
MEDIUM TERM FINANCIAL STRATEGY 2016/17 – 2020/21

1 PURPOSE OF THE REPORT

- 1.1 This report sets out the budget, Council Tax and medium term financial strategy (MTFS) for the period 2016/17 to 2020/21. The MTFS outlines the budget changes over the period, including assumptions around inflation, changes to grant funding, pressures and savings.

2 INTRODUCTION

- 2.1 The Council is legally obliged to set a budget each year, which must balance service expenditure against available resources. It is also a key element of effective financial management for the council to put together a financial forward plan to ensure that it is well placed to meet future challenges, particularly in the context of changes to local authority funding, demographic increases and legislation changes.

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 Denise Murray, Section 151 Officer, email: denise.murray@rochford.gov.uk and Joseph Raveendran, Principal Accountant, email: joseph.raveendran@rochford.gov.uk by Friday, 5 February 2016.

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5 EXECUTIVE SUMMARY

- 5.1 This is Rochford District Council's medium term resource strategy (MTFS), which provides a financial forecast over a rolling five-year time frame from 2016/17 to 2020/21. The Chancellor's Autumn Statement on 25 November 2015 made clear that reform of public finances will continue and it is against this background that the financial strategy has been prepared.
- 5.2 The Settlement produced a much sharper reduction in Government funding for 2016/17 and 2017/18 than could have been predicted from the information available prior to 17 December 2015. Central Government has both revised how it allocates funding and front loaded its funding cuts. Given the lateness of the Settlement and its unexpected contents, it has been necessary to find some short term measures to balance the budget (for example, use of reserves) to allow time to address the challenges in a more sustainable way.
- 5.3 The Council has a remarkable history of delivering high quality services at value for money for its residents and continues to be committed to focusing on the areas which will make the biggest difference to the lives of the residents and the future prosperity of the District. It has financial prudence and stewardship as a focus in these times of unrelenting pressure on the public purse, whilst protecting and transforming services that our residents hold dear.
- 5.4 The Council's strategic context is set out in section 6. The strategic objectives form the basis of the Business Plan and drive the allocation of resources.
- 5.5 This report provides feedback on the public budget survey, which closed on **Friday, 8 January 2016** after a period of 10 weeks and is outlined in section 8.
- 5.6 This report recommends budget proposals 2016/17 – 2020/21 for approval.
- 5.7 The total budget gap before savings / efficiencies has been updated to reflect recent announcements and is £0.966m for 2016/17.
- 5.8 Savings / efficiencies of 0.888m have been identified to enable a balanced budget to be set in 2016/17.
- 5.9 The total proposed savings 2017-2021 are £1.65m to close the remaining gap, assuming that incentivised funding will remain as is, which is a considerable risk. It is emphasised that this is an estimate, based on financial forecasting and could clearly change over time. A range of further Business Plan proposals are being explored and it is anticipated that any remaining gap will be mitigated over the medium term subject to further consultation and Equality Impact Assessments.
- 5.10 The Council aims to retain a General fund balance (contingency for unexpected or emergency costs) of 10% (£1.0m) in 2016/17; increasing to 15% (£1.5m) by 2021.
- 5.11 Following the rationale / principles of the temporary incentive funding received from Central Government; we will better target £1.3m (2016/17) of investments to unlock growth potential, invest to save and generate on going revenue streams.
- 5.12 The budget proposals within this report are predicted on a Indicative Council Tax increase for 2016/17 only.

6 STRATEGIC CONTEXT

- 6.1 The Council and the wider public sector continue to face significant financial challenges; despite a return to economic growth, the financial environment for the country, Council, the wider public sector, and residents continues to be challenging.

The position can be summarised as follows:-

- **The OBR forecasts:** public finances will return a surplus of £14.7 billion in 2020-21, ensuring long term economic security. The Spending Review made the decision to significantly reduce the Central Government grant to Local Authorities, while introducing a new Council Tax precept for social care, undertaking the full devolution of business rates with new responsibilities and enable local areas have the tools to drive local growth.
- **The Chancellor's Statement:** made it clear that Local Government is expected to become financially self sufficient by 2020.
- **The Grant reduction:** with the loss of the Revenue Support Grant over this time frame, whilst front loaded for most Local Authorities, for Rochford District Council the impact has been the most severe (2 years) when compared to neighbouring Authorities. This has meant a change in our approach to planning future service provision.
- **Pressure on services:** Increasing pressures relating to inflation and alongside this demand on services is driven by a growing and changing population. Rochford District population increased by 6% from 2001 to 2011 and is expected to have increased by a further 7% to 2021, with rapid growth in older cohorts.
- **Wider financial pressure on households:** from energy bills, housing costs, general increase in the cost of living, wage restraint, and welfare reforms.
- **Increasing public expectations:** with residents expecting better services, more prompt responses and right first time.

- 6.2 In view of the financial constraints in the years ahead, the Council has a responsibility to develop and agree a plan for meeting the challenge. The proposed MTFS is the equivalent financial plan.

- 6.3 The Council will ensure that it maintains support to priority front line services, and it will seek to prioritise those services that are most needed. It is evident, however, that the continuing reductions in funding and increases in demand will have an inevitable impact on both the nature and scope of services that the Council is able to deliver.

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- 6.4 This provides the opportunity through innovation to re-imagine public service delivery, and through co-design come up with radically different solutions to the challenges faced so we can continue to provide excellent services to our communities.
- 6.5 The Council recognises that economic growth benefits the residents and businesses alike and also the finances of the Council. The Council's approach will be to build resilience in its finances and lay the foundation for future fiscal independence; modernising the way we work, investing in growth and income generation.

7 COUNCIL PRIORITIES

- 7.1 The Council approved its new Business Plan in October 2015 (see Appendix 1), which replaces the previous Corporate Plan. This was arrived at after extensive discussions and liaison with various groups, including its Members, staff, residents, community groups, businesses and partners.
- 7.2 The Business Plan, placing residents at the heart, provides a strong focus on the following four key themes, which the Council through co-design has deemed to be priorities, to support Rochford and its people up to 2021:-

- **Becoming Financially Self-Sufficient**
- **Maximise Our Assets**
- **Early Intervention**
- **Enable Communities**

- 7.3 This medium term financial strategy seeks to complement the Business Plan; setting out a framework to ensure the Council not only lives within its means, but becomes financially self sufficient and targets available resources to the priority areas outlined above.

8 MEDIUM TERM FINANCIAL STRATEGY (MTFS)

MTFS Key Principles and Assumptions

- 8.1 The indicative MTFS for the Council through to 2021 and the rolling strategy is founded on the following principles: -
- The Council has determined the minimum level of General Fund balance to be held at 10% of the net budget requirement but will aspire over the next five financial years to achieve a balance held of circa. 15%.
 - Members will set the maximum level of routine capital expenditure that can be incurred each year, recognising that any expenditure over and above what can be funded from revenue contribution to capital outturn, specific Capital Grant, designated reserves or capital receipts will need to be financed through borrowing.

- External borrowing (if endorsed) will create an ongoing revenue cost pressure as a result of the capital financing charges arising (interest payments and principal repayment of debt), which will consequently reduce the revenue resources available for service delivery.
- Post 2016/17, Members will redirect resources within portfolios as required to ensure a sustainable level of expenditure can be incurred on services for each of the subsequent four financial years.
- The decisions above will determine the level of targeted investment available to invest on council priorities which generate savings, reasonable financial return, wider social and economic growth or maintain key assets for each of the next five years.

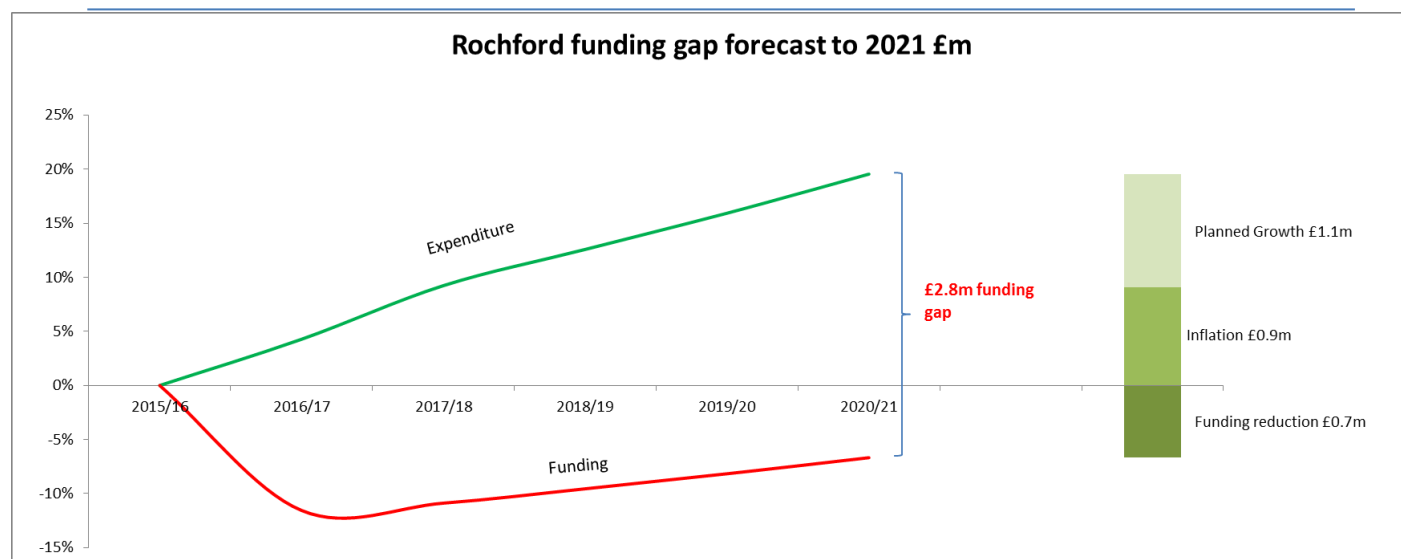
8.2 Assumptions on Government grant, growth in population, inflation and a range of other factors are used to inform the MTFS and budget gap and will be kept under review over the period to ensure changes in the macro-economic picture are reflected in the strategy. These assumptions are as follows:-

- **Demographic pressures:** – an assumption has been made in the budget for future population growth of 0.8% per annum and associated demographic service demand over and above current service budgets.
- **Inflation (pay):** a 1% increase in pay is assumed for each year from 2016 to 2021.
- **Inflation (non-pay):** the Consumer Price Index (CPI), Retail Price Index (RPI) and energy inflation forecast has been used for the 2016/17 figures (1.4%, 2.2% and 9.0% respectively) and annual forecast for the period 2017 – 2021 has been based on HM Treasury's independent average of inflation forecast for the UK economy circa 2.0% - 2.1%.
- **Revenue contribution to capital outturn:** is estimated at £150,000 for each of the five financial years.
- **Capital financing costs:** no external borrowing has been factored into the budget and as such no provision incorporated for interest or principal debt repayment.
- **Council Tax:** the proposal incorporates an indicative Council Tax increase of 1.93% in 2016/17 to bridge the budget gap.
- **Council Tax Support:** a discretionary hardship provision has been set aside to provide benefit support and funds to those in severe hardship.
- **The Council Tax baseline:** assumes a continuation of current household trajectory (1.1% annual increase as at December 2015) taking into account developments and schemes where developers are in place.

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- **New Homes Bonus (NHB):** future allocations of NHB are projected in line with known developments in the District and incentive funding is reserved for investment that supports sustainability and growth.
 - **Business rates:** there has been no growth assumed in business rates. An increase in yield has been estimated from the RPI inflation uplift applied to the small business rate multiplier.
 - **Revenue Support Grant:** the assumption for the reduction in RSG is based on the provisional settlement figures; 54% in 2016/17, increasing to 96% reduction in 2017/18 and 100% thereafter. The total reduction equates to £1.241m per annum.

Balancing the Budget

- 8.3 The financial strategy reflects a budget gap of £2.8m; this means that the Council will need to find recurrent baseline savings to this value each year by 2020/21.
- 8.4 Plans to balance the portfolio budgets for 2016/17 have been developed and these total £861,000. Delivery of further measures to balance the budget from 2017/18 and beyond are being explored and will, to a certain extent, be enabled by the successful implementation of the plans set out for 2016/17.
- 8.5 The total concepts identified equate to £2.540m and are set out in detail at Appendix 3. This leaves a remaining base budget gap, which will still need to be mitigated. In the interim, short term funding has been outlined to enable the Council to reach a balanced position for each year; however, this is not a sustainable plan and further themes will need to be explored, which will ensure the continuation of service provision, built on a secure funding platform in future years.



The proposed savings / efficiencies by Portfolio are as below.

Portfolio (£m)	2016/17	2017/18	2018/19	2019/20	2020/21	Total
Community	-0.114	-0.073	-0.025	-0.025	0.000	-0.237
Enterprise	-0.206	-0.266	0.000	0.000	0.000	-0.472
Environment	-0.127	-0.497	-0.292	0.000	0.000	-0.916
Finance	-0.128	-0.074	-0.025	-0.025	-0.025	-0.277
Governance	-0.195	-0.055	-0.005	0.000	0.000	-0.256
Leader	-0.059	-0.041	-0.025	-0.025	-0.025	-0.175
Planning	-0.058	0.000	-0.075	-0.075	0.000	-0.208
Proposed Efficiencies / Income	-0.888	-1.005	-0.447	-0.150	-0.050	-2.540

Revenue Budget Overview 2016/17

- 8.6 The 2016/17 budget is underpinned by solid financial management and a Business Plan, which lays the foundation that will enable the Council to become self sufficient financially. After taking income and specific grants into account, the net costs of 2016/17 services amount to £10.089m, compared to £10.753m in 2015/16. The detailed budget is shown in Appendix 2.

	2015/16	2016/17	Variance
	£m	£m	£m
Community	2.408	2.150	-0.258
Enterprise	0.948	0.552	-0.396
Environment	4.069	4.344	0.275
Finance	1.338	1.303	-0.035
Governance	1.714	1.220	-0.494
Leader	1.482	1.504	0.023
Planning	0.277	0.199	-0.078
Other	-1.483	-1.183	0.300
Total Service Expenditure	10.753	10.089	-0.664
Funding Sources:			
Revenue Support Grant	-1.269	-0.583	0.686
Retained Business Rates	-1.587	-1.590	-0.003
Incentivised Funding (New Homes Bonus)	-1.053	-1.368	-0.315
Council Tax (Proposed)	-6.318	-6.511	-0.193
Incentivised Funding (Other)	-1.380	-1.222	0.158
Collection Fund adjustments	-0.104	-0.049	0.055
General Fund Contribution / (Withdrawal)	0.958	-0.071	-1.029
Investment Fund Contribution / (Withdrawal)	-	1.306	1.306
Total Funding	-10.753	-10.089	0.664
(Surplus) / Deficit / Balanced budget	-	-	-

Key 2016/17 Pressures and Growth

- 8.7 **Waste Management (£322,000):** the re-letting of Materials Recycling Facilities contract in May 2015 has seen a move away from recyclables generating a source income to that of a cost to the Council. This cost has exceeded previous original estimates put forward in February 2015. The budget estimates for 2016/17 reflect the higher cost and have made allowances for further increases over future financial years.
- 8.8 Potential efficiencies in the recycling and street cleansing contracts have been identified and will be delivered over the next two years. The charging of garden waste as a non essential collection service has been identified as a mechanism to enable the service to be self-financing, providing a contribution towards alleviating the rising cost of waste management due to the depressed re-cyclates market. The introduction of charges for the garden waste collection service is scheduled for spring 2017.
- 8.9 **Demographic Growth (£153,000):** an allowance of 0.8% has been included within the budget envelope for demographic growth in line with population projections and further provision for additional demand arising for core support related services and functions, such as Waste and Street Scene, as the population grows.

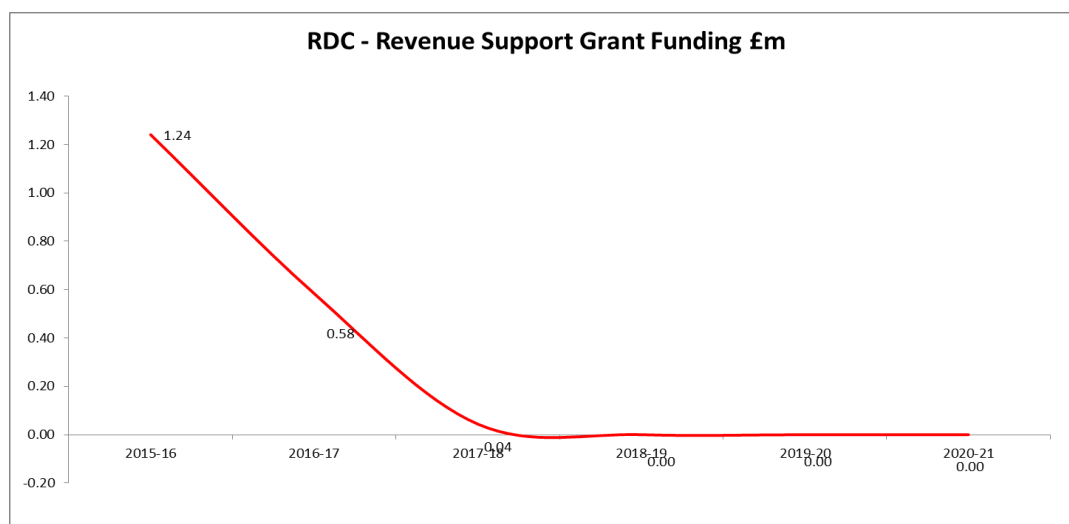
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- 8.10 Councils are facing considerable challenges in responding to an ageing population. Although not a social care provider, there will be impacts on the services required from the Council and we will need to work with others to co-design services and target them more effectively. The Council recently refreshed its Ageing Population Strategy, which at low cost will raise awareness of the increase in the ageing population within the District and continue to focus on practical solutions and actions to address the needs of local older people.
- 8.11 **Revenue Contribution to Capital Outlay (£150,000):** this has been allocated to fund core capital maintenance projects and assumed to be an annual ongoing requirement to reduce the necessity for external borrowing for minor projects of a routine nature.
- 8.12 **Local Plans (£150,000):** producing up to date Local Plans is a statutory requirement and the MTFS takes into account the requirements to refresh them and conduct assessments into their soundness.
- 8.13 The scale of the required Council investment in the review of the Local Plans should be seen in the context of the scale of new investment in Rochford District, including commercial and business investment, infrastructural investment and investment in new homes and services that will be enabled.
- 8.14 **Temporary Accommodation Costs (£90,000):** the cost of temporary accommodation has had an impact on the budgets of the Council and this could continue to increase unless alternative strategies are agreed. A number of opportunities are being explored, which could reduce this cost and the Council has retained £90,000 in Housing reserves in 2016, primarily for temporary accommodation pressures. This will be kept under review to see how these pressures are being managed.
- 8.15 **National insurance contributions (£82,000):** the Local Government Pension Scheme (LGPS) is a contracted out scheme, which means that both employees and employers pay a reduced rate of national insurance contributions.
- 8.16 In 2016 contracting out ends, which means that from next April members of the LGPS, and employers with LGPS members, will have to pay the full rate of national insurance. This change is likely to cost the Council an additional £82,000 per annum.

Core Sources of Funding

- 8.17 **Revenue Support Grant:** total RSG funding for 2015/16 (excluding Homelessness prevention grant) was £1.241m. The provisional financial settlement for Local Authorities indicates that for Rochford District Council the figure for 2016/17 will reduce by 54% to £0.583m (this compares to the national average reduction in RSG in 2016/17 of 27.6%) and will be 100% removed from 2018/19.
- 8.18 The Government has fundamentally amended how it allocates funding to Local Authorities - to the significant detriment of Rochford District Council.

During the last 3 years a flat rate reduction to RSG has been applied, but the new approach has this time, taken into account each authority's ability to raise council tax when assessing grant allocations. This means in practice that authorities with better than average tax bases suffer a higher funding reduction than those with a comparatively low tax base.

8.19 The graph below shows the impact on Rochford specifically.



8.20 **Retained Rates Scheme (RRS):** Local Authorities have the potential to retain 50% of business rate income and up to half of any growth in business rates revenue from new assessments added to the rating list with the remainder returned to Central Government and re-distributed in England.

8.21 Outlined below are the changes to the business rates system in various Autumn Statements that will affect Local Authorities in 2016-17. These changes are:-

- Empty new build properties will be exempt from empty property rates for 18 months (Autumn Statement 2012).
- Ratepayers receiving Small Business Rate Relief that take on an additional property, which would currently disqualify them from receiving relief, will continue to receive their current relief for 12 months (Autumn Statement 2013).
- A 50 per cent Re-Occupation Relief for 18 months for businesses that - between 1 April 2014 and 31 March 2016 - move into retail premises that have been empty for a year or more (Autumn Statement 2013).
- Discretionary relief to be given to ratepayers with a rateable value of £50,000, or less, in lieu of transitional relief for 2015-16 and 2016-17 (Autumn Statement 2014).
- The doubling of small business rates relief will be extended for a further 12 months until 31 March 2017 (Autumn Statement 2015).

- The Small Business Non-Domestic Rate Multiplier for small businesses has been set nationally at a rate of 48.4 pence (RPI Increase).
- 8.22 Local Authorities will continue to receive compensation for any loss to their “local share” of business rates and the compensation will be provided by means of Section 31 grant.
- 8.23 The table below shows the calculation of the retained Business rates income for the Council based on January forecast for year-end:-

Local Government Act 2003		2015-16	2016-17
		Estimate	Estimate
		£m	£m
<i>Less</i>	NDR Yield for RDC	- 5.900	- 6.100
	Tariff paid to Government	4.844	4.884
<i>Plus</i>	Section 31 Grants	- 0.541	- 0.375
<i>Equals</i>	Pre-Levy Income	- 1.597	- 1.591
<i>Less</i>	Levy on Growth	0.100	0.001
<i>Equals</i>	Retained Business Rates Income	- 1.587	-1.590

- 8.24 The chancellor’s recent announcement has extended the 50% retention principle to 100% from 2020. Local Authorities will be able to retain 100% of local business rates income and have the power to lower business rates in order to attract new businesses, more effectively support small businesses and boost high streets.
- 8.25 The fact remains that the Council can only plan spending in the medium to long term if there is a degree of certainty in relation to future income and there is still a great deal of uncertainty in relation to the 2020 business rate changes, in terms of the practical impact on local areas. The devil will be in the detail, but what seems certain is that change is around the corner. Local Authorities will be expected to be proactive in developing models and systems of intelligence that can monitor and help manage and plan these new systems and in addition resilience of service provision.
- 8.26 **The New Homes Bonus** was introduced in 2011 in order to provide a clear incentive to Local Authorities to encourage housing growth in their areas. It is based on the increase in new houses and bringing empty homes back into use. The grant currently matches Council Tax for 6 years, with 80% being received by the District Council, as the Planning Authority, and 20% going to Essex County Council.
- 8.27 An amount of £1.368m has been allocated to the Council for 2016/17 (increase of £314,000 from 2015/16), to reflect the annual growth measured in housing and affordable homes since the introduction of the bonus.

NHB Components

Actual Bonus Earned	Year 5 2015/16	Year 6 2016/17
Additional Properties	307	217
Reduction in Empty Homes	73	30
Total change in housing	380	247
Affordable Homes	38	44
Bonus earned (£000s)	0.458	0.314

- 8.28 The considerable improvement in the number of empty homes receiving discount is due to the work that the Revenues and Benefits team has undertaken in following up on the annual review of empty properties by visits to ensure that the discount is being correctly claimed.

NHB Accumulated Value

NewHomes Bonus	Risk									
Payment for £m	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
year 1	0.117	0.117	0.117	0.117	0.117	0.117				
year 2		0.149	0.149	0.149	0.149	0.149	0.149			
year 3			0.174	0.174	0.174	0.174	0.174	0.174		
year 4				0.156	0.156	0.156	0.156	0.156	0.156	
year 5					0.458	0.458	0.458	0.458	0.458	0.458
year 6						0.314	0.314	0.314	0.314	0.314
Total Payment	0.117	0.266	0.440	0.596	1.054	1.368	1.251	1.102	0.928	0.772

- 8.29 Consultation on the New Homes Bonus has been published setting out proposals to achieve savings of £800m by 2019/20. These savings will be used to help finance extra funds for the Better Care Fund. The consultation includes a range of options to sharpen the incentive to reward communities for additional homes and reducing the length of payments from 6 years to 4, 3 or possibly 2 years.
- 8.30 Historically the Bonus, whilst short term in nature, has been used by the Council as part of core funding to support the revenue base budget. It is proposed that future New Homes Bonus will be used to support the Council's transformation agenda, generally through one off capital projects that will generate economic growth and sustainability within the District and provide new sources of income to redress the reducing Government funding for the Council's services.

- 8.31 **Preventing Homelessness Grant** - the forecast funding assumes £49,000 of Government grant. In the 2015 Autumn Statement, the intent to protect and increase DCLG's funding for this area and make it available to invest in innovative ways for preventing and reducing homelessness was outlined; however, present form of funding is via RSG and RRS and this was not confirmed in the provisional settlement for 2016/17 or beyond. This therefore presents an immediate budget risk, which will be updated when details emerge and any variations will be reported in the July MTFS update.
- 8.32 **Council Tax** - no freeze grant has been awarded for Council Tax in 2016/17. Most fundamentally, the settlement signalled a shift away from offering a Council Tax freeze grant to encourage no increase in Council Tax, to encouraging the use of Council Tax rises to generate additional funding by Local Authorities. This has been done by taking each Authority's respective ability to generate its own revenue into account when allocating core Government funding.
- 8.33 Confirmation was provided of the ongoing 2% referendum limit on Council Tax increase, i.e., increases at 2% or more requiring a local referendum. However, there is extra flexibility for social care Authorities, to levy a 2% premium on the Council Tax to finance additional spending on adult social care provision.
- 8.34 When considering the Council Tax level for 2016/17, you should note that the current level of Council Tax is:-

	2015/16 Band D Average (£)
Essex County Council	1,086.75
Essex Fire Authority	66.42
Police and Crime Commissioner	147.15
Parish Councils	40.01
Rochford District Council	208.98
Total	1,549.31

- 8.35 The fiscal challenge is being felt nationally by every Local Authority; however, significant reduction in Rochford District Council's grant takes into account the ability to partially mitigate the loss by raising Council Tax.
- 8.36 The Council has managed to freeze Council Tax in 3 of the last 5 years (2011/12, 2012/13 and 2015/16), by restructuring itself and achieving savings and efficiencies in all of its front and back office services and this work will continue into 2016/17 with a range of further proposals. However, the increasing pressures and reductions in Government funding have meant the Council has had to make the tough decision to increase Council Tax by 1.93%.

Council Tax Base

8.37 The Section 151 Officer is delegated to set the tax base, which is based on the current Council Tax valuation list, plus an estimate of changes anticipated to occur in 2015/16.

