5.2%
55,815			60,200	60,600	66,800	
	<b>Contracted Services</b>					
4,966	Bailiff & Tracing	19 182 xxxxc	6,000	6,000	6,000	
15,746	Annual Billing	19 182 5602	16,000	16,300	16,000	
20,711			22,000	22,300	22,000	
	<b>Fees &amp; Charges</b>					
(119,633)	Court Costs	19 182 8593	(105,000)	(106,000)	(106,000)	1.0%
(357)	Single Occupant Discount Review	19 182 5607	-	-	-	
(3,800)	Credit Card Transaction Commission	19 182 8372	(4,700)	-	-	-100.0%
(123,790)			(109,700)	(106,000)	(114,000)	

2010/2011 ACTUAL	BUSINESS RATES	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL	REVISED		
£	Head of Service: J.Bourne		£	£	£	
	<b>Supplies &amp; Services</b>					
627	Court Costs	19 183 5622	500	800	500	
627			500	800	500	
	<b>Contracted Services</b>					
39,671	NNDR Partnership	19 183 5624	41,100	41,100	42,000	2.2%
900	NNDR Development Fund	19 183 5620	900	900	900	
767	Bailiff/Tracing Agents	19 183 56xx	500	1,400	500	
41,338			42,500	43,400	43,400	
	<b>Fees &amp; Charges</b>					
(12,206)	Court Costs	19 183 8622	(12,900)	(12,900)	(12,900)	
(12,206)			(12,900)	(12,900)	(12,900)	
	<b>Grants</b>					
(87,698)	NNDR Pool Administration Grant	19 183 8373	(87,700)	(86,500)	(87,700)	
(87,698)			(87,700)	(86,500)	(87,700)	

2010/2011 ACTUAL £	COUNCIL TAX BENEFITS Head of Service: J.Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
5,195,274	<b>Transfer Payments</b>					
	Council Tax Rebates	19 184 5640	5,212,500	4,954,316	5,097,536	-2.2%
5,195,274			5,212,500	4,954,316	5,097,536	
(5,235,523)	<b>Grants</b>					
	Housing Benefit Subsidy	19 184 8375	(5,257,000)	(5,019,900)	(5,170,500)	-1.6%
(5,235,523)			(5,257,000)	(5,019,900)	(5,170,500)	

2010/2011 ACTUAL £	HOUSING BENEFIT PAYMENTS Head of Service: J Bourne	NEW CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
15,612,220	<b>Transfer Payments</b>					
	Rent Allowances	11 109 4271	15,838,300	16,351,500	16,842,000	6.3%
-	Rent Rebates	Rebates	114,000	374,200	385,400	238.1%
15,612,220			15,952,300	16,725,700	17,227,400	
(14,895,456)	<b>Grants</b>					
	Rent Allowance Subsidy	11 109 8210	(15,678,614)	(16,084,900)	(16,567,400)	5.7%
(61,629)	Rent Rebates Subsidy	Subsidy	(46,300)	(152,400)	(207,000)	347.1%
(662,216)	Recoveries	11 109 82xx	(450,000)	(500,000)	(650,000)	44.4%
(15,619,301)			(16,174,914)	(16,737,300)	(17,424,400)	

2010/2011 ACTUAL £	HOUSING BENEFIT ADMINISTRATION Head of Service: J Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
444,634	<b>Employee Costs</b>					
	Salaries	11 108 1000	412,600	451,800	459,400	11.3%
5,817	Insurance	11 108 1140	6,200	7,200	7,600	22.6%
450,450			418,800	459,000	467,000	
1,135	<b>Transport Related</b>					
	Car Allowances	11 108 1120	1,500	1,300	1,300	
1,135			1,500	1,300	1,300	
332	<b>Supplies &amp; Services</b>					
	Expenses	11 108 11xx	700	2,400	2,400	242.9%
3,487	Equipment, Tools & Materials	11 108 1100	3,600	3,400	2,400	-33.3%
4,966	Printing & Publicity	11 108 xxxxa	9,000	9,000	7,000	-22.2%
1,347	Court Cost Expenditure	11 108 4230	2,000	2,000	2,000	
20,561	Capita	11 108 4236	20,500	20,500	21,700	5.9%
823	CIPFA Consortium	11 108 4239	1,000	1,000	1,000	
175	Tracing Agents	11 108 4241	100	200	100	
4,315	Benefits Development Fund	11 108 4249	4,300	4,500	4,500	
5,758	Temporary Set Up Costs	11 108 5528	-	-	-	
5,849	On Line Training Manual	11 108 4243	-	-	1,500	100.0%
47,613			41,200	43,000	42,600	
(21,743)	<b>Fees &amp; Charges</b>					
	Discretionary Housing Income	11 108 8234	(22,700)	(32,400)	(40,600)	78.9%
(575)	Court Costs	11 108 8230	(1,200)	(1,200)	(1,200)	
(398)	Ministry of Defence Income	11 108 8148	(800)	(400)	(400)	
(22,716)			(24,700)	(34,000)	(42,200)	
(450,380)	<b>Grants</b>					
	Administration Subsidy	11 108 8145	(441,700)	(441,700)	(417,200)	-5.5%
-	Homelessness Temporary Accommodation Income	11 108 8286	-	(194,000)	(194,000)	100.0%
(450,380)			(441,700)	(635,700)	(611,200)	

2010/2011 ACTUAL £	REVENUES INVESTIGATION SECTION Head of Service: J Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
177,441	Salaries	11 107 1000	171,200	122,000	97,100	-43.3%
2,714	Insurance	11 107 1140	2,800	1,800	1,900	-32.1%
180,155			174,000	123,800	99,000	
<b>Transport Related</b>						
2,104	Car Allowances	11 107 1120	2,300	2,100	2,100	
2,243	Staff Parking	11 107 1160	2,900	-	-	-100.0%
4,346			5,200	2,100	2,100	
<b>Supplies &amp; Services</b>						
7,257	Expenses	11 107 113x	6,400	5,300	5,400	-15.6%
3,181	Equipment, Tools & Materials	11 107 xxxx	2,900	2,200	1,800	-37.9%
-	Subscription - Local Authority Investigation Group	11 107 1018	-	100	100	
4,296	Anti Fraud Network	11 107 4203	1,700	1,700	1,700	
-	Publicity & Advertising	11 107 1013	800	-	-	-100.0%
509	Land Registry Charges	11 107 1101	1,000	1,000	1,000	
1,575	Court Costs Prosecutions	11 107 5141	1,200	3,400	-	-100.0%
16,818			14,000	13,700	10,000	
<b>Fees &amp; Charges</b>						
(1,323)	30% Fine for Fraud	11 107 8137	(4,000)	(10,000)	(4,000)	
(128)	Pocket Books & Wallets	11 107 814x	-	-	-	
(4,131)	Court Costs - Income from Prosecutions	11 107 8141	(14,700)	(4,500)	(4,500)	-69.4%
(306)	Experian Credit Check Income	11 107 8288	(100)	(400)	(400)	
(5,888)			(18,800)	(14,900)	(8,900)	

