

Mission Statement

To Improve the Quality of Life
For Those Who Live and Work in The District

8 January 2010

Dear Councillor

You are hereby invited to a meeting of the **Policy and Resources Committee** to be held in Committee Room 2, Civic Centre, Portholme Road, Selby on **Tuesday 19 January 2010** commencing at **4pm**.

AGENDA

1. Apologies for Absence and Notice of Substitution

To receive apologies for absence and notification of substitution.

2. Disclosure of Interest

To receive any disclosures of interest in matters to be considered at the meeting in accordance with the provisions of Section 117 of the Local Government Act 1972, and Sections 50, 52 and 81 of the Local Government Act 2000 and the Members' Code of Conduct adopted by the Council.

3. Minutes

To confirm, with the substitution of 'Recommended to Council' for 'Resolved' in minute 423, as a correct record the minutes of the proceedings of the meeting of the Policy and Resources Committee held on 1 December 2009 (pages 4 to 14 attached).

4. Chair's Address to the Policy and Resources Committee

**5. General Fund Budget Estimates, Revenue and Capital Bids
2010/2011 - 2012/13**

Report of Head of Service - Finance (pages 15 to 70 attached).

6. Performance Indicators- April – November 2009

Report of Head of Service - Finance (pages 71 to 75 attached).

7. Referrals from Other Boards and Committees

Social Board 13 January

(a) Private Housing Assistance Policy

(b) Housing Rents and Miscellaneous Charges

(c) Concessionary Fares Scheme Participation Agreement
(to follow)

8. Discretionary Rate Relief Panel

To receive the minutes of the Panel held on 1 December 2009 (pages 76 to 77
attached)

Report for Information

1. Human Resource Indicators

A copy of this report is available in the Members' Room

M Connor
Chief Executive

Disclosure of Interest – Guidance Notes:

- (a) Councillors are reminded of the need to consider whether they have any personal or prejudicial interests to declare on any item on this agenda, and, if so, of the need to explain the reason(s) why they have any personal or prejudicial interests when making a declaration.
- (b) The Democratic Services Officer or relevant Committee Administrator will be pleased to advise you on interest issues. Ideally their views should be sought as soon as possible and preferably prior to the day of the meeting, so that time is available to explore adequately any issues that might arise.

Dates of Future Meetings of the Policy and Resources Committee

Date of Meeting
23 March 2010
18 May 2010

Membership of the Policy and Resources Committee 11 Members

Conservative	Labour
M Crane (Chair)	W Nichols
B Percival (Vice-Chair)	R Packham
E Casling	S Shaw-Wright
D Fagan	
G Ivey	
M Jordan	
J Mackman	
C Metcalfe	

Enquiries relating to this agenda, please contact Ken Robinson on:

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SELBY DISTRICT COUNCIL

Minutes of the proceedings of a meeting of the Policy and Resources Committee held on 1 December 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

413	The Late Rachel Cunliffe
414	Apologies
415	Disclosure of Interests
416	Minutes
417	Chair's address
418	Medium Term Financial Strategy
419	General Fund Budget Exceptions
420	Performance Indicators
421	Treasury Management
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428	Local Development Framework
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431	Collaboration Concordat
432	Private Session
433	Sale of Flats
434	Officer Delegation
435	Selby Transactions

Present: Councillor M Crane in the Chair

Councillors: Mrs E Casling, D Fagan, Mrs G Ivey, M Jordan, J Mackman, C Metcalfe, R Packham, B Percival and S Shaw-Wright

Officials: Chief Executive, Deputy Chief Executive, Strategic Director, Head of Service – Finance, Head of Service – Development Services, Solicitor to the Council, Accountancy Services Manager, Development Policy Manager, Principal Manager (LDF Team), Senior Development Policy Officer (Special Programmes) and Democratic Services Manager.

Press 0
Public 2

413 **The Late Honorary Alderman Rachel Cunliffe**

A minutes silence was held in tribute to the late Honorary Alderman Rachel Cunliffe.

414 **Apologies for Absence and Notice of Substitution**

An apology was received from Councillor W Nichols.

There was no substitute councillor.

415 **Disclosure of Interests**

Councillors J Mackman and S Shaw – Wright declared an interest in minute 435 (Selby - Transactions) as they were members of the Planning Committee.

416 **Minutes**

Resolved:

That the minutes of the proceedings of this Committee held on 29 September and 20 October 2009 be confirmed as a correct record and be signed by the Chair.

417 **Chair's Address to the Policy and Resources Committee**

The Chairman reported that he had written to Councillor Nichols expressing the councils' heartfelt condolences at the death of her mother.

418 **Medium Term Financial Strategy**

The Head of Service – Finance gave councillors a presentation setting out an overview of the Council's current financial position, the financial pressures facing the Council over coming years and the proposed strategy for dealing with these pressures, in order to ensure that the Council had the funds necessary to deliver its corporate plan.

She indicated that the assumptions underpinning the Strategy would be kept under close review and would be updated for any significant changes as part of the Medium Term Financial Planning process.

Resolved: That

- (i) The assumptions in the Financial Strategy be approved;
- (ii) The targets for net revenue budget for 2010/11 to 2012/13 be approved;
- (iii) The targets for savings for 2010/11 to 2012/13 be approved; and
- (iv) Proposals for savings be brought forward as part of the budget process.

419

General Fund Budget Exceptions Report

Councillors received a report of the Operational Management Team which gave an update on budget exceptions for financial year 2009/10 to 30 September 2009 and made recommendations regarding the action to be taken.

Recommended to Council that;

- (i) The report be noted and the actions of officers be endorsed.
Economy Board
- (ii) That Policy and Resources request a draw down from the Buildings Repair Reserve of £3,730 to cover the cost of repairs due to graffiti and vandalism at Tadcaster Bus Station.
Environment Board
- (iii) That the Refuse Collection, Recycling and Street Cleansing budgets be reduced by a total of £39,030 to reflect the savings on inflation in 2009/10.
Social Board
- (iv) That the Leisure Centre budgets (Abbey and Tadcaster) be reduced to reflect savings made from Business Rate refunds.

Policy and Resources Committee

- (v) That additional LABGI grant monies received in 2009/10 of £38,881 be transferred to the Special Projects Reserve as mentioned in paragraph 4.10;
- (vi) That drawdowns from the Building Repairs Reserve totalling £23,410 as set out in paragraph 4.4 of the report be approved;
- (vii) That a drawdown of £42,790 from the Spend to Save Reserve to cover additional pension fund costs be approved;
- (viii) That the budget reductions identified in paragraph iii) and iv) be used to offset potential overspends elsewhere within the General Fund;
- (ix) That a transfer of £630,000 be made from the Buildings Repair Reserve to General Fund Balances;
- (x) That the General Fund budgets be adjusted to reflect the savings expected to be achieved this year as set out in Appendix B, and that the Councils Medium Term Financial Plan be amended to take account of projected savings in 2010/11 and 2011/12 where these are not currently allowed for in the budget.

420

Performance Indicators April – September 2009

The Head of Service – Finance updated councillors on the progress that had been made in April 2009 –September 2009 and which was continuing in 2009/10 on the corporate and statutory National Indicators for which the Committee were responsible.

Resolved: That

- (i) The report be noted; and
- (ii) The staff at Access Selby be thanked for the work they have done particularly with regard to tasks undertaken in connection with revisions to the waste collection arrangements.

421

Treasury Management – Mid Year Update

The Head of Service – Finance submitted a monitoring report on Treasury management for the period 1 April to 30 September 2009. Both borrowing and investment decisions taken in the reporting period were considered in the document.

Resolved: That

- (i) the report be noted and the actions of officers on the Council's treasury activities for the period ending 30 September 2009 be endorsed; and**
- (ii) the reporting of treasury management activities on a quarterly basis be added to the Committees work programme.**

422

Council Tax Base and Classification of Expenditure 2010/11

Councillors received the report from the Head of Service – Finance, which detailed the proposed Council Tax base for 2010/11 and also information relating to the classification of expenditure.

Resolved: That

- (i) Approval be given for the amounts calculated for the District Council's and Parish Councils' tax bases for 2010/11 as set out in the Appendices to the report; and**
- (ii) All Council expenditure, including Land Drainage Board precepts, be treated as general expenses for the purpose of setting the Council Tax.**

423

ICT Server Replacement for Northgate System

The Head of Service – Finance submitted a report seeking approval for the replacement of the server which ran the council's revenues and benefits system. It was essential that the server be replaced in order to prevent a deterioration in the service provided.

Resolved: That

- (i) The server for the Northgate live revenues and benefits be replaced; and**
- (ii) The cost of £21,600 be met from the ICT replacement budget.**

424

Performance Management Software Update

The Head of Service - Finance submitted a report giving details of the procurement of a new performance management system for the Council.

Approval had been given to a budget of £16,000 for the system although the preferred system would cost £23,000. The additional costs would be met by contributions from partners.

Resolved: That

Approval be given to the purchase of the Covalent performance management system at a capital cost of £23,000.

425

Accountancy Additional Resources

Councillors considered a report by the Head of Service – Finance seeking approval to the appointment of temporary staff in the accountancy section at a cost of £36,980.

The additional staff would provide assistance with three major projects, two of which were statutory requirements.

Recommended to Council: That

- (i) Approval be given to the appointment of 1.6 fte temporary employees in the accountancy section at a cost of £36,980;**
- (ii) The accountancy budget savings target of £30,000 be reinstated to finance part of the costs; and**
- (iii) £6,980 be drawn down from contingency to provide the remaining funding required.**

426

Village Design Statements

Consideration was given to a report by the Senior Development Policy Officer (Special Programmes) setting out a proposed Village Design Statement (VDS) for adoption.

Ten villages had been involved in the programme and nine had developed a VDS within the timescale. Public consultations had been held on the completed statement and a summary of the comments received was set out in the report.

Councillors were asked to decide on the charge to be made for copies of the documents.

Resolved:

That the Village Design Statement Supplementary Planning Documents be adopted.

With regard to the charge for copies of the document, two proposals were put forward, 5p per sheet and £5 for the complete document

On the proposals being put to the vote, there was an equality of voting and the chair exercised his casting vote in favour of a charge of 5p per sheet.

Resolved:

That a charge of 5p per sheet be made for documents.

