



Exeter City Council

To the Chair and Members
of the Scrutiny Committee - Resources

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AGENDA FOR EXETER CITY COUNCIL SCRUTINY COMMITTEE - RESOURCES

The Scrutiny Committee - Resources will meet on **WEDNESDAY 28 JANUARY 2009**, commencing at **5.30 pm**, in the Rennes Room, Civic Centre, Paris Street, Exeter to consider the following business. If you have an enquiry regarding any items on this agenda, please contact Sarah Selway, Member Services Officer on **Exeter 265275**.

Entry to the Civic Centre can be gained through the Customer Service Centre, Paris Street.

Pages

Part I: Items suggested for discussion with the press and public present

1

MINUTES

To sign the minutes of the meeting held on 26 November 2008.

2

DECLARATIONS OF INTEREST

Councillors are reminded of the need to declare personal and prejudicial interests, including the nature and extent of such interests, in relation to business on the agenda, before any discussion takes place on the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

3

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:-

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of Item 13 on the grounds that it involves the likely disclosure of exempt information as defined in the paragraph 3 of Part 1, Schedule 12A of the Act.

4 **QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER 19**

A period of up to 15 minutes will be set aside to deal with questions to the Committee from members of the public.

Details of questions should be notified to the Assistant Chief Executive at least three working days prior to the meeting. Further information and a copy of the procedure are available from Member Services (265275) also on the Council web site: <http://www.exeter.gov.uk/scrutinyquestions>

5 **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 20**

To receive questions from Members of the Council to appropriate Portfolio Holders.

6 **2007-08 USE OF RESOURCES/DATA QUALITY REPORT**

The Council's External Auditor, Grant Thornton, will present the report to Members – *report circulated* 1 - 20

MATTERS FOR CONSIDERATION BY THE EXECUTIVE

7 **REVENUE BUDGET PROPOSALS 2009/2010**

To consider the report of the Head of Treasury Services - *report circulated* 21 - 32

8 **CAPITAL PROGRAMME 2009/2010 TO 2011/2012**

To consider the report of the Head of Treasury Services - *report circulated* 33 - 52

9 **ANNUAL INVESTMENT STRATEGY**

To consider the report of the Head of Treasury Services - *report circulated* 53 - 62

10 **CORPORATE DEBT POLICY**

To consider the report of the Head of Treasury Services – *report circulated* 63 - 68

MATTERS FOR CONSIDERATION BY SCRUTINY COMMITTEE - RESOURCES

11 **NON-HOUSING AIM BUDGET 2009/2010**

To consider the joint report of the Head of Contracts and Direct Services, Head of Treasury Services and Head of Estates - *report circulated* 69 - 78

12 **RESOURCES ESTIMATES - 2009/2010**

To consider the report of the Head of Treasury Services – *report circulated* 79 - 112

PART II: ITEM SUGGESTED FOR DISCUSSION WITH THE PRESS AND PUBLIC EXCLUDED

13 **RAMM PROJECT PROGRESS REPORT**

To consider the report of the Chief Executive - *report circulated to members* 113 - 160

DATE OF NEXT MEETING

The next **Scrutiny Committee - Resources** will be held on Wednesday 25 March 2009 at 5.30 pm

FUTURE BUSINESS

The schedule of future business proposed for this Scrutiny Committee and other Committees of the Council can be viewed on the following link to the Council's website: <http://www.exeter.gov.uk/forwardplan>
Councillors can view a hard copy of the schedule in the Members Room.

Membership -

Councillors Coates (Chair), D J Morrish (Deputy Chair), M A Baldwin, Boyle, P J Brock, Hobden, Martin, Newton, Noble, Prowse, Robson, Thompson and Wardle

Find out more about Exeter City Council services by looking at our web site <http://www.exeter.gov.uk>. This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Member Services Officer on (01392) 265275 for further information.

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Exeter City Council

Use of Resources and Data Quality 2008

12 January 2009

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1 Executive Summary

Background and purpose of the report

- 1.1 The Audit Commission's Code of Audit Practice requires us to reach a conclusion on whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources ("VFM conclusion").
- 1.2 We described, in our Report to those Charged with Governance (September 2008), the areas of audit work that provided us with the assurance that contributed to our annual VFM conclusion.
- 1.3 This report sets out our detailed findings from the two key areas underpinning the Conclusion:
- our assessment of the Council's Use of Resources, using the Audit Commission's five themes and key lines of enquiry ('KLoE') criteria; and
 - our assessment of the Council's Data Quality management arrangements, using criteria prescribed by the Audit Commission.

Key messages

- 1.4 The Council continues to have good Use of Resources arrangements in place during 2007/08 . The theme scores for 2007 and 2008 are summarised in the table below.

Use of Resources theme	2007 score	2008 score
Financial reporting	3	3
Financial management	3	3
Financial standing	3	3
Internal control	3	3
Value for money	3	3

Key to the scores:

- 1. Inadequate - below minimum standards
 - 2. Performing adequately - meeting minimum requirements
 - 3. Performing well - above minimum requirements
 - 4. Performing strongly - standard setting performance
- 1.5 Further details of work to support our 2008 Use of Resources assessment are given in section two.

- 1.6 We have also assessed the Council's management arrangements for data quality as being consistently above minimum requirements and our data quality spot-check work confirmed that both of the two indicators audited were fairly stated.
- 1.7 Whilst the Council has made good progress in developing its data quality management arrangements we have identified a number of areas where those arrangements could improve further. Further details of work to support our Data Quality conclusions are given in section three.

Way forward

- 1.8 There have been significant changes to the review and assessment of the Council's Use of Resources arrangements for 2009, as part of the new Comprehensive Area Assessment. The new assessment framework is more demanding than the current one, is broader in scope and embraces wider considerations such as people and workforce planning and the use of natural resources. It also places more emphasis on outcomes for local people. The KLoE are more strategic and focus explicitly on achievements and outcomes rather than internal arrangements and processes.
- 1.9 Therefore, in reporting the areas for development identified from our 2008 assessment, we have focussed on those where it will be important for the Council to demonstrate effective arrangements in 2009.
- 1.10 We will continue to work with the Council during the year to help prepare for the 2009 Use of Resources assessment.

Use of this report

- 1.11 This report has been prepared solely for use by the Council to discharge our responsibilities under the Audit Commission Code of Audit Practice and relevant auditing standards and should not be used for any other purpose. No responsibility is assumed by us to any other person.
- 1.12 This report includes only those matters that have come to our attention as a result of performance of the audit. An audit of Use of Resources is not designed to identify all matters that may be relevant to those charged with governance. Accordingly the audit does not ordinarily identify all such matters.

Acknowledgements

- 1.13 We would like to record our appreciation for the co-operation and assistance provided to us by the Council's management, officers and members during the course of our audit.

Grant Thornton UK LLP
12 January 2009

2 Use of Resources

Introduction

- 2.1 In carrying out our audit work we comply with the statutory requirements governing our duties, as set out in the Audit Commission Act 1998, in accordance with the Code of Audit Practice (the Code). The Code requires us to issue a conclusion on whether the Council has proper arrangements in place for securing economy, efficiency and effectiveness in the use of its resources.
- 2.2 The overall conclusion that we issued, in September 2008, was that the Council has adequate arrangements for ensuring value for money in its use of resources. This was derived from the conclusions that we reached on the Council's management arrangements in a number of areas. We described the components of the use of resources conclusion and reported key messages in our Report to those Charged with Governance.
- 2.3 We summarise in this section matters arising from our Use of Resources key lines of enquiry ("KLoE") assessment for 2008.

Approach to the audit

- 2.4 The assessment was carried out between April and October 2008. We reviewed the Council's arrangements against eleven KLoEs within the five themes prescribed by the Audit Commission.
- 2.5 Our work was based on review of the Council's self assessment and supporting evidence, meetings with senior management and other key officers. We also considered and updated the findings from our local risk based use of resources work carried out during the year and from our September 2008 value for money conclusion, as well as the progress made in implementing the recommendations made by your previous external auditors.

2008 KLoE scores

- 2.6 We have concluded our 2008 KLoE assessment and our scores submitted to the Audit Commission have been accepted following the national quality control process.
- 2.7 The 2008 KLoE scores, with comparative 2007 scores, are shown in the table overleaf.