2010/2011 ACTUAL £	COMMUNITY SERVICES CLIENT ACCOUNT Head of Service: J. Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
118,890	Salaries	19 185 1000	113,600	112,700	113,600	
18,559	Training	19 185 xxxx	2,600	2,600	2,600	
776	Insurance	19 185 1140	800	900	900	
138,225			117,000	116,200	117,100	
<b>Transport Related</b>						
1,233	Car Allowances	19 185 1120	1,300	1,200	1,200	
1,233			1,300	1,200	1,200	
<b>Supplies &amp; Services</b>						
204	Expenses	19 185 xxxxa	200	100	100	
211	Equipment, Tools & Materials & Subscriptions	19 185 1xxx	400	10,400	10,700	2575.0%
415			600	10,500	10,800	

2010/2011 ACTUAL £	CULTURE & HERITAGE - WINDMILL Head of Service: J Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Premises Related</b>						
33,519	Mill Tower Repairs & Maintenance	15 150 xxxx	9,700	5,500	8,300	-14.4%
-	Mill Tower Special Items	15 150 xxxxa	10,000	10,000	10,000	
1,242	Mill Tower National Non-Domestic Rates	15 150 1016	1,300	1,300	1,400	
814	Mill Tower Insurance	15 150 1140	600	600	600	
35,575			21,600	17,400	20,300	
<b>Supplies &amp; Services</b>						
7,274	Windmill - Running Costs	15 150 516x	7,800	8,300	7,300	
74	Windmill - Licensing	15 150 5166	500	-	500	
1,458	Subscriptions	15 150 1018	1,300	200	-	-100.0%
8,805			9,600	8,500	7,800	
<b>Fees &amp; Charges</b>						
(7,259)	Miscellaneous Income	15 150 xxxxb	(18,000)	(5,000)	(8,000)	-55.6%
(7,259)			(18,000)	(5,000)	(8,000)	



2010/2011 ACTUAL £	LEISURE PREMISES Head of Service: J Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Premises Related</b>					
	Repairs & Maintenance:					
-	Castle Hall	15 160 xxxx	500	300	300	
401	Freight House	15 160 xxxxa	900	900	900	
429	Great Wakering Sports Centre	15 160 xxxxb	1,400	2,000	2,100	50.0%
2,572	Clements Hall	15 160 xxxxc	3,500	4,600	4,600	31.4%
2,505	Day Centres	15 151 xxxx	2,800	4,900	5,100	82.1%
994	Rayleigh Leisure Centre	15 160 xxxxd	4,600	3,300	3,300	-28.3%
	Special Items:					
-	Clements Hall	15 155 1019	17,500	17,500	5,000	-71.4%
227,649	National Non-Domestic Rates	15 1xx 1016	236,800	248,700	258,700	9.2%
30,720	Insurance	15 160 1140	34,200	31,100	32,700	-4.4%
265,270			302,200	313,300	312,700	
	<b>Contracted Services</b>					
292,095	Leisure FM Contract Payment (net)	15 160 5333	237,200	252,800	224,400	-5.4%
292,095			237,200	252,800	224,400	
	<b>Fees &amp; Charges</b>					
(50)	Miscellaneous Income	15 160 8347	-	-	-	
-	Motorcycle Training Income	15 160 8539	-	-	(5,000)	100.0%
(50)			-	-	(5,000)	
	<b>Provision of Services</b>					
(16,800)	Grant to Voluntary Day Centre	Vol	(9,900)	(8,800)	(8,800)	-11.1%
(16,800)			(9,900)	(8,800)	(8,800)	

2010/2011 ACTUAL £	SPORTS DEVELOPMENT & PROMOTION Head of Service: J Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Related</b>					
38,615	Salaries	15 159 1000	36,500	36,000	36,300	
4,736	Sports Coaches	15 169 5385	3,200	3,200	3,200	
-	Expenses	15 159 xxxx	200	700	700	
-	Insurance	15 159 1140	400	400	400	
43,352			40,300	40,300	40,600	
	<b>Supplies &amp; Services</b>					
1,679	Equipment, Tools & Materials	15 159 1100	1,800	-	-	-100.0%
11,163	Summer Swimming Scheme Provision	15 159 5306	12,500	12,500	-	-100.0%
13,831	Activities	15 159 5305	5,000	6,800	6,800	36.0%
1,155	Arts & Sports Projects	15 159 xxxxa	-	-	-	
7,626	Active Rochford	15 159 5617	4,100	2,000	2,000	-51.2%
19,400	Local Priority Fund	15 159 5618	19,400	19,400	-	-100.0%
54,854			42,800	40,700	8,800	
	<b>Fees &amp; Charges</b>					
(18,140)	Activities (net)	15 159 8305	(6,800)	(6,800)	(6,800)	
(18,140)			(6,800)	(6,800)	(6,800)	
	<b>Grants</b>					
(36,845)	Virgin Active Contribution - Sports Development	15 159 8345	(36,700)	(36,700)	(36,700)	
(4,040)	Active England	15 159 8617	-	(2,000)	(2,000)	100.0%
(19,400)	Local Priority Fund	15 159 8618	(19,400)	(19,400)	-	-100.0%
(60,284)			(56,100)	(58,100)	(38,700)	