427

Selby Draft Core Strategy

The Principal Planner (LDF Team) submitted a report setting out a proposed Selby Draft Core Strategy for consideration. The Strategy had been considered and amended by a Task and Finish group which had met on a number of occasions since it was established in 2008 to receive evidence and steer the preparation of the strategy. Details of minor amendments to the strategy which had arisen since it had last been discussed by the Task and Finish group were circulated at the meeting.

The Strategy would provide a development framework for the District to guide investment and development until 2026 and would be subject to full public consultation.

Councillors commented on a number of issues in the Strategy and made minor amendments to the document.

The Principal Planner referred to the sites identified in the strategy for Strategic Housing and Employment Growth in Selby and explained that these were subject to final Highways and Flood Risk Assessments to determine the precise impact of development and whether these could be adequately mitigated.

Resolved: That

- (i) **The Draft Core Strategy be approved for consultation purposes subject to;**
 - **The incorporation of amendments circulated prior to the meeting and changes requested by Councillors at the meeting;**
 - **Receipt of satisfactory reports on the Highways and Flood Risk issues.**
- (ii) **The accompanying evidence base material also be made available to the public;**
- (iii) **Arrangements be made for publicising and seeking comments on the report; and**
- (iv) **The Principal Planner (LDF Team), in consultation with the Chair of this Committee, be authorised to make minor amendments and factual corrections to the report prior to publication.**

428

Local Development Framework – Annual Monitoring Report 2009

The Development Policy Manager presented a report of the Local Development Framework (LDF) Annual Monitoring Report.

Local Planning Authorities were required to submit annual reports to the Secretary of State that set out progress and achievements of policies and milestones in the Local Development Scheme as well as identified necessary changes.

The Development Policy Manager informed councillors that this was the fifth annual report and a copy had been placed in the Members room.

Councillors considered the report and requested that appropriate development policy documents be included within it.

Resolved: That

- (i) **The Annual Monitoring Report 2009 be noted, and**
- (ii) **Appropriate development policy documents be included within it.**

429

Discretionary Rate Relief Panel

Councillors received the Minutes of the Discretionary Rate Relief Panel held on 29 September 2009.

Resolved:

That the minutes be received.

430

Referrals from Other Boards and Committees

Licensing Committee 9 November 2009

Minute 374 Application for Removal of a Consent Street

Councillors considered a recommendation from the Licensing Committee regarding the removal of the Market Place Selby from the register of consent streets where street trading was permitted.

Recommended to Council:

That the proposal be approved.

Social Board 10 November 2009

Minute 385 Budget Exceptions

Councillors considered recommendations relating to adjustments to the Social Board budget.

Resolved:

That the recommendations be approved and adopted.

Environment Board 5 November 2009

Minute 365 Britannia Car Park, Tadcaster

Councillors considered a recommendation from the Environment Board regarding the proposal to designate, in principle, Britannia car park, Tadcaster as a recreational zone, allow ball games and two youth shelters in the car park subject to the submission of a satisfactory detailed proposal to be considered by the Environment Board.

Recommended to Council:

That the recommendation be approved.

Minute 367 Budget Monitoring

Councillors considered recommendations relating to the Environment Board budget

Resolved: That

The recommendations be approved.

431 **Collaboration Concordat**

The Chief Executive submitted a report on the possibility of developing a long term collaboration partnership between Harrogate Borough, Craven District and Selby District Councils.

An appendix to the report set out a draft collaboration concordat detailing the terms of an initial collaboration between the Councils.

Recommended to Council: That

A collaboration agreement be signed with Harrogate Borough and Craven District Councils.

432 **Private Session**

That in accordance with Section 100(A)(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the Press and public during consideration of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraphs 3 and 5 of Part 1 of Schedule 12A to the Act.

433 **Sale of Flats**

The Solicitor to the Council submitted a report setting out details of proposals to sell flats at 13A and 13B Ashlea, Fairburn.

Resolved: That

- (i) The proposal be approved; and**
- (ii) The flats be sold to the existing tenants on the terms set out in the report.**

Officer Delegation – Legal Proceedings

The Deputy Chief Executive submitted a report concerning action taken by an officer under delegated powers in connection with the commissioning of a Retail, Commercial and Leisure Study.

The report also commented on the conduct of the contractor who had produced the study.

Resolved: That

- (i) The report be noted and**
- (ii) A complaint be made to the Royal Town Planning Institute concerning the conduct of one of their members.**

At this stage of the meeting the time being 7pm, and in accordance with Standing Order 5.20, the Committee decide to continue for an additional ten minutes.

(Councillors J Mackman and S Shaw-Wright declared an interest in the following item and left the meeting)

Selby – Land Transactions

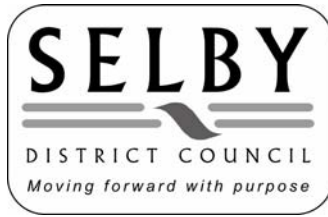
The Development Policy Manager submitted a report on discussions which had been held concerning proposals to develop property in Ousegate, Selby. It was intended that the Council would exchange a parcel of land with developers to enable a composite scheme to take place.

Details of the comments of the District Valuer on the proposal were reported to the Committee.

Resolved: That

- (i) The report be noted and the proposed scheme be supported;**
- (ii) Officers be authorised to pursue the land transaction as outlined in the report; and**
- (iii) The Development Policy Manager acting in consultation with the Chairman and Vice Chairman be authorised to agree terms.**

The meeting closed at 7: 10 pm.



Agenda Item No: 5

Title: General Fund Budget Estimates and Revenue and Capital Bids 2010/11 – 2012/13

To: Policy & Resources Committee

Date: 19 January 2010

Service Area: Development Services, Environmental Health, Partnerships & Commissioning, Finance, Housing & Property, Customers & Business Support, and Chief Executives

Author: David Tomlinson – Senior Accountant

Presented by: Karen Iveson, Head of Service – Finance

1 Purpose of Report

- 1.1 To present councillors with information on the budget estimates relating to Policy & Resources Committee Services for 2010/11 – 2012/13.
- 1.2 To enable councillors to consider the revenue and capital bids for 2010/11 – 2012/13.

2 Recommendations:

- (i) that councillors consider the budget estimates for 2010/11 – 2012/13;**
- (ii) that councillors recommend the acceptance of the report to the meeting of Council on 9 February 2010;**
- (iii) that councillors indicate which bids they support and recommend to the meeting of Council on 9 February 2010.**

3 Executive Summary

- 3.1 This report covers the budget estimates relating to Policy & Resources Services.
- 3.2 The budget estimates for 2010/11 – 2012/13 are based on a present policy basis, and include known commitments. No inflation provision has been allowed for on salaries to take account of the April pay award in 2010/11, but 2% has been added for 2011/12 and 2012/13. A 1% increase on superannuation costs, as a consequence of the Actuarial valuation has been allowed for. Owing to the pressures on the budget, no other inflation has been provided for unless a contract is currently in force that has an inflationary provision included in its terms. In these cases the relevant rate of inflation has been applied. Not including inflation on all budget heads has resulted in savings in real terms of £1,540 for 2010/11.

4 The Report

Background

- 4.1 In line with the medium term financial plan, and the requirements of the modernising agenda for local authorities to present three year budgeting programmes, the service papers have been collated with budget projections from 2010/11 to 2012/13.
- 4.2 The details of the budgets are presented at Appendix 1 on the accompanying pages, and show:
- the present policy budget estimates for income and expenditure for 2010/11 – 2012/13
 - the latest approved budget for 2009/10; and
 - the actual income or expenditure for 2008/09 for information only.
- 4.3 The present policy budget estimates for 2010/11, 2011/12 and 2012/13 are £4,081,310, £4,212,230 and £4,183,840 respectively.
- 4.4 On a quarterly basis, Policy & Resources Committee receives regular budget monitoring reports, and the latest approved budget for 2009/10 is £4,604,263.
- 4.5 In order to comply with the Best Value Accounting Code of Practice produced by CIPFA, officers continually review to which services their costs are recharged through the central establishment charge (CEC) process. Any changes to recharges identified by officers have been reflected in the attached report.

Budget Changes and Pressures

- 4.6 During 2009/10 a management restructure has seen the creation of five service units, namely Development Services, Housing & Property, Finance, Customers & Business Support and Partnerships and Commissioning. A further change in Environmental Health has seen the waste collection staff transfer to Partnerships to process and monitor in particular the new Streetscene contract, and the private sector housing staff transfer to the Housing and Property service. To enable more effective budget monitoring, with effect from 2009/10 the Customer Contact Centre trading units budgets have been transferred to Business and Customer Support.
- 4.7 The changes mentioned above have resulted in changes to CEC allocations. As 2009/10 is the first year these changes took effect, some of the originally estimated charges have been adjusted again from 2010/11 to reflect more realistic recharges.
- 4.8 Further to the budget savings that were identified during the 2009/10 budget process, officers have continued to review their base budgets. A breakdown of savings included within the budget is shown at Appendix 2.
- 4.9 The major items include business process re-engineering projects in Accountancy £30,000, a change in the Telephone Call System provider which will yield further savings of £9,220, the disposal of Barlby Depot which will save an expected £20,000, and the review of Corporate structures which is expected to save approximately £68,000 in 2010/11.

Fees and Charges

- 4.10 The current policy is that generally all fees and charges over which the Council has control are increased by Retail Price Index inflation, which for 2010/11 is 1.3% and an estimate of 2% has been included in the budget from 2011/12.
- 4.11 The exceptions are services for which there is an alternative policy or arrangement, including the sale of the Register of Electors which is governed by legislation, and Land Charges personal searches and Licensing Income which are set by Central Government (other than for Taxi & Private Hire Licences). Property Management rents are subject to separate rent reviews and the Mast income is determined by the net income received in respect of commercial use of the mast and councillors will be aware that these arrangements are subject to change during the current financial year.

Budget Risk

- 4.12 A key aspect of the Council's approach to budgeting is a risk management assessment which is carried out throughout the budget process. Details of the risk assessment for Policy & Resources Committee budgets can be found at Appendix 3.
- 4.13 In the case of expenditure there is low risk to most of the Council's estimates and the budget can be fairly accurately predicted, for example, employee costs and most running costs.
- 4.14 The key risks that have been assessed as part of the budget process include the achievability of the budget savings identified and the potential for income generation.
- 4.15 Budget areas which are particularly volatile include Land Charges income which is particularly susceptible to external factors such as the movement in the property market and the current economic conditions, Licensing Act 2003 income which depends on the number of applications for variables such as temporary events notices and the mast income which will depend on the commercial use of the mast in future years.
- 4.16 In these cases a cautious estimate has been allowed and budgets will be monitored closely during 2010/11. Quarterly budget monitoring reports to Policy & Resources Committee will highlight any potential areas of concern. Officers will monitor their budgets closely and take appropriate action where necessary.
- 4.17 Within the overall General Fund budget a contingency sum of £150,000 is included to provide resource for unforeseen expenditure.