Theme and KLoE	Score 2007	Score 2008
Financial reporting	3	3
Annual accounts	3	3
External accountability	3	3
Financial management	3	3
Medium term financial planning	3	3
Managing performance against budgets	3	3
Managing assets	2	3
Financial standing	3	3
Internal control	3	3
Managing significant business risks	3	3
Maintaining a sound system of internal control	3	3
Ensuring probity	3	3
Value for money (VFM)	3	3
Current achievement of VFM	3	3
Managing and improving VFM	3	3

2.8 The key findings in each of the themes, together with the key areas for improvement, are set out below.

Financial reporting

Annual accounts

2.9 The Council has maintained a level 3 score for this theme confirming that the Council has prepared good quality financial statements, in line with the statutory requirements. A small number of significant audit adjustments were identified, relating to the recognition of commercial rent income and the presentation of the Housing Revenue Account balances within the consolidated statements. However, the Council worked hard to rectify these issues during the course of the audit.

- 2.10 The overall quality of the Council's working papers to support the 2007-08 accounts was good, although we made a number of requests for additional supporting documentation. The Council's finance team co-operated well with our audit queries and responded promptly.

External accountability

- 2.11 In terms of external accountability, the Council publish the agenda, reports and minutes for members on a timely basis.
- 2.12 The Council do not prepare a specific annual report or a set of summary financial statements, instead relying on the Corporate Plan to communicate the results for the year and including relevant financial information. The Council recognises that there is scope to improve the evidence of the current arrangements in the engagement of stakeholders on whether this format of reporting meets their requirements.
- 2.13 'Preparation of accounts' and 'publishing reports' are key components in the 2009 Use of Resources assessment (KLoE 1.3). It will remain important for the Council to:
- continue to improve the quality of its annual accounts and effectively implement revised accounting requirements, including those brought about by changes to the SoRP and the forthcoming introduction of International Financial Reporting Standards (IFRS);
 - minimise the number of additional queries required as part of the audit through the use of our working paper requirements list; and
 - undertake stakeholder consultation to identify what types and format of financial information could be externally reported.

Financial management

Medium term financial planning

- 2.14 The council has a medium term financial plan (MTFP) in place which models income and expenditure over a three year period. This is driven by the corporate business plan ("Planning For Our Future 2007-12") and to the overarching community strategy ("Exeter Vision").
- 2.15 Key corporate objectives are reflected in service business plans and budgets, thus ensuring that business and financial planning are linked. Key messages from the medium-term financial plan are communicated internally and externally through a variety of means, including a community forum event.
- 2.16 A comprehensive and balanced revenue budget has been set and an affordable capital programme has been developed which is aligned with strategic priorities as well as being linked to the revenue budget and the medium-term financial plan.
- 2.17 Project appraisals are in place for new policy and capital developments and the Council is regularly undertaking equality impact assessments.

Managing performance against budgets

- 2.18 Overall the Council continues to perform strongly in this area. Robust arrangements are in place for agreeing and managing budgets and detailed monitoring is undertaken on the budgets and on forecast performance. Budgets are revised each quarter to reflect any changes that are required, such as approved budget additions or reductions in capital charges.
- 2.19 Monitoring reports included financial and non-financial data, and there is member involvement in the monitoring arrangements. The Council has established member working groups where it has been considered that more detailed assurance is required. Monitoring is risk-based, with a focus on areas of income and expenditure where changes will have most impact on the Council, for example, concessionary fares and car park income.
- 2.20 Progress in achieving planned savings and efficiency gains is regularly reported to senior management and a backward-looking efficiency statement is considered by the Executive team on an annual basis. The planned efficiency savings, including the Gershon efficiency savings, have also been reported to members.

Managing assets

- 2.21 For 2007-08, our assessment of the Council for this KLOE has improved its score to a level 3. The Council has an up-to-date corporate capital strategy which is linked to the MTFP. An asset register is maintained and arrangements are in place to monitor maintenance and improvement works. An asset management plan provides details on the assets held and the goals for the Council and assets are reviewed to ensure they are fit for purpose.
- 2.22 The Council has sound arrangements for managing property maintenance. Condition Surveys are carried out on a rolling basis by the Estate team and the level of backlog maintenance and the reactive and planned programmes are managed through the corporate Asset Improvement and Maintenance (AIM) programme and monitored by the AIM group.
- 2.23 Portfolio responsibility for the Council's asset management arrangements has been allocated to the Portfolio Holder for Economy and Tourism and scrutiny committees receive proposals each year and quarterly progress reports.
- 2.24 Whole life costing and option appraisal have been used selectively, and there is an opportunity for the Council to ensure that all major investment and disposal decisions are based on these processes.
- 2.25 'Integrated financial planning' 'medium to long term financial planning' 'financial governance and leadership' and 'financial monitoring and forecasting' remain as key components in the 2009 Use of Resources assessment (KLoE 1.1 and 1.3).
- 2.26 The Council will wish to continue to develop its financial management arrangements and ensure that these are integrated with other corporate processes, consider the

service and financial plans of key partners and stakeholders and demonstrate how arrangements are leading to improved outcomes.

Financial standing

- 2.27 There have been no significant changes to the prior year assessment and we have again assessed the Council at level 3.
- 2.28 The Council continues to have sound financial standing. The Council holds a levels of general fund reserves which, at 32% of the net revenue budget, is substantially higher than its target of 15%. The Council assures us that plans are in place to utilise these reserves to meet specific pressures in future periods but arrangements could be improved if specific parameters were determined for the level of reserves to be held on an annual basis, reflecting local risks and developments, rather than reporting against a fixed percentage. This will enable the Council greater flexibility in its budget planning whilst maintaining a longer term rationale for the overall level of reserves.
- 2.29 Treasury management arrangements remain robust. However, like many other Councils, the Council had a number of investments with Icelandic Banks which have now ceased trading. It held investments of £3 million with Landsbanki on a short term deposit, that was due to mature on 3 November 2008 and £2 million deposit with Glitnir Bank, which was due to mature in December 2008. With the Council, we will continue to assess what improvements, if any, can be made to the Treasury Management arrangements in place to mitigate the risk of future losses, arising from the current reviews being undertaken on the lessons to be learnt from the Icelandic banks collapse.
- 2.30 The Council regularly monitors its performance on collection rates for Council Tax, NNDR, housing rents and car park income through its performance monitoring arrangements and other internal reporting mechanisms. However, it does not routinely review the associated costs of collection and the effectiveness of recovery actions, i.e. a cost benefit analysis, and should consider incorporating this into its debt monitoring and reporting arrangements.
- 2.31 'Managing spending' forms part of KLoE 1.1 in the 2009 assessment. We will continue to assess the Council's financial standing but with an increased forward-looking focus on management of financial balances along with the delivery of strategic priorities.

Internal control

Managing significant business risks

- 2.32 The Council continues to maintain effective arrangements for identifying and managing risks and we have assessed the Council as maintaining level 3 performance.
- 2.33 The Council has a risk management strategy, which has been adopted by Members, that links to corporate objectives and covers strategic and operational risks. The

Council also maintains a register of its corporate risks and this is managed through the risk management group. Each risk is linked to a strategic objective, is scored for likelihood and impact, and assigned to a named individual.

- 2.34 The risk management arrangements also include member involvement and the Scrutiny (Resources) Committee considers risk management issue as well as the risk register. A senior officer and a member jointly champion and take responsibility for embedding risk management throughout the Council. Risk management training is provided as needs are identified, and risk management policies, procedures and guidance are available on the corporate intranet.
- 2.35 The Council could further improve their current arrangements by ensuring that all members receive adequate and regular risk management awareness training.

Maintaining a sound system of internal control

- 2.36 We have assessed the Council's arrangements for maintaining a sound system of internal control as level 3, which is the same as last year.
- 2.37 The Council has an assurance framework in place and has assessed the system of control through the Annual Governance Statement, which is supported by risk management and internal audit. There is an effective internal audit function at the Council and key control documents, such as standing orders, are reviewed on an annual basis.
- 2.38 The basic role of an audit committee is undertaken by the Scrutiny Resources Committee and includes reviewing internal controls and risk management and receiving internal and external audit reports.
- 2.39 We believe that whilst the Scrutiny Resources Committee is effective, there is scope to improve it further by specifically identifying and monitoring its work on risk-related issues, assurance arrangements and its wider role of challenging the Executive.

Ensuring probity

- 2.40 The arrangements for ensuring probity and propriety in the conduct of business remain sound and the Council has retained a level 3 on this KLOE.
- 2.41 The Council maintains codes of conduct for members and staff and appropriate arrangements are in place for monitoring compliance with standards of conduct, including a register of members interests, a register of gifts and hospitality and a complaints procedure. The Council is proactive in raising the standards of ethical behaviour, and this is included within induction training as well as in internal audit compliance testing.
- 2.42 The Council has counter-fraud and corruption policy and "whistle-blowing" policies. It has participated in, and made effective use of, the National Fraud Initiative data matching process for 2007-08. A standards committee is in place and its terms of reference are included within the Councils Constitution. Agenda's and minutes are available on the Council's website and an annual report is prepared, which outlines

the work of the Standards Committee during the past year as well as the work plan for the future.