8.38 The introduction of the Local Council Tax Support Scheme (LCTS) has meant a change in the way that the Council Tax Base is calculated. The LCTS is based on a discount, rather than a benefit, so results in a reduction in the tax base. The reduction in the tax base caused by the discounts is offset by Government grant. For 2016/17, the tax base is calculated as follows:-

	Band D equivalents	
	2015-16	2016-17
Tax base	33,462.3	34,038.3
<i>Less</i> LCTS Adjustment	(2,682.1)	(2,911.6)
<i>Less</i> Collection Rate Adjustment	(554.0)	(560.3)
<i>Equals</i> Tax Base for Council Tax calculation	30,226.2	30,566.4

8.39 The increase in the tax base is due to:-

- The additional housing units in the districts
- Changes in discounts and exemptions to commence
- Additional fraud and compliance being undertaken in partnership with the Essex Authorities.

8.40 The calculation of the indicative Council Tax for Rochford District is set out below:-

	2015/16 Original	2015/16 Current	2016/17 Original
	£m	£m	£m
Gross Expenditure	11.962	11.345	11.344
Reversal of Parish Precept	-1.209	-1.209	-1.255
Total Service Expenditure	10.753	10.136	10.089
Incentivised Funding	-1.380	-1.373	-1.222
Contribution to /(from) Specific Reserves	0.958	1.568	1.235
Net Expenditure for Budget Purposes	10.330	10.331	10.102
Revenue Support Grant	-1.269	-1.269	-0.583
Retained Business Rates	-1.588	-1.588	-1.590
Incentivised Funding (New Homes Bonus)	-1.053	-1.053	-1.368
Collection Fund Adjustments	-0.104	-0.104	-0.049
Rochford's Element of Council Tax Requirement (Indicative)	6.317	6.317	6.511
Council Tax Base	30,226.2	30,226.2	30,566.4
TOTAL COUNCIL TAX (BAND D EQUIVALENT)	208.98	208.99	213.02

- 8.41 These increases, combined with growth in the Council Tax base, means that for 2016/17, income from Council Tax will be approximately £6.511m; within that figure growth in the tax base equates to £72,256, resulting in the potential for an additional £123,290 of funding to sustain Council services. The indicative Council Tax for a band D property will be £213.02, representing an increase of 4.04p per household per week.
- 8.42 The total Council Tax, including the amounts for Essex County Council, Essex Police and Crime Commissioner, Essex Fire Authority and the Town and Parish Councils will be set at the Council meeting on 23 February 2016.
- 8.43 In December 2015, the Council approved an earmarked discretionary hardship fund of £20,000, to offer additional help and support to those suffering the greatest financial hardship, as defined in the Council's Discretionary Reduction in Council Tax Liability Policy; should Council Tax be increased as outlined above, it is recommended that this fund is increased to £50,000 to reflect the potential for further hardship that may result.
- 8.44 Rochford District Council has a remarkable history of delivering high quality services at value for money for its residents. It has financial prudence and stewardship as a focus in these times of unrelenting pressure on the public purse and we are determined to continue to provide the best service possible to our residents, with every penny accounted for wisely.
- 8.45 To meet these ongoing challenges the Council is continuing on its journey to reduce costs and increase income through efficiencies, better contract management and innovative trading solutions, as part of the new Business Plan, shown in Appendix 1.

Collection Fund Reserve

- 8.46 As the Billing Authority, this Council collects Council Tax on behalf of Essex County Council, Essex Fire and Rescue Authority and Police and Crime Commissioner (all known as main precepting bodies). The amount of Council Tax to be collected includes an allowance for non-collection of Council Tax. When we collect more than the amount due, this surplus is held in the Collection Fund as a ring fenced amount and can be distributed to the main precepting bodies and ourselves on a proportionate basis, based on the Band D Council Tax amount for each body.
- 8.47 A forecast is made of the likely outturn surplus or deficit for the current financial year and this amount is then split across the main precepting bodies and this Council. For 2016/17 there will be a surplus on the collection fund, attributable to the billing authority and main preceptors as follows:-

Recipient	Distribution Amount – Deficit/(Surplus)	
	2015/16 actual £000s	2016/17 proposed £000s
Rochford District Council	(104)	(49)
Essex County Council	(452)	(215)
Essex Police and Crime Commissioner	(60)	(29)
Essex Fire & Rescue Authority	(28)	(13)

Resident Engagement

- 8.48 These budget plans have been based on consultation to date including recent resident budget perception surveys in relation to the Council's spending priorities. The survey asked residents what they care about as the Council approaches the challenge and ideas about how savings could be made or services reformed.
- 8.49 The Budget Survey, which was available for approximately 10 weeks; on-line, published in *Rochford District Matters*, publicised through social media and distributed at various public events formally closed on 8 January 2016. 344 residents responded (c.1% of households); 116 online and 228 by hard copy.
- 8.50 The services have been ranked in order of those considered most important and that respondents indicated that they would seek to protect are outlined in the table below:-

	Ranked Services to Protect:
1	➤Waste collection
2	➤Recycling
3	➤Street cleansing
4	➤Open spaces
5	➤Community safety
6	➤Police service
7	➤Planning and planning enforcement
8	➤Safeguarding
9	➤Homeless accommodation
10	➤Public conveniences

- 8.51 The headline findings attributed to services changes are summarised into the following four main themes that came out of the narrative:-

Income Generation

- 8.52 There was a general feeling that the Council should aim to increase income collection rates for income such as Council Tax, business rates and other fees levied. In conjunction with this, fees could be reviewed and, if possible and usage evidenced, could be raised for discretionary elements. There was also the thought that Council assets, where possible, should be used as a source of income.

Reduce Costs

- 8.53 Many of the comments related to the Council being more efficient in its working practices, becoming more streamlined, and as energy efficient as possible. There were comments suggesting that contracts are re-negotiated in order to cut costs and ensure a better standard of service. There were several comments calling for a reduction in top level salaries and reductions in staff expenses to a minimum, along with a reduction in Councillor numbers and allowances.

Service Growth

- 8.54 Most of the answers to this question fell into this category. In the narrative provided there were calls for greater enforcement for anti-social behaviour, investment in appropriate infrastructure prior to new housing, more ranks for taxis in Market Square, Rochford, increased parking enforcement, dog waste bins, and celebrating the Queen's 90th birthday with a street party in Rayleigh.

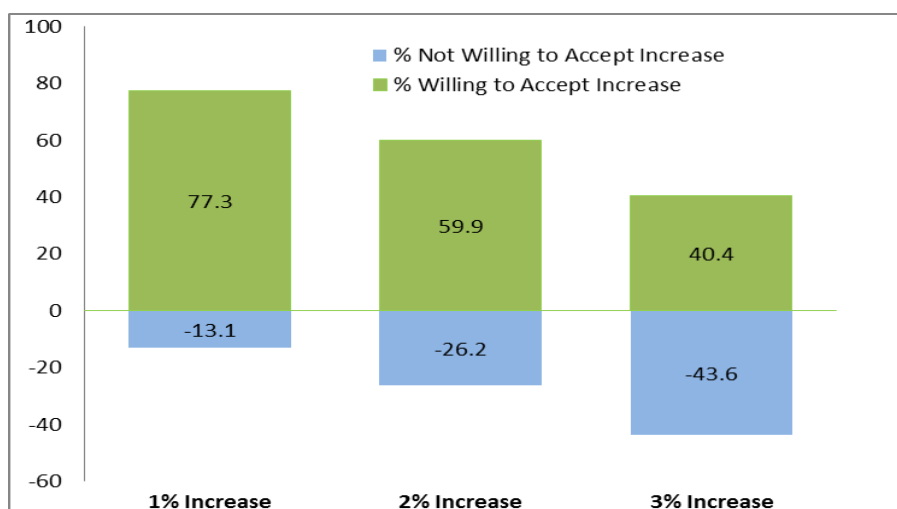
- 8.55 Some suggestions in areas of which Rochford District Council has minimum control included street lighting investment, public footways and highways, more policing and safeguarding and 20mph speed limits in the vicinity of schools

Different ways of working

- 8.56 There were several comments suggesting that the Council should consider different ways of working; more partnership working with other Local Authorities, voluntary groups, residents and the use of volunteers. There were calls for more information around costs and budgets so that residents can make more informed judgments, e.g., how much each spending decision would add to Council Tax or help reduce the deficit?
- 8.57 **A high number of respondents articulated their satisfaction with the Council and the manner in which facilities were managed and quality of service received.**

Council Tax

- 8.58 In response to question posed regarding varying scales of Council Tax increases, nearly 60% agreed they would be willing to accept a 2% increase in Council Tax.



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- 8.59 The Council would like to take the opportunity to thank those who took the time to feed in their views and provide some insight into how you consider the Council should use its resources in a time of financial constraints.
- 8.60 The Council is committed to involving residents, businesses and service users in shaping the District and the services they receive. Whilst not all ideas can be pursued, they allow the Council to focus on how best to use its resources to achieve its Business Plan priorities and make a difference to the people we serve.
- 8.61 Individual proposals for future years included in the MTFS will be subject, where necessary, to full consultation and equalities impact assessments at the appropriate time before they are cast into the annual budgets.

Key Savings, Efficiencies and Outcomes

- 8.62 For 2016/17, plans have been prepared to deliver savings of £2.540m. These are shown in Appendix 3 and summarised by portfolio below:-

Community

- 8.63 The Council will ensure the provision of contracts that deliver quality services at an affordable cost. It is proposed that efficiencies will also be sought within existing contracts to deliver savings. Over the period of the MTFS we will:-
- Continually improve service delivery through collaboration and partnership working with contractors;
 - work in partnership with the Voluntary Sector to achieve:-
 - A modernised relationship between the Council and the sector that supports the delivery of efficient public services and supports a self-sustaining sector that enables local organisations to find new ways of accessing funding, resources, and support.

Enterprise

- 8.64 The Information Communication Technology (ICT) contract is being examined as per Item 16 of Full Council on 15 December 2015. Software contracts are also under review. The intention is to make significant savings in ICT provision, but this is subject to negotiation and contract.
- 8.65 The Council will seek to maximise the use of its assets, as identified within the Business Plan. It is proposed that additional income will be generated via alternative uses of the Council's assets.

Environment

- 8.66 The Council is committed to seeking an optimum approach to the delivery of service areas; is proposed a review of services will be undertaken specifically to identify potential income generation through introduction of charges for non-statutory functions.

- 8.67 In the main, the efficiencies will arise from working areas such as Open Spaces and Street Scene, together with outsourced contracts.

Finance

- 8.68 The Council will optimise investment income returns within the principles of "security, liquidity then yield", in line with the risk appetite and counterparty selection, as set out in the Treasury Strategy report. It is proposed that additional income will be generated via increased traded activity and expenditure efficiencies from a redesign of a range of back office functions.
- 8.69 Rochford's business collection rate is in the top 3% in the county at 98.2%. As part of the Business Plan it is proposed to look at economic growth through data cleansing to identify incorrect awards of discretionary relief identification of invalid applications and a reduction in errors.
- 8.70 Over the period of the MTFS we will continue to achieve:-
- Unqualified accounts each year, balanced three year budget agreed annually, maintenance of appropriate levels of general and earmarked balances and contingencies to protect Council services and assist in mitigating future risks.
 - Maximise the collection income due to the Council and minimise the impact to the Council of fraud and corruption on Council business.
 - Review Rochford District Growth Strategy Action Plan to ensure it is fit for purpose and identifies areas for growth within the District, and supports local business needs.
 - Work in partnership with business community groups, support landlords and increase stakeholder engagement.

Planning

- 8.71 The planning system is in a state of change with the emerging Housing and Planning Bill, which will inevitably transform the delivery of planning.
- 8.72 To meet the above, the service needs to ensure that there is provision to create a sustainable District; Rochford needs to deliver resilient economic growth and homes.

Grants for Specific Services

- 8.73 In 2015/16, the funding received by the Council was:-

Grants for specific services:	Income
Local Council Tax Support Scheme	£66,800
Preventing Homelessness`	£50,000
Individual Electoral Registration	£17,900
Housing Benefit Admin	£225,800
Business Rates collection	£85,200
Grants awarded after successful bidding	Income
Weekly bin collection	£300,000
Cherry Orchard	£37,600
Sport England Active Colleagues	£26,900
Disabled Facilities Grants	£219,000

Capital Programme

- 8.74 A Core Capital programme covering the period 2016/17 to 2020/21 was developed to provide the Council with greater transparency over its future spending plans and to enable more effective planning, prioritisation and financial management.
- 8.75 Both revenue and capital funding must work to complement each other in support of the delivery of the Business Plan, which is dependent upon both investment in capital infrastructure and transformation and modernisation in operational service delivery.
- 8.76 The MTFS includes provision for future routine capital expenditure on Council Core maintenance programmes through to 2021. The programme is summarised in the table below and details outlined within Appendices 5 and 6.

Core Capital Maintenance Programme	2016/17	2017/18	2018/19	2019/20	Total
	£m	£m	£m	£m	£m
Community	0.315	0.316	0.325	0.315	1.271
Enterprise	0.033	0.000	0.035	0.000	0.068
Environment	0.117	0.103	0.083	0.080	0.382
Finance	0.009	-	-	-	0.009
Governance	-	-	-	-	-
Leader	-	-	-	-	-
Planning	-	-	-	-	-
Total Core Capital Maintenance Programme	0.474	0.418	0.443	0.395	1.730
Financed by:					
Revenue Contribution to capital	-0.150	-0.150	-0.150	-0.150	-0.600
Capital Receipts	-0.074	-0.018	-0.043	0.005	-0.130
Housing Grant via ECC Better Care Fund	-0.250	-0.250	-0.250	-0.250	-1.000
Total Capital Maintenance Funding	-0.474	-0.418	-0.443	-0.395	-1.730

8.77 Total expenditure within the core programme is £274,000 in 2016/17 with a further £250,000 planned with external grant funding for projects that are self-financing.

8.78 Capital expenditure may be financed from a range of internal and external sources. Internal sources include capital receipts, revenue contributions, reserves and borrowing. External sources also include borrowing, as well as private sector contributions, such as S106 developer contributions, and Government grants (which may be ring-fenced for specific purposes or non-ring-fenced and available for general application by the Council).

8.79 When the Council borrows to finance capital expenditure this also has a direct impact upon the revenue budget in the form of 'capital financing costs'. Capital financing costs incorporate the annual Minimum Revenue Provision (MRP) plus the actual interest paid on the debt outstanding. The actual cost of borrowing is determined by the market interest rates at the point of taking a loan and the period over which the loan is taken.

8.80 No external borrowing is anticipated for the core maintenance programme. The programme is financed by an annual revenue contribution to capital outlay of £150,000 per annum, capital receipts totalling £130,000 is earmarked for the programme) and specific grant funding attributed to the Disabled Facilities Grant.

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- 8.81 These draft budget proposals do not include capital investment plans through to 2021, to which decisions will be made on a case by case basis via the Investment Board to ensure that the Council continues to have the cost effective infrastructure it needs to be successful.
- 8.82 It is recognised that the programme over this period cannot accurately predict all demands for the future and that it will require periodic review and revision at least annually to enable the Council to allow adjustments in the light of changing circumstances.

Members' Allowances

- 8.83 The Council has moved away from annual reviews of the Allowances Scheme with the Independent Remuneration Panel undertaking a formal review of the scheme every four years. The next review by the panel will fall in 2018/19 relating to the scheme for 2019/20. Council has kept allowances at the same level since 2008/09 Municipal Year. There is no planned increase to Members' allowances in 2016/17.

9 FEES AND CHARGES

- 9.1 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.
- 9.2 The proposals in respect of the charges for 2016/17 are shown in Appendix 4 to this report. Changes shown in the Appendix come into effect from 1 April each year, unless indicated otherwise.
- 9.3 The Council also undertakes to review existing services to identify opportunities for introducing or increasing charges, if appropriate. Charging users for services reduces the level of overall subsidy by Council Tax payers to a particular service.
- 9.4 Fees for Licensing, Planning and certain other services are not included within the schedule for fees and charges, as these are prescribed and the Council has no discretion. These are available on request from the relevant department and will be published on the Council's website

Car Park Charges

- 9.5 The Council maintains a number of car parks and as a key principle; we charge for and manage our car parks to ensure residents can access town centre facilities, safely and easily. When reviewing its charges, the Council aims to set charges that will enable it to manage and maintain the car parks to the high standard expected by users and to manage and maintain proper controls over the use of town centre parking spaces as contributing to vital and viable town centres.

- 9.6 The Council continues to provide free parking in its car parks on Saturday afternoons, Sundays and Bank Holidays. There are proposals to change charges for 2016/17 and to extend charging hours to 9.00 pm.

10 STAFFING

- 10.1 Salaries account for approximately £5.5m (55%) of the Council's expenditure. The 2015/16 headcount and high level 2016/17 estimated number is shown below:-

	2015/16	2016/17
Headcount (Full Time Equivalents)	171	173

- 10.2 The impact on staff as a result of the budget proposals in this report is considered minimal. Where budget proposals could result in a reduction in posts in the organisation the Council will follow the appropriate policy.
- 10.3 Given the funding constraints the Council is facing, accurate expenditure projections are more important than ever. Since salaries make up the greatest portion of the expenditure budget, it is logical to apply forecasting techniques that can manage headcount levels in light of reducing budgets. The estimate for salaries includes 3.5% vacancy adjustments, (£200,869), which recognises that not all positions will be filled 52 weeks per year, so expected vacancies and administrative delays in recruitment will be factored into the salary budget and managed at a service bottom line. This compares to a forecasted vacancy factor and financial savings of 3.1% and £200,000 in 2015/16.

11 PENSION AND PENSION REVALUATION

- 11.1 The introduction of the single-tier pension from 2016 means the abolition of the current basic and additional State Pensions (ASP). All those who are in occupational pension schemes such as the Local Government Pension Scheme currently opt out of the SSP. When it is abolished all employees will benefit from the new higher pension but will no longer be entitled to pay lower national insurance (NI) so their NI payments will increase. This will also affect employer NI contributions.
- 11.2 The Council belongs to the Local Government Pension Scheme, which is administered by Essex County Council. The triennial valuation is a requirement under regulation 36 of The Local Government Pension Scheme.
- 11.3 Its purpose is to value the assets and liabilities of each individual employer and the pension fund as a whole every 3 years with a view to setting employer contribution rates. The next actuarial revaluation is scheduled for 2017/18 and a future financial risk must be noted.

12 EQUALITY AND DIVERSITY IMPLICATIONS

- 12.1 The Council has formulated its budget proposals having regard to the duties under the Equality Act 2010. The Leadership Team has undertaken preliminary assessments to determine if there will be any adverse impact on those with protected characteristics, as set out in the Corporate Equality policy. The Leadership Team is satisfied that based on the stage of the respective proposals that these requirements have been adhered to in formulating the proposals referred to in this report.
- 12.2 At the time of developing specific service plans and policies the Council will consider in greater detail the specific impact of the proposals that might be implemented within the budgetary framework. Proposals shall only be implemented after due regard has been paid to the need to achieve the three aims set out in Section 149 of the Equality Act.
- 12.3 The budget approval does not constitute a final decision about what the Council's service priorities and service budget commitments will be, or about what sums must be saved within each service portfolio. Specific executive decisions will be taken by the relevant Portfolio Holders and Directors, and shall be made based on a clear understanding of what the potential impacts of doing one thing rather than another will be for the residents of Rochford.
- 12.4 It will be open to Assistant Directors and Executive Members at the time of taking those decisions to choose to spend more on one activity and less on another or, where necessary, to go back to the Council and invite it to reconsider the allocations to different service budgets within the overall Council budget that has been set.

13 RISKS AND OPPORTUNITIES

- 13.1 There are a number of risks to the Council's financial position as a result of changes in demographics, changes to legislation and other factors. The Council holds reserves and contingency balances to address future risks and concerns. These risks will be kept under review as they materialise.

14 ROBUSTNESS OF THE BUDGET ASSUMPTIONS - ASSURANCE FROM THE S151 OFFICER

- 14.1 The Section 151 Officer is required under section 25 of the Local Government Act 2003 to report to the Council on the robustness of the estimates and adequacy of reserves when determining their budget and level of Council Tax

Robustness of Estimates

- 14.2 The financial planning process for 2016/17 is in light of confirmation of further funding reductions from Central Government. The scale and timing of notification has posed a significant challenge for all Authorities to balance budgets. The Council has met this challenge through its Business Plan priorities and internal spending review, which left no stone unturned in considering plans up to 2021 in order to develop a balanced budget.

-
- 14.3 The financial planning process has been managed at officer level through the Business Planning Group, which has fed directly into the process for financial planning, including the strategic context for the District, medium term resource projections, and the quantification of new pressures on resources, and the identification of potential budget savings / efficiencies.
- 14.4 A budget survey has taken place to seek the views of the public in respect of high level general budget principles and specifics in terms of Council Tax themes. The survey feedback has been taken into consideration as final proposals to the Council have been formulated.
- 14.5 At Member level, budget discussion has taken place to share information and provide the national and local context as the spending review decisions emerged. Portfolio Holders have been extensively engaged and provide with the evidence required to enable the MTFS recommendations outlined to be referred to Council for approval

Robustness of the budget process

- 14.6 During the preparation of the budget for 2016/17 and the MTFS, the challenge has been to find efficiencies and savings that do not stop the Council from delivering against its Business Plan priorities but dovetails with the key themes. The process that has been undertaken to set the budget has included engagement of officers from service departments throughout the year, regular feedback of resulting themes into the process, engagement with the public, engagement with Members, benchmarking with others, along with due consideration of statutory duties, particularly in respect of equalities.
- 14.7 The financial climate reinforces the need for on going robust financial management, strict budgetary control and the on going monitoring of both savings and investment delivery plans, and I am confident that there are adequate processes in place to promote these.
- 14.8 Risks have been taken into account in budget-setting and in considering the adequacy of reserves. For these reasons, it can be confirmed that the 2016/17 budget setting process has been robust

Reserves and Balances

- 14.9 Ultimately, it is the role of the Section 151 officer to recommend a level of reserves within the Council's budget. However, it is important that members understand the level of reserves that the Council holds, and ensure that the reserves policy fits in line with the organisational strategy.
- 14.10 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.
- 14.11 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.
- 14.12 **General fund balance:** This is a contingency fund - money set aside for emergencies or to cover any unexpected costs that may occur during the year, such as flooding or unexpected repairs.
- 14.13 The current strategy is to build up General Fund balances; maintain then at a minimum of 10% of the annual net budget requirement but up to 15% by 2020. This will provide a short term contingency to manage the risks identified in this report the large of which could be loss of incentivisation funding; the triennial revaluation of the pension scheme and impact of equalisation and new responsibilities that will be associated to the 100% Business rates retention.
- 14.14 The level of the General Fund reserve is reviewed annually as part of the budget process and the current 2016/17 target for General Fund balances is £1.0m
- 14.15 **Earmarked reserves £1.452m:** This is money that has been set aside for a particular purpose, such as Self-Insurance, Infrastructure / Investment funds, funds held on behalf of partnerships e.g. Local Strategic Partnership.
- 14.16 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
- 14.17 Forecast movement in the current and future reserves and balances is net £250,000 and 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 2015/16.
- 14.18 The reserves tables are in Appendix 7.
- 14.19 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 Section 151 Officer.
- 14.20 If necessary the Section 151 Officer may approve the use of Earmarked Reserves to cover unexpected emergency expenditure.

15 TREASURY MANAGEMENT STRATEGY

- 15.1 The Treasury Management Strategy will form a separate recommendation from the Review Committee. The main recommended revisions to the Treasury Management Strategy are as follows:-
- Further diversification of financial instruments into more secure /higher yield asset classes, within the principles of "security, liquidity then yield" in consultation with the council's investment advisor.
 - Increase in the assumptions in the budget strategy for interest receipts in line with a more robustly managed diversified portfolio.
 - To use prudential borrowing only where business cases are agreed in accordance with the principles of the overall treasury strategy.
 - The strategy has been updated to reflect the latest forecast for interest rates. Base rate is expected to remain at 0.5% until at least the end of 2016 and 0.75% for Q1 2017.

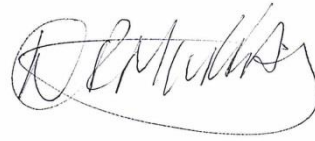
16 CONCLUSION

- 16.1 The MTFS has been prepared against a background of significant reductions and changes in grant funding and increasing costs of service pressures. These factors could jeopardise the Council's sustainable financial position unless budget savings continue to be delivered alongside the delivery of the Council's Business Plan priorities.
- 16.2 The MTFS covers a five year period for which outline Government spending plans have been received with a clear indication that austerity measures are likely to continue throughout the period of the plan.
- 16.3 Although the financial context is increasingly challenging, the Council has a track record of identifying and delivering significant savings and achieving budget out-turn within the approved budget supported by a framework of effective financial planning. This approach will need to continue to ensure that a sustainable medium-term financial position can be maintained.
- 16.4 The Leadership Team will review the strategy annually to ensure that the strategy continues to be aligned to overall Council objectives and priorities and that the Council continues to be able to set a balanced budget year on year.

17 RECOMMENDATION

- 17.1 It is proposed that, taking account of Council priorities, medium term financial strategy, the Local Government Finance Settlement and the results of internal and external consultation, Council **RESOLVES**
- (1) That the net revenue budget requirement be set at £10.102 million for 2016/17.
 - (2) That the net cost of services be set at £10.089 million for 2016/17.

- (3) That the Capital Programme 2016/17 – 2019/20 and the proposed methods of financing the capital expenditure be agreed.
- (4) That the Section 151 Officer be authorised to adjust capital project budgets in 2016/17 throughout the capital programme after the 2015/16 accounts are closed and the amounts of slippage and budget carry forward required are known.
- (5) That it be noted that the proposed Council Tax requirement for the Council's own purposes (excluding Parish and Town Councils and Precepts) for 2016/17 is £6.511 million.
- (6) That it be noted that the draft equivalent Band D tax base for the purpose of determining the Council Tax charge is 30,566 properties.
- (7) That the increase in Rochford District Council Tax of 1.93% for 2016/17, be agreed by recorded vote.
- (8) That the schedule of fees and charges for 2016/17, as identified in the report, be agreed.
- (9) That the General Balance be set at £1.0m at as at 1 April 2016 prior to the proposed drawdown of £0.071m.
- (10) That the Earmarked reserves be set at £1.452m as at 1 April 2016.
- (11) That the recommendations of the Review Committee on the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy Statement 2016/17 be agreed.
- (12) That it be agreed that Robert Manning succeed Denise Murray as Section 151 Officer for Rochford District Council on a temporary basis until such time as Denise returns from secondment as Interim Director for Commissioning, Major Infrastructure at Essex County Council.
- (13) That the statement on the robustness of the estimates and reserves be noted.
- (14) That the summary of the Equality Impact Assessment be noted.
- (15) That it be noted that the final Local Government finance settlement ("the settlement") is not expected until early February 2016, after the budget report has been prepared and the formal report despatched to the County Council. Any changes resulting from information coming to light after the budget report has been issued will therefore be tabled at the Council meeting on 9 February. While such changes are unusual, the late, unexpected and curious amendments to the settlement methodology may give rise to alterations between provisional and final settlements.



Denise Murray
Section 151 Officer

Background Papers:-

None.

For further information please contact Denise Murray, Joseph Raveendran or Matt Petley on:-

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



“Our residents will be at the heart of everything we do”

We will enable our staff to meet future challenges by working in a business-like way;

We will enable our communities to help deliver services which they consider to be specifically important to them;

We will create opportunities to maximise income to continue delivering services;

We will help this District become renowned as a leading regional centre in the science, medical and technology sectors within the next 10-20 years;

We will support new and existing businesses;

We will make the most of our coastal areas.