Growth Bids

- 4.18 As part of the budget process, officers are given the opportunity to identify bids for funding over and above their normal year-on-year base budget. The bids have arisen as a result of corporate council initiatives, consultation, changes in government legislation and section improvement plans.
- 4.19 The net cost of these requests is £49,470 in 2010/11, £10,170 in 2011/12 and £10,170 in 2012/13.
- 4.20 A list of proposed revenue and capital bids for the Committee is attached as Appendix 4. To aid councillors in their consideration, wherever possible, the bids have been categorised by officers. The categories are:-

- 4.21 Category A – Statutory
 Category B – Essential to maintain the existing level of service
 Category C – Best Value / Corporate Plan Improvement Initiative
 Category D – State of the Area Address Initiative
 Category E – Section Improvement Plan Initiative
 Category F – New Service
- 4.22 To further assist councillors, following discussions at Operational Management Team on 10 November 2009, bids have been placed in high, medium and low priority order.
- 4.23 In the light of the forecast overall budget deficit, councillors are asked to consider all bids shown in the appendices, and indicate which bids they support and recommend to Council for consideration as part of the overall General Fund budget package.

5 Financial Implications

- 5.1 As per the attached working papers.

6 Conclusions

- 6.1 The budgets under the control of Policy & Resources Committee form part of the overall general fund budget package, which will be reviewed as a whole by councillors prior to setting the Council Tax for 2010/11 in February 2010.
- 6.2 Information for 2011/12 and 2012/13 is given for guidance to assist in the continual development of the Council's plans and priorities.

7 Link to Corporate Plan

- 7.1 The budget process supports all of the Council's strategic themes.

8 How Does This Report Link to the Council's Priorities?

- 8.1 The budget process supports all of the Council's priorities.

9 Impact on Corporate Policies

9.1 Service Improvement Impact

Effective financial management helps to ensure that the council is aiming for continuous improvement as demanded by the principles of Best Value.

9.2	Equalities	No Impact
9.3	Community Safety and Crime	No Impact
9.4	Procurement	No Impact
9.5	Risk Management	Impact

A key aspect of the Council's approach to budgeting is a risk management assessment, which is carried out throughout the budget process. This report helps to ensure the reduction of risks arising from spending outside of delegated powers and enabling an accurate, realistic and manageable budget.

9.6	Sustainability	No Impact
9.7	Value for Money	Impact

2010/11 will see the continuation of the Gershon Efficiency savings initiative. Budget holders within Policy & Resources Committee are working to contribute to the corporate requirement of the council. During the budget exercise officers have been asked to make savings wherever possible, and this has mainly been achieved through the non-application of inflation on certain items.

10 Background Papers

10.1 Accountancy budget working papers.

POLICY & RESOURCES COMMITTEE

SUBJECTIVE ANALYSIS OF EXPENDITURE

2008/2009 ACTUAL OUTTURN £		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £
4,710,581	Employees	5,158,605	4,939,600	5,087,900	5,223,170
616,440	Premises	536,770	593,890	604,960	616,450
76,555	Transport	70,870	68,070	68,070	68,070
2,885,159	Supplies & Services	3,318,248	3,005,130	3,116,580	3,044,360
140,995	Third Party Payments	167,290	153,850	153,850	153,850
3,238,239	Central Establishment Charges (CEC)	3,147,063	3,417,410	3,512,410	3,598,110
876,304	Capital Financing Costs	313,977	478,430	394,950	372,840
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12,544,273	Gross Expenditure	12,712,823	12,656,380	12,938,720	13,076,850
-921,321	Service Income	-832,170	-852,350	-835,240	-840,820
-53,284	Central Income	-52,890	-36,470	-36,470	-36,470
-7,534,939	Central Recharges	-7,223,500	-7,686,250	-7,854,780	-8,015,720
-8,509,544	Income (incl. CEC Recharges)	-8,108,560	-8,575,070	-8,726,490	-8,893,010
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4,034,729	Net Expenditure	4,604,263	4,081,310	4,212,230	4,183,840
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POLICY & RESOURCES COMMITTEE

OBJECTIVE ANALYSIS OF EXPENDITURE

2008/2009 ACTUAL OUTTURN £		PAGE NUMBER	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £
187,769	Corporate & Democratic Core (C & BS)	PR 5	179,530	193,190	197,670	201,890
398,077	Corporate & Democratic Core (F)	PR 6	435,200	425,140	430,790	436,060
654,194	Corporate & Democratic Core (CE)	PR 7	634,870	696,280	712,690	728,440
12,650	Corporate & Democratic Core (P & C)	PR 8	45,050	41,970	42,740	43,670
180,132	Elections	PR 9	157,290	135,380	243,590	139,840
65,820	Land Charges	PR 10	23,590	-38,960	-39,560	-40,460
82,036	Emergency Planning	PR 11	69,960	63,340	64,230	65,260
0	E-Government	PR 12	0	0	0	0
-3,561	Video Cameras (CCTV)	PR 13	-2,000	0	0	0
8,502	Corporate Employee Initiatives	PR 14	0	0	0	0
67,995	Miscellaneous (H & P)	PR 15	67,540	59,730	60,660	61,900
113,222	Miscellaneous (F)	PR 16	445,330	239,450	239,450	239,450
16,269	Miscellaneous (C & BS)	PR 17	2,860	3,520	3,580	3,640
11,320	Miscellaneous (P & C)	PR 18	71,310	88,770	72,980	74,480

POLICY & RESOURCES COMMITTEE

OBJECTIVE ANALYSIS OF EXPENDITURE Continued....

2008/2009 ACTUAL OUTTURN £	PAGE NUMBER	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	
38,133	Miscellaneous (CE)	PR 19	78,140	125,000	120,000	120,000
542,967	Development Policy	PR 20	709,970	587,590	591,940	605,550
53,450	Grants	PR 21	68,998	52,650	52,680	52,680
1,333,176	External Precepts	PR 22	1,399,840	1,420,840	1,449,260	1,478,250
46,254	Licensing	PR 23	66,230	37,790	32,750	36,280
1	Printing Services	PR 24	0	0	0	0
226,325	Property Management	PR 25	-50,860	-50,370	-63,220	-63,090
	Public Offices					
27,959	- Tadcaster Community Office	PR 27	28,950	33,040	33,750	29,330
5,353	- Sherburn Community Office	PR 28	14,880	6,940	6,940	6,950
581,683	- Civic Centre	PR 29	296,540	368,220	368,880	374,380
37,495	- Customer Contact Centre	PR 30	48,600	400,740	390,360	388,070
	Depots					
91,679	- Portholme Road	PR 31	39,860	44,970	46,160	47,360
44,427	- Barlby	PR 32	30,820	0	0	0
44,549	- Prospect Way	PR 33	34,590	23,370	23,670	23,950

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OBJECTIVE ANALYSIS OF EXPENDITURE Continued....