Arrangements could be enhanced further by ensuring that:

- staff are provided with specific training on ethics; and
- arrangements are assessed against the Ethical Governance diagnostics toolkit.

- 2.43 'Principles of good governance,' 'ethical framework and culture,' 'partnership governance,' 'risk management,' 'counter fraud and corruption' and 'system of internal control' remain as key components in the 2009 Use of Resources assessment (KLoE 2.3 and 2.4).
- 2.44 We will continue to assess the Council on these and other aspects of internal control but with an increased focus on the effectiveness and outcomes of arrangements, including the demonstration of a strong and improving culture of governance, conduct, risk management and internal control.

Value for money

Current achievement of VFM

- 2.45 We have assessed the Council as retaining a level 3 for the achievement of VFM. Overall, the Council continues to provide value for money when compared to its nearest neighbours. Council tax rates remain relatively low as are the costs of delivering services. In addition, the Council has a low level of unapportioned overheads. Higher comparative costs in some areas, such as culture, homelessness and community housing, reflect the Council's commitment to these services. Satisfaction levels across services are relatively high.
- 2.46 The key exceptions to this overall positive performance are; economic and community development (where other councils are spending more with lower deprivation levels); planning (where other councils are performing better); and the cost and performance of benefits and council tax administration. However, we recognise that the Council is taking action to address these issues. The Council has a good track record in managing its spending and has sound arrangements for monitoring and reporting on costs and performance.
- 2.47 The Council is increasingly focussing on sustainable economic growth and development, tackling social disadvantage, affordable homes and delivering high performing and cost effective services.
- 2.48 We found that the Council's capital projects are linked to corporate priorities and that capital spending is closely monitored.

Managing and improving VFM

- 2.49 We have assessed the Council as retaining a level 3 for its arrangements for managing and improving Vfm.

- 2.50 Improvements in the efficiency and effectiveness of services is sought through best value reviews and service improvement portfolios, which focus on outcomes and service priorities. The Council is developing its understanding of the longer term impact, costs and benefits of its decision-making. Whole life costing is increasingly used, particularly in procurement decisions, and environmental sustainability is considered where relevant.
- 2.51 The Council continues to respond to local needs through a range of well-established public engagement mechanisms, including a citizens' panel and has undertaken a range of targeted consultation exercises.
- 2.52 The Council continues to exceed its Gershon savings, with cumulative savings of £3.287m (cashable £2.211m) over the three year period. There are clear responsibilities for the efficiency agenda with heads of service challenging service efficiency through service improvement portfolios which applied across all areas. However, senior management are not regularly presented with developed action plans on efficiency gains and savings and this may be an area for further development.
- 2.53 The Council has an information strategy which underpins local work on using IT and information to support services and service change - the Council is using, and plans to use, IT for proper integration of back office services, customer relationship management, better customer access to services, geographical mapping and document imaging. IT is also fundamental in maintaining and providing performance and financial management information, which members and officers use to monitor Council performance.
- 2.54 There is no distinct VFM KLoE in the 2009 Use of Resources assessment as arrangements for, and achievement of, VFM will be measured across all of the KLoEs. The Council will, therefore, need to continue to demonstrate that it is improving VFM for the local community.

Use of resources 2009

- 2.55 From 2009, the use of resources assessment considers how well organisations are managing and using their resources to deliver better value for money and better and sustainable outcomes for local people. The assessment is structured into three themes that focus on the importance of sound and strategic financial management, strategic commissioning and good governance, and the effective management of natural resources, assets and people.
- 2.56 The assessment will use the Audit Commission's current four-point scale and there will be clear expectations around the demonstration of improved outcomes in order to perform well.
- 2.57 Further details of the 2009 framework can be found at Appendix A.

3 Data Quality

Introduction

- 3.1 Producing data, which is fit for purpose, should not be an end in itself, but an integral part of a body's operational, performance management, and governance arrangements. Organisations that put Data Quality at the heart of their performance management systems are most likely to be actively managing data in their day-to-day business, and turning that data into reliable information.
- 3.2 Auditors' work on Data Quality supports the Audit Commission's reliance on performance indicators in its service assessments for CPA and this will continue to be the case with the introduction of CAA from 2009.

Approach to the audit

- 3.3 We use the Audit Commission's three stage approach to the audit of Data Quality, which is summarised in the table below:

Stage	Description
1	<p>Management arrangements</p> <p>A review to determine whether proper corporate management arrangements for data quality are in place, and whether these are being applied in practice. The findings contribute to our VFM conclusion.</p>
2	<p>Analytical review</p> <p>An analytical review of a specified selection of performance indicator results for the year, and selection of a sample for testing based on a risk assessment.</p>
3	<p>Data Quality spot checks</p> <p>In-depth review of a sample of performance indicators, most of which are used in CPA, to determine whether arrangements to secure data quality are delivering accurate, timely and accessible information in practice.</p>

Key management arrangements findings

- 3.4 We have assessed the Council's management arrangements as meeting minimum requirements, or above, in each of the five areas covered by our assessment. Our key messages are set out overleaf.

Governance and leadership

- 3.5 The Council has put in place a corporate framework for the management and accountability of data quality issues. Its commitment to data quality is outlined within the Corporate Plan and there is an action plan in place to cover data quality issues. The Head of the Policy Unit has overall strategic responsibility for data quality and operational responsibility for data quality is clearly defined through heads of service.
- 3.6 The corporate commitment to data quality is promoted throughout the Council. Member involvement is achieved principally through portfolio holders. Internal Audit undertakes a detailed annual review of data quality at the Council, which includes a review of the information systems as well as individual indicators.
- 3.7 Data quality is also included as a broad risk in the corporate risk register. However, development of embedded risk processes within departments is not yet evident and this is being pursued during 2008-09.

Policies

- 3.8 There are data quality guidelines in place and these have been approved by senior management. There is also an information management strategy to secure the quality of data recorded. The data quality policy is available on the Council's intranet, along with the performance management system links.
- 3.9 The corporate Policy Unit acts as the first point of call for clarification on guidance. Staff induction training includes reference to performance management and to data quality issues. Training notes for the new performance management system include reference to data quality and data entry, including guidelines on rounding and reporting.

Systems and processes

- 3.10 The Council has a number of departmental systems that are used to collect and report data. The Council has also invested in a new performance management system, and has established arrangements for ensuring the quality of the data input to it from other systems and identifying any unexpected entries and variances.
- 3.11 Internal Audit reviews performance data as part of its annual audit testing processes, and individual performance indicators are also subjected to detailed review. Internal Audit also reviews the controls surrounding the systems and a report on findings is considered by the corporate Management Team.
- 3.12 The Council has a business continuity plan in place and this is reviewed on a regular basis. Security arrangements are in place for critical systems. However, Internal Audit made a recommendation about undertaking a detailed risk assessment of the Council's performance information systems, and this has yet to be done.
- 3.13 The Council has a general data sharing protocol, and some general data sharing principles included within the data quality guidelines for performance data. Internal Audit randomly selects and validates data received from other organisations.

People and skills

- 3.14 The Council has considered the roles and responsibilities necessary to achieve data quality within departments. Arrangements are in place to ensure that staff have the knowledge and competencies for their role in relation to data quality, though the Council has not yet formalised this by ensuring that relevant job descriptions have specific reference to data quality.
- 3.15 Training is provided to all relevant staff as part of the performance management arrangements. Copies of the procedures are available for all staff on the intranet and a data quality training group is under development.

Data use and reporting

- 3.16 The Council has put arrangements in place to ensure that data supporting performance information is being used to manage and improve service delivery.
- 3.17 The data from the performance management system is formally reported, on a quarterly basis, to the directorate teams and all reports are available on the intranet for all staff to review. Where services have been performing less well, performance indicators are monitored on a monthly basis. Performance indicator data is also used as part of the annual budget setting process and in the production of the Budget Book.
- 3.18 There is member involvement in reviewing corporate and service performance, based, in part, on the performance indicators.
- 3.19 The Council has also established sound validation procedures to ensure the accuracy of data used in reported performance. The performance management system has a clear audit trail underpinning data input. In addition, where variations to target occur, staff are required to provide appropriate explanatory comment.
- 3.20 The Council has adopted a numerator package, which enables the Policy Unit to enter directly data that is applicable across the Council, thus reducing errors. Appropriate data sign-off arrangements are in place. All BVPIs that are used for external reporting fall within the Internal Audit risk-based approach to review.