OUR PRIORITIES

BECOME FINANCIALLY SELF-SUFFICIENT

- We will set up a trading arm and increase our traded services to generate investment income and make us more ‘self sufficient’;
- We will pursue large scale commercial projects to generate income;
- We will ensure our commercial activity will, where possible, have social benefits;
- We will use local businesses and resources whenever possible whilst ensuring Best Value;
- We will review our services so that we provide more of what is important to our residents.

EARLY INTERVENTION

- We will use early intervention to manage demand on our services;
- We will endeavour to help to provide good quality homes for all of our residents by bringing, for example, more empty properties back into use;
- We will promote the safeguarding of our young and vulnerable residents;
- We will work closely with those partners who will help us achieve our aims, especially those whose focus is on early intervention and prevention.

MAXIMISE OUR ASSETS

- We will ensure that all of our assets are fully utilised to maximise income whilst ensuring social purpose.

ENABLE COMMUNITIES

- We will engage with all parts of our communities, including Parish Councils, businesses and our residents, to encourage the most efficient way to provide services and to help create full employment, including more apprenticeships.

To achieve these priorities we will create a culture in the Council that is: focussed on real outcomes, not process; proactive; flexible; able to make decisions promptly; business-like; empathetic; willing to take risks whilst maintaining appropriate safeguards.

How we will achieve our priorities: a number of detailed delivery plans will emerge from this business plan; these will set out how we will achieve the objectives set out in this plan.

Item 3, Appendix 2

BUDGET BOOK PORTFOLIO HOLDERS STRUCTURE 2016~17					
PORTFOLIO HOLDER NAME	ASSISTANT DIRECTOR	ALL SERVICES	2015/16 ORIGINAL	2015/16 REVISED	2016/17 ESTIMATE
		Leader			
Cllr Terry Cutmore	A Dave	Chief Executive	179,200	141,700	142,900
Cllr Terry Cutmore	A Dave	Corporate Management	106,500	83,700	99,400
Cllr Terry Cutmore	A Dave	Directors	-	182,700	183,800
Cllr Terry Cutmore	A Dave	Assistant Directors	996,000	582,800	700,800
Cllr Terry Cutmore	A Mowbray	Leadership Support Team	-	163,800	153,400
Cllr Terry Cutmore	J Bostock	Registration of Electors	78,300	78,600	80,250
Cllr Terry Cutmore	J Bostock	Conducting Elections	121,500	118,100	143,750
			1,481,500	1,351,400	1,504,300
		Finance			
Cllr Simon Smith	S151 Officer	Financial Services	361,700	348,800	341,500
Cllr Simon Smith	S151 Officer	Risk and Performance Management	-	66,500	64,500
Cllr Simon Smith	M Harwood White	Procurement	-	27,800	37,500
Cllr Simon Smith	A Law	Audit	131,300	68,200	67,600
Cllr Simon Smith	S151 Officer	Other Operating Income & Expenditure	1,241,242	1,241,242	1,234,162
Cllr Simon Smith	S151 Officer	Non Distributed Costs	813,300	813,300	813,300
			2,547,542	2,565,842	2,558,562
		Enterprise			
Cllr Mike Steptoe	M Harwood White	Estates Management	94,800	94,300	67,900
Cllr Mike Steptoe	M Harwood White	Economic Development	85,000	71,100	63,800
Cllr Mike Steptoe	M Hotten	Off Street Parking	(870,300)	(876,600)	(1,017,600)
Cllr Mike Steptoe	M Harwood White	Office Accommodation - Rochford	278,400	277,800	246,900
Cllr Mike Steptoe	M Harwood White	Office Accommodation - Rayleigh	69,100	68,900	82,200
Cllr Mike Steptoe	A Mowbray	Computer Services	1,170,100	1,021,000	1,032,400
Cllr Mike Steptoe	A Mowbray	Communication	121,000	102,300	76,100
			948,100	758,800	551,700
		Planning			
Cllr Ian Ward	C Lyons	Building Control Client Account	189,800	154,300	132,500
Cllr Ian Ward	C Lyons	Building Control Fee Account	(230,000)	(240,000)	(246,700)
Cllr Ian Ward	C Lyons	Planning Policy	186,900	145,100	320,600
Cllr Ian Ward	C Lyons	Development Management	130,400	86,000	(7,300)
			277,100	145,400	199,100
		Environment			
Cllr Jo McPherson	M Hotten	Parks & Open Spaces	984,100	873,600	841,500
Cllr Jo McPherson	M Hotten	Public Conveniences	108,200	97,900	100,200
Cllr Jo McPherson	M Hotten	Street Cleansing	879,800	726,700	718,900
Cllr Jo McPherson	M Hotten	Recycling Collection	2,040,800	2,091,800	2,205,200
Cllr Jo McPherson	M Hotten	Recycling Disposal	(1,107,800)	(774,300)	(594,000)
Cllr Jo McPherson	M Hotten	Depot	51,900	51,900	52,500
Cllr Jo McPherson	M Hotten	Highways/Roads	1,400	1,400	500
Cllr Jo McPherson	M Hotten	Coast Protection	2,100	2,100	2,100
Cllr Jo McPherson	M Hotten	Emergency Planning	73,600	48,800	45,900
Cllr Jo McPherson	M Hotten	Cemeteries & Churchyards	(96,700)	(98,600)	(98,800)
			2,937,400	3,021,300	3,274,000

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		Governance			
Cllr Cheryl Roe	A Law	Legal Services	156,000	187,900	125,000
Cllr Cheryl Roe	A Law	Hackney Carriage	(76,600)	(93,100)	(95,800)
Cllr Cheryl Roe	A Law	Licensing	10,100	17,200	11,600
Cllr Cheryl Roe	A Law	Local Land Charges	(183,800)	(188,700)	(194,000)
Cllr Cheryl Roe	D Tribe	Council Tax	(69,000)	(46,600)	59,600
Cllr Cheryl Roe	D Tribe	Housing Benefit Administration	142,600	54,300	113,800
Cllr Cheryl Roe	D Tribe	Business Rate Account	(67,500)	(63,900)	(111,500)
Cllr Cheryl Roe	D Tribe	Housing Benefit Payments	(154,770)	(205,900)	(197,300)
Cllr Cheryl Roe	D Tribe	Revenues Investigation Section	131,200	69,700	-
Cllr Cheryl Roe	J Bostock	Members & Committee	509,900	430,400	430,800
Cllr Cheryl Roe	A Law	Overview	-	40,600	40,400
Cllr Cheryl Roe	A Law	Information	-	20,200	20,800
Cllr Cheryl Roe	A Law	Health and Safety	-	29,300	31,500
Cllr Cheryl Roe	J Bostock	Support Services	521,000	310,400	304,400
Cllr Cheryl Roe	D Tribe	Customer Services	261,600	250,800	277,700
Cllr Cheryl Roe	A Mowbray	Human Resources	157,900	166,300	124,000
Cllr Cheryl Roe	D Tribe	Reception Team	126,300	127,600	126,500
			1,464,930	1,106,500	1,067,500
		Community			
Cllr J Lumley	M Harwood White	Culture & Heritage	16,700	16,700	11,100
Cllr J Lumley	M Harwood White	Leisure Premises	816,100	810,700	797,100
Cllr J Lumley	M Harwood White	Sports Development & Promotion	3,000	26,300	5,300
Cllr J Lumley	M Harwood White	Leisure Client Account	11,200	7,900	9,500
Cllr J Lumley	L Moss	Housing Strategy	53,200	11,900	15,000
Cllr J Lumley	L Moss	Private Sector Housing Renewal	411,200	382,500	410,300
Cllr J Lumley	L Moss	Homelessness	425,900	409,200	368,200
Cllr J Lumley	L Moss	Community Safety	109,100	43,600	34,100
Cllr J Lumley	L Moss	Housing Advice	-	-	-
Cllr J Lumley	L Moss	Safeguarding	-	33,900	35,900
Cllr J Lumley	L Moss	Environmental Health	331,900	240,700	268,700
Cllr J Lumley	L Moss	Public Health	28,600	28,600	29,100
Cllr J Lumley	A Law	Corporate Policy & Partnerships	201,400	195,200	165,900
			2,408,300	2,207,200	2,150,200
		Service Related Costs	12,064,872	11,156,442	11,305,362
		Reversal of Capital Charges	(863,000)	(863,000)	(863,000)
		Reversal of REFUS	(320,000)	(320,000)	(320,000)
		Reversal of Parish Precepts	(1,209,242)	(1,209,242)	(1,255,362)
		Net Expenditure	9,672,630	8,764,200	8,867,000
		Salary Savings	(200,000)	-	-
		Savings to be identified in year	(100,000)	-	-
		Pay as you go Capital items	-	-	-
		Business Rates Growth	-	-	-
		Total Net Expenditure	9,372,630	8,764,200	8,867,000
		Contribution to / (from) General Fund Balance	957,761	1,567,791	1,235,000
		Net Expenditure For Council Tax Purposes	10,330,391	10,331,991	10,102,000

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LEADER PORTFOLIO HOLDER NAME: CLLR TERRY CUTMORE		2015/16 ORIGINAL	2015/16 REVISED	2016/17 ESTIMATE
Chief Executive		179,200	141,700	142,900
Corporate Management		106,500	83,700	99,400
Directors		-	182,700	183,800
Assistant Directors		996,000	582,800	700,800
Leadership Support Team		-	163,800	153,400
Registration of Electors		78,300	78,600	80,250
Conducting Elections		121,500	118,100	143,750
Total Net Expenditure		1,481,500	1,351,400	1,504,300

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CHIEF EXECUTIVE				
PORTFOLIO HOLDER NAME: CLLR TERRY CUTMORE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A DAVE			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	16 174 1000	167,200	137,100	138,300
Professional Fees	16 174 1006	400	400	400
Training	16 174 1005	5,400	400	400
Insurance	16 174 1140	1,500	500	500
		174,500	138,400	139,600
Transport Related				
Car Allowances	16 174 1120	1,800	400	400
		1,800	400	400
Supplies & Services				
Expenses	16 174 1130	1,100	1,100	1,100
Equipment, Tools and Materials	16 174 1100	300	300	300
Conferences	16 174 5503	1,500	1,500	1,500
		2,900	2,900	2,900
TOTAL EXPENDITURE		179,200	141,700	142,900

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CORPORATE MANAGEMENT				
PORTFOLIO HOLDER NAME: CLLR TERRY CUTMORE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A DAVE			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Supplies & Services				
Subscriptions	16 170 1018	200	200	200
Chartermark	16 170 5402	1,400	1,400	1,400
		1,600	1,600	1,600
Contracted Services				
External Audit Fees - Main Audit & Outside Inspectors	16 170 5408	63,000	47,700	49,000
External Audit Fees - Grant Claims	16 170 5410	15,700	8,200	8,400
Bank Charges	16 170 5412	26,200	26,200	40,400
		104,900	82,100	97,800
TOTAL EXPENDITURE		106,500	83,700	99,400

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DIRECTORS				
PORTFOLIO HOLDER NAME: CLLR TERRY CUTMORE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A DAVE			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	16 173 1000	-	175,200	176,200
Training	16 173 1005	-	1,000	1,000
Insurance	16 173 1140	-	1,000	1,100
		-	177,200	178,300
Transport Related				
Car Allowances	16 173 1120	-	2,000	2,000
		-	2,000	2,000
Supplies & Services				
Expenses	16 173 1130	-	900	900
Equipment, Tools and Materials	16 173 1100	-	100	100
Subscriptions	16 173 1018	-	2,500	2,500
		-	3,500	3,500
TOTAL EXPENDITURE		-	182,700	183,800

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ASSISTANT DIRECTOR:S				
PORTFOLIO HOLDER NAME: CLLR TERRY CUTMORE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A DAVE			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	16 172 1000	901,900	496,300	613,700
Work Placements	16 172 5481	-	16,000	16,000
Training	16 172 1005	51,000	55,000	55,000
Insurance	16 172 1140	24,000	4,400	4,800
		<u>976,900</u>	<u>571,700</u>	<u>689,500</u>
Transport Related				
Car Allowances	16 172 1120	7,500	2,600	2,600
		<u>7,500</u>	<u>2,600</u>	<u>2,600</u>
Supplies & Services				
Expenses	16 172 113x	800	400	400
Equipment, Tools and Materials	16 172 1100	500	300	300
Subscriptions	16 172 1018	10,300	7,800	8,000
		<u>11,600</u>	<u>8,500</u>	<u>8,700</u>
TOTAL EXPENDITURE		<u>996,000</u>	<u>582,800</u>	<u>700,800</u>

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LEADERSHIP SUPPORT TEAM				
PORTFOLIO HOLDER NAME: CLLR TERRY CUTMORE		CODE	2015/16	2015/16
BUDGET HOLDER: A MOWBRAY			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	19 327 1000	-	161,100	150,500
Insurance	19 327 1140	-	2,500	2,700
		-	163,600	153,200
Transport Related				
Car Allowances	19 327 1120	-	100	100
		-	100	100
Supplies and Services				
Equipment, Tools and Materials	19 327 1100	-	100	100
		-	100	100
TOTAL EXPENDITURE			-	163,800
				153,400

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REGISTRATION OF ELECTORS				
PORTFOLIO HOLDER NAME: CLLR TERRY CUTMORE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: J BOSTOCK			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	19 180 1000	47,700	48,500	50,050
Insurance	19 180 1140	1,700	1,200	1,300
		49,400	49,700	51,350
Supplies & Services				
Expenses	19 180 1130	100	100	100
Payments to Canvassers	19 180 5570	22,000	22,000	22,000
Printing	19 180 1180	4,500	4,500	4,500
Individual Electoral Registration	19 180 4011	-	17,900	-
Bulk Postage	19 180 1014	4,000	4,000	4,000
		30,600	48,500	30,600
TOTAL EXPENDITURE		80,000	98,200	81,950
INCOME				
Fees & Charges				
Sales	19 180 8370	(1,700)	(1,700)	(1,700)
		(1,700)	(1,700)	(1,700)
Grants				
IER Funding	19 180 8870	-	-	-
		-	(17,900)	-
		-	(17,900)	-
TOTAL INCOME		(1,700)	(19,600)	(1,700)
TOTAL NET		78,300	78,600	80,250

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CONDUCTING ELECTIONS				
PORTFOLIO HOLDER NAME: CLLR TERRY CUTMORE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: J BOSTOCK			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	19 179 1000	47,700	48,500	50,050
Insurance	19 179 1140	1,700	1,300	1,400
		49,400	49,800	51,450
Transport Related				
Car Allowances	19 179 1120	-	100	100
		-	100	100
Supplies & Services				
Equipment, Tools and Materials & NNDR	19 179 1100	1,900	1,900	1,900
Expenses	19 179 1130	200	300	300
Cost of Elections	19 179 5555	70,000	70,000	90,000
		72,100	72,200	92,200
TOTAL EXPENDITURE		121,500	122,100	143,750
INCOME				
Fees & Charges				
Parish Recharges	19 179 8369	-	(4,000)	-
		-	(4,000)	-
TOTAL INCOME		-	(4,000)	-
TOTAL NET		121,500	118,100	143,750

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FINANCE			2015/16 ORIGINAL	2015/16 REVISED	2016/17 ESTIMATE
PORTFOLIO HOLDER NAME: CLLR SIMON SMITH					
Financial Services			361,700	348,800	341,500
Risk and Performance Management			-	66,500	64,500
Procurement			-	27,800	37,500
Audit			131,300	68,200	67,600
Other Operating Income & Expenditure			1,241,242	1,241,242	1,234,162
Non Distrubuted Costs			813,300	813,300	813,300
Total Net Expenditure			2,547,542	2,565,842	2,558,562

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FINANCIAL SERVICES				
PORTFOLIO HOLDER NAME: CLLR SIMON SMITH		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: S151 Officer			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	12 120 1000	340,600	332,400	344,600
Professional Fees	12 120 1006	200	-	-
Insurance	12 120 1140	12,000	9,900	10,800
		352,800	342,300	355,400
Transport Costs				
Car Allowances	12 120 1120	1,000	1,400	1,400
		1,000	1,400	1,400
Supplies & Services				
Expenses	12 120 1130	900	900	900
Equipment, Tools & Materials	12 120 1100	10,700	9,800	4,200
Subscriptions	12 120 1018	5,800	5,800	1,800
ATM	12 120 4552	2,800	2,800	2,800
		20,200	19,300	9,700
Contracted Services				
Tax Consultants	12 120 4577	1,700	1,700	1,700
Asset Valuation	12 120 4575	2,100	3,000	3,100
Baliff Charges	12 120 4582	100	500	500
Treasury Management	12 120 4576	6,200	6,100	6,300
Security Services - Cash Collection	12 120 4551	5,400	4,600	4,700
		15,500	15,900	16,300
TOTAL EXPENDITURE		389,500	378,900	382,800
INCOME				
Fees & Charges				
Castle Point Borough Council Payroll Income	12 120 8532	(22,100)	(22,300)	(22,900)
Trust Property Administration recharge	12 120 8235	(700)	(700)	(700)
Other Payroll Services	12 120 8192	(4,000)	(4,100)	(16,700)
Income from VAT on Car Allowances	12 120 8534	(1,000)	(1,000)	(1,000)
Other Income		-	(2,000)	-
		(27,800)	(30,100)	(41,300)
TOTAL INCOME		(27,800)	(30,100)	(41,300)
TOTAL NET		361,700	348,800	341,500

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RISK & PERFORMANCE MANAGEMENT				
PORTFOLIO HOLDER NAME: <i>CLLR SIMON SMITH</i>		CODE	2015/16	2015/16
BUDGET HOLDER: <i>Section 151 Officer</i>			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	19 326 1100	-	65,400	63,300
Insurance	19 326 1140	-	1,000	1,100
		-	66,400	64,400
Supplies & Services				
Equipment, Tools and Materials	19 326 1100	-	100	100
		-	100	100
TOTAL EXPENDITURE			-	66,500
				64,500

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PROCUREMENT				
PORTFOLIO HOLDER NAME:		CODE	2015/16	2015/16
BUDGET HOLDER: M HARWOOD-WHITE			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	19 326 1100	-	26,700	36,300
Insurance	19 326 1140	-	1,000	1,100
		-	27,700	37,400
Supplies & Services				
Equipment, Tools and Materials	19 326 1100	-	100	100
		-	100	100
TOTAL EXPENDITURE			-	27,800
				37,500

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AUDIT				
PORTFOLIO HOLDER NAME: CLLR SIMON SMITH		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A LAW			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	12 116 1000	127,000	66,400	65,700
Insurance	12 116 1140	3,700	1,500	1,600
		130,700	67,900	67,300
Transport Costs				
Car Allowances	12 116 1120	200	100	100
		200	100	100
Supplies & Services				
Expenses	12 116 1130	100	-	-
Equipment, Tools & Materials	12 116 1100	200	100	100
Subscriptions	12 116 1018	100	100	100
		400	200	200
TOTAL EXPENDITURE				
		131,300	68,200	67,600

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OTHER OPERATING INCOME & EXPENDITURE SUMMARY				
PORTFOLIO HOLDER NAME: CLLR SIMON SMITH		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: S151 OFFICER			ORIGINAL	REVISED
				2016/17
				ESTIMATE
EXPENDITURE				
Parish Receipts				
- Ashingdon	35 302 9524	53,146	53,146	58,396
- Baring	35 302 9523	35,099	35,099	36,152
- Canewdon	35 302 9526	31,019	31,019	34,700
- Foulness Island	35 302 9525	2,438	2,438	2,487
- Great Wakering	35 302 9528	55,018	55,018	57,180
- Hawkwell	35 302 9530	154,315	154,315	165,923
- Hockley	35 302 9532	229,000	229,000	229,000
- Hullbridge	35 302 9533	116,566	116,566	124,770
- Pagelsham	35 302 9527	4,208	4,208	4,718
- Rawreth	35 302 9529	18,928	18,928	19,457
- Rayleigh	35 302 9531	365,989	365,989	371,320
- Rochford	35 302 9534	114,370	114,370	121,800
- Stambridge	35 302 9535	23,347	23,347	23,511
- Sutton	35 302 9536	5,799	5,799	5,948
Parish Council Tax Support Grants		84,000	84,000	63,800
		1,293,242	1,293,242	1,319,162
	TOTAL EXPENDITURE	1,293,242	1,293,242	1,319,162
INCOME				
Fees & Charges				
Net External Finance	17 175 8367	(52,000)	(52,000)	(85,000)
		(52,000)	(52,000)	(85,000)
	TOTAL INCOME	(52,000)	(52,000)	(85,000)
	TOTAL NET	1,241,242	1,241,242	1,234,162

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NON DISTRIBUTED COSTS SUMMARY				
PORTFOLIO HOLDER NAME: <i>CLLR SIMON SMITH</i>		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: <i>S151 OFFICER</i>			ORIGINAL	REVISED
				2016/17
				ESTIMATE
EXPENDITURE				
Employee Costs				
Pension	18 176 5525	813,300	813,300	813,300
		813,300	813,300	813,300
TOTAL EXPENDITURE		813,300	813,300	813,300

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ENTERPRISE PORTFOLIO HOLDER NAME: CLLR MIKE STEPTOE		2015/16 ORIGINAL	2015/16 REVISED	2016/17 ESTIMATE
Estates Management		94,800	94,300	67,900
Economic Development		85,000	71,100	63,800
Off Street Parking		(870,300)	(876,600)	(1,017,600)
Office Accommodation Rochford		278,400	277,800	246,900
Office Accommodation Rayleigh		69,100	68,900	82,200
Computer Services		1,170,100	1,021,000	1,032,400
Communications		121,000	102,300	76,100
Total Net Expenditure		948,100	758,800	551,700

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ESTATES MANAGEMENT				
PORTFOLIO HOLDER NAME: CLLR MIKE STEPTOE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HARWOOD-WHITE			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	12 122 1000	106,700	105,800	104,300
Insurance	12 122 1140	2,900	1,500	1,600
		109,600	107,300	105,900
Transport Costs				
Car Allowances	12 122 1120	2,400	3,400	3,400
Transport & Plant	12 122 1170	2,200	2,200	2,200
		4,600	5,600	5,600
Supplies & Services				
Expenses	12 122 1130	100	-	-
Equipment, Tools And Materials	12 122 1100	1,600	2,500	2,500
		1,700	2,500	2,500
TOTAL EXPENDITURE			115,900	115,400
				114,000
INCOME				
Fees & Charges				
Admin Charge/Rechargeable Income	12 122 8237	(11,100)	(11,100)	(11,100)
Capital Works	12 122 6499	(10,000)	(10,000)	(10,000)
Utilisation of assets (Including former Gt Woking Sports Centre)	12 122 8186	-	-	(25,000)
		(21,100)	(21,100)	(46,100)
TOTAL INCOME			(21,100)	(46,100)
TOTAL NET			94,800	94,300
				67,900

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ECONOMIC DEVELOPMENT				
PORTFOLIO HOLDER NAME: CLLR MIKE STEPTOE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HARWOOD-WHITE			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	13 130 1000	56,300	44,000	38,600
Insurance	13 130 1140	2,900	1,500	1,600
		59,200	45,500	40,200
Transport Related				
Car Allowances	13 130 1120	1,200	800	800
		1,200	800	800
Premises Related				
Dutch Cottage	13 130 1019	2,000	2,000	-
		2,000	2,000	-
Supplies & Services				
Expenses	13 130 1130	100	100	100
Economic Development	13 130 4780	4,500	1,400	4,500
Southend Business Awards	13 130 4784	3,000	2,500	-
Events	13 130 4785	-	6,000	6,000
Economic Growth Strategy	13 130	15,000	12,600	12,000
Shop at My Local Campaign	13 130 4744	-	200	200
		22,600	22,800	22,800
TOTAL EXPENDITURE		85,000	71,100	63,800

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OFF STREET PARKING				
PORTFOLIO HOLDER NAME: CLLR MIKE STEPTOE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	10 103 1000	151,100	143,400	143,000
Insurance	10 103 1140	9,600	3,900	4,300
		160,700	147,300	147,300
Premises Related				
Repairs, Alterations & Maintenance	10 103 3330	27,700	27,700	28,500
Special Items	10 103 1019	6,100	6,100	6,300
National Non-Domestic Rates	10 103 1016	142,000	141,700	144,500
Electricity	10 103 1009	3,700	3,700	3,800
Water & Sewerage	10 103 1012	2,700	2,700	2,800
		182,200	181,900	185,900
Transport Related				
Transport & Plant	10 103 1170	3,300	3,300	3,300
Car Allowances	10 103 1120	1,700	1,800	1,800
		5,000	5,100	5,100
Supplies & Services				
Expenses	10 103 1130	100	-	-
Equipment Furniture & Materials	10 103 1100	1,500	1,500	1,500
Uniforms	10 103 4104	500	700	700
Printing	10 103 1180	3,500	3,500	3,600
Publicity	10 103 1013	500	500	500
Subscriptions	10 103 1018	2,500	2,500	2,600
Traffic Penalty Tribunal	10 103 4063	1,500	1,000	1,000
Machine Telecoms	10 103 4110	2,000	2,200	2,200
Traffic Enforcement Officer	10 103 4072	1,100	1,100	1,100
Machine Maintenance	10 103 4106	17,000	16,000	16,000
Pay by Phone Administration Charge	10 103 4074	4,000	4,000	4,000
		34,200	33,000	33,200
TOTAL EXPENDITURE		382,100	367,300	371,500
INCOME				
Fees & Charges				
Car Park Pay & Display	10 103 8122	(1,128,500)	(1,140,000)	(1,285,000)
Other Rents	10 103 8119	(7,400)	(7,400)	(7,600)
Permits/Season Tickets	10 103 8127	(65,000)	(55,000)	(55,000)
Penalty Charge Notice Payments	10 103 8128	(50,000)	(40,000)	(40,000)
Commercial Use Of Space	10 103 8480	(1,500)	(1,500)	(1,500)
		(1,252,400)	(1,243,900)	(1,389,100)
TOTAL INCOME		(1,252,400)	(1,243,900)	(1,389,100)
TOTAL NET		(870,300)	(876,600)	(1,017,600)

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OFFICE ACCOMMODATION - ROCHFORD				
PORTFOLIO HOLDER NAME: CLLR MIKE STEPTOE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HARWOOD-WHITE			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	12 115 1000	30,200	24,700	24,500
Insurance	12 115 1140	9,700	6,600	7,200
		39,900	31,300	31,700
Transport Related				
Car Allowances	12 115 1120	2,100	1,500	1,500
		2,100	1,500	1,500
Premises Related				
Repairs, Alterations & Maintenance	12 115 3330	21,400	21,400	28,100
Special Items	12 115 1019	40,000	40,000	-
National Non-Domestic Rates	12 115 1016	61,000	61,300	61,300
Gas	12 115 1010	12,100	12,100	12,400
Electricity	12 115 1009	29,000	29,000	29,800
Water	12 115 1012	1,900	1,900	2,000
Sewerage	12 115 1121	2,300	2,300	2,400
Cleaning	12 115 1008	15,500	24,800	25,500
Refuse Removal	12 115 5080	2,800	2,800	2,900
		186,000	195,600	164,400
Supplies & Services				
Cleaning Materials	12 115 1007	200	200	200
PHS Equipment	12 115 4453	1,000	-	-
Water Cooler Maintenance	12 115 4444	1,200	1,200	1,200
		2,400	1,400	1,400
Capital Financing Reports				
Depreciation	12 115 1300	50,000	50,000	50,000
		50,000	50,000	50,000
TOTAL EXPENDITURE		280,400	279,800	249,000
INCOME				
Fees & Charges				
Rent	12 115 8221	(2,000)	(2,000)	(2,100)
		(2,000)	(2,000)	(2,100)
TOTAL INCOME		(2,000)	(2,000)	(2,100)
TOTAL NET		278,400	277,800	246,900