2008/2009 ACTUAL OUTTURN £	PAGE NUMBER	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £
	Service Units				
646,977	- Corporate Client & Strategic Directors PR 34	711,740	787,960	809,010	829,330
1,265,994	- Environmental Services PR 35	1,277,250	956,520	975,400	997,730
1,995,424	- Finance PR 36	1,921,170	1,878,000	1,924,580	1,964,150
1,745,815	- Customers & Business Support PR 37	1,926,685	1,915,740	1,967,130	2,011,950
716,049	- Development Services PR 38	777,010	819,600	844,320	866,640
331,533	- Partnerships & Commissioning PR 39	316,820	451,150	464,580	475,880
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11,569,668		11,827,763	11,767,560	12,067,010	12,199,560
-7,534,939	Less CEC Recharges from Trading Units	-7,223,500	-7,686,250	-7,854,780	-8,015,720
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4,034,729		4,604,263	4,081,310	4,212,230	4,183,840
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2008/2009 ACTUAL OUTTURN £	NARRATIVE		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
CORPORATE & DEMOCRATIC CORE (Statutory / Discretionary)							
Budget Manager :- Head of Customers & Business Support							
Expenditure							
0	Employees		200	0	0	0	(1) The budget for 2009/10 includes planned procurement savings on printing and postage. From 2010/11 onwards a budget of £8,000 has been included for legal fees.
35,786	Supplies & Services	(1)	20,250	27,950	27,950	27,950	
146,180	Central Establishment Charges		158,750	165,040	169,760	174,080	
7,640	Capital Financing Costs	(2)	3,070	2,960	2,750	2,680	(2) Depreciation charges from 2010/11 also include an apportionment of depreciation on Corporate Buildings and Equipment previously made through CEC's.
189,606	Total Expenditure		182,270	195,950	200,460	204,710	
Income							
-1,837	Other Income	(3)	-2,740	-2,760	-2,790	-2,820	(3) The majority of Other Income relates to income receivable for the hire of rooms. The increase from 2009/10 is due to the regular letting of rooms to Jobcentre Plus.
-1,837	Total Income		-2,740	-2,760	-2,790	-2,820	
187,769	Net Expenditure		179,530	193,190	197,670	201,890	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
CORPORATE & DEMOCRATIC CORE (Statutory)						
Budget Manager :- Head of Finance						
Expenditure						
650,366	Supplies & Services (1)	696,270	648,900	660,020	671,430	(1) The budget for 2009/10 onwards includes an increase in the cost of Audit Commission fees.
40,280	Central Establishment Charges	43,360	44,140	45,260	46,260	
3,718	Capital Financing Cost	6,660	7,310	7,160	7,120	
694,364	Total Expenditure	746,290	700,350	712,440	724,810	
Income						
-32,362	Contribution from Housing	-36,670	-37,040	-37,040	-37,040	
-261,429	Insurance & CEC Recharge	-271,280	-235,030	-241,470	-248,570	
-2,496	Other Income	-3,140	-3,140	-3,140	-3,140	
-296,287	Total Income	-311,090	-275,210	-281,650	-288,750	
398,077	Net Expenditure	435,200	425,140	430,790	436,060	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
CORPORATE & DEMOCRATIC CORE (Statutory / Discretionary)						
Budget Manager :- Chief Executive						
Expenditure						
18,314	Supplies & Services (1)	26,430	15,500	15,500	15,000	(1) The 2009/10 latest approved includes a carry forward budget for Councillors training. This will drop out in 2009/10 leaving a permanent base budget for on-going training.
584,039	Central Establishment Charges (2)	596,663	665,690	684,910	702,400	
52,232	Capital Financing Cost	11,777	15,090	12,280	11,040	(2) The budgets for 2010/11 onwards include increased charges from Democratic Services due to a restructure.
654,585	Total Expenditure	634,870	696,280	712,690	728,440	
Income						
-270	Corporate - GF Only	0	0	0	0	
-121	Democratic Core	0	0	0	0	
-391	Total Income	0	0	0	0	
654,194	Net Expenditure	634,870	696,280	712,690	728,440	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
CORPORATE & DEMOCRATIC CORE (Statutory)						
Budget Manager :- Head of Partnerships & Commissioning						
Expenditure						
740	Supplies & Services (1)	33,230	15,410	15,070	15,070	(1) The 2009/10 latest approved includes a carry forward budget from 2008/09 to fund Local Strategic Partnership projects. 2010/11 includes the projects fund which is funded by NYCC.
21,520	Central Establishment Charges (2)	21,670	36,450	37,580	38,520	
390	Capital Financing Cost	150	110	90	80	
22,650	Total Expenditure	55,050	51,970	52,740	53,670	(2) The increased budgets for 2010/11 onwards are due increased costs for Partnerships & Commissioning due to a restructure.
Income						
-10,000	Local Strategic Partnership	-10,000	-10,000	-10,000	-10,000	
-10,000	Total Income	-10,000	-10,000	-10,000	-10,000	
12,650	Net Expenditure	45,050	41,970	42,740	43,670	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	ELECTIONS (Statutory)					This page covers the Elections and Register of Electors functions.
	Budget Manager :- Head of Customers & Business Support					
	Expenditure					
4,493	Employees	5,950	5,950	5,950	5,950	(1) The 2011/12 budget includes costs relating to the District Election.
661	Transport	0	0	0	0	
49,654	Supplies & Services (1)	42,090	40,490	152,660	40,490	(2) The reduced budgets for 2010/11 onwards are due to a restructure in Elections.
122,020	Central Establishment Charges (2)	109,100	90,160	92,650	94,870	
7,460	Capital Financing Costs	1,650	1,280	1,100	1,030	
184,288	Total Expenditure	158,790	137,880	252,360	142,340	
	Income					
-1,289	Elections Contributions (inc)	0	0	-6,270	0	
-2,867	Register Of Electors	-1,500	-2,500	-2,500	-2,500	
-4,156	Total Income	-1,500	-2,500	-8,770	-2,500	
180,132	Net Expenditure	157,290	135,380	243,590	139,840	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	LAND CHARGES (Statutory)						This page covers the cost of the Land Charges function.
	Budget Manager :- Head of Customers & Business Support						
	Expenditure						
46,832	Employees	(1)	23,280	23,950	24,670	25,310	(1) The reduced budget from 2009/10 is due to a restructure in Land Charges.
13,970	Supplies & Services		14,360	14,110	14,110	14,110	
15,338	Third Party Payments	(2)	27,430	27,430	27,430	27,430	(2) The 2008/09 actual figure is reduced due to the impact of the downturn in the housing market and the number of searches now being undertaken by personal search companies and therefore reduced payments to NYCC.
62,400	Central Establishment Charges	(3)	58,460	47,730	49,030	50,190	
5,679	Capital Financing Costs		1,360	760	700	610	
144,219	Total Expenditure		124,890	113,980	115,940	117,650	(3) The increased charge in 2008/09 is mainly due to a recharge from the Customer Contact Centre. Charges are to reduce from 2010/11 onwards due to a restructure in Legal.
	Income						
-60,502	Fees & Charges	(4)	-76,280	-127,920	-130,480	-133,090	(4) In 2009/10 the income budget has been reduced to reflect the impact of the downturn in the housing market and the number of searches now being undertaken by personal search companies.
0	Photocopies		-20	-20	-20	-20	
-17,581	Other Income	(5)	-25,000	-25,000	-25,000	-25,000	
-316	Government Grants Deferred		0	0	0	0	
-78,399	Total Income		-101,300	-152,940	-155,500	-158,110	(5) This is income from personal searches. 2008/09 reflected the downturn in the housing market.
65,820	Net Expenditure		23,590	-38,960	-39,560	-40,460	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	EMERGENCY PLANNING (Statutory)					This page covers the emergency planning function.
	Budget Manager :- Head of Housing & Property					
	Expenditure					
19,406	Supplies & Services	20,240	19,630	19,630	19,630	(1) The budget from 2009/10 reflects a decrease in the charge from the Env Health trading unit due to a reallocation of officer time.
60,150	Central Establishment Charges (1)	48,750	42,670	43,820	44,870	
2,870	Capital Financing Costs	970	1,040	780	760	
82,426	Total Expenditure	69,960	63,340	64,230	65,260	
	Income					
-390	Fees & Charges	0	0	0	0	
-390	Total Income	0	0	0	0	
82,036	Net Expenditure	69,960	63,340	64,230	65,260	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	E-GOVERNMENT (Statutory)					This page covers the E-Government function.
	Budget Manager :- Head of Finance					
	Expenditure					
0	Employees	0	0	0	0	To ensure that the full cost of the E-Government function is recharged to service users, from 2008/09 these budgets were transferred into a trading unit and are included on Finance page PR 36.
0	Premises	0	0	0	0	
0	Transport	0	0	0	0	
912	Supplies & Services	0	0	0	0	
0	Central Establishment Charges	0	0	0	0	
0	Capital Financing Costs	0	0	0	0	
912	Total Expenditure	0	0	0	0	
	Income					
-912	Recharge NDC Costs	0	0	0	0	
0	Govt Grants Deferred	0	0	0	0	
-912	Total Income	0	0	0	0	
0	Net Expenditure	0	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
VIDEO CAMERAS (CCTV) (Discretionary)						
Budget Manager :- Head of Customers & Business Support						
Expenditure						
10,341	Employees	10,580	10,320	10,610	10,900	(1) In 2010/11, depreciation charges for the CCTV camera equipment reduce, with most of the assets being fully depreciated.
93,893	Premises	100,110	101,320	102,960	104,630	
1,039	Transport	1,000	1,000	1,000	1,000	(2) Government grants have been received to cover the capital purchase of the CCTV cameras. This grant is then credited to the CCTV service to offset the cost of the asset depreciation.
7,770	Central Establishment Charges	5,160	7,150	7,330	7,490	
20,541	Capital Financing Costs	(1) 19,900	80	60	50	
133,584	Total Expenditure	136,750	119,870	121,960	124,070	
Income						
-10	Other Income	0	0	0	0	
-12,665	Govt Grants Deferred	(2) -12,670	0	0	0	
-124,470	Recharge CCTV Costs	-126,080	-119,870	-121,960	-124,070	
-137,145	Total Income	-138,750	-119,870	-121,960	-124,070	
-3,561	Net Expenditure	-2,000	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
CORPORATE EMPLOYEE INITIATIVES (Discretionary)						
Budget Manager :- Head of Customers & Business Support						
Expenditure						
64,481	Employees	0	0	0	0	To ensure that the full cost of recruitment and training are recharged to service users, from 2009/10 these budgets have been transferred into a trading unit and are included on Customer & Business Support page PR 37.
34,576	Supplies & Services	0	0	0	0	
99,057	Total Expenditure	0	0	0	0	
Income						
-1,684	Criminal Record Reimbursement	0	0	0	0	
-15,000	Contribution from the HRA	0	0	0	0	
-73,871	Recharges	0	0	0	0	
-90,555	Total Income	0	0	0	0	
8,502	Net Expenditure	0	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
MISCELLANEOUS (Statutory / Discretionary)						
Budget Manager :- Head of Housing & Property						
Expenditure						
1,605	Employees	900	2,090	2,120	2,160	(1) From 2010/11 two permanent approved bids have been included in the budget for asbestos procedures and electrical testing in corporate buildings.
10,603	Premises (1)	16,310	41,390	42,130	42,890	
5,242	Supplies & Services (2)	14,520	-9,630	-9,630	-9,630	
22,660	Central Establishment Charges (3)	31,010	17,120	17,590	18,050	(2) 2010/11 onwards shows the base budget saving from Barlby CRD. This is now an empty building.
27,885	Capital Financing Charge	4,800	8,760	8,450	8,430	
67,995	Total Expenditure	67,540	59,730	60,660	61,900	(3) From 2010/11 there are reduced accommodation costs