Key spot-check findings

- 3.21 Following our review of management arrangements we undertook an analytical review of a selection of performance indicators (excluding BVPIs 78a and 78b) in order to establish whether they were within expected variances and thus whether we should undertake more detailed work. Our analytical review work identified that the performance indicators were within the expected variance, and that changes were due to real performance change.
- 3.22 We therefore focused our attention on the Housing Benefit PIs (BV 78a and BV78b), as required by the Audit Commission guidance. Our detailed review of the indicators identified that they were fairly stated and we have no significant matters to report to you on this work.

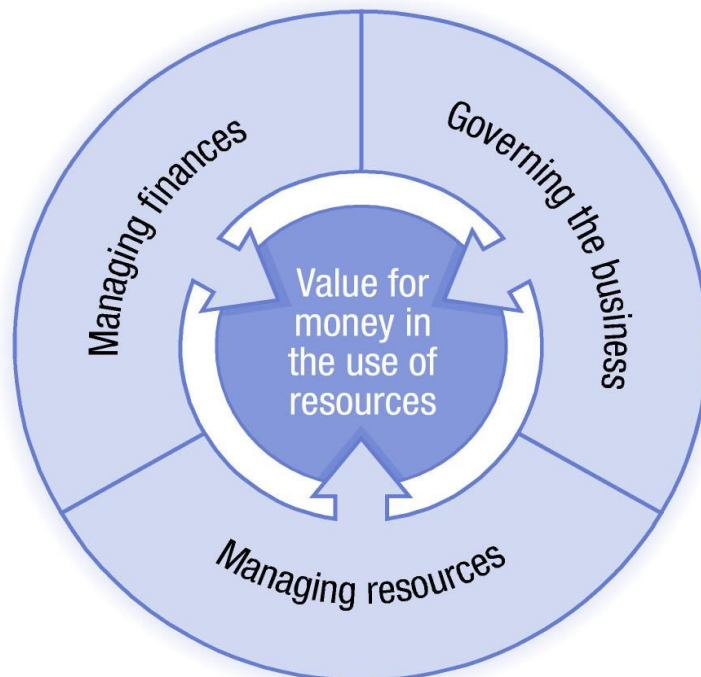
Next steps

- 3.23 The Scrutiny Committee Resources should monitor implementation of the areas for improvement referred to in this report.

Appendix A Use of Resources from 2009

The use of resources assessment forms part of the joint inspectorates' framework for Comprehensive Area Assessment (CAA), which takes effect from 2009. The inspectorates, including the Audit Commission, propose that CAA will consist of two assessments - of the area and of the organisations in an area. The area assessment will look at how well local public services are delivering better results for local people against local priorities and how likely they are to improve in future.

From 2009, the use of resources assessment considers how well organisations are managing and using their resources to deliver better value for money and better and sustainable outcomes for local people. The assessment is structured into three themes that focus on the importance of sound and strategic financial management, strategic commissioning and good governance, and the effective management of natural resources, assets and people. The three themes are illustrated below.



The new use of resources assessment framework is more demanding than the previous assessment. It is broader in scope and embraces wider resources issues such as people and workforce planning and the use of natural resources. It also places more emphasis on outcomes of local people. The KLoE are more strategic and focus much more explicitly on value for money achievements rather than processes. The KLoEs in each of the three themes are set out in the table overleaf.

Managing finances	Governing the business	Managing resources
1.1 Financial planning and financial health	2.1 Commissioning and procurement	3.1 Natural resources
1.2 Understanding costs and performance	2.2 Data Quality and use of information	3.2 Asset management
1.3 Financial monitoring and reporting	2.3 Good governance and ethical behaviour	3.3 Workforce planning
	2.4 Risk management and internal control	

Each theme comprises of a number of underlying KLoE which are common to all organisations subject to a use of resources assessment under the CAA. This promotes consistency and demonstrates that all organisations within and CAA area are assessed in the same way and to the same standards.

The use of resources assessment will use the Audit Commission's current four point scale with 4 representing the highest level of performance, as follows:

Level	Performance and principles implicit in the KLoEs
1	<p>Inadequate</p> <p>Below minimum acceptable levels of performance. Consistent with an "except for / qualified" use of resources conclusion.</p>
2	<p>Performs adequately</p> <p>Consistent with established professional practice, meeting statutory requirements, operating effectively.</p> <p>Sufficient to address the KLoE demonstrating, for example organisational leadership and commitment, partnership working, appropriate capacity and skills, and informed by priorities with supporting action plans as appropriate.</p> <p>Arrangements that achieve minimum accepted levels of performance.</p>
3	<p>Performs well</p> <p>Implemented effective arrangements that are forward looking and proactive in developing improvement opportunities and include more sophisticated measuring and assessment techniques.</p> <p>Outputs and outcomes demonstrate effective arrangements that have the intended impact, and where appropriate show evidence of effective partnership working.</p> <p>Evidence of performing consistently above minimum acceptable levels and achieving value for money.</p>

Level	Performance and principles implicit in the KLoEs
4	<p>Performs excellently</p> <p>Demonstrating innovation or best practice.</p> <p>Demonstrating strong outcomes for the community including through partnership working.</p> <p>Evidence of performing well above minimum acceptable levels and achieving excellent value for money.</p>



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EXETER CITY COUNCIL

SCRUTINY COMMITTEE - RESOURCES 28 JANUARY 2009

EXECUTIVE
10 FEBRUARY 2009

REVENUE BUDGET PROPOSALS 2009/10

1. PURPOSE OF THE REPORT

- 1.1 This report outlines the strategic framework within which the estimates have been prepared and circulated for discussion and comment during December and highlights the issues that will affect the actual setting of the overall level of council tax.
- 1.2 This report also summarises the overall budget position arising from the current cycle of Scrutiny Committee meetings.

2. BACKGROUND

- 2.1 At its meeting of 9 December 2008, the Executive approved a budget strategy based upon key assumptions including the likely level of available resources and the proposed new revenue bids and other identified spending pressures. This strategy, including the revised medium term financial plan, indicated that the Council can afford to fund its proposed spending plan in the short term to medium term by utilising some of its balances and reserves. However there are a number of spending pressures that the Council needed to be made aware of. In particular the impact of borrowing to fund the Council's future capital programme and the reduction of income in some service areas will add more pressure to the revenue budget in future years. Implicit within the budget strategy and medium term financial plan is the requirement to identify ongoing cashable efficiency savings.
- 2.2 The Government has now announced the provisional local government finance settlement for 2009/10 and this was in line with previous forecasts. For Exeter the guideline figure is as follows:

- Formula Grant £11,998,852 (increase 0.9% against 2008/09 grant)

The provisional settlement now indicates that in cash terms our grant will only increase by £105,936 against the 2008/09 grant amount of £11,892,916.

3. KEY ASSUMPTIONS

- 3.1 In producing the Council's medium term financial plan and annual revenue budget a number of factors have to be taken into consideration. Economic factors outside of our control such as inflation, interest rates, and economic growth etc. can have a huge impact upon the Council's overall financial position. Consequently it is necessary to make a number of assumptions on such issues so that a meaningful financial plan can be produced.

3.2 The following assumptions have been made with regard to the revenue budget for 2009/10:

- Pay award 2.5%
- General Inflation Nil (see para 3.4 below)
- Income 5.0% (2.8% where VAT is applicable)
- Interest on Investments 3.0%

3.3 An interim pay award for the current year has now been settled. Although Government policy is to try and limit public sector pay increases to no more than 2% it is felt prudent at this stage to budget for a 2.5% increase next year.

3.4 As a means of finding efficiency savings many non-pay budgets will not be fully increased for inflation. There will be some exceptions to this in particular where there are ongoing contractual arrangements in place and where the Council has to meet the full price increase e.g. insurance, fuel and electricity. Recently released figures show that UK inflation fell in October from a 16-year high, as oil, food and transport costs fell. The Consumer Prices Index (CPI) measure dropped to 4.5% from 5.2% in September. The Retail Prices Index (RPI), the alternative measure of inflation which includes housing costs, also fell from 5% to 4.2%, the biggest fall since 2003. This downward trend has also continued in November with further reductions to both CPI (4.1%) and RPI (3.0%). Although the Government no longer produce targets for the RPI it is still used to determine increases in pensions, benefits and pay negotiations. With regard to next year, the Bank of England has said inflation could fall below its target of 2% and might drop as low as 1%. With regard to the RPI many economic forecasters are currently predicting that the UK's retail price index will turn negative next year.

3.5 In November the Bank of England reduced the base rate from 4.5% to 3% and has subsequently followed this up in January with a further reduction to 1.5% bringing interest rates to their lowest level in the Bank's 315-year history. This lowering of interest rates affects the City Council in a number of ways. On the negative side, the drop in interest rates combined with the lowering of confidence in the banking sector means that we have to significantly lower our investment returns on our cash deposit in comparison with previous years. The likelihood is that investment returns will be no more than 3% in comparison with returns in excess of 6% that we have achieved in recent years. Conversely on the positive side, the lowering of interest rates also means that the cost of borrowing is now also cheaper. This is particularly important to the City Council which is going to make use of borrowing in order to fund part of its capital programme.