2010/2011 ACTUAL £	LEISURE CLIENT ACCOUNT Head of Service: J Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
134,005	Salaries	15 167 1000	127,300	129,300	130,300	2.4%
1,551	Insurance	15 167 1140	1,300	1,800	1,900	46.2%
135,556			128,600	131,100	132,200	
<b>Transport Related</b>						
3,121	Car Allowances	15 167 1120	3,400	3,500	3,500	
-	Staff Parking	15 167 1160	700	-	-	-100.0%
3,121			4,100	3,500	3,500	
<b>Supplies &amp; Services</b>						
3,431	Expenses	15 167 xxxx	3,700	3,000	3,100	-16.2%
454	Equipment, Tools & Materials	15 167 1100	400	2,700	2,700	575.0%
3,987	Arts Development Equipment	15 167 5363	5,000	5,000	5,000	
12,591	Arts Activities	15 167 5355	2,000	2,000	2,000	
2,500	Essex on Tour	15 167 5611	2,500	2,500	2,500	
400	Essex Book Festival	15 167 5612	400	400	400	
3,870	Holiday Initiatives	15 167 5358	1,500	5,500	1,500	
29,280	Big Lottery Fund	15 167 5615	-	-	-	
22,442	Music Month	15 167 5610	5,000	5,000	5,000	
1,640	Heritage Lottery Fund	15 167 5613	-	-	-	
2,400	The Peoples Record	15 167 5632	-	-	-	
82,994			20,500	26,100	22,200	
<b>Fees &amp; Charges</b>						
(35,843)	Virgin Active Contribution - Arts Officer	15 168 8349	(36,700)	(36,700)	(36,700)	
(9,989)	Arts Activities	15 167 8355	-	-	-	
(4,000)	Holiday Initiatives Income	15 167 8358	-	(4,000)	(4,000)	100.0%
(3,315)	Sport England Salary Contribution	15 167 8619	(1,600)	(1,000)	-	-100.0%
(30,461)	Big Lottery Fund	15 167 8615	-	-	-	
(2,500)	Essex on Tour	15 167 8611	(2,500)	(2,500)	(2,500)	
(3,623)	Heritage Lottery Fund	15 167 8613	-	-	-	
(2,368)	The Peoples Record	15 167 8632	-	-	-	
(92,099)			(40,800)	(44,200)	(43,200)	
<b>Grant</b>						
(20,275)	Music Month	15 167 8610	(5,000)	(5,000)	(5,000)	
-	Eastern Arts	15 167 8355a	(2,000)	(2,000)	(2,000)	
(20,275)			(7,000)	(7,000)	(7,000)	

2010/2011 ACTUAL £	HOUSING STRATEGY Head of Service: J.Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
106,585	Salaries	11 104 1000	118,400	93,500	94,300	-20.4%
1,163	Insurance	11 104 1140	1,300	900	900	
107,748			119,700	94,400	95,200	
<b>Transport Related</b>						
152	Car Allowances	11 104 1120	1,500	1,700	1,700	
(307)	Staff Parking	11 104 1160	-	-	-	
(155)			1,500	1,700	1,700	
<b>Supplies &amp; Services</b>						
348	Expenses	11 104 113x	600	400	400	
505	Equipment, Tools, Materials & Subscriptions	11 104 11xx	700	600	600	
5,000	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	
5,853			13,300	13,000	13,000	

2010/2011 ACTUAL £	PRIVATE SECTOR HOUSING RENEWAL Head of Service: J.Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
177,089	Salaries	11 105 1000	173,300	113,600	115,600	-33.3%
1,551	Insurance	11 105 1140	1,700	1,300	1,400	
98	Telephone Allowances	11 105 1200	100	-	-	
178,738			175,100	114,900	117,000	
<b>Transport Related</b>						
4,927	Car Allowances	11 105 1120	2,900	5,800	5,800	100.0%
881	Staff Parking	11 105 1160	700	-	-	-100.0%
5,807			3,600	5,800	5,800	
<b>Supplies &amp; Services</b>						
1,090	Expenses	11 105 113x	900	100	100	-88.9%
1,087	Equipment, Tools & Materials	11 105 1100	800	800	800	
83	Fees & Samples	11 105 4151	200	200	200	
21,638	Handy Person Service	11 105 4146	-	-	-	
29,258	Gardening for the Elderly	11 105 4149	-	-	-	
14,100	Care & Repair	11 105 4147	15,300	14,700	14,700	-3.9%
-	Energy Efficiency	11 105 4144	2,000	300	300	-85.0%
67,256			19,200	16,100	16,100	
<b>Grants</b>						
(457,025)	Private Sector Renewal Grant		-	-	-	
(457,025)			-	-	-	

2010/2011 ACTUAL £	HOMELESSNESS Head of Service: J.Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
122,509	Salaries	11 106 1000	163,800	190,100	191,600	17.0%
2,327	Insurance	11 106 1140	2,400	3,100	3,300	37.5%
124,836			166,200	193,200	194,900	
<b>Transport Related</b>						
3,363	Car Allowances	11 106 1120	5,900	4,200	4,200	-28.8%
1,489	Staff Parking	11 106 1160	2,900	-	-	-100.0%
4,852			8,800	4,200	4,200	
<b>Supplies &amp; Services</b>						
1,043	Equipment, Tools & Materials	11 106 1100	900	900	900	
511	Expenses	11 106 113x	600	400	400	
23,268	Removals & Storage	11 106 4176	16,000	60,000	40,000	150.0%
244,625	Contracted Accommodation	11 106 417x	120,000	644,000	634,200	428.5%
2,505	Medical Assessments	11 106 4171	2,500	2,000	2,000	
5,400	Grants & Contributions	11 106 1017	-	-	-	
8,199	Rent Guarantee Scheme	11 106 4174	10,000	10,000	10,000	
29,854	Homelessness Grant	11 106 4170	30,000	21,100	20,800	-30.7%
-	Homelessness Improvements	11 106 4172	5,000	2,500	2,500	-50.0%
36	HM Land Registry	11 106 4173	100	100	100	
1,600	Recession Impact	11 106 5550	-	-	-	
4,990	Essex Wide Rental Loan Scheme	11 106 5631	-	5,000	5,000	100.0%
-	Rough Sleeper Funding	11 106 4537	-	4,500	-	
322,031			185,100	750,500	715,900	
<b>Fees &amp; Charges</b>						
(31,050)	Homelessness Grant	11 106 8170	(31,000)	(50,000)	(50,000)	61.3%
(8,800)	Rent Guarantee Scheme	11 106 8174	(1,000)	(1,300)	(1,300)	
(137,790)	Contracted Accommodation Recharge	11 106 8134	(50,000)	(360,000)	(360,000)	620.0%
(920)	Repossessions Prevention Fund	11 106 8630	-	-	-	
-	Rough Sleeper Funding	11 106 8537	-	(4,500)	-	
-	Removals and Storage Income	11 106 8676	-	(12,000)	(12,000)	100.0%
(10,160)	Essex Wide Rental Loan Scheme	11 106 8631	-	(5,000)	(5,000)	100.0%
(188,720)			(82,000)	(432,800)	(428,300)	