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2008/2009 ACTUAL OUTTURN £	NARRATIVE		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
MISCELLANEOUS (Statutory / Discretionary)							
Budget Manager :- Head of Finance							
Expenditure							
167,316	Employees	(1)	438,930	234,700	234,700	234,700	(1) From 2009/10 the budget includes estimates for pension fund early retirement charges, retired officers superannuation and past service costs.
37,435	Supplies & Services		34,400	31,440	31,440	31,440	
204,751	Total Expenditure		473,330	266,140	266,140	266,140	(2) The 2008/09 actual includes a year end recharge of Access to Services costs incurred within supplies & services, as these are overhead costs.
Income							
-55,002	Recharges	(2)	-28,000	-26,690	-26,690	-26,690	(3) The 2008/09 income was mainly for a BCCI liquidation dividend and a VAT year end adjustment on car mileage.
-36,527	Other Income	(3)	0	0	0	0	
0	Joint District Procurement		0	0	0	0	
-91,529	Total Income		-28,000	-26,690	-26,690	-26,690	
113,222	Net Expenditure		445,330	239,450	239,450	239,450	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
MISCELLANEOUS (Discretionary)						
Budget Manager :- Head of Customers & Business Support						
Expenditure						
5,895	Employees	0	0	0	0	
80	Transport	0	0	0	0	
7,424	Supplies & Services (1)	1,000	1,000	1,000	1,000	(1) These are costs payable to the Valuation Office Agency for building valuations.
2,760	Central Establishment Charges	1,840	2,490	2,560	2,620	
110	Capital Financing Costs	20	30	20	20	
16,269	Total Expenditure	2,860	3,520	3,580	3,640	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
MISCELLANEOUS (Statutory / Discretionary)						
Budget Manager :- Head of Partnerships & Commissioning						
Expenditure						
0	Employees	0	0	0	0	(1) 2009/10 & 2010/11 includes a bid for shared procurement, there is a contribution from the HRA in income towards this. 2011/12 onwards is for the partnership working with the Primary Care Trust.
0	Transport	0	0	0	0	
0	Supplies & Services (1)	45,000	45,000	10,000	10,000	
11,110	Central Establishment Charges (2)	43,530	60,990	62,800	64,340	(2) The 2010/11 budget has increased due to recharges from Media and Partnerships & Commissioning for Community Engagement, from a review of officers time.
210	Capital Financing Charge	280	280	180	140	
11,320	Total Expenditure	88,810	106,270	72,980	74,480	
Income						
0	Recharges (1)	-17,500	-17,500	0	0	
0	Total Income	-17,500	-17,500	0	0	
11,320	Net Expenditure	71,310	88,770	72,980	74,480	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	MISCELLANEOUS (Discretionary)					
	Budget Manager :- Chief Executive					
	Expenditure					
38,408	Supplies & Services	(1) 78,140	125,000	120,000	120,000	(1) From 2010/11 there are increased project funds for Community Engagement Forums, over time as the CEFs become more established, this budget will be rolled out for each Head of Service to manage.
38,408	Total Expenditure	78,140	125,000	120,000	120,000	
	Income					
-275	Other Income	0	0	0	0	
-275	Total Income	0	0	0	0	
38,133	Net Expenditure	78,140	125,000	120,000	120,000	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
DEVELOPMENT POLICY (Statutory)							
Budget Manager :- Head of Development Services							
Expenditure							
91,758	Supplies & Services	(1)	250,180	95,470	95,470	95,470	(1) The 2009/10 latest approved includes one year approved bids for the Selby Area Study, Housing Market Assessment and Retail Study. These drop out in 2010/11.
437,750	Central Establishment Charges	(2)	449,790	475,310	490,190	504,040	(2) The increase in CEC charges represent the allocation of allocation of Development Policy time.
13,459	Capital Financing Costs	(3)	43,600	46,810	6,280	6,040	(3) The capital financing cost for 2009/10 to 2010/11 includes the deferred charge of £40k per annum which is the revenue consequence of the capital conservation area grants which are being funded by English Heritage £30k and SDC £10k.
542,967	Total Expenditure		743,570	617,590	591,940	605,550	
Income							
0	Other Income		0	0	0	0	
0	OS Royalty Fees		0	0	0	0	
0	Deferred Chg Grant	(4)	-30,000	-30,000	0	0	(4) This is the capital grant which is being offered by English Heritage to fund the capital conservation area grants mentioned above.
0	Govt Grants Deferred	(5)	-3,600	0	0	0	(5) Planning Delivery Grant is being used to fund a capital software upgrade which was the subject of a bid for 2008/09. The grant is offsetting the depreciation of the asset over its useful life.
0	Total Income		-33,600	-30,000	0	0	
542,967	Net Expenditure		709,970	587,590	591,940	605,550	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
GRANTS (Discretionary)						
Budget Manager :- Head of Finance						
Expenditure						
53,110	Supplies & Services (1)	68,998	52,650	52,680	52,680	(1) The grant to the Credit Union ends in 2009/10, there was also a virement to support discretionary rate relief.
310	Central Establishment Charges	0	0	0	0	
30	Capital Financing Costs	0	0	0	0	
53,450	Total Expenditure	68,998	52,650	52,680	52,680	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	EXTERNAL PRECEPTS (Statutory)					This page covers the cost of precept payments to the Drainage Boards.
	Budget Manager :- Head of Finance					
	Expenditure					
1,333,176	Supplies & Services	(1) 1,399,840	1,420,840	1,449,260	1,478,250	(1) An inflation provision in line with policy has been included on all external precepts.
1,333,176	Total Expenditure	1,399,840	1,420,840	1,449,260	1,478,250	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
LICENSING (Statutory)						
Budget Manager :- Head of Customers & Business Support						
Expenditure						
59,926	Employees (1)	60,920	88,170	81,910	84,110	(1) Budgets increase from 2010/11 due to a restructure in Legal.
4,637	Transport	2,760	2,760	2,760	2,760	
9,951	Supplies & Services	4,240	4,030	4,030	4,030	(2) From 2010/11 costs are reduced due to the restructure in Environmental Health.
87,880	Central Establishment Charges (2)	83,350	57,530	59,020	60,430	
6,157	Capital Financing Costs	2,310	1,440	1,170	1,090	(3) The additional Licensing Act income in 2008/09 is due to a large number of applications for variables, such as temporary events notices in addition to the annual licence fee payable. Budgets for 2010/11 have been adjusted to reflect consistent levels of income achieved.
168,551	Total Expenditure	153,580	153,930	148,890	152,420	
Income						
-36,075	Taxi & Hire Licences	-33,440	-37,500	-37,500	-37,500	
-14,237	Licences- Env Health	-14,500	-15,300	-15,300	-15,300	
-1,920	Licences-Betting etc	-500	-500	-500	-500	
-8,010	Licences Gaming Machines	-2,700	-2,840	-2,840	-2,840	
-289	Government Grants Deferred	0	0	0	0	
-61,766	Licensing Act 2003 (3)	-36,210	-60,000	-60,000	-60,000	
-122,297	Total Income	-87,350	-116,140	-116,140	-116,140	
46,254	Net Expenditure	66,230	37,790	32,750	36,280	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	PRINTING SERVICES (Discretionary)					This page covers the cost of the reprographics function.
	Budget Manager :- Head of Finance					
	Expenditure					
43,854	Supplies & Services	(1) 39,600	38,000	38,000	38,000	(1) In 2008/09 the costs for printing services were higher than expected.
43,854	Total Expenditure	39,600	38,000	38,000	38,000	
	Income					
0	Other Income	-100	0	0	0	
-43,853	Recharges	-39,500	-38,000	-38,000	-38,000	
-43,853	Total Income	-39,600	-38,000	-38,000	-38,000	
1	Net Expenditure	0	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
PROPERTY MANAGEMENT (Discretionary)							
Budget Manager :- Head of Housing & Property							
Expenditure							
7,195	Premises	(1)	4,390	4,440	4,500	4,560	(1) 2008/09 actual figure includes repairs carried out at the bus station mess room.
2,450	Central Establishment Charges		2,290	2,870	2,960	3,030	
259,975	Capital Financing Costs	(2)	3,200	3,060	3,060	3,060	(2) 2008/09 actual figure includes a large impairment charge due to a reduction in the value of SDC properties following the economic downturn.
269,620	Total Expenditure		9,880	10,370	10,520	10,650	
Income							
-38,998	Rents	(3)	-60,740	-60,740	-73,740	-73,740	(3) Budget from 2009/10 includes an additional efficiency target of £13,000 relating to the telecommunications mast.
-4,223	Other Income		0	0	0	0	
-74	Government Grants Deferred		0	0	0	0	
-43,295	Total Income		-60,740	-60,740	-73,740	-73,740	
226,325	Net Expenditure		-50,860	-50,370	-63,220	-63,090	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
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2008/2009 ACTUAL OUTTURN £	NARRATIVE		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	PUBLIC OFFICES - TADCASTER COMMUNITY OFFICE						This page covers the cost of Tadcaster Community Office - 5 Westgate.
	Budget Manager :- Head of Customers & Business Support						
	Expenditure						
2,000	Employees	(1)	2,000	1,980	2,030	2,090	(1) The budget from 2011/12 onwards includes an allowance of 2% for the pay award.
25,047	Premises	(2)	31,160	36,490	37,110	37,760	(2) The budget from 2010/11 includes a £4k increase in Non-Domestic Rates payable.
225	Supplies & Services		880	730	730	730	
1,830	Central Establishment Charges		2,360	1,290	1,330	1,350	(3) In 2012/13, depreciation charges for furniture & equipment reduce, with some being fully depreciated.
10,879	Capital Financing Costs	(3)	10,880	10,880	10,880	5,730	
39,981	Total Expenditure		47,280	51,370	52,080	47,660	
	Income						
-12,022	Contributions (Inc)		-18,330	-18,330	-18,330	-18,330	
-27,959	Recharges		-28,950	-33,040	-33,750	-29,330	
-39,981	Total Income		-47,280	-51,370	-52,080	-47,660	
0	Net Expenditure		0	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
PUBLIC OFFICES - SHERBURN COMMUNITY OFFICE						
Budget Manager :- Head of Customers & Business Support						
Expenditure						
2,055	Premises	3,750	3,750	3,750	3,750	(1) The budget from 2010/11 has been adjusted to take into account savings of £8k in reduced VPN Charges
3,228	Supplies & Services	(1) 11,060	3,120	3,120	3,120	
70	Central Establishment Charges	70	70	70	80	
5,353	Total Expenditure	14,880	6,940	6,940	6,950	
Income						
-5,353	Recharges	-14,880	-6,940	-6,940	-6,950	
-5,353	Total Income	-14,880	-6,940	-6,940	-6,950	
0	Net Expenditure	0	0	0	0	