4. CONCESSIONARY TRAVEL

4.1 The Government previously announced that an additional £212 million would be made available to local authorities to help fund the additional costs of the nationwide concessionary travel scheme that took effect from 1st April 2008. This additional funding would be paid as a specific grant rather than through the formula grant allocation. The Government consulted on four different options as a means of deciding how the grant will be allocated. In the event, they opted for a 'fifth option' that was not favourable for the City Council. Information received from Stagecoach and other smaller bus operators relating to usage of concessionary bus travel during the period April to September 2008, indicates that the new nationwide scheme has resulted in a significant increase in costs for the City Council. Current predictions are that the funding gap could be as much as £1.3 million in the current financial year.

The grant allocations were initially set for the first 3 years of the new scheme so there is also potentially an ongoing revenue pressure beyond 2008/09. The Council is currently lobbying the Government together with other similarly affected authorities to redress this funding gap and believes that it has a very strong case. However, the revenue budget proposals contained in this report have made a provision for this potential shortfall for both 2009/10 and 2010/11 and that therefore additional compensating revenue savings will also need to be identified.

5. PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2009/10

- 5.1 As indicated above the provisional settlement includes a notification of our likely grant for next year. The City Council's provisional grant settlement for 2009/10 is £11.999 million and this represents an overall cash increase of £0.106 million (0.9%) compared to the current year (£11.893 million).
- 5.2 This provisional grant settlement is the same as we were originally forecasting and also included the provisional settlement figures for 2010/11. The indicated grant increase for 2010/11 is even less at only 0.8%. The attached Appendix 1 shows as a comparison the grant settlement figures for all Devon authorities covering the current spending review period. The final settlement figures will be announced later this month but at this stage it is not expected that they will be significantly different from the provisional announcement.

6. FURTHER ISSUES TO BE CONSIDERED

- 6.1 Before the Council can finally consider the appropriate level of Council Tax to be levied next year, there are a number of issues that require further consideration as follows: -
- Central Government advice on the level of Council Tax
 - Future spending pressures and review of the medium term financial planning process
 - The level of reserves and balances

7. COUNCIL TAX

- 7.1 Council tax in England increased by an average of 3.9% in 2008/09 compared to 4.2% in 2007/08. By way of a comparison, in 2008/09 Exeter City Council increased its band D council tax from £110.03 to £114.98; an increase of £4.95 (4.5%). This meant that Exeter had set the 5th lowest council tax out of all the other (238) English District Councils.
- 7.2 The Government has already stated its intention of keeping council tax increases to low single figures and therefore they have previously used their capping powers to restrict local authorities' budgets. This has been previously taken into account when formulating the Council's Medium Term Financial Plan. The latest Budget Strategy noted by Council in December 2008 included an assumption that council tax would increase by 2.9% for next year and by no more than 4.5% for the following 2 financial years.

8. FUTURE SPENDING PRESSURES AND REVIEW OF THE MEDIUM TERM FINANCIAL PLANNING PROCESS

8.1 The Council has a medium term financial strategy that forms an integral part of its formal financial planning processes. The key elements of this strategy form part of the overall Budget Strategy that is approved by Council each year. As a brief reminder the Medium Term Financial Strategy contains the following key points:

- It sets out a 4 year revenue financial plan (covering the period to 2011/12)
- It identifies the likely level of grant support from the government
- Sets out the likely level of future council tax increases
- Identifies future service cost variations
- Identifies level of future investment income
- Takes into account the revenue consequences of our Capital Strategy
- Identifies the future amount of efficiency savings/cost reductions required for a balanced budget

8.2 An updated revenue financial plan covering the period 2008/09 to 2011/12 is attached in Appendix 2.

8.3 Although the Council is required to approve an annual revenue budget it does also need to take into account future spending pressures and the likely level of available resources covered by its medium term financial plan. In the medium term, assuming that there are no major changes in service delivery, the Council will need to identify significant ongoing efficiency savings in order to deliver a balanced budget within its overall available resources. The revised plan indicates that in addition to the £1.031 million of savings approved for next year, a further £1.320 million of savings for 2009/10 also have to be identified to offset the likely shortfall of funding for concessionary travel. Additionally, further cash savings of £2.250 million in 2010/11 will need to be identified and delivered in order to have an overall balanced budget position in the medium term. This level of efficiency savings will be very challenging to achieve and therefore work has already commenced at looking at more efficient ways of working.

8.4 Looking to the longer term there are a number of uncertainties and factors that could affect the future financial position. These include: the amount of grant support from central government; the level of future years' pension contributions; potential costs arising from the review of service plans; the cost of any new statutory functions; and additional borrowing and revenue costs in respect of any new capital programme commitments. Any additional revenue costs that are not currently identified within the medium term financial plan will have to be met from either additional savings or the use of General Fund Balances.

9. BALANCES AND RESERVES

9.1 Previous advice to members has indicated that the General Fund Balance should equate to at least 15% of Exeter's revenue budget. This policy, although reviewed annually, has not been changed for a number of years. The Council's net revenue budget has also increased over this period of time and therefore it is now considered appropriate to revise the policy for the General Fund Balance such that the minimum level of the General Fund Balance will now be £2 million. This is considered a sufficient level taking into account the potential level of financial risk facing the Council in the medium term. The latest estimated position of the General Fund Balance is that it will be about £4.647 million as at 31 March 2009, equivalent to

28.7% of Exeter's net revenue budget. The council's revised medium-term financial plan (Appendix 2) indicates that the General Fund Balance will be reduced to £2.001 million (11.8%) by the end of 2010/11.

- 9.2 The Council also has other reserves that have been earmarked for specific purposes. The Council's proposed revenue budget for 2009/10 makes use of £387,000 from the following earmarked reserves:

Transfer from/ (to) reserves	£
Transport Initiative	5,000
Planning Delivery Grant	155,520
Tree Management	81,920
Licensing	(14,380)
Empty Homes Initiative	18,940
Leisure Contract	<u>140,000</u>
	387,000

10. REVENUE ESTIMATES 2009/10 (APPENDIX 3)

- 10.1 The Council's revenue estimates for next year are being considered during the current cycle of Scrutiny Committee meetings for the final budget report to the Executive on 10 February 2009. In total, Service Committee Expenditure for 2009/10 is £18,598,330 which is £196,500 more than the current year. A summarised breakdown of this increase is shown below:

	£000's
Service Committee Expenditure 2008/09	18,402
Inflation allocation	490
Increased cost of Concessionary Travel	1,320
Proposed new revenue bids – recurring	118
Proposed new revenue bids – non-recurring	17
Revenue Costs arising from New Capital Bids	119
Other budgetary adjustments and savings	<u>(1,868)</u>
Service Committee Expenditure 2009/10	18,598

- 10.2 In addition there are other items to taken into account referred to as 'below the line' as they do not form part of the individual service controllable budgets. These include an estimate of £300,000 for net interest in respect of our overall positive cash balances, and transfers in respect of balances and reserves. The Council's total General Fund Expenditure budget requirement for 2009/10 is planned to be £16,484,021, an increase of £268,848 (1.7%) compared to 2008/09.

11. COUNCIL TAX BUDGET REQUIREMENT 2009/10

- 11.1 When the Formula Grant of £11,998,852 is taken into account the resultant net expenditure to be financed from the council tax payers is £4,485,169 (as indicated in Appendix 3), an increase of £162,912 (3.8%) compared to 2008/09.
- 11.2 Each year the Council must estimate the likely surplus or deficit position on its Collection Fund and any such amounts must be taken into account when determining the band D Council Tax amount for 2009/10. For next year the amount that must be taken into account by the City Council is a surplus of £24,858.

- 11.3 As indicated above it is proposed that the net expenditure to be funded by council tax payers for 2009/10 is £4,485,169. The surplus of £24,858 must be deducted from this amount to give a revised amount to be funded of £4,460,311. When the tax base of 37,700 divides this amount, the proposed band D council tax for 2009/10 will be £118.31, an increase of £3.33 (2.9%) compared with the 2008/09 band D amount of £114.98.

12. SUMMARY

- 12.1 Although the final grant settlement figures from the Government are not expected to be available until the end of January it is unlikely that they will be significantly different from the provisional settlement figures used elsewhere in this report. Based on this and the proposed revenue estimates presented to each Scrutiny Committee the proposed council tax increase for next year will be 2.9%.