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OFFICE ACCOMMODATION - RAYLEIGH				
PORTFOLIO HOLDER NAME: CLLR MIKE STEPTOE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HARWOOD-WHITE			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	12 114 1000	14,800	13,100	13,100
Insurance	12 114 1140	2,300	2,300	2,500
		17,100	15,400	15,600
Transport Costs				
Car Allowances	12 114 1120	100	200	200
		100	200	200
Premises, Related Costs				
Repairs, Alterations and Maintenance	12 114 3330	11,200	11,200	14,700
Special Items	12 114 1019	27,500	27,500	-
National Non Domestic Rates	12 114 1016	23,200	23,200	23,700
Oil	12 114 4417	5,900	5,900	6,100
Electricity	12 114 1009	5,600	5,600	5,800
Water	12 114 1012	200	200	200
Sewerage	12 114 1121	200	200	200
Refuse Removal	12 114 4422	600	600	600
Cleaning of Civic Suite	12 114 4423	10,200	10,200	10,500
		84,600	84,600	61,800
Supplies & Services				
Cleaning Materials	12 114 1007	300	300	300
Fixtures & Fittings	12 114 4419	200	200	200
Rayleigh Water Cooler Maintenance	12 114 4444	300	300	300
Audio-Visual Equipment Maintenance	12 114 4420	1,900	1,900	2,000
		2,700	2,700	2,800
Capital Financing Costs				
Depreciation	12 114 1300	7,900	7,900	7,900
		7,900	7,900	7,900
TOTAL EXPENDITURE		112,400	110,800	88,300
INCOME				
Fees & Charges				
Robing Room Rent	12 114 8219	(7,300)	(5,900)	(6,100)
Voluntary Organisations	12 114 8979	(36,000)	(36,000)	-
		(43,300)	(41,900)	(6,100)
TOTAL INCOME		(43,300)	(41,900)	(6,100)
TOTAL NET		69,100	68,900	82,200

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COMPUTER SERVICES				
PORTFOLIO HOLDER NAME: CLLR MIKE STEPTOE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A MOWBRAY			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	12 117 1000	253,000	145,000	135,100
Insurance	12 117 1140	6,500	5,200	5,700
		259,500	150,200	140,800
Transport Costs				
Car Allowances	12 117 1120	1,400	1,000	1,000
		1,400	1,000	1,000
Supplies & Services				
Expenses	12 117 1130	400	400	400
Equipment, Tools & Materials and Subscriptions	12 117 1100	1,100	1,200	1,200
IT Upgrades/Developments	12 117 4496	52,500	52,500	52,500
Essex On-Line Partnership	12 117 4498	2,100	2,100	2,200
Social Media Strategy	12 117 4577	7,500	7,500	7,500
		63,600	63,700	63,800
Premises Related				
Electricity	12 117 1009	4,000	4,000	4,100
		4,000	4,000	4,100
Contracted Services				
Contract Payment	12 117 4502	360,000	360,000	370,100
Computer Consumables	12 117 4503	2,500	2,000	2,100
Data Protection Fees	12 117 4505	100	100	100
License and Support Payments	12 117 4504	409,000	370,000	380,400
		771,600	732,100	752,700
Capital Financing Costs				
Depreciation	12 117 1300	70,200	70,200	70,200
		70,200	70,200	70,200
TOTAL EXPENDITURE		1,170,300	1,021,200	1,032,600
INCOME				
Fees & Charges				
Street Naming & Numbering	12 117 8101	(200)	(200)	(200)
		(200)	(200)	(200)
TOTAL INCOME		(200)	(200)	(200)
TOTAL NET		1,170,100	1,021,000	1,032,400

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COMMUNICATIONS				
PORTFOLIO HOLDER NAME: CLLR MIKE STEPTOE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A MOWBRAY			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	12 123 1000	111,000	89,000	72,700
Insurance	12 123 1140	2,200	2,500	2,700
		113,200	91,500	75,400
Transport Costs				
Car Allowances	12 123 1120	400	100	100
		400	100	100
Supplies & Services				
Equipment, Supplies and Materials	12 123 1100	100	100	100
Newspaper (Rochford District Matters)	12 123 5437	27,100	30,100	20,000
Expenses	12 123 1130	300	500	500
		27,500	30,700	20,600
TOTAL EXPENDITURE		141,100	122,300	96,100
INCOME				
Fees & Charges				
Rochford District Matters	12 123 8437	(20,100)	(20,000)	(20,000)
		(20,100)	(20,000)	(20,000)
TOTAL INCOME		(20,100)	(20,000)	(20,000)
TOTAL NET		121,000	102,300	76,100

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PLANNING PORTFOLIO HOLDER NAME: CLLR IAN WARD		2015/16 ORIGINAL	2015/16 REVISED	2016/17 ESTIMATE
Building Control Client Account		189,800	154,300	132,500
Building Control Fee Account		(230,000)	(240,000)	(246,700)
Planning Policy		186,900	145,100	320,600
Development Management		130,400	86,000	(7,300)
Total Net Expenditure		277,100	145,400	199,100

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BUILDING CONTROL - CLIENT ACCOUNT				
PORTFOLIO HOLDER NAME: CLLR IAN WARD		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: C LYONS			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	13 126 1000	170,300	136,900	114,900
Insurance	13 126 1140	4,400	2,500	2,700
		174,700	139,400	117,600
Transport Related				
Car Allowances	13 126 1120	10,200	10,000	10,000
		10,200	10,000	10,000
Supplies & Services				
National Publicity Campaign	13 126 1013	2,500	2,500	2,500
Subscriptions	13 126 1018	100	100	100
Equipment, Tools & Materials	13 126 1100	1,500	1,500	1,500
Dangerous Structures	13 127 4741	500	500	500
		4,600	4,600	4,600
Contracted Services				
Consultants	13 126 1015	300	300	300
		300	300	300
TOTAL EXPENDITURE			189,800	154,300
				132,500

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BUILDING CONTROL - FEE ACCOUNT				
PORTFOLIO HOLDER NAME: <i>CLLR IAN WARD</i>		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: <i>C LYONS</i>			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE INCOME				
Fees & Charges				
Building Control Fees		13 127 8254	(230,000)	(240,000)
			(230,000)	(246,700)
TOTAL INCOME			(230,000)	(240,000)
				(246,700)

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PLANNING POLICY				
PORTFOLIO HOLDER NAME: CLLR IAN WARD		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: C LYONS			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	13 131 1000	116,100	59,900	85,200
Insurance	13 131 1140	3,500	2,000	2,200
		119,600	61,900	87,400
Transport Related				
Car Allowance	13 131 1120	4,500	3,000	3,000
		4,500	3,000	3,000
Supplies & Services				
Expenses	13 131 1130	600	500	500
Local Development Framework/Core Strategy	13 131 4803	81,500	81,500	231,500
Equipment, Tools & Materials	13 131 1100	200	200	200
Research & Publicity	13 131 1013	2,500	-	-
		84,800	82,200	232,200
TOTAL EXPENDITURE		208,900	147,100	322,600
INCOME				
Fees & Charges				
Local Development Framework	13 131 8269	(2,000)	(2,000)	(2,000)
External Service Provision	13 131 8670	(20,000)	-	-
		(22,000)	(2,000)	(2,000)
TOTAL INCOME		(22,000)	(2,000)	(2,000)
TOTAL NET		186,900	145,100	320,600

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DEVELOPMENT MANAGEMENT				
PORTFOLIO HOLDER NAME: CLLR IAN WARD		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: C LYONS			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	13 124 1000	353,800	365,100	318,500
Insurance	13 124 1140	7,400	4,500	4,900
		361,200	369,600	323,400
Transport Related				
Car Allowances	13 124 1120	11,300	8,000	8,000
		11,300	8,000	8,000
Supplies & Services				
Expenses	13 124 1130	500	600	600
Equipment, Tools, Materials	13 124 1100	2,100	2,100	2,100
Subscriptions	13 124 1018	7,200	7,200	7,400
Advertising	13 124 1013	10,600	12,000	12,000
Planning Portal	13 124 4667	300	300	300
Planning Appeals	13 124 4665	20,000	20,000	20,000
		40,700	42,200	42,400
Contracted Services				
Consultancy Advice	13 124 4660	2,000	2,000	2,100
Specialist Planning Advice (ECC)	13 124 4669	22,200	22,200	22,800
		24,200	24,200	24,900
TOTAL EXPENDITURE		437,400	444,000	398,700
INCOME				
Fees & Charges				
Planning Fees	13 124 8239	(260,000)	(290,000)	(328,100)
High Hedges	13 124 8241	(500)	(500)	(500)
Discharge Condition Fee	13 124 8247	(4,000)	(4,000)	(4,100)
Pre Application Advice	13 124 8240	(12,000)	(35,000)	(44,000)
Planning Performance Agreements	13 124 8242	(25,500)	(25,500)	(26,200)
ECC Urban Design Pre Application	13 124 8272	(2,000)	(2,000)	(2,100)
Essex Planning Partnership Platform	13 124 8664	(2,000)	-	-
Research Charge	13 124 8670	(500)	(500)	(500)
External Training	13 124 8671	(500)	(500)	(500)
		(307,000)	(358,000)	(406,000)
TOTAL INCOME		(307,000)	(358,000)	(406,000)
TOTAL NET		130,400	86,000	(7,300)

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ENVIRONMENT PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		2015/16 ORIGINAL	2015/16 REVISED	2016/17 ESTIMATE
Parks & Open Spaces		984,100	873,600	841,500
Public Conveniences		108,200	97,900	100,200
Street Cleansing		879,800	726,700	718,900
Recycling Collection		2,040,800	2,091,800	2,205,200
Recycling Disposal		(1,107,800)	(774,300)	(594,000)
Depot		51,900	51,900	52,500
Highways/Roads		1,400	1,400	500
Coast Protection		2,100	2,100	2,100
Emergency Planning		73,600	48,800	45,900
Cemeteries & Churchyards		(96,700)	(98,600)	(98,800)
Total Net Expenditure		2,937,400	3,021,300	3,274,000

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PARKS & OPEN SPACES				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	15 156 1000	290,600	229,800	236,500
Insurance	15 156 1140	9,600	8,300	9,000
		300,200	238,100	245,500
Transport Related				
Transport & Plant	15 156 1170	13,500	13,500	13,500
Car Allowances	15 156 1120	2,200	2,100	2,100
		15,700	15,600	15,600
Premises Related				
Utility Cost	15 156 1024	24,500	24,500	25,200
Repairs & Maintenance	15 156 3330	35,500	35,500	37,000
Special Items	15 156 1019	500	500	-
		60,500	60,500	62,200
Supplies & Services				
Equipment, Tools & Materials	15 156 1100	11,900	11,900	11,900
Trees, Shrubs & Grounds	15 156 5233	3,300	3,300	3,300
Expenses	15 156 1130	100	100	100
Cherry Orchard Country Park	15 156 52xx	46,100	8,500	8,500
Horse Riding Trails - Maintenance	15 156 5226	5,000	5,000	5,000
		66,400	28,800	28,800
Contracted Services				
Annual Safety Audit	15 156 5232	1,300	1,600	1,600
Weed & Pest Control	15 156 5236	2,300	2,300	2,400
Play Equipment Repairs (Engineers)	15 156 5235	10,000	10,000	10,300
Contract Payments	15 156 5262	471,400	471,400	446,600
Works Outside of Main Contract	15 156 5260	52,500	52,500	39,000
Woodlands Contractors	15 156 5277	18,000	18,000	18,500
Tree Survey Works	15 156 5276	2,300	2,300	2,400
Contract Contingency	15 156 5261	50,000	-	-
Cherry Orchards Works	15 156 5287	-	37,600	-
		607,800	595,700	520,800
Capital Financing Costs				
Depreciation	15 156 1300	115,700	115,700	115,700
		115,700	115,700	115,700
TOTAL EXPENDITURE		1,166,300	1,054,400	988,600

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PARKS & OPEN SPACES		CODE	2015/16	2015/16	2016/17
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON			ORIGINAL	REVISED	ESTIMATE
ASSISTANT DIRECTOR: M HOTTEN					
CONTROLLABLE INCOME					
Fees & Charges					
Land & Access Charges	15 156 8335	(14,600)	(14,600)	(15,000)	
Reservoir Rents	15 156 5237	(1,000)	(1,100)	(1,100)	
Pavilions	15 156 8336	(16,000)	(16,000)	(16,400)	
Hire of Pitches	15 156 8337	(34,200)	(33,400)	(34,300)	
Service Level Agreement - Rochford Housing Association	15 156 8507	(29,900)	(29,900)	(30,700)	
Recharge to Parishes	15 156 8508	(19,300)	(20,400)	(21,000)	
Sales	15 156 8343	(18,000)	(18,000)	(18,500)	
Woodlands Misc Income	15 156 8510	(2,100)	(3,300)	(3,400)	
Site Fee	15 156 8339	(6,000)	(3,000)	(3,100)	
Memorial Trees & Benches INC	15 156 8605	(3,500)	(3,500)	(3,600)	
		(144,600)	(143,200)	(147,100)	
Grants					
Cherry Orchard Grant	15 156 828x	(37,600)	(37,600)	-	
		(37,600)	(37,600)	-	
	TOTAL INCOME	(182,200)	(180,800)	(147,100)	
	TOTAL NET	984,100	873,600	841,500	

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PUBLIC CONVENIENCES				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Premises Related Costs				
Repairs, Alterations & Maintenance	14 141 3330	400	400	400
National Non Domestic Rates	14 141 1016	5,800	5,800	5,800
Utility Cost	14 141 1024	12,100	10,000	10,300
Insurance	14 141 1140	700	500	500
		19,000	16,700	17,000
Contracted Services				
Contract Cleaning	14 141 1008	78,900	70,000	72,000
		78,900	70,000	72,000
Capital Financing Costs				
Depreciation	14 141 1300	11,200	11,200	11,200
		11,200	11,200	11,200
TOTAL EXPENDITURE		109,100	97,900	100,200
INCOME				
Fees & Charges				
Cleaning Income	14 141 8185	(900)	-	-
		(900)	-	-
TOTAL INCOME		(900)	-	-
TOTAL NET		108,200	97,900	100,200

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STREET CLEANSING				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	14 137 1000	87,600	-	-
Insurance	14 137 1140	3,900	-	-
		91,500	-	-
Transport Related				
Transport & Plant	14 137 1170	13,500	13,500	13,500
		13,500	13,500	13,500
Supplies & Services				
Equipment, Tools & Materials	14 137 1100	2,100	2,100	2,100
Mobile Radio Maintenance	14 137 4642	200	200	200
		2,300	2,300	2,300
Contracted Services				
Contract Payments - Street Cleansing	14 137 4933	757,000	700,000	691,900
Tip Clearance	14 137 4931	5,000	5,000	5,100
Minor Groundworks	14 137 4924	5,000	5,000	5,100
Graffiti Removal	14 137 4926	5,500	5,500	5,700
Footpath Fouling - Notices	14 137 4928	500	500	500
		773,000	716,000	708,300
TOTAL EXPENDITURE		880,300	731,800	724,100
INCOME				
Fees & Charges				
Graffiti Parish Recharge	14 137 8926	(100)	(100)	(100)
Dog / Litter bin Income	14 137 8479	(400)	(5,000)	(5,100)
		(500)	(5,100)	(5,200)
TOTAL INCOME		(500)	(5,100)	(5,200)
TOTAL NET		879,800	726,700	718,900

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RECYCLING COLLECTION				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	14 146 1000	116,100	172,000	132,800
Insurance	14 146 1140	3,700	1,500	1,600
		119,800	173,500	134,400
Transport Related				
Car Allowances	14 146 1120	5,100	3,200	3,200
		5,100	3,200	3,200
Supplies & Services				
Equipment, Tools & Materials	14 146 1100	1,100	1,100	1,100
Contribution to Capital Expenditure	14 146 5100	-	-	150,000
Expenses	14 146 1130	400	500	500
Recycling Sacks	14 146 5101	2,000	2,000	2,000
Recycling Events & Promotions	14 146 5113	8,000	8,000	8,000
Great Waking Freighters	14 146 4107	-	21,000	-
		11,500	32,600	161,600
Contracted Services				
Contract Payments - Refuse Collection	14 146 5107	1,940,000	1,920,100	1,952,700
		1,940,000	1,920,100	1,952,700
Capital Financing Costs				
Depreciation	14 146 1301	400	400	400
		400	400	400
TOTAL EXPENDITURE		2,076,800	2,129,800	2,252,300
INCOME				
Fees & Charges				
Bulk Recycling	14 146 8179	(36,000)	(38,000)	(47,100)
		(36,000)	(38,000)	(47,100)
TOTAL INCOME		(36,000)	(38,000)	(47,100)
TOTAL NET		2,040,800	2,091,800	2,205,200

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RECYCLING DISPOSAL				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Supplies & Services				
Subscriptions	14 147 1018	400	400	400
		400	400	400
Contracted Services				
Recycling Banks - Payments to Contractors	14 147 5125	8,200	6,500	6,700
MRF Contract Renewal Fees	14 147 5126	-	340,000	450,000
		8,200	346,500	456,700
Capital Financing Costs				
Depreciation	14 147 1300	32,900	32,900	32,900
		32,900	32,900	32,900
TOTAL EXPENDITURE		41,500	379,800	490,000
INCOME				
Fees & Charges				
Recycling Credits & Sales (Contractors)	14 147 8330	(998,300)	(970,000)	(970,000)
Bring Bank Credit	14 147 8331	(4,000)	-	-
MRF Gate Fee Income	14 147 8568	-	(15,800)	-
Textile Credits	14 147 8570	(14,000)	(14,000)	(14,000)
Avoided Disposal Credit	14 147 8569	(133,000)	(154,300)	(100,000)
		(1,149,300)	(1,154,100)	(1,084,000)
TOTAL INCOME		(1,149,300)	(1,154,100)	(1,084,000)
TOTAL NET		(1,107,800)	(774,300)	(594,000)

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DEPOT				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Premises Related				
Repairs, Alterations, Maintenance & Insurance	14 145 3330	2,800	2,900	2,900
National Non-Domestic Rates	14 145 1016	26,900	26,800	27,300
		29,700	29,700	30,200
Contracted Services				
Depot Security Contractor	14 145 5081	1,900	1,900	2,000
		1,900	1,900	2,000
Capital Financing Costs				
Depreciation	14 145 1300	20,300	20,300	20,300
		20,300	20,300	20,300
TOTAL EXPENDITURE		51,900	51,900	52,500

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HIGHWAYS/ROADS (ROUTINE)				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Supplies & Services				
Salting	10 100 4006	1,000	1,000	1,000
Highway Verge Improvements	10 100 4003	2,500	2,500	2,500
Street/Footpath Lighting	10 100 4002	5,000	5,000	5,000
Flood Prevention	10 100	25,000	25,000	25,000
		33,500	33,500	33,500
Capital Financing Costs				
Depreciation	101001300	1,200	1,200	1,200
		1,200	1,200	1,200
TOTAL EXPENDITURE		34,700	34,700	34,700
INCOME				
Fees & Charges				
E.C.C. Contribution - Verge Maintenance	10 100 8105	(33,300)	(33,300)	(34,200)
		(33,300)	(33,300)	(34,200)
TOTAL INCOME		(33,300)	(33,300)	(34,200)
TOTAL NET		1,400	1,400	500

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COAST PROTECTION				
<i>PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON</i>		CODE	2015/16	2015/16
<i>ASSISTANT DIRECTOR: M HOTTEN</i>			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Supplies & Services				
Contribution - Crouch Harbour	14 143 5040	2,100	2,100	2,100
		2,100	2,100	2,100
TOTAL EXPENDITURE		2,100	2,100	2,100

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EMERGENCY PLANNING				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	19 177 1000	41,800	19,200	19,000
On Call Officers	19 177 5536	23,900	23,000	23,200
Insurance	19 177 1140	1,500	500	500
		67,200	42,700	42,700
Transport Related				
Car Allowances	19 177 1120	400	100	100
Transport & Plant	19 177 1170	-	-	-
		400	100	100
Supplies & Services				
Expenses	19 177 1130	100	300	300
Equipment, Tools & Materials	19 177 1100	500	300	300
Communication	19 177 5545	400	400	400
Call-Out Service	19 177 5543	2,000	2,000	2,100
Health & Safety	19 177 5539	3,000	3,000	-
		6,000	6,000	3,100
TOTAL EXPENDITURE			73,600	48,800
				45,900

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CEMETERIES & CHURCHYARDS				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HOTTEN			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	14 136 1000		41,600	45,900
Insurance	14 136 1140		3,100	100
			44,700	50,100
Premises, Related Expenditure				
Repairs, Alterations & Maintenance	14 136 3330		4,500	4,500
National Non Domestic Rates	14 136 1016		1,600	1,600
			6,100	6,300
Supplies & Services				
Equipment, Tools & Materials	14 136 1100		1,400	3,000
			1,400	3,000
Capital Financing Costs				
Depreciation	14 136 1300		4,800	4,800
			4,800	4,800
TOTAL EXPENDITURE			57,000	64,200
INCOME				
Fees & Charges				
Grave Purchases	14 136 8313		(56,300)	(57,900)
Interments	14 136 8309		(74,000)	(76,100)
Columbarium Inc	14 136 8189		(3,600)	(8,600)
Monuments	14 136 8310		(19,800)	(20,400)
			(153,700)	(163,000)
TOTAL INCOME			(153,700)	(163,000)
TOTAL NET			(96,700)	(98,800)

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GOVERNANCE				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		2015/16 ORIGINAL	2015/16 REVISED	2016/17 ESTIMATE
Legal Services		156,000	187,900	125,000
Hackney Carriage		(76,600)	(93,100)	(95,800)
Licensing		10,100	17,200	11,600
Local Land Charges		(183,800)	(188,700)	(194,000)
Council Tax		(69,000)	(46,600)	59,600
Housing Benefits Administration		142,600	54,300	113,800
Business Rates		(67,500)	(63,900)	(111,500)
Housing Benefits Payments		(154,770)	(205,900)	(197,300)
Revenues Investigation Section		131,200	69,700	-
Member & Committee Services		509,900	430,400	430,800
Overview		-	40,600	40,400
Information		-	20,200	20,800
Health & Safety		-	29,300	31,500
Support Services		521,000	310,400	304,400
Customer Services		261,600	250,800	277,700
Human Resources		157,900	166,300	124,000
Reception Team		126,300	127,600	126,500
Total Net Expenditure		1,464,930	1,106,500	1,067,500

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LEGAL SERVICES				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A LAW			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	12 118 1000	148,500	172,900	111,100
Professional Fees	12 118 1006	1,100	700	700
Insurance	12 118 1140	4,300	2,000	2,200
		153,900	175,600	114,000
Transport Costs				
Car Allowances	12 118 1120	700	200	200
		700	200	200
Supplies & Services				
Expenses	12 118 1130	1,500	900	900
Equipment, Tools & Materials and Subscriptions	12 118 1100	1,000	1,000	1,000
Library	12 118 4521	9,900	9,900	9,900
Legal Fees	12 118 4520	12,000	12,000	12,000
Consultancy Advice	12 118 4523	-	5,000	3,000
		24,400	28,800	26,800
TOTAL EXPENDITURE		179,000	204,600	141,000
INCOME				
Fees & Charges				
Legal Fees Income	12 118 85xx	(17,000)	(12,000)	(12,300)
Rents	12 118 8224	(500)	(500)	(500)
Southend Council Backup Storage	12 118 8283	(2,500)	(1,200)	(1,200)
Parish Income	12 118 8190	(3,000)	(3,000)	(2,000)
		(23,000)	(16,700)	(16,000)
TOTAL INCOME		(23,000)	(16,700)	(16,000)
TOTAL NET		156,000	187,900	125,000

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HACKNEY CARRIAGE				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A LAW			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	14 144 1000	10,000	-	-
Insurance	14 144 1140	2,200	500	500
		12,200	500	500
Transport Related				
Car Allowances	14 144 1120	600	600	600
		600	600	600
Supplies & Services				
Expenses	14 144 1130	100	-	-
Equipment, Tools & Materials	14 144 1100	2,000	2,000	2,000
Publicity	14 144 1013	1,000	1,000	1,000
Subscription	14 144 1018	100	-	-
		3,200	3,000	3,000
TOTAL EXPENDITURE		16,000	4,100	4,100
INCOME				
Fees & Charges				
Vehicle Licensing	14 144 5051	(68,000)	(72,000)	(74,000)
Driver Licensing	14 144 5052	(22,000)	(22,000)	(22,600)
Operators Licensing	14 144 2024	(2,500)	(3,000)	(3,100)
Other Miscellaneous Income	14 144 5054	(100)	(200)	(200)
		(92,600)	(97,200)	(99,900)
TOTAL INCOME		(92,600)	(97,200)	(99,900)
TOTAL NET		(76,600)	(93,100)	(95,800)

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LICENSING				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A LAW			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	14 133 1000	66,000	75,300	76,000
Insurance	14 133 1140	700	1,000	1,100
		66,700	76,300	77,100
Transport Related				
Car Allowances	14 133 1120	1,200	1,200	1,200
		1,200	1,200	1,200
Supplies & Services				
Subscription	14 133 1018	300	300	300
Equipment, Tools & Materials	14 133 1100	400	400	400
Expenses	14 133 1130	100	-	-
Vetinary License Fee	14 139 4987	-	1,800	1,900
		800	2,500	2,600
TOTAL EXPENDITURE		68,700	80,000	80,900
INCOME				
Fees & Charges				
Liquor Licensing	14 133 8969	(50,000)	(50,000)	(51,400)
Collector's License	14 133 8187	-	-	(2,500)
Site Licensing	14 133 8188	-	-	(2,200)
Other Licensing	14 133 8319	(1,500)	(3,300)	(3,400)
Gaming Licence	14 133 8318	(2,100)	(2,700)	(2,800)
Animal Welfare Licensing	14 133 8526	(5,000)	(5,000)	(5,100)
Vetinary License Fee	14 133 8987	-	(1,800)	(1,900)
		(58,600)	(62,800)	(69,300)
TOTAL INCOME		(58,600)	(62,800)	(69,300)
TOTAL NET		10,100	17,200	11,600

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LOCAL LAND CHARGES				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A LAW			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Insurance	19 181 1140	4,900	-	-
		4,900	-	-
TOTAL EXPENDITURE		4,900	-	-
INCOME				
Fees & Charges				
Land Searches	19 181 8371	(188,700)	(188,700)	(194,000)
		(188,700)	(188,700)	(194,000)
TOTAL INCOME		(188,700)	(188,700)	(194,000)
TOTAL NET		(183,800)	(188,700)	(194,000)