2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
PUBLIC OFFICES - CIVIC CENTRE						
Budget Manager :- Head of Housing & Property						
Expenditure						
65,971	Employees	63,160	64,170	65,780	67,350	(1) 2008/09 actual includes higher than budgeted repairs and maintenance costs. 2010/11 includes an increase of £45k to cover the additional electricity costs identified due to an historic billing error for the Civic Centre.
239,758	Premises (1)	155,250	208,560	213,850	219,390	
0	Transport	90	90	90	90	
3,210	Supplies & Services	3,600	3,570	3,570	3,570	(2) The increase from 2010/11 onwards is mainly due to additional recharges from Property Services and Housing for management support.
44,820	Central Establishment Charges (2)	46,100	53,810	55,320	56,660	(3) 2008/09 actual figure includes a large impairment charge due to a reduction in the value of SDC properties following the economic downturn.
227,924	Capital Financing Costs (3)	28,340	38,020	30,270	27,320	
581,683	Total Expenditure	296,540	368,220	368,880	374,380	
Income						
-581,683	Recharges	-285,720	-368,220	-368,880	-374,380	
-581,683	Total Income	-285,720	-368,220	-368,880	-374,380	
0	Net Expenditure	10,820	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
PUBLIC OFFICES - CUSTOMER CONTACT CENTRE						
Budget Manager :- Head of Customers & Business Support						
Expenditure						
41,463	Employees	42,500	42,560	43,850	45,020	(1) The running costs of the building (Rent, Electricity, Water etc) have been moved from the Customers & Business Support Trading Unit (see PR 37) from 2010/11 onwards.
86	Premises (1)	90	119,710	121,300	122,950	
300	Transport	490	0	0	0	(2) The decreased CEC in 2010/11 reflects the re-allocation of Officer time mainly by Performance & Commissioning and Finance.
397	Supplies & Services	570	-110	-110	-110	
25,170	Central Establishment Charges (2)	20,990	5,730	5,860	5,990	(3) Depreciation charges from 2010/11 also include an apportionment of depreciation on Corporate Buildings and Equipment previously made through CEC's.
79	Capital Financing Costs (3)	160	232,850	219,460	214,220	
67,495	Total Expenditure	64,800	400,740	390,360	388,070	(4) This line represents the contribution from government grant towards the cost of depreciation, and has moved to the Customers & Business Support Trading Unit.
Income						
-30,000	Govt Grants Deferred (4)	-16,200	0	0	0	(5) The increased recharge from 2010/11 ensures that the full cost of the CCC is allocated to the services benefiting from it. Any surplus or deficit will be re-apportioned at the end of the financial year.
-37,495	Recharges (5)	-48,520	-400,740	-390,360	-388,070	
-67,495	Total Income	-64,720	-400,740	-390,360	-388,070	
0	Net Expenditure	80	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
DEPOTS - PORTHOLME ROAD						
Budget Manager :- Head of Housing & Property						
Expenditure						
4,370	Employees	3,930	3,960	4,060	4,170	(1) 2008/09 actual includes higher than budgeted electricity costs. Although the depot has been transferred to Tesco, this budget contains the running costs (i.e. Rates, Utilities, Security, etc) of the depot whilst it is being leased back to the Council.
60,430	Premises (1)	32,080	36,370	37,350	38,360	
4,240	Central Establishment Charges	3,850	4,540	4,670	4,760	
22,639	Capital Financing Costs	0	100	80	70	
91,679	Total Expenditure	39,860	44,970	46,160	47,360	
Income						
-91,678	Recharges	-36,550	-44,970	-46,160	-47,360	
-91,678	Total Income	-36,550	-44,970	-46,160	-47,360	
1	Net Expenditure	3,310	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	DEPOTS - BARLBY					This page covers the cost of Barlby Depot.
	Budget Manager :- Head of Housing & Property					
	Expenditure					
555	Employees	1,220	0	0	0	(1) 2009/10 onwards include potential savings from the disposal of the depot.
29,595	Premises	(1) 19,670	0	0	0	
185	Supplies & Services	2,370	0	0	0	
780	Central Establishment Charges	1,250	0	0	0	
13,312	Capital Financing Costs	6,310	0	0	0	
44,427	Total Expenditure	30,820	0	0	0	
	Income					
-44,429	Recharges	-30,820	0	0	0	
-44,429	Total Income	-30,820	0	0	0	
-2	Net Expenditure	0	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
DEPOTS - PROSPECT WAY						
Budget Manager :- Head of Housing & Property						
Expenditure						
1,885	Employees	2,180	2,160	2,190	2,230	(1) The reduction in budget from 2010/11 reflects the fact that the streetscene contractor who is occupying the depot is responsible for the utility and repair costs.
19,799	Premises (1)	21,960	11,260	11,410	11,560	
5,070	Central Establishment Charges	5,650	5,350	5,470	5,560	
17,795	Capital Financing Costs	4,800	4,600	4,600	4,600	
44,549	Total Expenditure	34,590	23,370	23,670	23,950	
Income						
-44,550	Recharges	-33,280	-23,370	-23,670	-23,950	
-44,550	Total Income	-33,280	-23,370	-23,670	-23,950	
-1	Net Expenditure	1,310	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £
CORPORATE CLIENT & STRATEGIC DIRECTORS					
Budget Manager :- Chief Executive					
Expenditure					
398,544	Employees	411,200	395,290	407,750	419,090
598	Premises	620	620	620	620
3,449	Transport	3,220	3,220	3,220	3,220
5,811	Supplies & Services	7,400	6,750	6,750	6,750
238,180	Central Establishment Charges (1)	288,900	373,020	383,400	392,850
395	Capital Financing Costs	400	9,060	7,270	6,800
646,977	Total Expenditure	711,740	787,960	809,010	829,330
Income					
-646,977	Recharges	-711,740	-787,960	-809,010	-829,330
-646,977	Total Income	-711,740	-787,960	-809,010	-829,330
0	Net Expenditure	0	0	0	0

Comments

This page covers the Chief Executives department, the Strategic Directors and the Corporate costs.

(1) The increased charge from 2010/11 follows a reallocation of officer time, particularly by the Chief Executives support team, and Head of Finance to more accurately reflect time spent on Corporate activities. There is also an increase in the recharge of accommodation costs for space used within the Civic Centre.

2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
ENVIRONMENTAL SERVICES						
Budget Manager :- Head of Housing & Property						
Expenditure						
819,212	Employees (1)	842,650	594,830	612,660	629,100	(1) Employees reflects the restructure within Environmental Health, incremental progression where appropriate, and a pay award increase of 2%.
3,237	Premises	3,340	3,160	3,160	3,160	
36,073	Transport	34,560	31,730	31,730	31,730	(2) The reduction in CEC's from 2010/11 is due to the cessation of charges from Leisure Services.
26,083	Supplies & Services	30,600	27,770	27,770	27,770	
363,030	Central Establishment Charges (2)	356,570	274,520	282,050	288,600	(3) The depreciation charges shown from 2010/11 are for corporate building and equipment costs previously made through CEC's.
18,359	Capital Financing Costs (3)	9,530	24,510	18,030	17,370	
1,265,994	Total Expenditure	1,277,250	956,520	975,400	997,730	
Income						
-1,265,991	Recharges	-1,262,880	-956,520	-975,400	-997,730	
-1,265,991	Total Income	-1,262,880	-956,520	-975,400	-997,730	
3	Net Expenditure	14,370	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
	FINANCE						
	Budget Manager :- Head of Finance						
	Expenditure						
1,182,062	Employees	(1)	1,190,160	1,295,860	1,342,370	1,380,870	(1) The budget from 2010/11 reflects the restructure within Revenues and Central Admin.
17,399	Premises	(2)	16,950	8,690	8,690	8,690	(2) Cash Office costs are no longer included in the budget from 2010/11.
10,598	Transport		11,790	11,790	11,790	11,790	
202,051	Supplies & Services	(3)	258,430	168,350	168,350	168,350	(3) 2009/10 budget includes a carry forward budget for E-Government. From 2010/11 savings have been identified against ISP costs (£15,000), IT Materials & Equipment (£8,000).
102,598	Third Party Payment		114,260	110,820	110,820	110,820	
443,390	Central Establishment Charges	(4)	287,360	234,100	240,220	245,730	(4) The decrease in charges from 2009/10 is due to restructures within the Finance department.
37,326	Capital Financing Costs	(5)	42,220	48,390	42,340	37,900	
1,995,424	Total Expenditure		1,921,170	1,878,000	1,924,580	1,964,150	(5) In 2009/10 the 2004/05 programme for replacement PCs will be fully depreciated.
	Income						
-1,995,429	Recharges	(6)	-1,890,490	-1,878,000	-1,924,580	-1,964,150	(6) Original recharges are based on estimated budgets. If there is a surplus or deficit at year end, the balance is re-apportioned.
-1,995,429	Total Income		-1,890,490	-1,878,000	-1,924,580	-1,964,150	
-5	Net Expenditure		30,680	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE	2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
CUSTOMERS & BUSINESS SUPPORT						
Budget Manager :- Head of Customers & Business Support						
Expenditure						
1,043,257	Employees	1,220,395	1,232,810	1,274,520	1,309,640	(1) From 2010/11 the costs for the Customer Contact Centre have been moved (see PR 30).
104,624	Premises	(1) 128,900	15,940	15,940	15,940	(2) A three year bid for partnering with NYCC on Legal Services ends in 2009/10.
7,892	Transport	(1) 5,360	5,860	5,860	5,860	(3) Charges increase from 2010/11 due to various restructures.
154,896	Supplies & Services	175,490	175,970	175,970	175,970	
23,059	Third Party Payments	(2) 25,600	15,600	15,600	15,600	
305,680	Central Establishment Charges	(3) 278,830	475,600	486,850	497,140	
117,505	Capital Financing Costs	(1) 109,860	11,710	10,140	9,550	
1,756,913	Total Expenditure	1,944,435	1,933,490	1,984,880	2,029,700	
Income						
-20,000	Other Income	0	0	0	0	
-1,736,911	Recharges	-1,801,210	-1,933,490	-1,984,880	-2,029,700	
-1,756,911	Total Income	-1,801,210	-1,933,490	-1,984,880	-2,029,700	
2	Net Expenditure	143,225	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
DEVELOPMENT SERVICES							
Budget Manager :- Head of Development Services							
Expenditure							
567,020	Employees	(1)	622,520	622,910	644,140	663,090	(1) The budget from 2011/12 onwards includes an allowance of 2% for the pay award.
1,625	Premises		1,670	1,670	1,670	1,670	
8,243	Transport		10,350	10,370	10,370	10,370	(2) There was an underspend in 2008/09 due to a restructure and the time taken to fill posts. The reduction in budget from 2010/11 is due to savings made in relation to Printing & Stationery and Telephone costs.
10,854	Supplies & Services	(2)	16,450	13,380	13,430	13,480	
0	Third Party Payments		0	0	0	0	
127,130	Central Establishment Charges		125,290	165,540	169,940	173,730	
1,341	Capital Financing Costs		1,340	6,120	5,160	4,690	
716,213	Total Expenditure		777,620	819,990	844,710	867,030	
Income							
-164	Other Income		-610	-390	-390	-390	
-716,050	Recharges		-764,800	-819,600	-844,320	-866,640	
-716,214	Total Income		-765,410	-819,990	-844,710	-867,030	
-1	Net Expenditure		12,210	0	0	0	