13. RECOMMENDATION

- 13.1 That Scrutiny Committee - Resources considers the recommendation it wishes to make to the Executive on the Draft Revenue budget proposals for 2009/10 and the recommended minimum level for the General Fund Working Balance proposed at £2 million.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling this report:

None

FORMULA GRANT INCREASES - DEVON AUTHORITIES

Authority	Adjusted Grant 2007/08 £m	Actual Grant 2008/09 £m	Provisional Grant 2009/10 £m	Provisional Grant 2010/11 £m	Grant Increase 2007/08 - 2010/11 £m	Grant Increase %
Devon	135.431	145.635	153.334	161.447	26.016	19.2%
Plymouth	96.933	100.729	103.520	106.064	9.131	9.4%
Torbay	49.127	53.365	56.312	59.147	10.020	20.4%
East Devon	7.726	7.810	7.948	8.157	0.431	5.6%
Exeter	11.729	11.893	11.999	12.089	0.360	3.1%
Mid Devon	5.818	5.938	6.059	6.186	0.368	6.3%
North Devon	7.750	7.925	8.103	8.287	0.537	6.9%
South Hams	5.398	5.452	5.480	5.549	0.151	2.8%
Teignbridge	9.410	9.564	9.722	9.905	0.495	5.3%
Torrige	5.897	6.076	6.258	6.433	0.536	9.1%
West Devon	4.137	4.201	4.266	4.340	0.203	4.9%

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MEDIUM TERM REVENUE PLAN (2008/9 - 2011/12)

	2008-09 £'000	2009-10 £'000	2010-11 £'000	2011-12 £'000
Resources				
Central Government Support	11,893	11,999	12,090	12,271
Local Authority Business Growth Incentive Grant	0	100	200	-
Council Tax	4,322	4,485	4,708	4,969
Likely resources	16,215	16,584	16,998	17,240
Expenditure				
Service expenditure				
Committee expenditure base budget	18,253	18,402	18,598	17,567
Inflation	519	490	495	468
Potential increase in service costs	1,161	2,677	782	30
Identified reductions / additional income	(1,531)	(620)	(58)	(940)
Identified Revenue Savings		(1,031)		
Additional savings required			(1,900)	
Additional Savings Required to meet Concessionary Travel		(1,320)	(350)	0
Supplementary Budgets	18,402	18,598	17,567	17,125
Forecast overspend	631			
LGR Costs including mobile working	1,251			
Other funding				
Investment interest	(800)	(300)	(250)	(200)
Contribution to/ (from) earmarked reserves	(464)	(387)	0	0
Contribution to/ (from) balances - Other	(2,805)	(2,327)	(319)	315
	(4,069)	(3,014)	(569)	115
Total Net Budget	16,215	16,584	16,998	17,240
Opening General Fund Balance	7,452	4,647	2,320	2,001
Closing General Fund Balance	4,647	2,320	2,001	2,316
Balance as a percentage of budget	28.7%	14.0%	11.8%	13.4%

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DRAFT 2009/10 GENERAL FUND ESTIMATES

	2008/09 BUDGET £	2009/10 BUDGET £	CHANGE £	%
Scrutiny - Community	16,677,790	17,116,160	438,370	
Scrutiny - Economy	1,543,820	1,404,440	(139,380)	
Scrutiny - Resources	5,733,990	6,693,600	959,610	
Less notional capital charges	(2,932,190)	(3,174,750)	(242,560)	
FRS 17 Pension Adjustment	688,240	1,271,630	583,390	
Deferred Charges	(3,309,820)	(2,392,750)	917,070	
Savings to be identified		(1,320,000)	(1,320,000)	
SERVICE ESTIMATES TOTAL	18,401,830	19,598,330	1,196,500	6.5%
Net Interest	(1,300,000)	(300,000)	1,000,000	
Business Growth Incentive Grant	0	(100,000)	(100,000)	
SERVICE ESTIMATES NET EXPENDITURE	17,101,830	19,198,330	2,096,500	12.3%
Transfer to/(from) working balance	(424,727)	(2,327,309)	(1,902,582)	
Transfer to/(from) earmarked reserves	(461,930)	(387,000)	74,930	
GENERAL FUND EXPENDITURE	16,215,173	16,484,021	268,848	1.7%
Formula Grant	(11,892,916)	(11,998,852)	(105,936)	0.9%
COUNCIL TAX NET EXPENDITURE	4,322,257	4,485,169	162,912	3.8%

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE - RESOURCES 28 JANUARY 2009

EXECUTIVE
10 FEBRUARY 2009

CAPITAL PROGRAMME (2009/10 – 2011/12)

1. PURPOSE OF THE REPORT

- 1.1 To approve the General Fund and Housing Revenue Account Capital Programmes for 2009/10 along with schemes identified for the following two years.

2. BACKGROUND

- 2.1 In accordance with the Prudential Code for Capital Finance in Local Authorities, the Council is required to prepare three-year capital expenditure plans and consider the affordability of its capital investment during all the years in which it will have a financial impact on the authority.
- 2.2 The key objectives of the Prudential Code are to ensure that the capital investment plans of local authorities are affordable, prudent and sustainable and in considering its programme for capital investment, the Council is therefore required to have regard to:
- Affordability, e.g. implications for Council Tax and rent levels
 - Prudence and sustainability, e.g. implications for external borrowing
 - Value for money, e.g. option appraisal
 - Stewardship of assets, e.g. asset management planning
 - Service objectives, e.g. strategic planning for the authority
 - Practicality, e.g. achievability of the forward plans

3. AVAILABLE CAPITAL RESOURCES

- 3.1 In considering the affordability of the Council's capital plans, the authority is required to consider all of the resources currently available to it and estimated resources for the future.
- 3.2 Together with money from the Council's own capital receipts and capital reserves, the annual capital programme is financed from Government grants, Section 106 monies, partnership funding and other external grants and contributions. If necessary, the Council may borrow to supplement these funds.
- 3.3 Under the prudential capital finance system, individual authorities are responsible for deciding the level of their affordable borrowing. The system is designed to encourage authorities that need, and can afford, to borrow for capital investment to do so.
- 3.4 The Council must ensure that any borrowing decisions remain affordable and to this end, has to adopt a number of prudential indicators, which are set out in the Prudential Code for Capital Finance in Local Authorities, developed by CIPFA. A report to the Executive setting out the Council's Prudential Indicators will be presented at the February meeting along with the overall budget.

3.5 *General Fund Available Resources*

The Council will carry forward no unapplied General Fund capital receipts into 2009/10 as the unapplied capital receipts will be fully utilised by the 2008/09 capital programme and the Council will need to borrow in order to achieve the programme. Appendix 1 sets out the use of the resources available in respect of the General Fund.

3.6 Based upon the assumption that 70% of the Capital Programme will be spent in the financial year it is approved, it is forecast that the Council will have to use borrowing for capital purposes from 2008/09 onwards.

3.7 A borrowing requirement of £20 million has been identified over the next four financial years, which will have an ongoing impact on the Council Tax. The current revenue cost of borrowing is approximately £65,000 for each £1 million that is borrowed. The affordability of the General Fund capital programme is ultimately decided by the incremental impact of capital investment decisions on the Council Tax.

3.8 *Housing Revenue Account Available Resources*

All usable capital receipts will be utilised in 2008/09. The capital programme for 2009/10 will be funded from the Major Repairs Allowance, Revenue Contribution, any capital receipts generated in the period and use of part of the HRA working balance. Appendix 2 sets out the use of the resources available in respect of the HRA.

3.9 Based upon the medium term financial plan it is projected that borrowing will not need to commence until 2010/11 for HRA capital purposes, at which point the borrowing costs will have an incremental impact on housing rents.

4. **GENERAL FUND CAPITAL PROGRAMME**

4.1 The proposed capital programme is set out in Appendix 3. The table below sets out the total of new capital bids included within the three-year capital expenditure plans, for Executive to consider for approval:

Status	2009/10 £	2010/11 £	2011/12 £	Future Years £
Pre-approved schemes	14,802,530	5,965,290	3,360,210	110,000
New bids	767,600	942,000	366,000	448,000
Total General Fund Capital Programme	15,570,130	6,907,290	3,726,210	558,000

4.2 The capital programme has been set out in line with the Exeter Vision themes, in order to demonstrate how the Council's capital priorities help to contribute towards their achievement. Although a number of schemes contribute to the achievement of more than one vision theme, they have been placed under the theme to which it is considered the scheme contributes the most.

4.3 Details of a selection of new capital bids are set out below, in order to provide an indication of how the Council seeks to further its capital investment.

4.3.1 *An Accessible City*

It is proposed that funding is made available to upgrade the electrical wiring system of Broadwalk House car park in order to meet health and safety objectives.