2010/2011 ACTUAL £	COMMUNITY SAFETY Head of Service: J Bourne	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
120,363	Salaries	13 132 1000	110,100	80,200	81,900	-25.6%
1,939	Insurance	13 132 1140	2,100	1,800	1,900	
122,302			112,200	82,000	83,800	
	<b>Transport Related</b>					
667	Staff Parking	13 132 1160	-	-	-	
667			-	-	-	
	<b>Supplies &amp; Services</b>					
616	Expenses	13 132 113x	900	900	900	
(112)	Equipment, Tools & Materials	13 132 1100	300	300	100	
4,270	Crime & Disorder	13 132 4826	-	-	-	
68,258	Safer & Stronger Communities	13 132 4839	-	-	-	
547	Domestic Abuse Panel	13 132 4844	-	-	-	
73,579			1,200	1,200	1,000	
	<b>Grants</b>					
(93,920)	Safer & Stronger Communities	13 132 xxxx	-	-	-	
-	Domestic Abuse Awareness Officer	13 132 8868	(14,500)	-	-	-100.0%
(93,920)			(14,500)	-	-	

2010/2011 ACTUAL £	<b>EMERGENCY PLANNING/HEALTH &amp; SAFETY</b> Head of Service: P Warren	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
42,513	Salaries	19 177 1000	54,400	55,200	56,200	3.3%
1,045	First Aid Courses	19 177 5536	1,200	1,200	1,200	
388	Insurance	19 177 1140	400	900	900	
43,945			56,000	57,300	58,300	
<b>Transport Related</b>						
1,861	Car Allowances	19 177 1120	1,900	2,200	2,200	
283	Transport & Plant	19 177 1170	400	300	300	
2,144			2,300	2,500	2,500	
<b>Supplies &amp; Services</b>						
27	Expenses	19 177 xxxxa	200	100	100	
2,753	Equipment, Tools & Materials & Subscriptions	19 177 xxxx	2,700	2,700	2,700	
244	Communication	19 177 5545	400	400	400	
-	Emergency Exercise	19 177 5540	400	400	400	
2,046	Call-Out Service	19 177 5543	2,000	2,000	2,000	
4,397	Health & Safety	19 177 5539	4,500	4,500	4,500	
745	Sand Bags	19 177 5541	500	500	500	
10,212			10,700	10,600	10,600	

2010/2011 ACTUAL £	<b>CORPORATE POLICY &amp; PARTNERSHIP</b> Head of Service: P Warren	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
<b>Employee Costs</b>						
115,011	Salaries	13 129 1000	153,600	106,500	99,600	-35.2%
3,102	Insurance	13 129 1140	3,300	1,800	1,900	-42.4%
118,114			156,900	108,300	101,500	
<b>Transport Related</b>						
760	Car Allowances	13 129 1120	-	-	-	
760			-	-	-	
<b>Supplies &amp; Services</b>						
956	Expenses	13 129 113x	1,200	1,300	1,300	
266	Equipment, Tools & Materials	13 129 1100	800	300	300	
5,100	Subscriptions	13 129 1018	6,000	6,000	6,000	
6,322			8,000	7,600	7,600	

The Environmental Initiatives cost centre will close with effect from 31 March 2012. There was no expenditure in 2011/12 and £12,085 in 2010/11, excluding recharges.

2010/2011 ACTUAL £	CHIEF EXECUTIVE Head of Service: P Warren	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
179,773	Salaries	16 174 1000	175,400	171,200	175,500	
683	Professional Fees	16 174 1006	900	900	900	
98	Telephone Allowances	16 174 5502	100	100	100	
1,457	Training	16 174 1005	2,500	2,000	2,000	
776	Insurance	16 174 1140	800	1,300	1,400	75.0%
182,786			179,700	175,500	179,900	
	<b>Transport Related</b>					
1,887	Car Allowances	16 174 1120	2,300	2,100	2,100	
1,887			2,300	2,100	2,100	
	<b>Supplies &amp; Services</b>					
462	Expenses	16 174 xxxx	500	500	500	
505	Equipment, Tools and Materials	16 174 1100	1,900	1,500	1,500	
1,414	Conferences	16 174 5503	900	900	900	
-	Staff Suggestion Scheme	16 174 5501	1,000	-	-	-100.0%
2,382			4,300	2,900	2,900	

2010/2011 ACTUAL £	HUMAN RESOURCES Head of Service: P Warren	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
176,518	Salaries	12 121 1000	145,800	146,800	149,800	2.7%
33,884	Central Training Provision	12 121 4607	25,000	23,200	23,200	-7.2%
4,684	Work Placements	12 121 1017	16,000	16,000	16,000	
2,327	Insurance	12 121 1140	2,400	2,200	2,300	
217,413			189,200	188,200	191,300	
	<b>Supplies &amp; Services</b>					
397	Expenses	12 121 1xxx	600	200	200	
241	Equipment, Tools and Materials	12 121 1100	300	300	300	
21,820	Provisions	12 121 46xx	-	-	-	
-	Consultancy	12 121 4577	-	1,800	1,800	100.0%
94	Nalگو Room Hire	12 121 4610	100	100	100	
9,074	Occupational Health	12 121 4604	15,000	15,000	15,000	
(1,221)	Relocation & Recruitment	12 121 4600	2,500	-	-	-100.0%
18,879	Staff Advertising	12 121 4602	15,500	15,500	15,500	
600	Job Evaluation Appeals	12 121 4605	2,000	2,000	2,000	
1,041	Childcare Vouchers Management Fee	12 121 4611	700	700	700	
5,001	Staff Reward Scheme	12 121 4606	4,000	4,000	4,000	
36	Criminal Record Bureau	12 121 4612	400	400	400	
4,200	Investors In People	12 121 4603	4,300	4,300	4,300	
60,162			45,400	44,300	44,300	
	<b>Fees &amp; Charges</b>					
-	Staff Parking Charge	12 121 8291	(30,000)	(30,000)	(30,000)	
-			(30,000)	(30,000)	(30,000)	