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COUNCIL TAX				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: D TRIBE			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	19 182 1000	312,300	347,600	369,100
Insurance	19 182 1140	9,500	6,400	7,000
		321,800	354,000	376,100
Transport Related				
Car Allowances	19 182 1120	2,400	6,600	6,600
		2,400	6,600	6,600
Supplies & Services				
Expenses	19 182 1130	200	300	300
Equipment, Tools & Materials & Subscriptions	19 182 1100	500	2,700	2,700
Printing	19 182 1180	1,000	1,000	1,000
Publicity	19 182 1013	-	-	1,800
Court Costs	19 182 5593	7,500	7,500	7,500
Council Tax Development Fund	19 182 5592	1,800	1,800	1,800
Direct Debit Guarantee	19 182 5594	100	100	100
Single Occupant Discount Review	19 182 5607	-	-	600
IRRV Forum Sessions	19 182 4239	1,100	1,200	1,200
Call Handling	19 182 4236	44,700	44,700	10,000
		56,900	59,300	27,000
Contracted Services				
Baliff	19 182 5603	3,500	3,500	3,600
Tracing	19 182 5605	2,500	2,100	2,200
Annual Billing	19 182 5602	21,100	20,400	21,000
		27,100	26,000	26,800
TOTAL EXPENDITURE			408,200	445,900
INCOME				
Fees & Charges				
Penalties Income	19 182 8293	(3,500)	(3,500)	(3,500)
Court Costs	19 182 8593	(115,000)	(115,000)	(115,000)
Council Tax Discounts & Exemptions	19 182 8529	(249,000)	(249,000)	(152,000)
Local Council Tax Support Set Up Costs	19 182 8599	(42,900)	(42,900)	(42,900)
		(410,400)	(410,400)	(313,400)
Grants				
New Burdens Income	19 182 8598	-	(15,300)	-
Local Council Tax Support Administration Subsidy	19 182 8597	(66,800)	(66,800)	(63,500)
		(66,800)	(82,100)	(63,500)
TOTAL INCOME			(477,200)	(492,500)
TOTAL NET			(69,000)	(46,600)
				59,600

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HOUSING BENEFIT ADMINISTRATION				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: D TRIBE			ORIGINAL	REVISED
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	11 108 1000	398,800	315,400	353,100
Insurance	11 108 1140	11,700	7,400	7,500
		410,500	322,800	360,600
Transport Related				
Car Allowances	11 108 1120	3,600	2,800	2,800
		3,600	2,800	2,800
Supplies & Services				
Expenses	11 108 1130	200	-	-
Equipment, Tools & Materials	11 108 1100	1,400	1,300	1,300
Printing & Publicity	11 108 1180	6,000	6,000	6,000
Court Cost Expenditure	11 108 4230	2,000	2,000	2,000
Call Handling	11 108 4236	24,000	24,000	500
IRRV Forum	11 108 4239	1,100	1,200	1,200
Benefits Development Fund	11 108 4249	4,500	4,500	4,500
On Line Training Manual	11 108 4243	1,100	1,100	1,100
		40,300	40,100	16,600
TOTAL EXPENDITURE		454,400	365,700	380,000
INCOME				
Fees & Charges				
Discretionary Housing Income	11 108 8234	(85,000)	(85,000)	(85,000)
Court Costs	11 108 8230	(500)	(200)	(200)
Ministry of Defence Income	11 108 8148	(500)	(400)	(400)
		(86,000)	(85,600)	(85,600)
Grants				
Administration Subsidy	11 108 8145	(225,800)	(225,800)	(180,600)
		(225,800)	(225,800)	(180,600)
TOTAL INCOME		(311,800)	(311,400)	(266,200)
TOTAL NET		142,600	54,300	113,800

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BUSINESS RATES				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: D TRIBE			ORIGINAL	REVISED
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	19 183 1000	26,800	27,600	80,000
Insurance	19 183 1140	700	500	500
		27,500	28,100	80,500
Supplies & Services				
Equipment, Tools and Materials	19 183 1100	100	100	100
Court Costs	19 183 5622	1,000	1,000	1,000
		1,100	1,100	1,100
Contracted Services				
NNDR Development Fund	19 183 5620	900	900	900
		900	900	900
TOTAL EXPENDITURE			29,500	30,100
				82,500
INCOME				
Fees & Charges				
Court Costs	19 183 8622	(11,500)	(8,500)	(8,500)
		(11,500)	(8,500)	(8,500)
Grants				
Business Rates Growth		-	-	(100,000)
NNDR Pool Administration Grant	19 183 8373	(85,500)	(85,500)	(85,500)
		(85,500)	(85,500)	(185,500)
TOTAL INCOME			(97,000)	(94,000)
				(194,000)
TOTAL NET			(67,500)	(63,900)
				(111,500)

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HOUSING BENEFITS PAYMENTS				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: D TRIBE			ORIGINAL	REVISED
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Transfer Payments				
Rent Allowances	11 109 4271	18,254,830	18,295,100	18,303,700
Rent Rebates	11 109 4270	249,000	286,100	286,100
		18,503,830	18,581,200	18,589,800
TOTAL EXPENDITURE		18,503,830	18,581,200	18,589,800
INCOME				
Grants				
Rent Allowance Subsidy	11 109 8210	(18,039,300)	(18,069,600)	(18,069,600)
Rent Rebates Subsidies	11 109 8182	(139,000)	(158,800)	(158,800)
Recoveries	11 109 8211	(375,300)	(436,100)	(436,100)
Homelessness Accommodation Recharge	11 109 8286	(105,000)	(122,600)	(122,600)
		(18,658,600)	(18,787,100)	(18,787,100)
TOTAL INCOME		(18,658,600)	(18,787,100)	(18,787,100)
TOTAL NET		(154,770)	(205,900)	(197,300)

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REVENUES INVESTIGATION SECTION				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: D TRIBE			ORIGINAL	REVISED
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	11 107 1000	126,500	70,900	-
Insurance	11 107 1140	2,900	-	-
		129,400	70,900	-
Transport Related				
Car Allowances	11 107 1120	2,000	1,000	-
		2,000	1,000	-
Supplies & Services				
Expenses	11 107 1130	200	-	-
Equipment, Tools & Materials	11 107 1100	1,500	400	-
Experian Checks	11 107 4203	3,900	-	-
Land Registry Charges	11 107 1101	700	-	-
		6,300	400	-
TOTAL EXPENDITURE		137,700	72,300	-
INCOME				
30% Fine for Fraud	11 107 8137	(1,500)	-	-
Castle Point Prosecution Income	11 107 8144	(3,000)	-	-
Court Costs - Income from Prosecutions	11 107 8141	(2,000)	(2,600)	-
		(6,500)	(2,600)	-
TOTAL INCOME		(6,500)	(2,600)	-
TOTAL NET		131,200	69,700	-

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MEMBERS & COMMITTEE SERVICE				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: J BOSTOCK			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	16 171 1000	156,800	82,200	81,700
Insurance	16 171 1140	6,800	4,200	4,600
		163,600	86,400	86,300
Transport Related				
Car Allowances	16 171 1120	200	100	100
Transport & Plant (Including Chairman's Car)	16 171 5452	3,200	3,200	3,200
		3,400	3,300	3,300
Supplies & Services				
Expenses	16 171 1130	300	200	200
Equipment, Tools & Materials	16 171 1100	400	300	300
Civic Drivers Uniform	16 171 5436	200	200	200
Members Allowances (inc Chairman's and Vice-Chairmans	16 171 5458	297,600	297,600	297,600
Members Support & Training	16 171 5448	6,500	6,500	6,500
Meeting Subsistence	16 171 5443	300	200	200
Publicity/Public Notice Adverts	16 171 1013	1,100	1,100	1,100
Citizens Award	16 171 5460	1,600	1,000	1,000
Regalia Expenses	16 171 5442	700	700	700
Subscriptions	16 171 1018	17,500	17,200	17,700
Overview & Scrutiny Provision	16 171 5447	3,500	3,500	3,500
Holocaust Memorial	16 171 5445	300	300	300
Chairmans Account	16 171 5572	11,000	11,000	11,000
		341,000	339,800	340,300
Contracted Services				
Members Delivery	16 171 5451	2,000	1,000	1,000
		2,000	1,000	1,000
TOTAL EXPENDITURE		510,000	430,500	430,900
INCOME				
Fees & Charges				
Member Training	16 171 8xxx	(100)	(100)	(100)
		(100)	(100)	(100)
TOTAL INCOME		(100)	(100)	(100)
TOTAL NET		509,900	430,400	430,800

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OVERVIEW				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
BUDGET HOLDER: A LAW			ORIGINAL	REVISED
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	19 325 1000	-	39,900	39,700
Insurance	19 325 1140	-	500	500
		-	40,400	40,200
Transport Related				
Car Allowances	19 325 1120	-	100	100
		-	100	100
Supplies and Services				
Expenses	19 325 1130	-	-	-
Equipment, Tools and Materials	19 325 1100	-	100	100
		-	100	100
TOTAL EXPENDITURE			-	40,600
				40,400

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INFORMATION				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
BUDGET HOLDER: A LAW			ORIGINAL	REVISED
				ESTIMATE
CONTROLLABLE				
EXPENDITURE				
Employee Costs				
Salaries	19 324 1000	-	19,700	20,300
Insurance	19 324 1140	-	500	500
		-	20,200	20,800
TOTAL EXPENDITURE		-	20,200	20,800

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HEALTH & SAFETY				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
BUDGET HOLDER: A LAW			ORIGINAL	REVISED
				ESTIMATE
CONTROLLABLE				
EXPENDITURE				
Employee Costs				
Salaries	19 323 1000	-	16,300	18,500
First Aid Courses	19 323 5536	-	900	900
First Aid Officers Allowance		-	3,200	3,200
Health & Safety Officers Allowance		-	2,900	2,900
Fire Marshall Allowance		-	2,300	2,300
Insurance	19 323 1140	-	500	500
		-	26,100	28,300
Supplies & Services				
Equipment, Tools & Materials	19 323 1100	-	200	200
Health & Safety	19 323 5539	-	3,000	3,000
		-	3,200	3,200
TOTAL EXPENDITURE				
		-	29,300	31,500

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SUPPORT SERVICES				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: J BOSTOCK			ORIGINAL	REVISED
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	12 113 1000	380,700	164,600	182,100
Insurance	12 113 1140	13,900	6,900	7,500
		394,600	171,500	189,600
Supplies & Services				
Equipment, Tools & Materials	12 113 1100	4,700	3,600	3,600
Subscriptions	12 113 1018	12,800	30,300	4,000
Photocopier Maintenance	12 113 4393	5,100	7,100	7,300
Photocopying/Printing supplies	12 113 4392	8,000	7,000	7,200
Central Printing _ Equipment	12 113 4394	13,000	10,000	10,300
Central Printing _ External	12 113 4396	2,500	1,300	1,300
Central Stationery Provision	12 113 4348	4,700	4,000	4,100
Postal Charges - Franking	12 113 4349	35,900	40,900	42,000
Postal Charges - Bulk Postage	12 113 1014	17,400	12,400	12,700
		104,100	116,600	92,500
Capital Financing Costs				
Depreciation	12 113 4390	23,000	23,000	23,000
		23,000	23,000	23,000
TOTAL EXPENDITURE		521,700	311,100	305,100
INCOME				
Fees & Charges				
Printing and Copying	12 113 8216	(700)	(700)	(700)
		(700)	(700)	(700)
TOTAL INCOME		(700)	(700)	(700)
TOTAL NET		521,000	310,400	304,400

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CUSTOMER SERVICES				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: D TRIBE			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	14 142 1000	252,100	242,200	268,400
Insurance	14 142 1140	8,700	7,900	8,600
		260,800	250,100	277,000
Supplies & Services				
Expenses	14 142 1130	100	-	-
Equipment, Tools & Materials	14 142 1100	700	700	700
		800	700	700
TOTAL EXPENDITURE				
		261,600	250,800	277,700

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HUMAN RESOURCES				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A MOWBRAY			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	12 121 1000	98,800	119,000	77,900
Central Training Provision	12 121 4607	19,000	19,000	19,000
Work Placements	12 121 1017	16,000	-	-
Insurance	12 121 1140	2,900	2,000	2,200
		136,700	140,000	99,100
Transport Costs				
Car Allowances	12 121 1120	400	100	100
		400	100	100
Supplies & Services				
Expenses	12 121 1130	200	200	200
Equipment, Tools And Materials	12 121 1100	300	300	300
Consultancy	12 121 4577	6,800	6,800	6,800
Occupational Health	12 121 4604	7,000	7,000	7,000
Staff Advertising	12 121 4602	10,000	10,000	10,000
Job Evaluation Appeals	12 121 4605	1,000	1,000	1,000
Childcare Vouchers Management Fee	12 121 4611	1,200	1,200	1,200
Staff Reward Scheme	12 121 4606	4,000	4,000	4,000
Criminal Record Bureau	12 121 4612	800	1,700	800
Attendance Bonus	12 121 4613	15,500	12,000	12,000
		46,800	44,200	43,300
TOTAL EXPENDITURE		183,900	184,300	142,500
INCOME				
Fees & Charges				
Staff Parking Charge	12 121 8291	(26,000)	(18,000)	(18,500)
		(26,000)	(18,000)	(18,500)
TOTAL INCOME		(26,000)	(18,000)	(18,500)
TOTAL NET		157,900	166,300	124,000

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RECEPTION				
PORTFOLIO HOLDER NAME: CLLR CHERYL ROE		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: D TRIBE			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE				
EXPENDITURE				
Employee Costs				
Salaries	12 110 1000	86,900	89,800	87,600
Insurance	12 110 1140	3,700	2,000	2,200
		90,600	91,800	89,800
Transport Related				
Car Allowances	12 110 1120	400	400	400
		400	400	400
Supplies & Services				
Equipment, Tools & Materials	12 110 1100	2,500	2,500	2,500
Access to Services	12 110 4321	2,400	2,400	2,400
Office Telephone	12 110 1011	20,500	21,600	22,200
Mobile Phones	12 110 4315	3,600	3,600	3,700
Telephone Maintenance	12 110 4318	6,500	5,400	5,600
		35,500	35,500	36,400
TOTAL EXPENDITURE		126,500	127,700	126,600
INCOME				
Fees & Charges				
Mobile Phone - Private Usage	12 110 8214	(200)	(100)	(100)
		(200)	(100)	(100)
TOTAL INCOME		(200)	(100)	(100)
TOTAL NET		126,300	127,600	126,500

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COMMUNITY			2015/16	2015/16	2016/17
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY			ORIGINAL	REVISED	ESTIMATE
Culture & Heritage - Windmill			16,700	16,700	11,100
Leisure Premises			816,100	810,700	797,100
Sports Development & Promotion			3,000	26,300	5,300
Leisure Client Account			11,200	7,900	9,500
Housing Strategy			53,200	11,900	15,000
Private Sector Housing Renewal			411,200	382,500	410,300
Homelessness			425,900	409,200	368,200
Community Services			109,100	43,600	34,100
Housing Advice			-	-	-
Safeguarding			-	33,900	35,900
Environmental Health			331,900	240,700	268,700
Public Health			28,600	28,600	29,100
Corporate Policy & Partnerships			201,400	195,200	165,900
Total Net Expenditure			2,408,300	2,207,200	2,150,200

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CULTURAL & HERITAGE - WINDMILL				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HARWOOD-WHITE			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Premises Related				
Mill Tower Repairs & Maintenance	15 150 3330	5,600	5,600	7,200
Mill Tower Special Items	15 150 1019	300	300	-
Mill Tower National Non-Domestic Rates	15 150 1016	1,400	1,400	1,400
Mill Tower Insurance	15 150 1140	400	400	400
		7,700	7,700	9,000
Supplies & Services				
Windmill - Running Costs	15 150 5164	3,500	3,500	3,500
Windmill - Wedding Expenditure	15 150 5566	500	500	500
Windmill - Licensing	15 150 5166	1,700	1,700	-
Subscriptions	15 150 1018	200	200	-
		5,900	5,900	4,000
Capital Financing Costs				
Depreciation	15 150 1300	15,400	15,400	15,400
		15,400	15,400	15,400
TOTAL EXPENDITURE		29,000	29,000	28,400
INCOME				
Fees & Charges				
Miscellaneous Income	15 150 8566	(12,300)	(12,300)	(17,300)
		(12,300)	(12,300)	(17,300)
TOTAL INCOME		(12,300)	(12,300)	(17,300)
TOTAL NET		16,700	16,700	11,100

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LEISURE PREMISES				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HARWOOD-WHITE			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Premises Related				
Repairs & Maintenance:				
Castle Hall	15 160 3334	500	500	500
Freight House	15 160 3336	600	600	600
Great Woking Sports Centre	15 160 3337	700	700	700
Clements Hall Leisure Centre	15 160 3339	2,600	2,600	2,600
Day Centres	15 151 3330	4,700	4,700	3,900
Rayleigh Leisure Centre	15 160 3357	1,600	1,600	1,600
National Non-Domestic Rates	15 148 1016	54,400	7,900	-
Great Woking Sports Centre Alarm	15 160 5337	800	1,900	800
Insurance	15 160 1140	35,900	26,200	28,600
S.I Building Works	15 160 1019	2,300	2,300	2,300
		104,100	49,000	41,600
Contracted Services				
Leisure Contract	15 160 5333	210,300	260,000	244,300
		210,300	260,000	244,300
Capital Financing Costs				
Depreciation	15 160 1300	511,200	511,200	511,200
		511,200	511,200	511,200
TOTAL EXPENDITURE		825,600	820,200	797,100
INCOME				
Fees & Charges				
Grant to Voluntary Bodies - Day Centre	15 160 8979	(9,500)	(9,500)	-
		(9,500)	(9,500)	-
TOTAL INCOME		(9,500)	(9,500)	-
TOTAL NET		816,100	810,700	797,100

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SPORTS DEVELOPMENT & PROMOTION				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HARWOOD-WHITE			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Related				
Salaries	15 159 1000	37,700	61,100	62,100
Contractors and Suppliers	15 169 5385	2,000	2,000	2,000
Insurance	15 159 1140	700	500	500
		40,400	63,600	64,600
Transport Related				
Car Allowance	15 159 1120	500	600	600
		500	600	600
Supplies & Services				
Public Health Improvement Officer	15 159 5634	-	2,000	2,000
Activities	15 159 5305	6,800	6,800	6,800
Active Rochford	15 159 5617	2,000	2,000	2,000
Active Colleagues	15 159 5191	26,900	26,900	26,900
		35,700	37,700	37,700
TOTAL EXPENDITURE		76,600	101,900	102,900
INCOME				
Fees & Charges				
Activities (net)	15 159 8305	(6,800)	(6,800)	(6,800)
		(6,800)	(6,800)	(6,800)
Grants				
Staffing Funding	15 159 8345	(37,900)	(39,900)	(61,900)
Active Rochford	15 159 8617	(2,000)	(2,000)	(2,000)
Active Colleagues	15 159 8191	(26,900)	(26,900)	(26,900)
		(66,800)	(68,800)	(90,800)
TOTAL INCOME		(73,600)	(75,600)	(97,600)
TOTAL NET		3,000	26,300	5,300

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LEISURE CLIENT ACCOUNT				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: M HARWOOD-WHITE			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	15 167 1000	37,800	34,900	37,500
Insurance	15 167 1140	2,200	500	500
		40,000	35,400	38,000
Transport Related				
Car Allowances	15 167 1120	3,000	2,300	2,300
		3,000	2,300	2,300
Supplies & Services				
Expenses	15 167 1130	400	400	400
Subscription	15 167 1018	2,500	-	-
Equipment, Tools & Materials	15 167 1100	300	300	300
Arts Development Equipment	15 167 5363	4,000	4,400	4,400
Arts Activities	15 167 5355	2,000	2,000	2,000
Essex on Tour	15 167 5611	2,500	2,500	2,500
Essex Book Festival	15 167 5612	400	-	-
River Crouch Festival	15 167 5632	-	52,000	-
Music Month	15 167 5610	2,500	10,300	2,500
		14,600	71,900	12,100
TOTAL EXPENDITURE			57,600	109,600
				52,400
INCOME				
Fees & Charges				
Fusion Contribution - Arts Officer	15 168 8349	(37,900)	(34,900)	(35,900)
Arts Activities	15 167 8355	(2,000)	(2,000)	(2,000)
Cherry Orchard Leisure Event	15 167 8362	(1,500)	-	-
River Crouch Festival	15 167 8632	-	(52,000)	-
Essex on Tour	15 167 8611	(2,500)	(2,500)	(2,500)
		(43,900)	(91,400)	(40,400)
Grants				
Music Month	15 167 8610	(2,500)	(10,300)	(2,500)
		(2,500)	(10,300)	(2,500)
TOTAL INCOME			(46,400)	(101,700)
				(42,900)
TOTAL NET			11,200	7,900
				9,500

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HOUSING STRATEGY				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: L MOSS			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	11 104 1000	38,100	-	-
Telephone Allowance	11 104 1200	100	-	-
Insurance	11 104 1140	1,500	500	500
		39,700	500	500
Transport Related				
Car Allowances	11 104 1120	1,500	100	100
		1,500	100	100
Supplies & Services				
Equipment, Tools, Materials	11 104 1100	100	100	100
Subscriptions	11 104 1018	500	2,800	2,900
Housing Coordinator - Thames Gateway	11 104 4141	10,000	10,000	10,000
Transfer Incentive Scheme	11 104 4155	1,500	1,500	1,500
		12,100	14,400	14,500
TOTAL EXPENDITURE		53,300	15,000	15,100
INCOME				
Fees & Charges				
Affordable Housing Sales Certificates	11 104 8536	(100)	(3,100)	(100)
		(100)	(3,100)	(100)
TOTAL INCOME		(100)	(3,100)	(100)
TOTAL NET		53,200	11,900	15,000

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PRIVATE SECTOR HOUSING RENEWAL				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: L MOSS			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	11 105 1000	83,000	54,500	80,200
Insurance	11 105 1140	1,500	1,000	1,100
		84,500	55,500	81,300
Transport Related				
Car Allowances	11 105 1120	2,300	2,600	2,600
		2,300	2,600	2,600
Supplies & Services				
Equipment, Tools & Materials	11 105 1100	600	600	600
Fees & Samples	11 105 4151	100	100	100
Home Improvement Agencies	11 105 4147	10,000	10,000	10,000
Energy Efficiency	11 105 4144	100	100	100
		10,800	10,800	10,800
Capital Financing Costs				
Revenue Expenditure Funded by Capital	11 105 1301	320,000	320,000	320,000
		320,000	320,000	320,000
TOTAL EXPENDITURE		417,600	388,900	414,700
INCOME				
Fees & Charges				
Inspection and Enforcement	11 105 85xx	(6,400)	(6,400)	(4,400)
		(6,400)	(6,400)	(4,400)
TOTAL INCOME		(6,400)	(6,400)	(4,400)
TOTAL NET		411,200	382,500	410,300

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HOMELESSNESS				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: L MOSS			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	11 106 1000	198,200	196,000	195,700
Insurance	11 106 1140	5,000	3,900	4,300
		203,200	199,900	200,000
Transport Related				
Car Allowances	11 106 1120	3,500	3,500	3,500
		3,500	3,500	3,500
Supplies & Services				
Equipment, Tools & Materials	11 106 1100	900	900	900
Expenses	11 106 1130	-	100	100
Removals & Storage	11 106 4176	11,000	10,000	9,000
Contracted Accommodation	11 106 4178	323,500	323,500	291,000
Housing Benefit Subsidy Adj	11 106 4179	105,000	122,600	122,600
Medical Assessments	11 106 4171	1,200	1,200	1,200
Rent Guarantee Scheme	11 106 4174	15,000	15,000	15,000
Homelessness Improvements	11 106 4172	2,500	2,500	2,500
HM Land Registry	11 106 4173	100	-	-
		459,200	475,800	442,300
TOTAL EXPENDITURE			665,900	679,200
				645,800
INCOME				
Fees & Charges				
Contracted Accommodation Recharge	11 106 8134	(240,000)	(270,000)	(277,600)
		(240,000)	(270,000)	(277,600)
TOTAL INCOME			(240,000)	(270,000)
				(277,600)
TOTAL NET			425,900	409,200
				368,200

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COMMUNITY SAFETY				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: L MOSS			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	13 132 1000	97,400	35,100	25,500
Insurance	13 132 1140	3,700	1,500	1,600
		101,100	36,600	27,100
Transport Related				
Car Allowances	13 132 1120	1,700	700	700
		1,700	700	700
Supplies & Services				
Expenses	13 132 1130	200	200	200
Equipment, Tools, & Materials & Subscriptions	13 132 1100	100	100	100
Community Safety Accreditation Scheme	13 132 4938	6,000	6,000	6,000
		6,300	6,300	6,300
TOTAL EXPENDITURE		109,100	43,600	34,100

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HOUSING ADVICE PORTFOLIO HOLDER NAME: CLLR J R LUMLEY ASSISTANT DIRECTOR: L MOSS	CODE	2015/16 ORIGINAL	2015/16 REVISED	2016/17 ESTIMATE
UNCONTROLLABLE Support Services				
		30,100	200	200

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SAFEGUARDING				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2016/17
BUDGET HOLDER: L MOSS			ORIGINAL	ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	16 328 1000	-	33,800	35,800
		-	33,800	35,800
Supplies and Services				
Equipment, Tools and Materials	16 328 1100	-	100	100
		-	100	100
TOTAL EXPENDITURE		-	33,900	35,900

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ENVIRONMENTAL HEALTH				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: L MOSS			ORIGINAL	REVISED
CONTROLLABLE EXPENDITURE				2016/17 ESTIMATE
Employee Costs				
Salaries	14 139 1000	259,700	197,300	238,600
Insurance	14 139 1140	6,000	3,100	3,400
		265,700	200,400	242,000
Transport Related				
Car Allowances	14 139 1120	8,400	6,400	6,400
		8,400	6,400	6,400
Supplies & Services				
Expenses	14 139 1130	800	500	500
Equipment, Tools & Materials	14 139 1100	2,800	2,000	2,000
Fees & Samples	14 139 4974	1,100	800	800
Subscriptions	14 139 1018	3,200	3,200	3,200
Veterinary Licensing Fees	14 139 4987	2,100	-	-
Scores on the Doors	14 139 4988	2,000	1,000	1,000
Environmental Permitting	14 139 4980	-	500	500
Prosecution Proceedings	14 139 4973	-	6,100	6,100
		12,000	14,100	14,100
Contracted Services				
Public Health (Control of Disease Act)	14 139 4975	1,500	1,500	1,500
Pest Control Treatments	14 139 4976	41,700	20,000	-
Air Quality Review	14 139 4967	12,000	12,000	12,300
Noise Monitoring	14 139 4979	800	800	800
		56,000	34,300	14,600
Capital Financing Costs				
Depreciation	14 139 1300	400	400	400
		400	400	400
TOTAL EXPENDITURE			342,500	255,600
				277,500
INCOME				
Fees & Charges				
Veterinary Recharge	14 139 8322	(2,100)	-	-
Environmental Permitting	14 139 8968	(6,300)	(6,500)	(6,500)
Other Income	14 139 8497	(1,200)	(1,200)	(1,200)
Access to Environmental Info	14 139 8970	(1,000)	(1,100)	(1,100)
		(10,600)	(8,800)	(8,800)
Other Income				
Income from Prosecutions		-	(6,100)	-
		-	(6,100)	-
TOTAL INCOME			(10,600)	(14,900)
				(8,800)
TOTAL NET			331,900	240,700
				268,700