4.3.2 *An Electronic City*

A range of IT capital schemes are proposed for next financial year, which will help to improve service efficiency and customer satisfaction. Through the utilisation of the latest technology, improvements in data storage, data retrieval, communication and management information will be possible.

Some major schemes for this year include upgrading the property condition database, upgrading the environmental health computer system, the corporate server replacement and continued development of the corporate web presence and intranet site.

4.3.3 *A City Where People are Healthy and Active*

It is proposed that funding be made available in 2010/11 to replace the athletics track at Exeter Arena. Exeter Arena has established itself as a regional centre and is attracting over one hundred events per annum. The existing track is designed for thirty events per annum and requires annual repairs to maintain an acceptable standard.

The proposal is to install a superior track surface that will cater for over one hundred events per annum and provide up to ten years usage without any substantial repair costs, except annual maintenance and relining.

4.3.4 *A City Where the Environment is Cared For*

It is proposed that funding is made available from 2010/11 to 2013/14 to improve the environmental quality of the City Centre. Key outcomes will be to enhance the city centre, support the local shops and business community and improve the pedestrian environment. Potential projects include Fore Street, the Clock Tower environs and Northernhay Place.

4.3.5 *A City Where the Environment is Cared For*

Funding is requested for 2010/11 and 2011/12 to improve the environmental quality of Magdalen Road. Key outcomes will be to enhance the city centre, support the local shops and business community and improve the pedestrian environment. The need for such improvements were identified in the draft St Leonard's Conservation Area Appraisal and Management Plan.

4.3.6 *A City Where the Environment is Cared For*

Other bids include funding for proposed Midi Recycling Banks to help improve recycling rates and the provision of new wheelie bins for new developments and extra bins for existing properties.

4.3.7 *Achieving Excellence in Public Services*

Funding has been set aside to allow urgent works within the rolling programme of replacement fire doors and the refurbishment of communal areas throughout the Civic Centre. There will also be improvements to the storage building, roadways and

walkways at Belle Isle Nursery.

5. ACHIEVABILITY OF THE GENERAL FUND CAPITAL PROGRAMME

- 5.1 In order to help improve overall delivery and monitoring of the capital programme, schemes have been placed within two categories, C1 and C2. Category C1 is for those schemes that the Council is committed to and reasonably certain of being able to deliver within the planned timescales. Conversely, Category C2 is for those schemes that the Council is committed to but are less certain of being able to deliver due primarily to factors outside of the control of the Council. It is also acknowledged that some schemes will have elements within both categories.

6. TEMPORARY SUSPENSION OF CAPITAL SCHEMES

- 6.1 The Council is still waiting for further developments regarding the £5 million it has on deposit with 2 Icelandic banks. It is still unclear as to if and how much of this money is ever likely to be returned to the Council. However whatever the final outcome is, it is unlikely that any of the money on deposit in Iceland will be returned in the short term. For this reason a complete review of the Council's Capital Programme was undertaken with a view to identifying up to £5 million of capital expenditure where there is currently no actual commitment entered into. A report was subsequently presented to Executive on 25 November seeking approval for the temporary suspension of capital schemes totalling £5.285 million. For information these are shown in Appendix 5.

7. HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME

- 7.1 For 2009/10, the medium term financial plan provides for a capital programme of £5.06m. A copy of the HRA Capital Programme is attached at Appendix 4.
- 7.2 The HRA Capital Programme will be funded by:

• Major Repairs Allowance	£3.273m
• HRA Capital Receipts	£0.150m
• HRA Working Balance	£0.682m
• Other Grants and Contributions	£0.075m
• Revenue Contributions to Capital	£0.880m

8. RECOMMENDATIONS

- 8.1 It is recommended that the Scrutiny Committee – Resources supports and the Executive approves:
- The General Fund capital programme for 2009-10 as set out in Appendix 3
 - The HRA capital programme for 2009-10 as set out in Appendix 4

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information Act) 1985 (as amended)

Background papers used in compiling this report:

None

GENERAL FUND	2008-09 £	2009-10 £	2010-11 £	2011-12 £	2012-13 £	TOTAL £
CAPITAL RESOURCES AVAILABLE						
Usable Receipts Brought Forward	4,121,707					4,121,707
GF capital receipts	531,865	400,000	550,000	500,000	500,000	2,481,865
GF capital receipts from the Canal Basin Redevelopment	110,293	574,422	170,132	680,528	0	1,535,375
Revenue Contributions to Capital Outlay	176,000	156,016	736,016	0	0	1,068,032
Disabled Facility Grant	269,000	269,000	269,000	269,000	269,000	1,345,000
Less ringfenced for Disabled Facility Grants	0	0	(269,000)	(269,000)	(269,000)	(807,000)
Other - Grants/External Funding/Reserves/S106	1,546,436	628,382	117,000	0	0	2,291,818
Regional Housing Capital Grant	836,516	450,810	559,004	559,004	559,004	2,964,338
Less Regional Housing Capital Grant for private sector renewal	0	0	(559,004)	(559,004)	(559,004)	(1,677,012)
Less Regional Housing Capital Grant allocated to the HRA	(49,514)	0	0	0	0	(49,514)
Heritage Lottery Fund	2,481,600	4,653,002	1,164,990	0	0	8,299,592
Transfers from Social Housing Pot to the HRA	(330,000)	(75,000)	0	0	0	(405,000)
Total Resources available	9,693,903	7,056,632	2,738,138	1,180,528	500,000	21,169,201
GENERAL FUND CAPITAL PROGRAMME						
Committed capital programme	14,474,228	14,802,530	5,965,290	3,360,210	110,000	38,712,258
Proposed New Bids	0	767,600	932,000	366,000	448,000	2,513,600
Total General Fund	14,474,228	15,570,130	6,897,290	3,726,210	558,000	41,225,858

ESTIMATED SPEND IN YEAR **10,131,960** **15,241,359** **9,499,142** **4,677,534** **1,508,463** **41,058,458**

UNCOMMITTED CAPITAL RESOURCES:						
Capital Receipts Brought Forward	4,121,707	0	0	0	0	4,121,707
Resources in Year	5,572,196	7,056,632	2,738,138	1,180,528	500,000	17,047,494
Less Estimated Spend in Year	(10,131,960)	(15,241,359)	(9,499,142)	(4,677,534)	(1,508,463)	(41,058,458)
Less Committed Spend in Future Years					(167,400)	(167,400)
Borrowing Requirement	438,057	8,184,727	6,761,004	3,497,006	1,175,863	20,056,657
Uncommitted Capital Receipts	0	0	0	0	0	0

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HOUSING REVENUE ACCOUNT	2008-09 £	2009-10 £	2010-11 £	2011-12 £	2012-13 £	TOTAL £
CAPITAL RESOURCES AVAILABLE						
Usable Receipts Brought Forward	1,292,980					1,292,980
Other HRA Sales	100,000	0	0	0	0	100,000
RTB sales	150,000	150,000	150,000	150,000	150,000	750,000
Major Repairs Allowance	3,122,030	3,273,040	3,273,040	3,273,040	3,273,040	16,214,190
Revenue Contributions to Capital	895,600	880,000	920,000	840,000	830,000	4,365,600
Transfer from GF re Social Housing Pot	160,000	75,000	0	0	0	235,000
External contributions from utility company	176,580	0	0	0	0	176,580
Contributions from working balance	365,690	682,090	0	0	0	1,047,780
Total Resources available	6,262,880	5,060,130	4,343,040	4,263,040	4,253,040	32,853,803
CAPITAL PROGRAMME						
HOUSING REVENUE ACCOUNT						
MRA expenditure	3,122,030	3,273,040	3,273,040	3,273,040	3,273,040	16,214,190
HRA Programme - additional expenditure	2,749,340	1,424,890	1,358,140	1,295,140	1,295,140	8,122,650
Fees	391,510	362,200	362,200	362,200	362,200	1,840,310
Total Housing Revenue Account	6,262,880	5,060,130	4,993,380	4,930,380	4,930,380	26,177,150

UNCOMMITTED CAPITAL RESOURCES:						
Usable Receipts Brought Forward	1,292,980	0	0	0	0	1,292,980
Resources in Year	4,969,900	5,060,130	4,343,040	4,263,040	4,253,040	22,889,150
Less Estimated Spend	(6,262,880)	(5,060,130)	(4,993,380)	(4,930,380)	(4,930,380)	(26,177,150)
Borrowing Requirement	0	0	650,340	667,340	677,340	1,995,020
Uncommitted Capital Resources	0	0	0	0	0	0