2010/2011 ACTUAL £	CORPORATE MANAGEMENT Head of Service: P Warren	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
			ORIGINAL £	REVISED £		
	<b>Supplies &amp; Services</b>					
10,640	Comprehensive Area Assessment	16 170 5400	9,000	10,600	-	-100.0%
200	Subscriptions	16 170 1018	200	200	200	
1,621	Chartermark	16 170 5402	-	-	-	
305,973	LSP - Performance Reward Grant	16 170 5494	-	-	-	
(5,475)	Local Area Business Growth Projects	16 170 5353	-	-	-	
31,715	Equalities and Diversity	16 170 5506	-	-	-	
3,500	Disabled Go Project	16 170 5507	-	-	-	
348,174			9,200	10,800	200	
	<b>Contracted Services</b>					
115,626	Main External Audit Fees & Outside Inspectors	16 170 5408	95,600	140,000	105,000	9.8%
38,515	External Audit Fees - Grant Claims	16 170 5410	34,600	28,000	29,400	-15.0%
30,014	Bank Charges	16 170 5412	32,500	23,100	23,100	-28.9%
184,155			162,700	191,100	157,500	
	<b>Grants</b>					
(244,139)	LSP - Performance Reward Grant	16 170 8353	-	-	-	
(6,763)	Building Capacity East - Equalities & Diversity	16 170 8506	-	-	-	
(250,901)			-	-	-	

2010/2011 ACTUAL £	COMMUNICATION Head of Service: P Warren	CODE	ESTIMATES 2011/2012		2012/2013 ESTIMATE £	
			ORIGINAL £	REVISED £		
	<b>Employee Costs</b>					
-	Salaries	12 123 1000	69,100	67,800	68,300	-1.2%
-	Insurance	12 123 1140	900	900	900	
-			70,000	68,700	69,200	
	<b>Supplies &amp; Services</b>					
-	Equipment, Supplies and Materials	12 123 1100	100	100	100	
27,906	Newspaper (Rochford District Matters)	12 123 5437	32,000	30,000	30,000	-6.3%
-	Expenses	12 123 11xx	200	200	200	
27,906			32,300	30,300	30,300	
	<b>Fees and Charges</b>					
(26,400)	Rochford District Matters	12 123 8437	(23,600)	(23,600)	(23,600)	
			(23,600)	(23,600)	(23,600)	

The two cost centres holding the costs for the former CD(IS) and CD(ES) were closed on 31/3/2011. Total net expenditure for 2010/11 was £355,752 excluding recharges.

<b>Head of Planning &amp; Transportation - Shaun Scrutton</b>			
<b>Fees &amp; Charges</b>		<b>2011/2012</b>	<b>2012/2013</b>
		<b>£</b>	<b>£</b>
<b>Planning</b>			
<b>High Hedges</b>	Standard Fee for processing a high hedges complaint	380.00	400.00
	Fee for processing a high hedges complaint - Concessionary (Benefits & Pensions)	120.00	-
<b>Building Control</b>	<i>These fees can be obtained from the building control pages on the Rochford District Council website.</i>		
<b>Transportation</b>			
<b>Car Parks</b>			
Charges for 2011/12 were introduced from 10 October 2011			
<b>Old Ship Lane</b>	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
<b>Websters Way/ Mill Hall</b>	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
<b>Mixed</b>	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
<b>The Approach</b>	Day Ticket	5.00	5.00
<b>Season Tickets</b>	<b>The Approach, Rayleigh</b>		
	Quarterly	200.00	200.00
	Annual	700.00	700.00
	Admin Fee for Refund of Season Ticket	30.00	30.00
<b>Season Tickets</b>	<b>All RDC Car Parks Excluding The Approach, Rayleigh</b>		
	Quarterly	240.00	240.00
	Annual	800.00	800.00
	Admin Fee for Refund of Season Ticket	30.00	30.00
<b>Penalties</b>	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



<b>Fees &amp; Charges</b>		<b>2011/2012</b>	<b>2012/2013</b>
		<b>£</b>	<b>£</b>
<b>Staff Parking Permits</b>	South Street Office Car Parks	400.00	400.00
	Other Car Parks	200.00	200.00
<b>Commercial Parking</b>	Commercial use of an off-street parking space (per bay)		
	- First day	20.00	20.00
	- Each day thereafter	7.50	7.50
<b><u>Hackney Carriage</u></b>			
<b>Vehicle Licence</b>	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
<b>Other Charges</b>	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)	15.00	20.00
<b>Driver Licences</b>	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
	- 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
	- Renewal	50.00	50.00
	DVLA Check	5.00	6.00
	Criminal Records Disclosure	44.00	44.00
<b>Private Hire Operators Licences</b>	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		2011/2012	2012/2013
		£	£
<b>Cemeteries</b>			
<b>Interments In Graves or Vaults</b>	Interment Fee (New grave or re-open) :		
	- Still Born - Under 1 Month	200.00	210.00
	- Under 12 Years	300.00	315.00
	- Over 12 Years	606.00	640.00
	Exclusive Right of Burial (50% reduction for child under 12 buried in children's area)	678.00	715.00
	For the Interment of a Cremation Casket in a purchased grave	228.00	240.00
<b>Interments in Cremation Plots</b>	Interment Fee (New Grave or reopen)	228.00	240.00
	Exclusive Right of Burial	344.40	365.00
<b>Monuments, Gravestones, Tablets &amp; Monumental Inscription</b>	For the right to erect or place:		
	A flat stone not exceeding 60cm x 45cm	}	159.60
	A headstone up to 91.4cm		
	A nameplate of any description (Other than a headstone)		
	Kerbstone or border stone (height not exceeding 30.5cm)		
	A tablet or vase		
	Kerbstone or border stone (height not exceeding 30.5cm) - Childs plot		168.00
	A memorial vase (61cm long x 23cm wide x 30.5cm high) and inscription panel for cremation plot		
	Kerbstone around a cremation plot		
	Any additional inscription on a gravestone tablet or monument	68.40	72.00
<i>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.</i>			
<i>NOTE: Flagstone and kerbstones are not applicable to Hall Road Cemetery</i>			
<b>Funerals Administration</b>	National Assistance Act funerals administration Fee	-	450.00
<b>Exhumation Charge</b>	Each exhumation will be recharged on an actual costs basis plus VAT		
<b>Additional Fees</b>	Registering Transfer of grant	74.40	80.00
<b>Sewer Clearances</b>	Minimum Charge	30.00	35.00
	<i>Cost of works apportioned by number of properties affected, with minimum charge as above</i>		
<b>Public Footpaths</b>	Diversion, Extinguishment or Creation	1,650.00	1,750.00