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PUBLIC HEALTH				
PORTFOLIO HOLDER NAME: CLLR JO MCPHERSON		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: L MOSS			ORIGINAL	REVISED
2016/17				ESTIMATE
CONTROLLABLE EXPENDITURE				
Contracted Services				
Sewers & Ditch Clearance	14 138 4950	10,000	10,000	10,000
Collection/Kennelling - Stray Dogs	14 138 4952	19,200	19,200	19,700
		29,200	29,200	29,700
TOTAL EXPENDITURE		29,200	29,200	29,700
INCOME				
Fees & Charges				
Kennelling Collection Fee	14 138 8514	(600)	(600)	(600)
		(600)	(600)	(600)
TOTAL INCOME		(600)	(600)	(600)
TOTAL NET		28,600	28,600	29,100

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CORPORATE POLICY AND PARTNERSHIP				
PORTFOLIO HOLDER NAME: CLLR J R LUMLEY		CODE	2015/16	2015/16
ASSISTANT DIRECTOR: A LAW			ORIGINAL	REVISED
				2016/17
				ESTIMATE
CONTROLLABLE EXPENDITURE				
Employee Costs				
Salaries	13 129 1000	64,200	56,100	57,200
Insurance	13 129 1140	1,500	1,000	1,100
		65,700	57,100	58,300
Transport Related				
Car Allowances	13 129 1120	100	200	200
		100	200	200
Supplies & Services				
Expenses	13 129 1130	-	100	100
Equipment, Tools & Materials	13 129 1100	100	200	200
Voluntary Grants	13 129 1017	135,500	135,500	105,000
Summits	13 129 4927	-	2,100	2,100
		135,600	137,900	107,400
TOTAL EXPENDITURE			201,400	195,200
				165,900

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Cust, Rev & Ben	Customer Services			Total Cost of Customer Services	288,200						0	288,200		
Cust, Rev & Ben	Customer Services	Cu1	Transforming services to reduce expenditure	Tree Preservation Orders - transfer responsibility / reduced cost			(2,300)				(2,300)	(2,300)	-1%	The Administration is carried out by Customer Services, there is an opportunity to explore transferring the tree Preservation task to either ECC, Parishes or to update to a digital register.
Cust, Rev & Ben	Customer Services	Cu2	Transforming services to reduce expenditure	Sell our customer service to others (already in talks with Southend Airport)			(5,000)	(5,000)			(10,000)	(10,000)	-3%	In talks with Southend Airport with regards to providing a Customer Services enquires service for them especially when there are unforeseen issues such as fog or emergency security issues.
Cust, Rev & Ben	Customer Services	Cu3	Transforming services to reduce expenditure	Provide self serve hubs at various community centres, libraries, jobcentre's to encourage self serve.							0	0		This is part of the co-location / asset project to look at how services are being provided across the district and where they are being provided from. Channel shift savings are not easy to quantify. Cost of £2k for promotion and marketing should this progress and benefits incorporated.
Cust, Rev & Ben	Housing Benefit Admin			Total Cost of Housing Benefit Administration	128,300						0	128,300		
Cust, Rev & Ben	Housing Benefit Payments			Total Cost of Housing Benefit Payments	(205,900)						0	(205,900)		
Cust, Rev & Ben	Council Tax			Total Cost of Council Tax	14,600						0	14,600		
Cust, Rev & Ben	Council Tax	Cu4	Transforming services to reduce expenditure	Return Capita Calls inhouse		(24,200)	(10,000)				(34,200)	(34,200)	-234%	Outsourced Revenues & Benefits calls will be brought back in house and incorporated into the current Customer Service section with no extra resource. This equates to approximately 28,000 calls.
Cust, Rev & Ben	Business Rates			Total Cost of Business Rates	(63,700)						0	(63,700)		
Cust, Rev & Ben	Business Rates	Cu6	Transforming services to reduce expenditure	Business Rates - collection / growth		(100,000)					(100,000)	(100,000)		A full data cleansing project will be undertaken to reduce errors, omissions and avoidance. There are also a number of other projects which link into this item.
Cust, Rev & Ben	Business Rates	Cu7	Transforming services to reduce expenditure	Commissioned Based / Business Rates - Recovery Officers		55,000					55,000	55,000		In order to ensure maximum recoveries, under take data cleansing and other related projects - 2FTE's.
	New Investments			See Investment tab for details	0						0	0		
					286,900	(83,200)	(17,300)	(3,200)	0	0	(97,500)	195,400		
Commercial	Asset Management			Total Cost of Office Accommodation -(Rayleigh & Rochford)	291,000						0	291,000		
Commercial	Asset Management			Total Cost of Estates Management - Budget	95,600						0	95,600		
Commercial	Cultural & Related	Co1	Transforming services to reduce expenditure	Windmill - Review of fees and charges	(400)	(5,000)					(5,000)	(5,400)	-5%	Review of fees and charges and increase in target number of civil ceremonies held.
Commercial	Cultural & Related	Co2	Additional income through the improved utilisation of assets	Property Co-location / leasing / rental income		(12,500)	(25,000)	(25,000)	(25,000)		(87,500)	(87,500)	-92%	High level targets to demonstrate the ambition of the project. Years 2,3 and 4 are high risk with a greater uncertainty due to early stage of asset project.
Commercial	Economic Development			Total Cost of Economic Development - Budget	67,100						0	67,100		
Commercial	Asset Management	Co3	Additional income through the improved utilisation of assets	Dutch Cottage: Remove subsidy (full cost recovery) or alternative delivery model	2,000	(2,000)					(2,000)	0	-3%	Contribution from RDC to Dutch Cottage Trust.
Commercial	Leisure			Total Cost of Leisure premises- budget	296,600						0	296,600		
Commercial	Leisure	Co4	Specification changes within contracts or re-procurement:	Premises Budget: Alternative use of Freight House (removal from Leisure Contract).							0	0	0%	Removal of site from contract would leave RDC liable for all costs associated with the building while it is vacant. This includes (but not limited to) maintenance, NNDR and the security of the asset.
Commercial	Great Wakering Leisure Centre	Co5	Specification changes within contracts or re-procurement:	Alternative use: Great Wakering Leisure site		(12,500)	(12,500)				(25,000)	(25,000)	-8%	Lease of Great Wakering Leisure site. A saving of approx £12,500 would also be secured as part of the lease arrangement.
Commercial	Leisure	Co6	Specification changes within the contract or re-procurement:	Contract Re-negotiations - Leisure Contract		(45,000)					(45,000)	(45,000)	-15%	Efficiency opportunities identified within the contract specification.
Commercial	Leisure			Total Cost of Leisure Client contract -budget	11,600						0	11,600		
Commercial	Leisure			Total Cost of Sports Development & Promotion- Budget	28,400						0	28,400		
Commercial	Procurement			Total Cost of Procurement - Budget	46,500						0	46,500		
					838,300	(77,600)	(37,600)	(24,000)	(25,000)	0	(164,500)	673,800		
Planning	Planning & Development			Total Cost of Remaining Planning Budget	384,300						0	384,300		
Planning	Planning & Development	P1	Income generation chargeable statutory services	Planning Fees (current trajectory of fees)	(280,000)	(30,000)					(30,000)	(290,000)	-8%	Based on 2015/16 income achievements
Planning	Planning & Development	P2	Income generation from Non-Statutory Services:	Pre Application Advice	(12,000)	(8,000)					(8,000)	(20,000)	-2%	Based on 2015/16 income achievements
Planning	Planning & Development	P3	Service Growth	Local Development Framework Planning Policy Expenditure, required to deliver local plan.		150,000		(75,000)	(75,000)		0	0	0%	
Planning	New Investments			See Investment tab for details	0						0	0		
					112,300	112,000	0	(75,000)	(75,000)	0	(30,000)	74,300		
Transformation	Communication			Total Cost of Communication	88,700						0	88,700		
Transformation	Communication	T1	Transforming services to reduce expenditure	RDM – Channel Shift		(10,100)					(10,100)	(10,100)	-11%	We could discontinue it at the end of 2015 when current contracts end and have it completely on line. We would then only supply a paper digest of the web version to those who subscribe to it
Transformation	Human Resources			Total Cost of Human Resources	150,300						0	150,300		
Transformation	Human Resources	T2	Transforming services to reduce expenditure	Investors in People (IIP) – Assess what level to retain at if any.		(6,000)					(6,000)	(6,000)	-4%	Will be resource intensive and will divert resource from other priorities, so we will be investigating other levels.
Transformation	Computer Services			Total Cost of Computer Services	963,400						0	963,400		
Transformation	ICT and Web	T3	Specification changes within the contract or re-procurement:	ICT Contract Management - Greater efficiencies		(190,000)					(190,000)	(190,000)	-20%	Contract Management - explore a range of mid contract efficiencies; Figures based on leaving current contactor and not incurring additional costs.
Transformation	ICT and Web	T4	Specification changes within the contract or re-procurement:	Software licences		(30,000)					(30,000)	(30,000)	-3%	Saving in 2017/18 in line with contract.
Transformation	Leadership Support Team			Total Cost of Leadership Support Team	174,100						0	174,100		
Transformation	New Investments			See Investment tab for details	0						0	0		
					1,376,500	(19,100)	(23,000)	0	0	0	(23,100)	1,140,400		
Resources	Resources			Total Cost of Finance Budget	354,100						0	354,100		
Resources	Resources	R1	Income generation from Non-Statutory Services:	Income generation- Traded opportunities e.g. Payroll		(12,500)	(12,500)				(25,000)	(25,000)	-7%	Expanding traded finance services to other bodies were cost / benefit can be clearly demonstrated e.g. providing payroll services to other sizeable Local Authorities
Resources	Resources	R2	Income generation from Non-Statutory Services:	Income generation - Treasury Management		(50,000)	(25,000)	(25,000)	(25,000)	(25,000)	(150,000)	(150,000)	-42%	Treasury function to generate additional income via our revised investment strategy
Resources	Resources			Total Cost of Risk & Performance - Budget	65,500						0	65,500		
Resources	New Investments			See Investment tab for details	14,500						0	14,500		
					434,100	(62,600)	(37,600)	(25,000)	(25,000)	(25,000)	(175,000)	259,100		
Democratic Services	Support Services			Total Cost of Support Services	325,300						0	325,300		See back office savings in the end section below
Democratic Services	Democratic Services			Total Cost of Member Services	433,400						0	433,400		
Democratic Services	Democratic Services			Total Cost of Elections - Registration of Electors Budget	81,550						0	81,550		
Democratic Services	Democratic Services			Total Cost of Elections -Conducting Elections - Budget	145,850						0	145,850		
Democratic Services	New Investments			See Investment tab for details	0						0	0		
					985,300	0	0	0	0	0	0	985,300		
Legal	Legal Services			Total Cost of Legal Services	160,500						0	160,500		
Legal	Legal Services	L1	Transforming services to reduce expenditure	Reduced Corporate Solicitor costs		(26,000)					(26,000)	(26,000)	-16%	Corporate Solicitor's cost expected to be half of budget.
Legal	Health & Safety			Total Cost of Health & Safety	36,200						0	36,200		
Legal	Licensing			Total Cost of Licensing	15,400						0	15,400		
Legal	Hackney Carriage			Total Cost of Hackney Carriage	(94,000)						0	(94,000)		
Legal	Audit			Total Cost of Audit	63,000						0	63,000		
Legal	Corporate Policy			Total Cost of Corporate policy	198,400						0	198,400		
Legal	Corporate Policy	L2	Transforming services to reduce expenditure	Reduction in VCS Grants		(10,000)					(10,000)	(10,000)	-5%	Excluding RRAVS and CAB, a reduction of 50% in discretionary voluntary grants.
Legal	Local Land Charges			Total Cost of Local land Charges	(190,600)						0	(190,600)		
Legal	Overview			Total Cost of Overview	41,800						0	41,800		
Legal	Information			Total Cost of Information	21,500						0	21,500		
Legal	New Concepts			See New Concepts tab for details	0						0	0		
Legal	New Investments			See Investment tab for details	0						0	0		
					258,200	(26,000)	(10,000)	0	0	0	(36,000)	222,200		
					1,999,800						0	1,999,800		
Various	Various		Transforming services to reduce expenditure	Back Office Service Review		(100,000)	(100,000)				(200,000)	(200,000)		By working with other services in rationalising back office work and sharing the savings achieved
Various	Various		Transforming services to reduce expenditure	Trading Arm - Annual growth			(25,000)	(25,000)	(25,000)	(25,000)	(100,000)	(100,000)		Annual build up of traded activity as pipeline expands and generates cashable growth
Various	Various		Transforming services to reduce expenditure	Staffing 3% Vacancy Factor		(173,000)					(173,000)	(173,000)		Efficiencies to be managed at the bottom line; but could consist of managed recruitment timing or where necessary post to be held in abeyance
Various	Various		Transforming services to reduce expenditure	Subscriptions		(10,000)					(10,000)	(10,000)		Consider benefit derived from sbscriptions an consider alternative knowledge forums
	New Investments			See Investment tab for details	55,400						0	55,400		
					2,655,200	(281,600)	(138,600)	(25,000)	(25,000)	(25,000)	(483,600)	1,872,200		
				Grand Total	9,422,900	(710,700)	(1,905,300)	(447,000)	(195,000)	(50,000)	(2,363,000)	7,059,900		

Concepts: SUMMARY						
RAG	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	Category Total £
Green	(489,100)	(937,800)	(392,000)	(125,000)	(50,000)	(1,993,900)
Amber	(221,600)	(67,500)	(55,000)	(25,000)	0	(369,100)
Red	0	0	0	0	0	0
Annual Total	(710,700)	(1,005,300)	(447,000)	(150,000)	(50,000)	(2,363,000)

DRAFT - Business Planning - CAPITAL INVESTMENT IDEAS Early Ambition / Concepts for Exploration - by Function

There are three investment types that provide a fresh focus for the capital programme, make the best use of assets and achieve more for less; these are:

- 1 - Invest to Grow - stimulation of economic, employment and housing growth to support a growing economy
- 2 - Invest to Generate Income - approaches that will return the investment and generate a new ongoing income / funding stream in an acceptable time scale
- 3 - Invest to Save Capital / Revenue - schemes which generate revenue savings or cost avoidance

Ref	Function	Service Area	Investment Concept	Investment Type	Timeline	2016/17 Concepts	2017/18 Concepts	2018/19 Concepts	2019/20 Concepts	2020/21 Concepts	Total New Concepts	ROI	High Level Description / How?	Revenue Dependent
				Y/N	Y/N	£	£	£	£	£	£	£		Y/N
						990,000	(510,000)	(710,000)	(710,000)	(710,000)	(1,850,000)	187%		
EI1	Environment	Waste	Green Waste Charging	Income	0-5 Yrs	250,000	(190,000)	(400,000)	(400,000)	(400,000)	(1,140,000)	456%	£390k from charging for green waste. Income based on takeup of 7,500 households at £40 per bin in 2017/18 and then a further 7,000 in 2018/19. There is a risk of contamination from householders putting green waste in other bins. Possible income generation from enforcement The delivery of scheme will be undertaken by 2 FTE fom the Recycling Department with appropriate transferable skills, these posts can be deleted if scheme does not commence and would represent a saving of £60,000	Y
EI2	Environment	Car Parks	Charging at Cherry Orchard	Income	0-5 Yrs	20,000	(15,000)	(20,000)	(20,000)	(20,000)	(55,000)	275%	installation of pay and display at Cherry Orchard	Y
EI3	Environment	Street Cleansing	Bringing Ground Maintenance into Arms Length Company	Save	0-5 Yrs	225,000	(90,000)	(90,000)	(90,000)	(90,000)	(135,000)	60%	£225k purchase of equipment and machinery	
						495,000	(295,000)	(510,000)	(510,000)	(510,000)	(1,330,000)			
HI1	HSG & Com	Housing	Develop Temporary Accommodation (TA) provision to reduce B&B placements	Save							0		A new Homeless strategy is currently being developed.	
						0	0	0	0	0	0			
CUI1	Cust, Rev & Ben	Customer Services	Provide our services externally	Income	0-5 Yrs	10,000	(5,000)	(10,000)	(10,000)	(10,000)	(25,000)	250%	In talks with Southend Airport with regards to providing a Customer Services enquiries service for them especially when there are unforeseen issues such as fog or emergency security issues.	
						10,000	(5,000)	(10,000)	(10,000)	(10,000)	(25,000)			
COI1	Commercial	Asset Management	Commercial development of assets	Grow							0	TBC	Development briefs are pending	Y
COI2	Commercial	Asset Management	Making the most of coastal areas	Grow	0-5 Yrs	75,000					75,000	TBC	Maximise opportunities for coastal areas: 1. Develop partnership working 2. Facilitate and support growth of local economy. 3. Develop tourism offer. 4. Economic plan.	Y
						75,000	0	0	0	0	75,000	0		
T11	Transformation		Contract Management - Greater efficiencies	Save	0-5 Yrs	190,000	(190,000)	(190,000)	(190,000)	(190,000)	(570,000)		Contract Management - explore a range of mid contract efficiencies; Figures based on leaving current contactor and not incurring additional costs.	
T12	Transformation		Creating crowdsourcing, sponsorship & donations platform	Income		20,000	(20,000)				0		Crowd funding – A creative way to improve/transform public spaces. It can be used by local communities, community groups, charities, business, Parishes and the District. It works by raising small amounts of funding from a large number of people (the crowd) using a specialist web site, free text to donate services and social media. It can be used to raise funds for pretty much anything of any scale; It is a viable and scalable alternative of raising finance in a time where public funds are less able to provide financing for capital projects.	
						210,000	(210,000)	(190,000)	(190,000)	(190,000)	(570,000)	0		
			Broadband											
				Grow										
All			Major Projects Feasibility Studies			200,000								
						200,000	0	0	0	0	0	0		
			Grand Total			990,000	(510,000)	(710,000)	(710,000)	(710,000)	(1,850,000)	187%		

NPV	3.50%	1	0.9662	0.9335	0.9019	0.8714	
Investments	990,000	(492,762)	(662,785)	(640,349)	(618,694)	(1,424,590)	144%

Transformation Corporate Systems

Item 3, Appendix 4

COMMERCIAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Hire of Windmill					
	For commercial use - 1 hour session on one floor	Standard	34.00	34.00	0.0%
	For commercial use - all day (7.5hr)	Standard	85.00	86.00	1.2%
	For non - commercial use - 1 hour session on one floor	Standard	17.00	17.00	0.0%
	For non - commercial use - all day (7.5hr)	Standard	42.50	42.50	0.0%
Wedding Hire					
	Mondays - Fridays Inclusive (am)	Standard	150.00	200.00	33.3%
	Mondays - Fridays Inclusive (pm)	Standard	250.00	300.00	20.0%
	Saturday, Sunday and Bank Holidays	Standard	350.00	400.00	14.3%
	Wedding invitations (each)	Standard	1.50	1.50	0.0%
	Chair Cover Hire including sashes	Standard	60.00	60.00	0.0%
Sewer Clearances					
	Cost of works apportioned to number of properties affected, with minimum charge of:	Non-Vatable	36.00	36.00	0.0%
Hire of Civic Suite					
	Council Chamber - Up to 3 hour session	Non-Vatable	94.00	95.00	1.1%
	Council Chamber - sessions over 3 hours / full day	Non-Vatable	157.00	159.00	1.3%
	Additional Charge for use of video projection equipment (per 3 hour session)	Non-Vatable	13.00	13.00	0.0%
	<i>All charges for commercial use will be increased by 100%</i>				

Key to VAT:	
Non-Vatable	No VAT to be added to the published fee.
Inclusive	The VAT charge is included in the published fee
X%	VAT needs to be added to the published fee at the rate stated.
Standard	VAT needs to be added to the published fee at the current standard rate. As at April 2012, the standard rate is 20%.

Item 3, Appendix 4

COMMUNITY / HOUSING SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Factual Statements					
	Research or completion of works in default of a notice period per hour (min charge - 1hr)	Non-Vatable	48.00	48.00	0.0%
	Section 28(9) of Health and Safety at Work etc Act 1974 - per hour	Non-Vatable	48.00	48.00	0.0%
Requests for Environmental Information					
	Up to 4 hours	Standard	192.00	192.00	0.0%
	Per hour thereafter	Standard	48.00	48.00	0.0%
Housing					
	Improvement and Prohibition Notices	Non-Vatable	450.00	450.00	0.0%
	Key-worker Sales Certificate	Inclusive	70.00	70.00	0.0%
	Property Inspection report to support Visa applications.	Non-Vatable	180.00	180.00	0.0%
	Charge for Service of Enforcement Notice		450.00	450.00	0.0%
Caravan Site licencing					
Annual Fee					
	1-5 pitches	Non-Vatable	417.00	417.00	0.0%
	6-24 pitches	Non-Vatable	484.00	484.00	0.0%
	25-99 pitches	Non-Vatable	652.00	652.00	0.0%
	100-199 pitches	Non-Vatable	752.00	752.00	0.0%
	200+ pitches	Non-Vatable	953.00	953.00	0.0%
Fee for New Licence					
	1-5 pitches	Non-Vatable	618.00	618.00	0.0%
	6-24 pitches	Non-Vatable	685.00	685.00	0.0%
	25-99 pitches	Non-Vatable	801.00	801.00	0.0%
	100-199 pitches	Non-Vatable	901.00	901.00	0.0%
	200+ pitches	Non-Vatable	1,154.00	1,154.00	0.0%
	Fee for Transfer of Licence	Non-Vatable	201.00	201.00	0.0%
	Fee for Deposit of Site Rules	Non-Vatable	335.00	335.00	0.0%
Houses in Multiple Occupation					
	Fee for Mandatory Licensing of Houses in Multiple Occupation (N.B. HMOs owned by a Registered Charity are exempt):				
	Up to 5 bedrooms	Non-Vatable	350.00	350.00	0.0%
	For each additional bedroom	Non-Vatable	55.00	55.00	0.0%
	Variation of Licence	Non-Vatable	50% of fee	50% of fee	

Key to VAT:	
Non-Vatable	No VAT to be added to the published fee.
Inclusive	The VAT charge is included in the published fee
X%	VAT needs to be added to the published fee at the rate stated.
Standard	VAT needs to be added to the published fee at the current standard rate. As at April 2012, the standard rate is 20%.

Item 3, Appendix 4

DEMOCRATIC SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase
Council Minutes Etc.				
Parish List - Yearly Charge	Non-Vatable	172.00	174.00	1.2%
Council - Yearly Charge	Non-Vatable	114.00	115.00	0.9%
Council - Per Meeting	Non-Vatable	21.00	21.00	0.0%
Committee - Yearly Charge	Non-Vatable	224.00	226.00	0.9%
Committee - Per meeting	Non-Vatable	36.00	36.00	0.0%
Sub Committee - Yearly Charge	Non-Vatable	128.00	129.00	0.8%
Sub Committee - Per meeting	Non-Vatable	21.00	21.00	0.0%
Committee report background papers				
Inspection fee (per item)	Non-Vatable	2.00	2.00	0.0%
Member Training				
Charge for Parish Officers to attend RDC training courses (per person per session)	Standard unless Statutory when exempt	40.00	40.00	0.0%
Charge for local authority Officers to attend RDC led training courses (per person per session)	Standard unless Statutory when exempt	45.00	45.00	0.0%
Copy Documents				
(VAT absorbed on items under £1.00 - VAT to be added in other cases)				
A4 Copy per Sheet	Standard	0.10	0.10	0.0%
A3 Copy per Sheet	Standard	0.30	0.30	0.0%
A2 Copy per Sheet	Standard	0.50	0.50	0.0%
A1 Copy per Sheet	Standard	1.55	1.60	3.2%
A0 Copy per Sheet	Standard	2.65	2.70	1.9%
Photocopying for voluntary groups	Standard	Actual cost + 20% for basic items. Bespoke work costed per job.	Actual cost + 20% for basic items. Bespoke work costed per job.	
Letter of confirmation of registration on electoral register	Inclusive	15.50	16.00	3.2%

Key to VAT:	
Non-Vatable	No VAT to be added to the published fee.
Inclusive	The VAT charge is included in the published fee
X%	VAT needs to be added to the published fee at the rate stated.
Standard	VAT needs to be added to the published fee at the current standard rate. As at April 2012, the standard rate is 20%.