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2008/2009 ACTUAL OUTTURN £	NARRATIVE		2009/2010 LATEST APPROVED £	2010/2011 BUDGET £	2011/2012 BUDGET £	2012/2013 BUDGET £	Comments
PARTNERSHIPS & COMMISSIONING							
Budget Manager :- Head of Partnerships & Commissioning							
Expenditure							
223,353	Employees	(1)	215,930	317,890	328,590	337,390	(1) The increased cost in 2010/11 reflects the new structure of the section with the addition of the Streetscene staff and the transfer of the Media Officer. The budgets also include an allowance of 2% to cover the pay award.
496	Premises		520	520	520	520	
3,583	Transport		1,250	1,250	1,250	1,250	(2) The budget from 2009/10 has reduced following the transfer of the Annual Report and Corporate Plan budget to Corporate in order to comply with the Best Value Accounting Code of Practice.
34,137	Supplies & Services	(2)	22,610	19,810	19,810	19,810	
69,570	Central Establishment Charges	(3)	76,120	108,500	111,770	114,470	(3) The increased charge from 2010/11 reflects increased costs due to various restructures within departments.
394	Capital Financing Costs	(4)	390	3,180	2,640	2,440	
331,533	Total Expenditure		316,820	451,150	464,580	475,880	(4) Depreciation charges from 2009/10 also include an apportionment of depreciation on Corporate Buildings and Equipment previously made through CEC's.
Income							
-331,532	Recharges		-331,410	-451,150	-464,580	-475,880	
-331,532	Total Income		-331,410	-451,150	-464,580	-475,880	
1	Net Expenditure		-14,590	0	0	0	

GENERAL FUND BASE BUDGET SAVINGS 2009/10 - 2011/12
Policy & Resources Committee

Key:

Green	Savings likely to be achieved
Amber	Tentative savings - further work required
Red	Savings require a change in Council policy or significant change in service delivery

<u>Proposed Savings</u>		<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Progress</u>
Rationalisation of telephone accounts	Amber	650	2,590	2,590	2,590	Delays in progress due to potential new contract (see telephone calls below)
E-Gov - maintenance costs on DIP hardware	Green	8,000	8,000	8,000	8,000	Completed
ISP	Green	20,000	20,000	20,000	20,000	Completed
Gas / Electricity	Green	25,000	25,000	25,000	25,000	Completed
On-line recruitment advertising	Green	10,000	10,000	10,000	10,000	Completed
Plain English Campaign	Green	3,000	3,000	3,000	3,000	Completed
Expansion of Audit Partnership	Green	3,000	3,000	3,000	3,000	Completed
Change in postal provider	Green	1,230	1,640	1,640	1,640	Completed
Change provider for telephone calls	Amber	3,080	12,300	12,300	12,300	NYCC framework available but experiencing difficulties in joining - will pursue alternative contract.
Central Photocopying/printing	Amber	2,910	11,640	11,640	11,640	Print Audit received - project plan being developed - aimed to implement by 30 June 2009 but change in framework suppliers has delayed this.
Insurance Contract	Green	2,080	5,000	5,000	5,000	Completed
Browsealoud Subscription	Green	500	500	500	500	Negotiation of 3 yr subscription - completed

GENERAL FUND BASE BUDGET SAVINGS 2009/10 - 2011/12
Policy & Resources Committee

Key:

Green	Savings likely to be achieved
Amber	Tentative savings - further work required Savings require a change in Council policy or significant change in service delivery
Red	

<u>Proposed Savings</u>		<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Progress</u>
New Stationery Contract	Green	6,240	6,240	6,240	6,240	Completed - new framework contract let w.e.f 1 April 2009 - 30% saving achievable
New Treasury Management Advisory Service contract	Green	2,250	3,000	3,000	3,000	Completed - new contract commenced 1 July 2009
BPR - E-Government	Green	34,000	34,000	34,000	34,000	Completed
EH Technician	Green	22,500	22,500	22,500	22,500	Completed
BPR - Central Admin	Amber	20,650	21,300	21,300	21,300	Currently holding 2 vacancies filled with temporary employees (see scanning below) - restructure proposals approved
Review of Corporate Structures	Green	58,000	10,000	10,000	10,000	Completed
BPR - ICT	Amber	30,000	30,000	30,000	30,000	Retirement of 1 officer July 2008 - revised structure has been formulated subject to approval
BPR - Accountancy	Amber	-	30,000	30,000	30,000	Currently holding 2 vacancies filled with temporary employees - restructure proposals to follow restructure of Heads of Service

GENERAL FUND BASE BUDGET SAVINGS 2009/10 - 2011/12
Policy & Resources Committee

Key:

Green	Savings likely to be achieved
Amber	Tentative savings - further work required
Red	Savings require a change in Council policy or significant change in service delivery

<u>Proposed Savings</u>		<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Progress</u>
BPR - Env. Health	Green	11,380	11,380	11,380	11,380	Following a vacancy 1 SEHO has been removed from the structure - private housing grant work transferred to Housing Improvement Agency and other work absorbed within existing structure (Annual Saving of £11,380 achieved). Examination of potential partnership is underway.
Barlby Depot	Amber	-	20,000	20,000	20,000	Options to be reported to P & R following T & F Group
Firewall Improvement	Green	18,000	18,000	18,000	18,000	Completed
ICT - Decommissioning of Citrix Server	Green	3,000	3,000	3,000	3,000	Completed
2nd Class Post	Green	2,460	2,460	2,460	2,460	Completed
Telecommunications Mast	Amber	-	-	13,000	13,000	Awaiting formulation of proposals
Car Allowances	Green	7,520	7,520	7,520	7,520	Completed - additional £3k achieved above £10.5k target
Pre 1974 Pension Costs (West Yorkshire Pension Fund)	Green	30,000	30,000	30,000	30,000	Completed
Refuse Collection/Grounds Maint etc Contract Inflation	Green	60 -	60 -	60 -	60	Completed
Hull & Goole Port Health Authority Levy	Green	17,270	18,130	18,130	18,130	Completed

GENERAL FUND BASE BUDGET SAVINGS 2009/10 - 2011/12
Policy & Resources Committee

Key:

Green	Savings likely to be achieved
Amber	Tentative savings - further work required
Red	Savings require a change in Council policy or significant change in service delivery

<u>Proposed Savings</u>		<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>Progress</u>
Homelessness	Green	10,000	10,000	10,000	10,000	Completed
2007/08 Pay Award	Green	23,880	23,880	23,880	23,880	Completed
2008/09 Pay Award	Green	12,290	12,290	12,290	12,290	Completed
2009/10 Pay Award	Green	71,760	76,740	76,740	76,740	Completed - budgeted for 3% pay award - 1% award now confirmed
Health Improvement	Green	5,000	5,000	5,000	5,000	Completed
Fees and Charges 2008/09	Green	4,800	4,800	4,800	4,800	Completed although income will be monitored through quarterly budget management reports
Portholme Depot - Insurance paid by Landlord	Green	10,000	10,000	10,000	10,000	Completed
Human Resources - Conference, Personnel System & Misc Exp	Green	2,000	2,000	2,000	2,000	Completed
Taxi & Private Hire Licences	Green	10,000	10,000	10,000	10,000	Completed
ICT - Maintenance & Rental	Green	8,000	8,000	8,000	8,000	Completed
Customer Contact Centre - Security	Green	6,000	6,000	6,000	6,000	Completed
Total P & R Committee Savings		<u>340,390</u>	<u>488,850</u>	<u>501,850</u>	<u>501,850</u>	



**EXTRACT OF
MAJOR BUDGETS
RISK ASSESSMENT
2010/11**

1.0 **BACKGROUND:**

1.1 Good practice suggests risk assessments should be undertaken of material items of revenue income and expenditure as part of the budget process. This paper addresses that issue by identifying those budgets where the risk of over or underachievement is greatest.

1.2 The following assessment covers those budgets, which are particularly volatile or susceptible to fluctuation as a result of external factors.

3.0 **SALARIES AND WAGES (various budgets):**

3.1 Salaries and wages form the next highest item of expenditure for the Council, with total budgets for 2010/11 nearing £8.4m. The transfer of Leisure Services to a trust provider has reduced the overall salaries budget for 2010/11. The Council's policy is to budget for a small vacancy factor of 0.25% and the budget therefore does not represent a maximum figure. That said, our rate of staff turnover means that there is usually an underspend in this area, which provides some headroom to cover staff advertising costs when required.

3.2 Variances to the budgets can come from the following pressures:

- Vacancies (downward pressure).
- Service pressures – unexpected requirement for overtime eg, backlogs in work or cover for sickness absence (upward pressure).
- Maternity leave (upward or downward pressure – depending on how the leave is covered and the period of the leave).
- Sickness absence – short term sickness generally has no financial implications. Long term sickness absence may require the post to be covered, for example by overtime or temporary staff (upward pressure).

3.3 Overall it is expected that the pressure on the budget would be in a downward direction, although the use of agency workers can lead to cost pressures. However, budgets are managed to ensure costs are contained within available resources using virement where appropriate. Although the size of this budget means that a minor change can result in a significant variance, overall this budget is considered low risk.

Sensitivity Analysis

2010/11 Budget	1% Variance	5% Variance	10% variance
Salaries	84,000	420,000	840,000

Sensitivity: Low

Impact: High

Risk: Low

3.4 The Local Government Pension Scheme and its funding have been and continue to be the subject of change. The latest triennial valuation (March 2007) includes 1% increases year on year for the next 3 years and these have been included within budgets for the next 3 years and therefore the volatility in this cost is over the longer term. Further cost pressures arise from increases in pension fund membership, although these have not been significant in the past. Employer's contribution is at 21.9% of salary and budgeted to increase to 22.9% and 23.9% in 2011/12 and 2012/13. The next triennial valuation of the

pension fund is due during 2010/11 and indications are that there could be a further 1% increase on contributions from 2011/12. This has been allowed for as a contingency item until confirmation is received.

Sensitivity Analysis

2010/11 Budget	1% Variance in Rate	1.5% Variance in Rate	2% Variance in Rate
'Ers Superannuation	60,400	90,060	120,080

Sensitivity: Low

Impact: Medium

Risk: Low

4.0 **ENERGY COSTS (various budgets):**

4.1 Energy costs are difficult to predict with precision as they are affected by both volume of consumption and price. The Council procures energy through the NYCC framework via an annual contract although prices are still subject to fluctuation.

Sensitivity Analysis

2010/11 Budget	10% Variance	20% Variance	30% variance
Gas 40,280	4,028	8,056	12,084
Electricity 178,790	17,879	35,758	53,637
Total 219,070	21,907	43,814	65,721

Sensitivity: High

Impact: Medium

Risk: Medium

16.0 **LAND CHARGES INCOME**

16.1 Land charges fees are set by central government and increases are governed by direction from them. In addition Land Charges income is particularly susceptible to external factors such as the movement in the property market, and the option for house buyers to facilitate gathering of information in the most economical way by undertaking elements of the searches themselves.