## Appendix 2

Fees & Charges		2011/2012	2012/2013
		£	£
<b>S106 Agreements</b>	S106 Agreements - Single Domestic Dwellings	135.00	135.00
	S106 Agreements - Hourly Charge for Solicitor with over 8 years experience	130.00	217.00
	S106 Agreements - Hourly Charge for Solicitor/Legal Exec with over 4 years experience	130.00	192.00
	S106 Agreements - Hourly Charge for Other Solicitors/Legal Execs	130.00	161.00
	S106 Agreements - Hourly Charge for Trainee Solicitors, Paralegals and Equivalents	130.00	118.00
	Access to Land	25.00	25.00
<b>Covenant Certificates</b>	Where covenants exist a certificate required on sale of property.	50.00	50.00
<b><u>Local Land Charges</u></b>			
<b>Fees for Supplementary Enquiries</b>	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 willing to answer.	36.00	36.00*
	<i>(*These charges are related to cost recovery. They are currently being reviewed.)</i>		
<b><u>Council Minutes Etc.</u></b>			
	Parish List - Yearly Charge	157.00	165.00
	Council - Yearly Charge	104.00	109.00
	Council - Per Meeting	19.00	20.00
	Committee - Yearly Charge	205.00	215.00
	Committee - Per meeting	32.50	34.50
	Sub Committee - Yearly Charge	115.50	121.50
	Sub Committee - Per meeting	19.00	20.00
	Committee report background papers		
	Inspection fee (per item)	1.50	1.60
	Local Plan - replacement second deposit:		
	- paper	100.00	100.00
	- CD-ROM	25.00	25.00

## Appendix 2

Fees & Charges		2011/2012	2012/2013
		£	£
<b>Cont....</b>	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
<b>Hire of Civic Suite</b>	Council Chamber - Up to 3 hour session	54.00	90.00
	Council Chamber - sessions over 3 hours / full day	-	150.00
	Additional Charge for use of video projection equipment (per 3 hour session)	12.50	12.50
	<i>All charges for commercial use will be increased by 100%</i>		

## Appendix 2

Head of Environmental Services - Richard Evans			
Fees & Charges		2011/2012	2012/2013
		£	£
<b>Licences Etc.</b>	Dangerous Wild Animals Act 1976	137.00	145.00
	Animal Boarding Establishment Act 1963	168.00	175.00
	Riding Establishments Act 1964	288.00	305.00
	Mid year Vet inspection	116.00	122.00
	Pet Animals Act 1951 & Breeding of Dogs Act 1973	148.00	155.00
	Home Boarding of Dogs	59.00	62.00
	<i>The above fees are subject to additional charges for consultants or inspection fees</i>		
	Motor Salvage Operating Licence - Issue/Renewal	159.00	170.00
	Hypnotism Consent	51.00	55.00
<b>Alcohol, Regulated Entertainment &amp; Late Night Refreshment Licence Fees:</b>	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.		
<b>Sex Establishments</b>	Grant renewal, variation or transfer - £2,040 refunded if no hearing	2,521.00	2,650.00
<b>Other Establishments</b>	Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing & electrolysis	189.00	200.00
<b>Gambling Licence Fees</b>	Betting Office - grant/ provisional statement	2,101.00	2,210.00
	Annual Fee	494.00	520.00
	Variation	1,051.00	1,105.00
	Transfer/ Reinstatement	840.00	885.00
	Adult Gambling Centre - grant/ provisional statement	1,401.00	1,475.00
	Annual Fee	699.00	735.00
	Variation	699.00	735.00
	Transfer/ Reinstatement	840.00	885.00
	Bingo Club - grant/ provisional statement	2,452.00	2,580.00
	Annual Fee	822.00	865.00
	Variation	1,225.00	1,290.00
	Transfer/ Reinstatement	840.00	885.00
	Family Entertainment Centre - grant/ provisional statement	1,401.00	1,475.00
	Annual Fee	524.00	550.00
	Variation	699.00	735.00
	Transfer/ Reinstatement	665.00	700.00
<b>Surrender Notes for Unsound Food</b>	Per Hour or part thereof (Minimum charge 1 hour)	52.00	55.00
	Street Trading Consent - Issue	189.00	250.00
	Street Trading Consent - Renewal	189.00	250.00
	Pavement Permissions - Issue	189.00	250.00
	Pavement Permissions - Renewal	189.00	250.00
	Export of Food Documentation - per hour and minimum charge	52.00	55.00