Item 3, Appendix 4

ENVIRONMENTAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Football					
	Alternative use of pitch - Sat	Non-Vatable	774.00	774.00	0.0%
	Alternative use of pitch - Sun	Non-Vatable	833.00	833.00	0.0%
Casual Lettings Including Pavilion					
	Adults Sat	Standard	113.00	113.00	0.0%
	Adults Sun	Standard	127.00	127.00	0.0%
	Juniors Sat	Standard	76.00	76.00	0.0%
	Juniors Sun	Standard	84.00	84.00	0.0%
Established Junior Pitches					
	Alternative use of pitch - Sat	Non-Vatable	364.00	364.00	0.0%
	Alternative use of pitch - Sun	Non-Vatable	390.00	390.00	0.0%
Mini Football					
	Alternative use of pitch - Sat	Non-Vatable	307.00	307.00	0.0%
	Alternative use of pitch - Sun	Non-Vatable	363.00	363.00	0.0%
	NOTE: Fees may be reduced where clubs undertake some of the required tasks.				
Pavilion Hire					
	Including changing rooms per 3 hour session.	Non-Vatable	80.00	80.00	0.0%
	NOTE: Hire in respect of Youth Clubs will be reduced by 50%				
Playgroups					
	Pre-School and mother and child - Morning Session	Non-Vatable	15.00	15.00	0.0%
	Pre-School and mother and child - Afternoon Session	Non-Vatable	15.00	15.00	0.0%
	NOTE: Fees do not include service charges. Reduction of 25% for registered charities				
Cricket					
	Cricket	Non-Vatable	540.00	540.00	0.0%
	Pavilion Hire (50% of pitch hire)				
Rustic Products					
Woodchips					
	Delivered within 5 miles	Standard	30.00	30.00	0.0%
Firewood					
	Firewood (logs) per transit load delivered - Within District	5%	150.00	150.00	0.0%
	Firewood (logs) per half transit load delivered - Within District	5%	95.00	95.00	0.0%
	Delivery within 5 miles of district boundary		5.00	5.00	0.0%
Logs					
	1 Bag	5%	4.00	4.00	0.0%
	1 Bag for wholesale			2.00	
Stakes					
	6ft Chestnut rustic fencing stakes (pointed end) each	Standard	2.75	2.75	0.0%
	6ft Chestnut rustic fencing stakes (pointed end) (more than 50)	Standard	2.50	2.50	0.0%
Rustic Bench					
	Rustic bench wth back		345.00	345.00	0.0%
	Made from local claimed materials	Standard	245.00	245.00	0.0%
Open Spaces					
Memorials					
	Formal bench including five year maintenance agreement	Non-Vatable	625.00	625.00	0.0%
	Backed bench including five year maintenance agreement	Non-Vatable	430.00	430.00	0.0%
	Unbacked bench including five year maintenance agreement	Non-Vatable	330.00	330.00	0.0%
	Tree planting includes cost of tree.	Non-Vatable	150.00	150.00	0.0%
	Burial of pet ashes does not include memorial cost	Standard	60.00	60.00	0.0%

Item 3, Appendix 4

ENVIRONMENTAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Commercial use of open spaces					
Costs for licensed organisations to use open spaces for events.					
	- 'Low key' commercial use – e.g. Dog Walking Companies, 'Boot Camp' style fitness sessions where operators charge participants. (per annum)	Non-Vatable	300.00	300.00	0.0%
	- General community events which are free at the point of entry (e.g. Sponsored Walks, Race for Life, Schools Orienteering).	Non-Vatable			
	- Not for profit and commercial interest companies, special interest events, for which an entrance charge is made to help cover the organiser's costs. (per day)	Non-Vatable	200.00	200.00	0.0%
	- Fully commercial, profit making events – e.g. Music concerts markets etc. (per event).	Non-Vatable	1,000.00	1,000.00	0.0%
Access Licences					
	General Access Licences on to open spaces	Non-Vatable	£30	£30	0.0%
Tree Works					
	Work on Council trees for which there is no safety case. Hourly rate	Standard	£57	£57	0.0%
	Trading Pitch in Open Spaces (Renewable every three years) subject to a tendering process		Competitive tender		
Fixed Penalty Notices					
Fixed Penalty notices can be awarded for a number of offences and range in value, a detailed listing can be found on the					
Lost, Found or Stray Dogs					
	Statutory fee	Non-Vatable	80.00	80.00	0.0%
	Daily kennelling fee	Non-Vatable	14.00	14.00	0.0%
	- plus vet fees if necessary				0.0%
	Microchip at the Kennels	Non-Vatable	19.00	19.00	0.0%
Wheeled Bins					
	Set of 3 wheeled bins for new housing developments	Non-vatable	168.00	168.00	0.0%
	- charge levied on developer				
	- bins provided for recycling service				
Bulky Waste Collection					
Collection of bulky waste (household furniture) and electrical household items					
	- For one item	Non-Vatable	12.00	15.00	25.0%
	- Each additional item booked at same time	Non-Vatable		7.00	
Cemeteries					
Interments In Graves or Vaults					
	Interment Fee (New grave or re-open) :				
	- Still Born - Under 1 Month	Non-Vatable	No Charge	No Charge	
	- Under 12 Years	Non-Vatable	No charge	No charge	
	- Over 12 Years	Non-Vatable	672.00	679.00	1.0%
	Exclusive Right of Burial (50% reduction for child under 12 buried in children's area)	Non-Vatable	751.00	759.00	1.1%
	For the Interment of a Cremation Casket in a purchased grave	Non-Vatable	252.00	255.00	1.2%
Interments in Cremation Plots					
	Interment Fee (New Grave or reopen)	Non-Vatable	252.00	255.00	1.2%
	Exclusive Right of Burial	Non-Vatable	383.00	387.00	1.0%

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ENVIRONMENTAL SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase
Columbarium at Rayleigh cemetery			0.00	
Cost to scatter ashes including an engraved plaque on the memorial wall	Non-Vatable	410.00	414.00	1.0%
Cost for engraved plaque on memorial wall without scattering ashes	Non-Vatable	359.00	363.00	1.1%
Cost to inter ashes in Columbarium, including supply and engraving of memorial plaque for a period of 15 years with a renewal fee of £103 for a further 15 years	Non-Vatable	923.00	932.00	1.0%
Cost to inter ashes in Columbarium, including supply and engraving of memorial plaque for a period of 30 years	Non-Vatable	923.00	932.00	1.0%
Cost of second set of ashes in Columbarium, including engraving memorial plaque	Non-Vatable	359.00	363.00	1.1%
Coloured, enamelled picture of the deceased to the plaque on the Memorial Wall or Columbarium	Non-Vatable	123.00	124.00	0.8%
15 year renewal fee	Non-Vatable	103.00	104.00	1.0%
Rayleigh Cemetery Monuments, Headstones and Inscriptions				
Earthen Graves A headstone set on a base with or without kerbstone surround is permitted.				
Headstone maximum height 91.4 cm from ground level, a maximum of 10.2 cm thick and 76.2 cm wide at its maximum width. A base of the same material maximum size 91.4 cm long 38.1 cm wide.	Non-Vatable	176.00	178.00	1.1%
Kerbstone or border stone (height not exceeding 30.5cm)	Non-Vatable	176.00	178.00	1.1%
Cremation plots				#DIV/0!
Memorials on cremation plots can vary in forms of memorial vase/inscription panel, open books etc, but restricted to a maximum height of 30.5 cm	Non-Vatable	176.00	178.00	1.1%
Kerbstone around a cremation plot (76cm x 76cm)	Non-Vatable	176.00	178.00	1.1%
Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	Non-Vatable	176.00	178.00	1.1%
Any additional inscription on a memorial	Non-Vatable	76.00	77.00	1.3%
Hall Road Cemetery Monuments, Headstones and Inscriptions				
Earthen Graves Since this is a Lawn Cemetery the only memorial permitted will be in the form of a headstone set on a base				
Maximum Height 91.4 cm from ground level, a maximum of 10.2 cm thick and 76.2 cm wide at its maximum width. A base of the same material maximum size 91.4 cm long 38.1 cm wide	Non-Vatable	172.00	174.00	1.2%
Cremation plots				
A memorial vase/inscription panel only is permitted. Size not to exceed 61 cm x 30.5 cm 23 cm x 23cm.	Non-Vatable	172.00	174.00	1.2%
Side panel for additional inscription. Size not to exceed 23 cm x 23 cm to match existing memorial	Non-Vatable	172.00	174.00	1.2%
Any additional inscription on a memorial	Non-Vatable	74.00	75.00	1.4%

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ENVIRONMENTAL SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase
NOTE: Flagstone and kerbstones are not applicable to Hall Road Cemetery				
NOTE: If the deceased had not been a Council Taxpayer, inhabitant or parishioner within the Rochford District				
Exhumation Charge				
Each exhumation will be recharged on an actual costs basis plus VAT	Standard			
Additional Fees				
Registering Transfer of grant	Non-Vatable	82.00	82.00	0.0%
Funerals Administration				
National Assistance Act Funerals administration Fee	Standard	540.00	540.00	0.0%
Transportation				
Hackney Carriage				
Vehicle Licence				
Hackney Carriage Vehicle Licence	Non-Vatable	250.00	250.00	0.0%
Wheelchair Accessible Hackney Carriage Vehicle Licence	Non-Vatable	200.00	200.00	0.0%
Private Hire Vehicle Licence	Non-Vatable	200.00	200.00	0.0%
Wheelchair Accessible Private Hire Vehicle Licence	Non-Vatable	150.00	150.00	0.0%
Other Charges				
Interim Vehicle Inspection	Non-Vatable	30.00	30.00	0.0%
Replacement Vehicle Licence Plate	Non-Vatable	10.00	10.00	0.0%
Replacement Drivers Badge	Non-Vatable	10.00	10.00	0.0%
Replacement Door Stickers x 2	Non-Vatable	10.00	10.00	0.0%
Replacement Flexiplate Platform	Non-Vatable	10.00	10.00	0.0%
Change of Vehicle	Non-Vatable	50.00	50.00	0.0%
Transfer of Interest	Non-Vatable	20.00	20.00	0.0%
Temporary Magnetic Door Sticker x 2 (Refundable deposit)	Non-Vatable	20.00	20.00	0.0%
Driver Licences				
Hackney Carriage AND Private Hire Drivers Licence combined				
- First Application (inclusive of up to 4 knowledge tests)	Non-Vatable	120.00	120.00	0.0%
- Additional knowledge tests	Non-Vatable	20.00	20.00	0.0%
- Renewal	Non-Vatable	60.00	60.00	0.0%
Private Hire Drivers Licence (Restricted)				
- First Application (inclusive of up to 4 knowledge tests)	Non-Vatable	100.00	100.00	0.0%
- Additional knowledge tests	Non-Vatable	20.00	20.00	0.0%
- Renewal	Non-Vatable	50.00	50.00	0.0%
DVLA Check	Non-Vatable	6.00	6.00	0.0%
Data and Barring Service Disclosure	Non-Vatable	44.00	44.00	0.0%
Private Hire Operators Licences				
Annual Licence - Up to 3 vehicles/ per annum	Non-Vatable	70.00	70.00	0.0%
Annual Licence - Over 3 vehicles	Non-Vatable	100.00	100.00	0.0%

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ENVIRONMENTAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Car Parks					
	Old Ship Lane				
	Up to 1/2 hour	Inclusive	0.50	0.60	20.0%
	Up to 1 Hour	Inclusive	1.00	1.20	20.0%
	Up to 2 Hours	Inclusive	1.70	1.80	5.9%
	Up to 4 Hours	Inclusive	2.90	3.00	3.4%
	Websters Way/ Mill Hall				
	Up to 1/2 hour	Inclusive	0.50	0.60	20.0%
	Up to 1 Hour	Inclusive	1.00	1.20	20.0%
	Up to 2 Hours	Inclusive	1.70	1.80	5.9%
	Up to 3 Hours	Inclusive	2.40	2.40	0.0%
	Up to 4 Hours	Inclusive	2.90	3.00	3.4%
	Hockley Woods				
	Up to 1 Hour	Inclusive	0.20	0.30	50.0%
	Up to 2 Hours	Inclusive	0.40	0.50	25.0%
	Up to 3 Hours	Inclusive	0.60	0.70	16.7%
	Up to 4 Hours	Inclusive	1.00	1.50	50.0%
	All Day	Inclusive	3.00	3.00	0.0%
	Annual Season Ticket	Inclusive	500.00	500.00	0.0%
	Cherry Orchard Country Park				
	Up to 1 Hour	Inclusive		0.30	
	Up to 2 Hours	Inclusive		0.50	
	Up to 3 Hours	Inclusive		0.70	
	Up to 4 Hours	Inclusive		1.50	
	All Day	Inclusive		3.00	
	Mixed (including Freight House)				
	Up to 1/2 hour	Inclusive	0.50	0.60	20.0%
	Up to 1 Hour	Inclusive	1.00	1.20	20.0%
	Up to 2 Hours	Inclusive	1.70	1.80	5.9%
	Up to 3 Hours	Inclusive	2.40	2.40	0.0%
	Up to 4 Hours	Inclusive	2.90	3.00	3.4%
	Up to 5 Hours	Inclusive	3.60	3.60	0.0%
	All Day	Inclusive	5.00	5.50	10.0%
	The Approach				
	Day Ticket	Inclusive	4.00	4.50	12.5%

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ENVIRONMENTAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Season Tickets					
	The Approach, Rayleigh				
	Quarterly	Inclusive	200.00	200.00	0.0%
	Annual	Inclusive	700.00	700.00	0.0%
	Admin Fee for Refund of Season Ticket	Inclusive	30.00	30.00	0.0%
	All RDC Car Parks Excluding The Approach, Rayleigh				
	Quarterly	Inclusive	240.00	240.00	0.0%
	Annual	Inclusive	800.00	800.00	0.0%
	Admin Fee for Refund of Season Ticket	Inclusive	30.00	30.00	0.0%
	Market Traders				
	Valid for 3 months Tuesdays at the Freight House car park, Rochford and Wednesdays in the Market car park, Rayleigh		104.00	104.00	0.0%
	Valid for 3 months on Tuesdays at the Freight House car park, Rochford only		52.00	52.00	0.0%
	Valid for 3 months on Wednesdays at the Market car park, Rayleigh only - £52	Inclusive	52.00	52.00	0.0%
Mobile Phone Payment					
	Transaction fee (charged by 3rd party)	Inclusive	0.20	0.20	0.0%
	Text Receipt (Can opt out online)	Inclusive	0.10	0.10	0.0%
	Text Reminder (Can opt out online)	Inclusive	0.10	0.10	0.0%
Penalties					
	Higher Penalty Charge:-				
	If paid within 14 days	Non-Vatable	35.00	35.00	0.0%
	If unpaid after 14 days	Non-Vatable	70.00	70.00	0.0%
	If charge certificate issued	Non-Vatable	105.00	105.00	0.0%
	If traffic enforcement centre involved	Non-Vatable	112.00	112.00	0.0%
	Lower Penalty Charge:-				
	If paid within 14 days	Non-Vatable	25.00	25.00	0.0%
	If unpaid after 14 days	Non-Vatable	50.00	50.00	0.0%
	If charge certificate issued	Non-Vatable	75.00	75.00	0.0%
	If traffic enforcement centre involved	Non-Vatable	82.00	82.00	0.0%
Staff Parking Permits					
	South Street Office Car Parks	Inclusive	400.00	400.00	0.0%
	Other Car Parks	Inclusive	200.00	200.00	0.0%
Commercial Parking					
	Commercial use of an off-street parking space (per bay)				
	- First day	Non-Vatable	20.00	20.00	0.0%
	- Each day thereafter	Non-Vatable	7.50	7.50	0.0%

Key to VAT:	
Non-Vatable	No VAT to be added to the published fee.
Inclusive	The VAT charge is included in the published fee
X%	VAT needs to be added to the published fee at the rate stated.
Standard	VAT needs to be added to the published fee at the current standard rate. As at April 2012, the standard rate is 20%.

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ENVIRONMENTAL SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase

Description of Offence - Fixed Penalty Notices	Act	Penalty if paid early	Maximum Penalty conviction
1. Dropping Litter (including gum & cigarettes)	S87/8 EPA 1990 amended by S18 CNEA	£50	£2,500
2. Abandonment of Vehicle	S2 & 2A RD (A) Act 1978	£120	£2,500
3. Failure to remove dogs mess	S3 Dogs (FL) Act 1996	N/A	£1,000
4. Sale of vehicles on road	S3 CNEA 2005	£80	£2,500
5. Repair of vehicles on a road	S4 CNEA 2005	£80	£2,500
6. Waste Bin Offences	S46 & S47(ZA) EPA 1990	£60	£1,000
7. Graffiti	S43&44 ASBA 03, S1 CDA	£50	£5,000
8. Fly Posting	S43&44 ASBA 03, S224 TCPA	£50	£2,500
9. Failure to comply with a street litter control notice	S94 & 94A EPA 1990	£60	£2,500
10. Failure to comply with a litter clearing notice	S92 & S94 EPA 1990	£60	£2,500
11. Cycling on footpath	S72 HA 1835	N/A	N/A
12. No smoke free signage	S6 & 9 Health Act 2006	£150 (15D)	£1,000
13. Smoking in a smoke free place	S7 & 9 Health Act 2006	£30 (15D)	£200
14. Failure to produce waste documents	S34 EPA 1990	£180	Unlimited
15. Failure to produce a Waste Carriers Licence	S5 & 5b COP(A) Act 1989	£180	Unlimited
16. Noise from dwelling	S8 Noise Act 1996	£60	£5,000
17. Noise from Licensed Premises	S8 Noise Act 1996	N/A	£20,000
18. Leaflet Distribution on designated land	Sch 3A EPA 1990	£50	£2,500
19. Offences under Dog Control Orders	S59 CNEA 2005	£60	£1,000

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LEGAL SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Licenses					
	Dangerous Wild Animals Act 1976	Non-Vatable	157.00	157.00	0.0%
	Animal Boarding Establishment Act 1963	Non-Vatable	189.00	189.00	0.0%
	Riding Establishments Act 1964				
	- Non Charitable	Non-Vatable	234.00	234.00	0.0%
	- Charitable	Non-Vatable	87.00	87.00	0.0%
	Mid year Vet inspection	Non-Vatable	licence fee.	Remove. Unused as cost factored in to Licence fee.	
	Pet Animals Act 1951 & Breeding of Dogs Act 1973	Non-Vatable	184.00	184.00	0.0%
	Home Boarding of Dogs	Non-Vatable	153.00	153.00	0.0%
	<i>The above fees are subject to additional charges for consultants or inspection fees</i>	Non-Vatable			
Zoo Licensing					
	Application for grant of first licence	Non-Vatable	433.00	433.00	0.0%
	Application for renewal of licence	Non-Vatable	245.00	245.00	0.0%
	Alteration of licence	Non-Vatable	133.00	133.00	0.0%
	Transfer of licence	Non-Vatable	133.00	133.00	0.0%
	<i>The above fees are subject to additional charges for consultants or inspection fees</i>				
Scrap Metal Dealers					
	Site Licence - Initial application	Non-Vatable	344.00	344.00	0.0%
	Site - Renewal	Non-Vatable	274.00	274.00	0.0%
	Site - Variation	Non-Vatable	66.00	66.00	0.0%
	Collectors Licence - Initial application	Non-Vatable	228.00	228.00	0.0%
	Collectors - Renewal	Non-Vatable	190.00	190.00	0.0%
	Collectors - Variation	Non-Vatable	66.00	66.00	0.0%
Alcohol, Regulated Entertainment & Late Night Refreshment Licence Fees:					
These are prescribed by regulations issued under the Licensing Act 2003 and vary dependent on the application type,					
Sex Establishments					
	Grant, renewal, variation or transfer (£2,040 refunded if no hearing)	Non-Vatable	2,410.00	2,410.00	0.0%
Sexual Entertainment Venues					
	Grant, renewal, variation or transfer (£2,040 refunded if no hearing)	Non-Vatable	2,900.00	2,900.00	0.0%
Other Establishments					
	Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing & electrolysis	Non-Vatable	209.00	209.00	0.0%
	Hypnotism Consent	Non-Vatable	32.50	32.50	0.0%
Gambling Licence Fees					
	Betting Office - grant/ provisional statement - £2,040 refunded if no hearing	Non-Vatable	2,490.00	2,490.00	0.0%
	Annual Fee	Non-Vatable	199.00	199.00	0.0%
	Variation	Non-Vatable	280.00	280.00	0.0%
	Transfer/ Reinstatement	Non-Vatable	245.00	245.00	0.0%
	Adult Gaming Centre - grant/ provisional statement £1,600 refunded if no hearing	Non-Vatable	2,000.00	2,000.00	0.0%
	Annual Fee	Non-Vatable	199.00	199.00	0.0%
	Variation	Non-Vatable	280.00	280.00	0.0%
	Transfer/ Reinstatement	Non-Vatable	255.00	255.00	0.0%
	Bingo Club - grant/ provisional statement £2,040 refunded if no hearing	Non-Vatable	2,490.00	2,490.00	0.0%
	Annual Fee	Non-Vatable	199.00	199.00	0.0%
	Variation	Non-Vatable	195.00	195.00	0.0%
	Transfer/ Reinstatement	Non-Vatable	255.00	255.00	0.0%
	Family Entertainment Centre - grant/ provisional statement £1,600 refunded if no hearing	Non-Vatable	2,000.00	2,000.00	0.0%
	Annual Fee	Non-Vatable	199.00	199.00	0.0%
	Variation	Non-Vatable	280.00	280.00	0.0%
	Transfer/ Reinstatement	Non-Vatable	255.00	255.00	0.0%

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LEGAL SERVICES				
Fees & Charges	VAT	2015/16 £	2016/17 Fee £	% Increase
Street Trading				
Street Trading Consent - Issue (annual)	Non-Vatable	255.00	255.00	0.0%
Street Trading Consent - Renewal (annual)	Non-Vatable	255.00	255.00	0.0%
Pavement Permissions - Issue (annual)	Non-Vatable	255.00	255.00	0.0%
Pavement Permissions - Renewal (annual)	Non-Vatable	255.00	255.00	0.0%
Street Trading - community events 1 day	Non-Vatable	0.00	0.00	
S106 Agreements				
S106 Agreements - Single Domestic Dwellings	Non-Vatable	137.70	137.70	0.0%
S106 Agreements - Hourly Charge for Solicitor with over 8 years experience	Non-Vatable	221.34	221.34	0.0%
S106 Agreements - Hourly Charge for Solicitor/Legal Exec with over 4 years experience	Non-Vatable	195.84	195.84	0.0%
S106 Agreements - Hourly Charge for Other Solicitors/Legal Execs	Non-Vatable	164.22	164.22	0.0%
S106 Agreements - Hourly Charge for Trainee Solicitors, Paralegals and Equivalentents	Non-Vatable	120.36	120.36	0.0%
Public Footpaths				
Diversion, Extinguishment or Creation	Non-Vatable	1,785.00	1,785.00	0.0%
Access to Land				
Access to Land	Non-Vatable	25.50	25.50	0.0%
Covenant Certificates				
Where covenants exist a certificate required on sale of property.	Non-Vatable	51.00	51.00	0.0%
Local Land Charges				
Fees for Supplementary Enquiries				
Where relating to one parcel of land only	Non-Vatable	176.00	176.00	0.0%
Where relating to several parts of land and delivered on a single form:- for the first parcel of land	Non-Vatable	176.00	176.00	0.0%
For each additional parcel of land the amount is fixed by arrangements between the solicitors and the district council	Non-Vatable	32.00	32.00	0.0%
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.	Non-Vatable	21.00	21.00	0.0%
For each further enquiry added by solicitors and which the council is willing to answer.	Non-Vatable	37.00	37.00	0.0%
Data Protection Act 1998				
Subject Access Request	Non-Vatable	10.00	10.00	0.0%

Freedom of Information Requests	Standard
Based on the copy per sheet fee above, and royal mail postage costs. Charge will only be made where Statutory Fee - Charges for officer time may also be made if the time required to process a request is in 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	

Key to VAT:	
Non-Vatable	No VAT to be added to the published fee.
Inclusive	The VAT charge is included in the published fee
X%	VAT needs to be added to the published fee at the rate stated.
Standard	VAT needs to be added to the published fee at the current standard rate. As at April 2012, the standard rate is 20%.

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PLANNING SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
Planning					
High Hedges					
	Standard Fee for processing a high hedges complaint	Non-Vatable	410.00	410.00	0.0%
	Fee for processing a high hedges complaint - Concessionary (Benefits & Pensions)		120.00	120.00	0.0%
Pre-planning advice					
	Any proposal not meeting the categories below will be subject to a fee arranged by negotiation.				
	Generic written advice only without officer viewing the site				
	Householder (Extensions, alterations, outbuildings etc)	Standard	55.00	55.00	0.0%
	Small (1 dwelling or up to 999 sqm commercial floor area including small changes to plant and other alterations)	Standard	250.00	250.00	0.0%
	Minor (2-9 dwellings or 1000-1,999 sqm)	Standard	250.00	250.00	0.0%
	Major (10-99 dwellings or 2,000-4,999 sqm)	Standard	770.00	770.00	0.0%
	Strategic (>100 dwellings or >5,000 sqm)	Standard	n/a	n/a	
	Listed Building	Standard	200.00	200.00	0.0%
	On all major and strategic pre-application submissions and certain other submissions as considered necessary, advice will be required from Urban Design at Essex County Council at the additional fee rate set out below:				
	Meeting with Written advice				
	Householder		120.00	120.00	0.0%
	Small	Standard	300.00	300.00	0.0%
	Minor (1 Meeting up to 2 hours)	Standard	420.00	420.00	0.0%
	Major (1 Meeting up to 3 hours)	Standard	1,000.00	1,000.00	0.0%
	Strategic (1 Meeting up to 3 hours)	Standard	1,500.00	1,500.00	0.0%
	alternatively Strategic (2 Meetings)	Standard	2,250.00	2,250.00	0.0%
	alternatively Strategic (package of up to 6 Meetings)	Standard	7,900.00	7,900.00	0.0%
	Listed Building	Standard	395.00	395.00	0.0%
	Follow-up				
	Householder	Standard	120.00	120.00	0.0%
	Small	Standard	180.00	180.00	0.0%
	Minor	Standard	240.00	240.00	0.0%
	Major	Standard	700.00	700.00	0.0%
	Strategic	Standard	1,100.00	1,100.00	0.0%
	Listed Building	Standard	260.00	260.00	0.0%
	Retrospective Developments				
	Fee for advice where development is undertaken before planning permission application	Standard	e Application Fee	20% of Pre Application Fee	
Planning Applications					
	Fast Track Validation Charge				
	Householder		35.00	35.00	0.0%
	Other Applications		80.00	80.00	0.0%
	Major Applications		Not applicable	Not applicable	
Planning Performance Agreements					
	Strategic				
	100+ units	Standard	3,000	3,000	0.0%
	5,000 sqm+ commercial floor space	Standard			
	Site is 3 ha+	Standard			
	Large Major				
	50 - 99 units	Standard	2,500	2,500	0.0%
	2,000 - 4,999 sqm commercial floor space	Standard			
	Site is 2 - 3 ha	Standard			
	Standard Major				
	10 - 49 units	Standard			

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PLANNING SERVICES					
Fees & Charges		VAT	2015/16 £	2016/17 Fee £	% Increase
	1,000 - 1,999 sqm commercial floor space	Standard	2,000	2,000	0.0%
	Site is 1 - 2 ha	Standard			
Plans					
	Replacement Local Plan (2006)		100.00	100.00	0.0%
	Replacement Local Plan - Inspectors' Report)	Non-Vatable	55.00	55.00	0.0%
	Core Strategy	Non-Vatable	25.00	25.00	0.0%
	Annual Monitoring Report	Non-Vatable	10.00	10.00	0.0%
	Local Development Scheme	Non-Vatable	40.00	40.00	0.0%
	Statement of Community Involvement	Non-Vatable	5.00	5.00	0.0%
	Conservation Area Appraisal	Non-Vatable	5.00	5.00	0.0%
	Supplementary Planning Documents	Non-Vatable	10.00	10.00	0.0%
Research Charge					
	Undertaking history research and interpretations on status of current permissions, conditions or uses. Charge is per site for 2 hours work. If additional time is required, charge to be based on £55 per hour	Standard	55.00	55.00	0.0%
Building Control					
	These fees can be obtained from the building control pages on the Rochford District Council website.				

Key to VAT:	
Non-Vatable	No VAT to be added to the published fee.
Inclusive	The VAT charge is included in the published fee
X%	VAT needs to be added to the published fee at the rate stated.
Standard	VAT needs to be added to the published fee at the current standard rate. As at April 2012, the standard rate is 20%.