16.2 The housing market appears to have shown signs of recovery in recent months as it had slowed down considerably due to the 'credit crunch'. The budget for 2010/11 has been set at a level to reflect this, although the unpredictability of this area means it has a high degree of sensitivity and therefore should be monitored closely.

Sensitivity Analysis

2010/11 Budget	1% Variance	5% Variance	10% variance
127,920	1,279	6,396	12,792

Sensitivity: High

Impact: Low

Risk: Low

17.0 **LICENSING ACT 2003 INCOME**

17.1 Licensing charges fees are set by central government and increases are governed by direction from them.

17.2 Licensing Act 2003 income which forms the largest element has the potential to be volatile as it depends on the number of applications for variables such as temporary events notices.

Sensitivity Analysis

2010/11 Budget	1% Variance	5% Variance	10% variance
60,000	600	3,000	6,000

Sensitivity: Low

Impact: Low

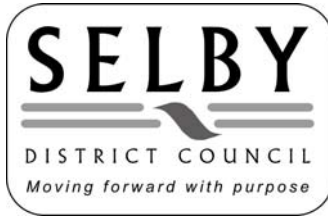
Risk: Low

Policy & Resources Committee

Category	Priority	Description	Strategic Theme / Priority	Revenue			Capital		
				10/11	11/12	12/13	10/11	11/12	12/13
B & D	Medium	Affordable Housing- Supplementary Planning Document to support delivery of affordable housing	Healthier communities. Providing a better balance in the housing market	25,000	0	0	0	0	0
			10/11 Priority - Working to secure the delivery of a re-vitalised housing market						
		Net Cost of Bid		25,000	0	0	0	0	0
A	High	Funding of overtime for closedown of 2009/10 Accounts	Improve Closedown Process to ensure achievement of deadlines.	4,300	0	0	0	0	0
			Savings - Retired Officers Superannuation	-7,940	-7,940	-7,940	0	0	0
			Savings - Subscriptions	-1,890	-1,890	-1,890	0	0	0
			10/11 Priority - Underpins all the Councils aims & priorities. Statutory Function						
		Net Cost of Bid		-5,530	-9,830	-9,830	0	0	0

Category	Priority	Description	Strategic Theme / Priority	Revenue			Capital		
				10/11	11/12	12/13	10/11	11/12	12/13
A	High	To deliver on the Councils strategic commissioning and contract management priorities	Advancing Strategic Commissioning is a Corporate improvement for 2010/11 10/11 Priority - Reducing our expenditure by a series of balanced measures whilst maintaining essential services	20,000	20,000	20,000	0	0	0
				Net Cost of Bid	20,000	20,000	20,000	0	0
D	Low	To continue Community Link Officer support to the pilot Community Engagement Forums	Corporate Aims & Priorities. Putting customers first. 10/11 Priority - Strengthening the voice	10,000	0	0	0	0	0
				Net Cost of Bid	10,000	0	0	0	0
C	High	New Executive Structure, to be effective from May 2011.	Facilitating input through Community Engagement 10/11 Priority - Strengthening the voice of our communities.	0	0	0	0	0	0
				0	0	0	0	0	0
				Net Cost of Bid	0	0	0	0	0

A&E	High	Local Development Scheme	Protecting the environment. Healthier communities.Promoting Prosperity	386,000	215,000	55,000	0	0	0
			Planning Delivery Grant 2009/10	-386,000	-215,000	-55,000	0	0	0
			10/11 Priorities - 1 to 5						
Net Cost of Bid				0	0	0	0	0	0
			Net Cost Of Policy & Resources Committee Bids	49,470	10,170	10,170	0	0	0



Public Session

Agenda Item No: 6

Title: Policy and Resources Committee 2009/2010 Performance Indicator Report: April 2009 – November 2009

To: Policy and Resources Committee

Date: 19 January 2010

Service Area: Finance

Author: Chris Smith – Corporate Improvement Officer

Presented by: Karen Iveson, Head of Service - Finance

1 Purpose of Report

- 1.1 To assist councillors in focussing on priority areas and managing the performance of the Council by updating the Policy and Resources Committee on the progress that has been made in 2009/2010 for the corporate and statutory National Indicators (NIs) for which they are responsible.

2 Recommendation

- 2.1 **That future actions and priorities be established to recognise achievement and address the areas of weakness highlighted.**

3 Executive Summary

- 3.1 From April 2008 the new National Indicators (NIs) came into being and as such quartiles cannot be used as they apply to the old Best Value Performance Indicators (BVPIs).

4 The Report

4.1 This report has been produced using the statistical data that is collated from a broad range of service areas for statutory performance indicators throughout the year. Background figures and full audit trails are available within service areas and from the Performance Management and Improvement section.

4.2 The officers responsible for reporting the data have provided the commentary for this report.

4.3 The new National Indicators are identified on the report by the prefix 'NI'. Some of the old BVPIs have been retained as corporate indicators where they have not been replaced by the new NIs.

5 Financial Implications

5.1 Subject to the actions determined by councillors to address weaknesses identified, there are no financial implications arising from the contents of this report.

5.2 Any actions identified for improvements to performance would need to be properly assessed for financial implications and, if required, approval for any additional funding sought and such issues would be highlighted in the budget exceptions report elsewhere on the agenda.

6 Conclusions

6.1 Future actions and priorities need to be established to recognise achievements and address the areas of weakness highlighted in this report.

7 Link to Corporate Plan

7.1 The ongoing management of performance and improvement data assists the Authority in achieving its strategic themes and priorities.

8 How Does This Report Link to the Council's Priorities?

8.1 The ongoing management of performance and improvement data assists the Authority in achieving its priorities.

9 Impact on Corporate Policies

9.1 Service Improvement

The continual monitoring of service areas will address areas of weakness, if any, highlighted. **Impact**




9.2 Equalities

The report contains information on performance relating to the Equalities agenda. **Impact**

9.3	Community Safety and Crime	No Impact
9.4	Procurement	No Impact
9.5	Risk Management There is a significant risk given the impact that performance management has on the outcome of Council and service area inspections.	Impact
9.6	Sustainability	No Impact
9.7	Value for Money The on-going management of performance will facilitate improvement in services and hence value for money.	Impact
10	Background Papers	
10.1	Policy and Resources Committee 2009/2010 Performance Indicator Report: April 2009 – November 2009.	

POLICY AND RESOURCES COMMITTEE PERFORMANCE UPDATE

CUSTOMER SERVICE

Code	Description	Reporting Period	2008/2009 Target	2008/2009 Year-End	2009/2010 Target	2009/2010 Year to Date
Tel1a	80% of telephone calls directed through the Customer Contact Centre are answered within 20 seconds.	Monthly	80.00%	58.50%	80.00% ↑	77.63% 
QA	The measure of the quality of the contact either face to face or via the phone.	Monthly	80.00%	87.99%	80.00% ↑	92.22% 
F2F	The average wait time before a customer is seen by an advisor.	Monthly	10.00 min	10.60 min	10.00 min ↓	10.82 min 




2009/2010 Year to Date compared to 2009/2010 Target

Tel1a - Call centre performance continues to improve with October 09 achieving 87% and November 09 achieving 86% improving the YTD figure to 77.63% of calls answered within 20 seconds.

QA - Quality remains above target. Percentage fluctuated in November 2009 due to service failure of two Customer Service advisors assessments.

F2F - Wait times continue to improve with the average time at 9.27 minutes for October 2009, 9.01 minutes for November 2009 improving the YTD figure to 10.82 minutes.

CENTRAL ADMIN

Code	Description	Reporting Period	2008/2009 Target	2008/2009 Year-End	2009/2010 Target	2009/2010 Year to Date
BV8	Percentage of invoices for commercial goods & services paid by the Authority within 30 days of receipt or within the agreed payment terms.	Monthly	98.00%	97.29%	98.00% ↑	98.82% 
COM2	Percentage of Corporate Complaints fully responded to within 20 working days.	Monthly	82.00%	79.00%	86.00% ↑	93.18% 
BACS (New)	Percentage of invoices paid electronically e.g. through BACS, CHAPS or direct debit.	Monthly	N/A	N/A	80.00% ↑	92.94% 

2009/2010 Year to Date compared to 2009/2010 Target


BV8 - BV8 is still above the target. Exchequer maintains ongoing monitoring to identify areas of weakness. If required, advice and guidance is available to ensure performance continues to remain above target. The implementation of the new financial management system begins in the new year with extensive training offered to all managers.

COM2 - Nine complaints were received in November 2009 of which none were late and were fully responded to within the required timescale.

BACS - Bac's is continually promoted by Exchequer by issuing all new suppliers with Bank Account details forms to encourage payment in this way.

POLICY AND RESOURCES COMMITTEE PERFORMANCE UPDATE

LEGAL SERVICES

Code	Description	Reporting Period	2008/2009 Target	2008/2009 Year-End	2009/2010 Target	2009/2010 Year to Date
SS1	The percentage of standard searches carried out in 10 working days.	Monthly	100.00%	99.87%	100.00% ↑	100.00%  2009/2010 Year to Date compared to 2009/2010 Target

SS1 - All searches sent out within the target for November and all departments met their targets apart from North Yorkshire County Council they missed their target by four. North Yorkshire County Council have been having staffings issues which seems to be ongoing.

Selby District Council

Minutes of the proceedings of a meeting of the Discretionary Rate Relief Panel held on 1 December 2009, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 3pm.

1	Apologies for Absence and Notice of Substitution
2	Minutes
3	Private Session
4	Premises, Selby

Councillors: M Crane in the Chair and B Percival

Officials: Benefits Manager and Democratic Services Officer.

Public: 0

Press: 0

1 Apologies for Absence and Notice of Substitution

Apologies were received from Councillor S Shaw-Wrightl.

2 Minutes

Resolved:

That the minutes of the Discretionary Rate Relief Panel held on 29 September 2009 be confirmed as a correct record and be signed by the Chair.

3 Private Session

Resolved

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the Press and public be excluded from the meeting for the of the following items as there will be a disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12A to the Act.

4 Premises, Selby

Members considered a report by the Taxation and Benefits Manager on a request from a company seeking relief, on the grounds of hardship, from National Non-Domestic Rates amounting to £91,665 levied on premises in Sherburn in Elmet

The applicants had been asked to supply audited accounts in support of their claim of hardship but had failed to do so.

Resolved: That application be refused as the accounts provided by the applicants did not confirm that the business is suffering hardship.

The meeting closed at 3.10pm