## Appendix 2

<b>Fees &amp; Charges</b>		<b>2011/2012</b>	<b>2012/2013</b>
		<b>£</b>	<b>£</b>
<b>Zoo Licensing</b>	Application for grant of first licence	207.00	220.00
	Application for renewal of licence	137.00	145.00
	Grant of first licence	436.00	460.00
	Renewal of licence	602.00	630.00
	Alteration of licence	83.00	88.00
	Transfer of licence	83.00	88.00
	<i>The above fees are subject to additional charges for consultants or inspection fees</i>		
<b>Funerals Administration</b>	National Assistance Act funerals administration Fee	-	450.00
<b>Factual Statements</b>	Section 28(9) of Health and Safety at Work etc Act 1974	115.00	120.00
<b><u>Rustic Products</u></b>			
<b>Woodchips</b>	Collected from Hockley Woods per bag	3.00	4.50
	Collected from Hockley Woods per m <sup>3</sup>	17.00	18.00
	Delivered within 10 miles	26.00	28.00
<b>Firewood</b>	Firewood (logs) per transit load delivered - Within District	100.00	110.00
	Firewood (logs) per half transit load delivered - Within District	60.00	65.00
<b>Stakes</b>	6ft Chestnut rustic fencing stakes (pointed end) each	2.00	2.50
	6ft Chestnut rustic fencing stakes (pointed end) (more than 50)		2.25
<b>Rustic Bench</b>	Hardwood timber bench made using traditional methods	-	150.00
<b><u>Miscellaneous Items</u></b>	Research or completion of works in default of a notice period per hour (min charge - 1hr)	52.00	55.00
	Trading Pitches in Hockley Woods and other open spaces will be subject to a tendering process (Renewable Quarterly)		
<b>Requests for Environmental Information</b>	Up to 4 hours	94.00	99.00
	Per hour thereafter	24.50	25.75
<b>Fixed Penalty Notices</b>	- Litter distribution of free advertising material, dog control orders, fly posting and graffiti	75.00	75.00
	- Litter clearing street litter or receptacle notice	100.00	100.00
	- Abandoned vehicles	200.00	200.00
	- Production of waste documents	300.00	300.00

## Appendix 2

Fees & Charges		2011/2012	2012/2013
		£	£
<b><u>Services Provided by Contractor for which RDC receives no income.</u></b>			
<b>Football</b>	Alternative use of pitch - Sat	690.00	690.00
	Alternative use of pitch - Sun	742.00	742.00
	<i>Note: Zero increase agreed for sports pitches in 2012/13</i>		
<b>Casual Lettings Including Pavilion</b>	Adults Sat	106.00	106.00
	Adults Sun	120.00	120.00
	Juniors Sat	72.00	72.00
	Juniors Sun	79.00	79.00
<b>Established Junior</b>	Alternative use of pitch - Sat	338.00	338.00
	Alternative use of pitch - Sun	362.00	362.00
<b>Mini Football</b>	Alternative use of pitch - Sat	290.00	290.00
	Alternative use of pitch - Sun	342.00	342.00
<b>Pavilion Hire</b>	Including changing rooms per 3 hour session.	75.00	80.00
	<i>NOTE: Hire in respect of Youth Clubs will be reduced by 50%</i>		
<b>Playgroups</b>	Pre-School and mother and child - Morning Session	30.00	15.00
	Pre-School and mother and child - Afternoon Session	30.00	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>		
<b>Tennis</b>	Casual Bookings - Per Court - Adult - Any Day	5.00	5.00
	Casual Bookings - Per Court - Junior - Any Day	3.00	3.00
<b>Cricket</b>	Cricket	500.00	500.00
	Pavilion Hire (50% of pitch hire)		
<b>Lost, Found or Stray Dogs</b>	Statutory fee	75.00	78.00
	Daily kennelling fee	12.00	13.00
	(Plus vet fees if necessary)		
	Microchip at the Kennels	17.00	18.00

<b>Head of Information &amp; Customer Services - Sarah Fowler</b>			
<b>Fees &amp; Charges</b>		<b>2011/2012</b>	<b>2012/13</b>
		<b>£</b>	<b>£</b>
<b>Copy Documents</b>	(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
<b>Freedom of Information Requests</b>			
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			
<b>Data Protection Act 1998</b>			
	Subject Access Request	10.00	10.00



<b>Head of Community Services - Jereme Bourne</b>			
<b>Fees &amp; Charges</b>		<b>2011/2012</b>	<b>2012/2013</b>
		<b>£</b>	<b>£</b>
<b>Housing</b>	Improvement and Prohibition Notices	-	400.00
	Fee for Mandatory Licensing of Houses in Multiple Occupation:		
	Up to 5 bedrooms	300.00	315.00
	For each additional bedroom	50.00	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
<b>Hire of Windmill</b>	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
<b>Wedding Hire</b>	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
	Chair Cover Hire including sashes	50.00	60.00

<b>Peoples &amp; Policy Manager</b>			
<b>Fees &amp; Charges</b>		<b>2011/12</b>	<b>2012/13</b>
		<b>£</b>	<b>£</b>
<b>Rochford Matters</b>			
	Full Page Advertisement	815.00	856.00
	Half Page Advertisement	410.00	431.00
	Quarter Page Advertisement	205.00	216.00
	Origins of Rochford Book	1.50	1.50
	Origins of Rayleigh Book	1.50	1.50
	Old House Guide	1.00	1.00

## Appendix 3

Capital Programme & Financing Estimates									
	Head of	Approved	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
	Service	2011/12	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	
<b>Information &amp; Communications</b>									
ICT Strategy	HICS	50,000	50,000	50,000	50,000	50,000	50,000	50,000	For 2012/13 the budget is to undertake the Code of Connection (CoCo) assessment. Expenditure agreed as part of ICT Strategy
<b>Vehicles and Equipment</b>									
Wheelie Bins	HES	102,208	102,208	55,000	55,000	55,000	55,000	55,000	Rolling replacement budget - expenditure agreed by Head of Service
Vehicle Replacements	HF	23,700	23,700	32,100	48,000	-	-	76,000	This programme has been frozen pending a review of vehicles. Budget will be released by Head of Finance if there is an urgent requirement.
Equipment Replacement Programme	HF	161,874	161,874	50,000	50,000	50,000	50,000	50,000	2012/13 allocation for print room equipment and Franking Machine
<b>Operational Assets</b>									
Hall Road Cemetery Extension	HLEMS	222,383	222,383	-	-	-	-	-	Some planned works likely to be deferred to 2012/13 as requirement for the extension has been pushed back.
Rochford Offices -Heating and Electrical Works	HLEMS	400,000	400,000	23,000	-	-	-	-	Upgrade electrical distribution circuit board. Subject to Executive decision.
Rayleigh Office Accommodation - Structural Repairs	HLEMS	25,000	17,000	12,000	-	-	-	-	2012/13 roofing works at the Civic Suite. Subject to Executive decision.
Council buildings - Climate CO <sub>2</sub> de Actions	HLEMS	52,104	52,104	-	-	-	-	-	
Pavilion Refurbishments	HES	30,000	30,000	30,000	30,000	30,000	30,000	30,000	The Executive will approve the programme for 2012/13. Some works required to upgrade electrical systems at Fairview and Ashingdon pavilions.
<b>Town &amp; Village improvements</b>									
Public Conveniences	HLEMS	-	-	30,000	-	-	-	-	Essential enhancements - details to be agreed by Executive