Item 3, Appendix 4

H01 (1 Plot)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
15/00471/DOMBN1	5	1	1		7	£434.00	~	~	£539.05	8 1/2	£105.05
14/00360/DOMBN1	6	1	1		8	£496.00	~	~	£539.05	8 1/2	£43.05
15/00510/DOMFP1	4	1	2		7	£434.00	£127.91	£411.14	£539.05	8 1/2	£105.05
14/00032/DOMFP1	6	1	2		7 1/2	£465.00	£127.91	£411.14	£539.05	8 1/2	£74.05
14/00129/DOMFP1	8	1	2		9	£558.00	£127.91	£411.14	£539.05	8 1/2	-£18.95
14/00471/DOMFP1	9	1	2		9 3/4	£604.50	£127.91	£411.14	£539.05	8 1/2	-£66.45

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

2

14

H02 (2 Plots)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No completed applications in past 3 years											

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

0

6

H03 (3 Plots)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
15/00080/DOMBN3	10	1		1/2	11 1/2	£713.00	~	~	£1,081.15	17 1/2	£368.15
No completed full plans in past 3 years											

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

1

3

H04 (4 Plots)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No completed applications in past 3 years											

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

0

1

H05 (5 Plots)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
13/00182/DOMFP5	8	1	4	1/2	11 1/2	£713.00	289.32	1142.06	£1,431.38	23	£718.38
No Building Notices applications in past 3 years											

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

0

0

F01 (1 Flat)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
13/00607/DOM8NA	6	1			7	£434.00	~	~	£532.98	8 1/2	£98.98
14/00495/DOMFPA	4	1	2	1/2	6	£372.00	£152.28	£319.78	£472.06	7 1/2	£100.06

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

0

0

F02 (2 Flats)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No Building Notice applications completed in past 3 years											
14/00555/DOMFPB	1	1	2	1/2	4 1/2	£279.00	£167.50	£319.78	£487.28	7 3/4	£208.28

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

0

0

F03 (3 Flats)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
14/00335/DOMFPC	6	1	3	1/2	10 1/2	£651.00	£213.13	£546.86	£759.99	12 1/4	£108.99
No Building Notice applications completed in past 3 years											

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

0

0

F04 (4 Flats)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No Building Notice applications completed in the past 3 years											
13/00210/DOMFPD	13	1	3	1	18	£1,116.00	243.64	685.24	£928.88	4 1/2	-£187.12

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

0

1

F05 (5 Flats)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No Building Notice applications completed in the past 3 years											
13/00438/DOMFPE	17	1	4	1	23 3/4	£1,472.50	£365.46	£776.60	£1,142.06	18	-£330.44

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

0

0

CV01 (Conversion to house)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No applications completed in the past 3 years											

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

1

0

CV02 (Conversion to flat)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[2]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No applications completed in the past 3 years											

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015

FP 2015

0

0

Item 3, Appendix 4

DW01 (less than 10m ²)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
15/00013/DEXBN1	7	1			8	£496.00	~	~	£310.64	5	£185.36
15/00135/DEXBN1	10	1			11	£682.00	~	~	£310.64	5	£371.36
15/00443/DEXBN1	8	1			9	£558.00	~	~	£310.64	5	£247.36
15/00319/DEXFP1	5	1	1		5 3/4	£356.50	~	~	£310.64	5	£45.86
15/00421/DEXFP1	5	1	1		5 3/4	£356.50	~	~	£310.64	5	£45.86
14/00092/DEXFP1	7	1	1		7 1/4	£449.50	~	~	£310.64	5	£138.86

^[1] Estimated time

^[2] Included in vetting

^[3] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
25

FP 2015
13

DW02 (10m ² to 40m ²)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
15/00087/DEXBN2	7	1		1/2	8 1/2	£527.00	~	~	£456.83	7	£70.17
15/00340/DEXBN2	8	1		1/2	9 1/2	£589.00	~	~	£456.83	7	£132.17
15/00380/DEXBN2	7	1		1/2	8 1/2	£527.00	~	~	£456.83	7	£70.17
15/00253/DEXFP2	7	1	1 1/2	1/2	7 3/4	£480.50	£127.91	£274.10	£402.01	6 1/2	£78.49
15/00221/DEXFP2	6	1	1 1/2	1/2	7	£434.00	£127.91	£274.10	£402.01	6 1/2	£31.99
15/00133/DEXFP2	8	1	1 1/2	1/2	8.5	£527.00	£127.91	£274.10	£402.01	6 1/2	£124.99

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
41

FP 2015
71

DW03 (40m ² to 100m ²)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
15/00130/DEXBN3	4	1		1/2	5 1/2	£341.00	~	~	£596.92	9 1/2	£255.92
14/00179/DEXBN3	5	1		1/2	6 1/2	£403.00	~	~	£596.92	9 1/2	£193.92
14/00104/DEXFP3	9	1	2	1/2	9 3/4	£604.50	£143.14	£462.37	£605.51	7 3/4	£1.01
14/00332/DEXFP3	7	1	2	1/2	8 1/4	£511.50	£143.14	£462.37	£605.51	7 3/4	£94.01
14/00631/DEXFP3	7	1	2	1/2	8 1/4	£511.50	£143.14	£462.37	£605.51	7 3/4	£94.01

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
6

FP 2015
1

DW04 (2 or 3 less than 40m ²)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
15/00026/DEXBN4	9	1		1/2	10 1/2	£651.00	~	~	£628.57	10	£22.43
14/00706/DEXBN4	8	1		1/2	9 1/2	£589.00	~	~	£628.56	8 1/2	£62.14
15/00038/DEXFP4	7	1	2 1/2	1/2	8 3/4	£542.50	£152.28	£319.78	£472.06	7 1/2	£70.44
14/00134/DEXFP4	12	1	2 1/2	1/2	12 1/2	£775.00	£283.22	£274.10	£557.32	9	£217.68
14/00708/DEXFP4	14	1	2 1/2	1/2	14	£868.00	£152.28	£319.78	£472.06	7 1/2	£395.94

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
8

FP 2015
10

DW05 (2 or 3 40m ² to 100m ²)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
14/00236/DEXBN5	11	1		1/2	12 1/2	£775.00	~	~	£4816.79	13	£41.79
14/00221/DEXFP5	10	1	3	1/2	11 1/2	£713.00	£167.50	£487.28	£654.78	10 1/2	£58.22
14/00275/DEXFP5	5	1	3	1/2	7 3/4	£480.50	£167.50	£487.28	£654.78	10 1/2	£174.28
14/00423/DEXFP5	6	1	3	1/2	8 1/2	£527.00	£167.50	£487.28	£654.78	10 1/2	£127.78

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
2

FP 2015
13

DW06 (carport etc ext.)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
14/00056/DEXBN6	5	1			6	£372.00	~	~	£380.69	6	£8.69
14/00537/DEXFP6	4	1	1 1/2		5 1/2	£341.00	~	~	£310.64	5	£30.36

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
0

FP 2015
1

DW07 (single storey detached)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
14/00524/DEXBN7	10	1	2	1/2	13 1/2	£817.00	~	~	£380.67	6	£456.33

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
2

FP 2015
4

DW08 (loft conversions)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
15/00006/DEXBN8	8	1		1/2	9 1/2	£589.00	~	~	£481.19	6 3/4	£107.81
15/00111/DEXBN8	3	1		1/2	4 1/2	£278.00	~	~	£481.19	6 3/4	£202.19
15/00538/DEXBN8	4	1		1/2	5 1/2	£341.00	~	~	£481.19	6 3/4	£140.19
14/00011/DEXFP8	6	1	2 1/2	1/2	8	£496.00	£127.90	£274.10	£402.00	6 1/2	£94.00
14/00313/DEXFP8	4	1	2 1/2	1/2	6 1/2	£403.00	£158.36	£274.10	£432.46	7	£29.46
14/00625/DEXFP8	7	1	2 1/2	1/2	8 3/4	£542.50	£158.36	£274.10	£498.46	7	£110.04

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
12

FP 2015
27

DW09 (garage conversions)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
15/00084/DEXBN9	5	1			6	£372.00	~	~	£274.70	4 1/2	£97.30
15/00203/DEXBN9	4	1			5	£310.00	~	~	£274.70	4 1/2	£35.30
15/00547/DEXBN9	3	1			4	£248.00	~	~	£274.70	4 1/2	£26.70
15/00262/DEXFP9	4	1	1		5	£310.00	£97.46	£137.05	£234.51	3 3/4	£75.49
14/00066/DEXFP9	9	1	1		8 3/4	£542.50	£97.46	£137.05	£234.51	3 3/4	£307.99
14/00174/DEXFP9	4	1	1		5	£310.00	£97.46	£137.05	£234.51	3 3/4	£75.49

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
25

FP 2015
6

DW12 (Less than £5000)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
14/00523/DALBN4	5	1			6	£372.00	~	~	£158.33	2 1/2	£213.67
15/00004/DALBN3	3	1			4	£248.00	~	~	£203.44	3 1/4	£44.56
15/00204/DALBN3	2	1			3	£186.00	~	~	£203.44	3 1/4	£17.44
15/00599/DALBN3	2	1			3	£186.00	~	~	£203.44	3 1/4	£17.44
14/00109/DALFP3	3	1	1		4 1/4	£263.50	~	~	£158.36	2 1/2	£105.14
14/00197/DALFP3	2	1	1		3 1/2	£217.00	~	~	£158.36	2 1/2	£58.64
14/00406/DALFP3	4	1	1		5	£310.00	~	~	£158.36	2 1/2	£151.64
14/00630/DALFP3	3	1	1		4 1/4	£263.50	~	~	£158.36	2 1/2	£105.14

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
60

FP 2015
11

DW13 (£5000 to £25000)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
15/00348/DALBN4	2	1			3	£186.00	~	~	£335.01	5 1/2	£149.01
15/00437/DALBN4	3	1			4	£248.00	~	~	£203.44	3 1/4	£44.56
14/00077/DALBN4	6	1			7	£434.00	~	~	£335.01	5 1/2	£98.99
14/00467/DALBN4	4	1			5	£310.00	~	~	£335.01	5 1/2	£25.01
14/00595/DALFP4	6	1	1		8	£496.00	£97.45	£182.73	£280.18	3 1/4	£215.82

^[1] Estimated time

^[2] Estimate 45 minutes per inspection for FP & 60 minutes for BN

BN 2015
12

FP 2015
4

DW14 (£25000 to £100000)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[2]
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Item 3, Appendix 4

ND01 (1 storey upto 40m ²)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[1]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
14/00195/OTHP1	2	1	2		4 1/2	£279.00	152.28	274.1	£426.38	5	£147.38
^[1] Estimated time ^[1] Estimate 45 minutes per inspection										FP 2015 3	
NDX01 (1 - 40m ² to 100m ²)	No. of inspection	Admin (Hrs) ^[1]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[1]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No completed applications in past 3 years											
^[1] Estimated time ^[1] Estimate 45 minutes per inspection										FP 2015 6	
ND03 (2 or 3 - upto 40m ²)	No. of inspection	Admin (Hrs) ^[2]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[1]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No completed applications in past 3 years											
^[2] Estimated time ^[1] Estimate 45 minutes per inspection										FP 2015 0	
ND04 (2 or 3 - 40m ² to 100m ²)	No. of inspection	Admin (Hrs) ^[2]	Vetting (Hrs) ^[1]	Structures ^[2]	Total time ^[1]	Total cost	Fee excluding vat			Hrs/fee	Profit?
							Plan	Insp	total		
No completed applications in past 3 years											
^[1] Estimated time ^[1] Estimate 45 minutes per inspection										FP 2015 0	

Item 3, Appendix 4

	Fee code (TABLE A)							
	H01	H02	H03	F01	F02	F03	CV01	CV02
Inspections:								
Commencement								
Excavations	1	2	3		1	1		
DPM/insulation	1	2	3		1	1	1	1
Drains	1	2	3	1	1	1	1	1
Drains test	1	1	1	1	1	1	1	1
First floor	1				1	1		
Roof	1	1			1	1		
Insulation	1	1	1	1	1	1	1	1
Beams & lintels							1	
Other				1				
Occupation								
Completion	1	2	3	1	2	3	1	1
TOTAL	8	11	14	5	9	10	6	5

Inspection FP ^[6]	6	8 1/4	10 1/2	3.75	6 3/4	7 1/2	4 1/2	3 3/4
Inspection BN ^[7]	8	11	14	5	9	10	6	5
Admin	1	1	1	1	1	1	1	1
Plan check	2	2 1/2	3	2 1/2	3	3 1/2	2	2 1/2
Structures	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2
FP fee@£62p/h	£589.00	£759.50	£930.00	£480.50	£697.50	£775.00	£496.00	£480.50
BN fee@£62p/h	£713.00	£930.00	£1,147.00	£558.00	£837.00	£930.00	£589.00	£558.00

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	Fee code (TABLE B)												
	DW01	DW02	DW03	DW04	DW05	DW06	DW07	DW08	DW09	DW10	DW11	DW12	DW13
Inspections:													
Commencement										1	1	1	1
Excavations	1	1	2	1	2	1	1		1				
DPM/insulation	1	1	1	1	1		1		1				
Drains	1	1	1	1	1	1	1						
Drains test ^[5]													
First floor				1	1			1					
Roof	1	1	1	1	1	1	1	1					
Insulation	1	1	1	1	1		1	1	1				
Beams & lintels		1	1		1			1					
Other												1	3
Occupation	1	1	1	1	1	1	1	1	1				
Completion	1	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL	7	8	9	8	10	5	7	6	5	2	2	3	5

^[5] Drains tested on completion

Inspection FP ^[6]	5 1/4	6	6 3/4	6	7 1/2	3 3/4	5 1/4	4 1/2	3 3/4	1 1/2	1 1/2	2 1/4	3 3/4
Inspection BN ^[7]	7	8	9	8	10	5	7	6	5			3	5
Admin	1	1	2	1	1	1	1	1	1	1/2	1/2	1	1
Plan check	1	1 1/2	1	2 1/2	3	1 1/2	2 1/2	1	1	1/2	1/2	1	2
Structures		1/2	1/2	1/2	0.5		1/2						
FP fee@£62p/h	£449.50	£558.00	£635.50	£620.00	£744.00	£387.50	£573.50	£403.00	£356.50	~	~	£263.50	£418.50
BN fee@£62p/h	£558.00	£682.00	£775.00	£744.00	£899.00	£465.00	£682.00	£496.00	£434.00	£155.00	£155.00	£310.00	£496.00

^[6] Assumed 45 minutes per inspection

^[7] Assumed 60 minutes per inspection

FP 2015 (old fees)	£4,038.32	£28,542.71	£569.51	£4,720.60	£8,512.14	£310.63	£1,486.24	£11,676.69	£1,407.06				
FP 2015 (prop fees)	£5,843.50	£39,618.00	£635.50	£6,200.00	£9,672.00	£387.50	£2,294.00	£10,881.00	£2,139.00				
	£1,805.18	£11,075.29	£65.99	£1,479.40	£1,159.86	£76.87	£807.76	£795.69	£731.94				
												£16,406.60	
BN 2015 (old fees)	£7,765.75	£18,730.03	£3,581.52	£5,896.08	£1,474.02	£0.00	£761.38	£5,774.28	£6,867.50				
BN 2015 (prop fees)	£13,950.00	£27,962.00	£3,813.00	£5,952.00	£1,798.00	£0.00	£1,364.00	£5,952.00	£10,850.00				
	£6,184.25	£9,231.97	£231.48	£55.92	£323.98	£0.00	£602.62	£177.72	£3,982.50				
												£20,790.44	
												£37,197.04	

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	Fee code (TABLE C)					
	ND01	ND02	ND03	ND04	ND05	ND06
Inspections:						
Commencement					1	1
Excavations	1	2	1	2		
DPM/insulation	1	1	1	1		
Drains	1	1	1	1		
Drains test ^[5]						
First floor			1	1		
Roof	1	1	1	1		
Insulation	1	1	1	1		
Beams & lintels	1	1		1		
Other					1	3
Occupation	1	1	1	1		
Completion	1	1	1	1	1	1
TOTAL	8	9	8	10	3	5

^[5]Drains tested on completion

Inspection FP ^[6]	6	6 3/4	6	7 1/2	2 1/4	3 3/4
Admin	1	2	1	1	1	1
Plan check	2 1/2	3 1/2	3	4	1 1/2	2 1/2
Structures		1/2	1/2	1/2	1/2	1/2
FP fee@£62p/h	£589.00	£790.50	£651.00	£806.00	£325.50	£480.50

^[6] Assumed 45 minutes per inspection

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TABLE A - NEW DWELLINGS

Dwelling houses, bungalows and flats not exceeding 300m²

Code	Dwelling house les than 4 storeys	Full plans			Building Notice Charge £
		Plan Charge £	Inspection Charge £	Total Charge £	
H01	1 Plot	235.20	471.60	706.80	855.60
H02	2 Plots	303.60	607.80	911.40	1,116.00
H03	3 Plots	372.00	744.00	1,116.00	1,376.40
	Flats				
F01	1 Flat	192.00	384.60	576.60	669.60
F02	2 Flats	279.00	558.00	837.00	1,004.40
F03	3Flats	309.60	620.00	929.60	1,116.00
	Conversion to				
CV01	Single dwelling house	198.00	397.20	595.20	706.80
CV02	Single flat	192.00	384.60	576.60	669.60
	Notifiable Electrical work per dwelling (in addition to the above where applicable)				
ED	If a certificate will not be issued by a Part P registered electrician	240	A charge for a first fix inspection and final testing on completion		

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TABLE B - DOMESTIC WORK TO A SINGLE DWELLING

Code	Extension and New Build	Full plans			Building Notice Charge £
		Plan Charge £	Inspection Charge £	Total Charge £	
DW02	Single storey extension with: a. Floor area less than 40m ²	232.20	446.4	678.60	818.40
DW03	b. Floor area 40m ² to 100m ²	253.20	509.40	762.60	930.00
DW04	2 or 3 storey with: a. Floor area less than 40m ²	247.20	496.80	744.00	922.80
DW05	b. Floor area 40m ² to 100m ²	297.60	595.20	892.80	1,078.80
DW06	Single storey extension comprising a garage, carport etc with floor area less than 100m ² (not exempt)	156.00	309.00	465.00	558.00
DW07	Single storey detached building comprising garage, gym etc with floor area less than 50m ² (not exempt)	229.20	458.40	687.60	818.40
Conversions					
DW08	1 st & 2 nd floor loft conversions	160.80	322.80	483.60	595.20
DW09	Garage conversion	142.80	285.00	427.80	520.80
Alterations (including underpinning)					
DW10	Re-roofing, installation or solar panels or Photovoltaic cells	n/a	n/a	n/a	186.00
DW11	Replacement windows, rooflights or external glazed doors	n/a	n/a	n/a	186.00
DW12	Cost of work; a. Less than £5,000	316.20	Included in plan fee	316.20	372.00
DW13	b. between £5,000 and £25,000	166.80	334.80	501.60	595.20
Notifiable Electrical work per dwelling (in addition to the above where applicable)					
ED	If a certificate will not be issued by a Part P registered electrician	240	A charge for a first fix inspection and final testing on completion		

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TABLE C - OTHER NON-DOMESTIC WORK

Code	Extension and New Build	Full plans		
		Plan Charge £	Inspection Charge £	Total Charge £
ND01	Single storey extension with: a. Floor area less than 40m ²	235.20	471.6	706.80
ND02	b. Floor area 40m ² to 100m ²	306.20	632.40	938.60
ND03	Extension with some part 2 or 3 storeys in height: a. Floor area less than 40m ²	260.40	520.00	780.40
ND04	b. Floor area 40m ² to 100m ²	321.60	645.60	967.20
	Alterations (including underpinning)			
ND05	Cost of work; a. Less than £5,000	390.00	Included in plan fee	390.00
ND06	b. between £5,000 and £25,000	192.00	384.10	576.10
ND08	Replacement windows, rooflights or external glazed doors a. Maximum 20 units	244.86	Included in plan fee	244.86
ND09	b. Exceeding 20 units	116.95	219.28	336.23

Capital Routine Maintenance - 2016/17 - 2019/20

Details	Ref	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Commentary
INFORMATION & COMMUNICATIONS						
<i>Financial Management System</i>	C1	9,000				To upgrade the financial management system
ICT STRATEGY TOTAL		£9,000	£0	£0	£0	
VEHICLES AND EQUIPMENT						
<i>Wheelie bins</i>	C2	45,000	45,000	45,000	45,000	RDC is responsible for providing replacement bins.
VEHICLES AND EQUIPMENT TOTAL		£45,000	£45,000	£45,000	£45,000	
OPERATIONAL ASSETS						
<i>Rayleigh Cemetery</i>	C3		7,500			Resurface roadway within cemetery
<i>St Andrews Churchyard - Closed Cemetery</i>	C4	4,500				To rectify broken section of boundary wall at St, Andrews Churchyard, Rochford.
<i>Cemeteries</i>	C5	20,000				Amount relates to unallocated from c/f figures from previous years. Monies (£20K) needed to prepare land for use.
<i>Depot</i>	C6		15,000			Resurface rear section , flexible construction
<i>Pavilion Refurbishments</i>	C7			10,000		Provision for internal works.
<i>CAB and Old Persons Centre</i>	C9		500			Fixed wire testing with some remedials
OPERATIONAL ASSETS TOTAL		£24,500	£23,000	£10,000	£0	

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CAR PARKS						
<i>Resurfacing rolling programme</i>	C11	30,000		30,000		Rolling 2 Year Programme
<i>Oxford Parade</i>	C12			5,000		Resurface and remark roadway and parking area.
CAR PARKS TOTAL		£30,000	£0	£35,000	£0	
TOWN & VILLAGE IMPROVEMENTS						
<i>Community Funding</i>	C13	15,000	15,000	15,000	15,000	Indicative Capital Element of Small Grants to VCS
TOWN & VILLAGE IMPROVEMENTS TOTAL		£15,000	£15,000	£15,000	£15,000	
PARKS & PLAY FACILITES						
<i>Play spaces</i>	C14	25,000	25,000	25,000	25,000	Provision for replacement play equipment
<i>Parks & Open spaces programme</i>	C15	10,000	10,000	10,000	10,000	General Works provision
<i>Rawreth Recreation Field</i>	C16	2,000				Resurface car park with permeable asphalt material and markings
<i>Rochford Reservoir</i>	C17			3,000		Resurface pedestrian pathway around reservoir
PARKS & PLAY FACILITES TOTAL		£37,000	£35,000	£38,000	£35,000	
OFFICE ACCOMODATION - ROCHFORD						
<i>South Street Offices</i>	C19	3,000				Renewal of canopy between arch and reception
	C17	10,000				Planned usage intensification.
OFFICE ACCOMODATION ROCHFORD TOTAL		£13,000	£0	£0	£0	
HOUSING (Internally funded)						
<i>Home maintenance and adaption grants</i>	C20	50,000	50,000	50,000	50,000	Private Sector Renewal Grants
HOUSING TOTAL (Internally funded)		£50,000	£50,000	£50,000	£50,000	
HOUSING (externally funded)						
<i>Disabled Facilities Grant</i>	C21	250,000	250,000	250,000	250,000	DFG - earmarked funding will reflect actual grant allocation
HOUSING TOTAL (externally funded)		£250,000	£250,000	£250,000	£250,000	
Capital Programme Total		£473,500	£418,000	£443,000	£395,000	

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Funded by:						
<i>Revenue Contribution to Capital</i>		150,000	150,000	150,000	145,000	
<i>Capital Receipts</i>		73,500	18,000	43,000		
<i>Housing Grant DFG - From ECC via Better Care F</i>		250,000	250,000	250,000	250,000	
<i>Investment Fund</i>						
<i>Borrowing</i>						
Total Funding		£473,500	£418,000	£443,000	£395,000	

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Original Capital Programme Items To Be Decommissioned by Council

Details	Original Estimate 16/17	Original Estimate 17/18	Original Estimate 18/19	Original Estimate 19/20	Explanation
<i>Future IT Provision</i>	41,000	50,000	50,000	50,000	Included as part of new concepts.
ICT STRATEGY TOTAL	41,000	50,000	50,000	50,000	
<i>Wheelie Bins</i>	10,000	10,000	10,000	10,000	
<i>Vehicle replacements</i>	56,700	50,000	36,000		Review and rationalisation of fleet.
<i>Equipment replacement programme</i>	20,000	20,000	20,000	20,000	
VEHICLES AND EQUIPMENT TOTAL	86,700	80,000	66,000	30,000	
<i>Car Parks</i>	5,000	40,000	5,000	35,000	
<i>Rochford Offices</i>	20,000	2,000			
<i>Rayleigh Offices</i>		5,500			
<i>Leisure Buildings</i>	20,000		22,500		Rolling programme for car park works.
<i>Pavilion Refurbishments</i>	30,000	30,000	20,000	30,000	Rolling programme of works.
<i>Cherry Orchard Country Park</i>	250,000				The amount c/f from previous years allocation for Management Plan of the park.
OPERATIONAL ASSETS TOTAL	325,000	77,500	47,500	65,000	
<i>Cemeteries</i>	51,800				Agreed as part of original allocation.
<i>Signage Enhancements</i>	5,000	5,000	5,000	5,000	Programme to replace and upgrade the highway directional signage to our facilities.
TOWN & VILLAGE IMPROVEMENTS TOTAL	56,800	5,000	5,000	5,000	
<i>Parks & Open spaces programme</i>	13,000	15,000	12,000	15,000	Enhancement of Open Spaces.
PARKS & PLAY FACILITIES TOTAL	13,000	15,000	12,000	15,000	
<i>Home Adaptation Grants</i>	20,000	20,000	20,000	20,000	
HOUSING TOTAL	20,000	20,000	20,000	20,000	
Total Capital Programme	542,500	247,500	200,500	185,000	

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Original Capital Programme as per MTFS February 2015					
	Assistant Director	Estimate 2016/17	Estimate 2017/18	Estimate 2018/19	Estimate 2019/20
Information & Communications					
ICT Strategy	Transformation	50,000	50,000	50,000	50,000
Vehicles and Equipment					
Wheelie Bins	Environmental	55,000	55,000	55,000	55,000
Vehicle Replacements	Commercial	56,700	50,000	36,000	-
Equipment Replacement Programme	Resources	20,000	20,000	20,000	20,000
Operational Assets					
Cemeteries	Environmental	76,800	7,500		
Rochford Offices	Commercial	23,000	2,000	-	-
Rayleigh Offices	Commercial	-	21,000	-	-
Car Parks	Commercial	35,000	40,000	40,000	35,000
Pavilion Refurbishments	Commercial	30,000	30,000	30,000	30,000

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Town & Village improvements					
Community Funding	Legal	15,000	15,000	15,000	15,000
Signage Enhancements	Commercial	5,000	5,000	5,000	5,000
Parks & Play Facilities					
Play Spaces	Environmental	25,000	25,000	25,000	25,000
Cherry Orchard Jubilee Country Park	Environmental	250,000	-	-	-
Leisure Buildings	Commercial	20,000		22,500	
Parks & Open Spaces Programme	Environmental & Commercial	25,000	25,000	25,000	25,000
Housing					
Home maintenance and Adaptation Grants	Community / Housing	70,000	70,000	70,000	70,000
Disabled Facilities Grants	Community / Housing	250,000	250,000	250,000	250,000
Total Capital Programme		1,006,500	665,500	643,500	580,000

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RDC Earmarked Reserves	Estimated Closing Balance 2015/16	Opening Balance 2016/17	In	Out	Estimated Closing Balance 2016/17
	£	£	£	£	£
Devolution	30,000	30,000	0	0	30,000
Thames Gateway Growth Contribution	30,000	30,000	0	(30,000)	0
Internal Audit	50,000	50,000	0	(50,000)	0
Contractor Provision	46,000	46,000	0	0	46,000
IT Emergency Recovery or New Platform Investment	250,000	250,000	0	(200,000)	50,000
CT Hardship Fund	50,000	50,000	0	0	50,000
Transformation / Innovation Fund / Project Resource	590,000	590,000	0	(295,000)	295,000
Insurance Reserve	36,000	36,000	0	0	36,000
Legal Services	250,000	250,000	0	0	250,000
Contamination	10,000	10,000	0	0	10,000
Elections	20,000	20,000	0	(20,000)	0
Housing (primarily Homelessness reserve)	90,000	90,000	0	0	90,000
Hard & Soft Infrastructure Reserve	0	0	1,306,000	(990,000)	316,000
Total Earmarked Reserve	1,452,000	1,452,000	1,306,000	(1,545,000)	1,173,000