## Appendix 3

	Head of	Approved	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
	Service	2011/12	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	
<b>Parks &amp; Play Facilities</b>									
Play Spaces	HES	75,380	75,380	50,000	50,000	50,000	50,000	50,000	The Executive will approve the programme for 2012/13.
Cherry Orchard Jubilee Country Park	HES	227,842	227,842	115,000	-	-	-	-	Unused budget has been carried forward. Programme of works agreed by Executive.
Parks & Open Spaces Programme	HES	111,596	111,596	35,000	50,000	50,000	50,000	50,000	The Executive will approve the programme for 2012/13. Grant funding will be sought for the Queen Elizabeth II Fields Challenge.
Fairview Drainage	HLEMS	35,000	35,000	-	-	-	-	-	
Turret Farm Drainage	HLEMS	15,000	15,000	-	-	-	-	-	
<b>Externally Funded Projects</b>									
Thames Gateway - Decent Homes Project	HCS	135,075	135,075	-	-	-	-	-	Grant funding was received, unused grant will be spent in 2011/12.
<b>Sub Total</b>		<b>1,667,162</b>	<b>1,659,162</b>	<b>482,100</b>	<b>333,000</b>	<b>285,000</b>	<b>285,000</b>	<b>361,000</b>	
<b>Housing</b>									
Home maintenance and Adaptation Grants	HCS	70,000	70,000	70,000	70,000	70,000	70,000	70,000	
Disabled Facilities Grants	HCS	256,000	256,000	250,000	250,000	250,000	250,000	250,000	Allocation is linked to amount of funding from Government.
<b>Total Housing</b>		<b>326,000</b>	<b>326,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	
<b>Total Capital Programme</b>		<b>1,993,162</b>	<b>1,985,162</b>	<b>802,100</b>	<b>653,000</b>	<b>605,000</b>	<b>605,000</b>	<b>681,000</b>	
<b>Total Expenditure</b>		<b>1,993,162</b>	<b>1,985,162</b>	<b>802,100</b>	<b>653,000</b>	<b>605,000</b>	<b>605,000</b>	<b>681,000</b>	

## Appendix 3

	Head of	Approved	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
	Service	2011/12	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	
<b>NEW ITEMS 2012/13</b>									
Hockley Woods	HES			<b>30,500</b>					Extension and layout of car park, installation of charging machines, traffic order changes etc and operational improvements to the parking area and compound. Subject to Executive Decision.
Signage Enhancements	HES			<b>5,000</b>					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
Rochford Offices - Window Enhancements	HLEMS			<b>35,000</b>					Deterioration of existing installations and to improve energy efficiency and comfort. Subject to Executive decision.
Rochford Offices - Upgrade of loft insulation	HLEMS			<b>10,000</b>					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
Hockley Car Park (Southend Road)	HLEMS			<b>25,500</b>					Routine replacement of deteriorating surfacing of complete car park area. To ensure safe continual use of car park for customers of the district and encourage local shopping. Expenditure will be approved by Head of Service
Magnolia public open space	HLEMS			<b>30,000</b>					Improvements to maintain surface water drainage ditch on Council owned land and protect the residential properties on Rectory Avenue from flooding arising from Council land. Subject to Executive decision.

## Appendix 3

_	Head of	Approved	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
_	Service	2011/12	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	
Big society Funding	CEX/ HCS			<b>45,000</b>					<p>To support the Big Society initiative, the grants to voluntary organisations will include a capital element. Allocations decided by Executive for 2012/13.</p> <p>In addition, a provision has been included to provide match funding for a local school to help develop their sport and leisure facilities.</p>
Rayleigh Leisure Centre - ground re-inforcement to overflow car park	HLEMS			<b>30,000</b>					Ground re-inforcement to remedy ongoing problems with sunken areas and water pooling.
<b>Total Expenditure</b>		<b>1,993,162</b>	<b>1,985,162</b>	<b>1,013,100</b>	<b>653,000</b>	<b>605,000</b>	<b>605,000</b>	<b>681,000</b>	

## Appendix 3

	Head of	Approved	Revised	Estimate	Estimate	Estimate	Estimate	Estimate	Commentary
	Service	2011/12	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	
<b>Financed by:</b>									
Capital Grant	HF	202,575	202,575	-	-	-	-	-	
Housing Grants	HCS	156,000	156,000	150,000	150,000	150,000	150,000	150,000	
Prudential Borrowing		-	-	-	-	-	-	278,903	This borrowing requirement will be reduced as capital receipts are received.
Capital Receipts Required	HF	1,634,587	1,626,587	863,100	503,000	455,000	455,000	252,097	
<b>Total Financing</b>		<b>1,993,162</b>	<b>1,985,162</b>	<b>1,013,100</b>	<b>653,000</b>	<b>605,000</b>	<b>605,000</b>	<b>681,000</b>	
<b>Statement on</b>									
<b>Capital Receipts</b>									
			<b>Revised</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Commentary</b>
			<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	
				<b>check</b>					
<b>Capital Receipts B/fwd</b>		2,331,784	2,331,784	1,005,197	488,097	324,097	211,097	2,097	
Received in Year - General Receipts	HF	50,000	50,000	10,000	10,000	10,000	10,000	10,000	Does not yet include any receipts from the disposal of Acacia House, 57 South Street or any public conveniences as options/timing/valuations are to be confirmed
VAT shelter receipt	HF	250,000	250,000	336,000	329,000	332,000	236,000	240,000	
Used in year	HF	(1,634,587)	(1,626,587)	(863,100)	(503,000)	(455,000)	(455,000)	(252,097)	
<b>Capital Receipts C/fwd</b>		<b>997,197</b>	<b>1,005,197</b>	<b>488,097</b>	<b>324,097</b>	<b>211,097</b>	<b>2,097</b>	<b>-</b>	
<b>Key to Heads of Service</b>									
Cex - Chief Executive									
HICS - Head of Information and Customer Services									
HES - Head of Environmental Services									
HCS - Head of Community Services									
HPT - Head of Planning and Transportation									
HLEMS - Head of Legal, Estates and Member Services									
HF - Head of Finance									