WORKING BALANCE RESOURCES:						
Balance Brought Forward	2,848,590	2,482,900	1,800,810	1,800,810	1,800,810	2,848,590
Used in Year for Capital Programme	365,690	682,090	0	0	0	1,047,780
Balance Carried Forward	2,482,900	1,800,810	1,800,810	1,800,810	1,800,810	1,800,810

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GENERAL FUND - CAPITAL PROGRAMME 2009/10 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2009/10 £	2010/11 £	2011/12 £	Future Years £	What the scheme is trying to achieve
A PROSPEROUS CITY								
1	Basin / Quayside	DP	C2	1,008,520	287,130	680,530		To deliver the regeneration of the Quayside by funding essential infrastructure improvements and land acquisition
2	Science Park	RB	C2	70,000	749,910			To encourage the expansion of science and technology in the City and to attract inward investment, through the creation of a science park
	Sub Total - Prosperous City			1,078,520	1,037,040	680,530	0	
B ACCESSIBLE CITY								
1	Refresh Broadwalk House Car Park	RC	C2	100,000	#			To upgrade the electrical wiring system
2	Riverside Valley Park Enhancement	PM	C2	10,000				A programme of improvements is being undertaken to enhance access, landscape value and biodiversity of this area
3	Strategic Signage - Phase 2	RS	C1	47,000				Completion of the installation of the strategic signage system which is mainly being implemented in 2008/09
	Sub Total - Accessible City			157,000	0	0	0	
C ELECTRONIC CITY								
1	Continuation of GIS Strategy	JS	C1	45,000	#			To continue the programme of creating a central database of all Council data related to land and property, in order to ensure accurate address data for all services
2	Corporate Network Infrastructure	PE	C1	35,000	#			A continuation of the enhancement and upgrade programme to the corporate network infrastructure, in order to manage the growth in demand of high bandwidth applications
3	Corporate Server Upgrades	PE	C1	50,000	#			A continuation of the upgrade programme in order to utilise new technologies to provide a high capacity storage system, which will provide fast and reliable data recovery
4	Electronic Document and Records Management (EDRM)	JS	C1	72,800	#			To continue to put in place a corporate EDRM system so that all appropriate services may be provided with a system to improve the creation, storage, accessibility, control and disposal of their documents and records
5	Environmental Health System Upgrade	RN	C1	20,000	#			To enable the Environmental personnel to access systems remotely in order to enhance and improve service delivery
6	GVA Upgrades	PM	C1	20,520	#			To provide software in order to maintain effective and comprehensive condition database information to accurately target and prioritise future property refurbishment and maintenance work to most need
7	IT Development Staff Recharges	PE	C1	176,500		176,500		To provide for the cost of IT Developers, which will be directly involved in the implementation of computer software, development of new systems and qualify as capital expenditure
8	PC Replacement Programme	PE	C2	100,000	#			To provide a rolling programme of replacement and upgrades to the Council's PCs
9	Sun Platform Servers	PE	C1	30,000	#			To put in place a budget for hardware replacement of the Sun servers, currently hosting the Councils core systems (Capita)

GENERAL FUND - CAPITAL PROGRAMME 2009/10 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES			Lead Officer	Category	2009/10 £	2010/11 £	2011/12 £	Future Years £	What the scheme is trying to achieve
10	Website and Intranet Development		PE	C1	39,280 #				To facilitate continued development and enhancement of the corporate website and intranet
Sub Total - Electronic City					589,100	176,500	176,500	0	
D CULTURAL AND FUN PLACE TO BE									
1	Bromhams Farm - Refurbish Changing Rooms		PM	C2	29,800				Returbish changing facilities
2	Contribution to RAMM re HLF Parks Bid		PM	C1	176,800				To replace funding from the bid to the Heritage Lottery Fund in respect of Historic Parks, in order to allow access between the rear of the museum and Rougemont Gardens
3	Corn Exchange Enhancements		DP	C1	76,500				To enable a range of improvements to be made at the Exeter Corn Exchange to ensure that it meets the standards required for modern venues and keeps pace with improvements to other venues within the City
4	Exwick Community Centre		AC	C2	19,360				To provide for fixtures and fittings, outside storage hut and lights for the games area in the new Exwick Community Centre
5	Leisure Management Contract		AC	C2	40,000				To fund maintenance and improvements to leisure facilities, in accordance with the terms of the contract extension with DC Leisure
6	New Swimming Facility		AC	C2	109,830				To replace the existing Pyramids Swimming and Leisure Centre with a new swimming facility that will meet the growing needs of the cities residents
7	Parks Improvements		PM	C2	30,000				To allow essential repairs to be carried out including improvements to paths, gates and fences
8	Play Area Refurbishments		AC	C2	137,040	80,000			Continuation of programme to improve children's play areas
9	RAM Museum Off Site Store		AC	C1		35,500			To provide a purpose built store for the Royal Albert Memorial Museum on land in Exton Road
10	RAM Museum Redevelopment		AC	C1	7,777,290	2,731,250			Major project using Heritage Lottery funding to enable significant modernisation of the Museum including improving access for the public
Sub Total - Cultural and Fun Place To Be					8,396,620	2,846,750	0	0	

GENERAL FUND - CAPITAL PROGRAMME 2009/10 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2009/10 £	2010/11 £	2011/12 £	Future Years £	What the scheme is trying to achieve
E STRONG COMMUNITIES								
1	Develop Matthews Hall Topsham	AC	C2	15,000	0	0	0	To assist Topsham Community Association in its effort to extend and refurbish Matthews Hall
	Sub Total - Strong Communities			15,000	0	0	0	
F HEALTHY AND ACTIVE CITY								
1	Disabled Facilities Grants	RN	C1	450,000				To meet the legal duty to pay grants to enabled disabled people to remain in their homes
2	Replace Athletics Track at Arena	AC	C2	650,000 #				To remove the existing athletics track and replace with a superior impermeable surface and to improve surface water drainage
	Sub Total - Healthy and Active City			450,000	0	0	0	
G CARED FOR ENVIRONMENT								
1	Cemeteries and Churches Storage Improvements	PM	C2	50,000				Carry out necessary improvements and repairs to vehicle and equipment storage at Higher Cemetery and Exwick Cemetery
2	City Centre Enhancements	JR	C2	200,000	200,000 #	200,000 #	400,000 #	To provide for the enhancement of the city centre's pedestrian environment which will encompass Paris Street, Martin's Lane, Gandy Street and Fore Street
3	Conservation Area Enhancements	RS	C2	2,000				To complete a programme of environmental enhancements to fifteen designated conservation areas, most of this work has been undertaken in 2008/09
4	Improvements to Cemetery Roads and Pathways	PM	C1	10,000	10,000	10,000	10,000	To continue the program of improving cemetery roads and pathways in order to provide a safer environment
5	Local Authority Carbon Management Programme	PM	C2	100,000	100,000	100,000	100,000	To achieve a significant reduction in the Council's carbon dioxide emissions through the implementation of energy efficiency, renewable energy and sustainable transport initiatives
6	Magdalen Road Environmental Improvements	RS	C2	50,000 #	150,000 #			To improve the environmental quality of Magdalen Road including enhancements to the local centre and to improve the pedestrian environment
7	Mild Recycling Banks	RN	C1	15,000 #				To increase the number of bring bank sites in the city and improve recycling rates
8	New Wheelie Bins	RN	C1	70,000 #				To provide all homes with wheelie bins for the recycle from home scheme, including the provision of wheelie bins to new residential developments
9	Replace Wash Down at MRF and Drainage Alterations	RN	C1	30,000 #				To replace the current unsuitable wash down area to reduce risk of legionnaires disease
10	Upgrade of Turf Sewage Treatment Plant	AC	C2	10,000				Contribution towards the upgrade of sewage treatment plant in order to provide effective treatment of sewage and a reliable supply of water
	Sub Total - Environment Cared For			487,000	360,000	460,000	510,000	
H SAFE CITY								
1	CCTV Consultancy - Enhancements	JR	C1	15,000				Technical advice in respect of expanding the existing CCTV coverage in the City to target identified crime hotspots

GENERAL FUND - CAPITAL PROGRAMME 2009/10 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2009/10 £	2010/11 £	2011/12 £	Future Years £	What the scheme is trying to achieve
2	Provision of CCTV at Haven Road Car Park & Boat Storage Area	RC	C2	50,000				Provision of six CCTV cameras and one help point station to help give improved security to users of the car park and boatyard facilities
3	Replace Digital Recording Equipment at Control Centre	RN	C2		32,000 #	16,000 #	48,000 #	To provide for the replacement of digital recording equipment at the control centre
4	Security Measures for Riverside Valley Park	DH	C2	3,250				To provide security measures so that access to the Valley Park by vehicles can be restricted
	Sub Total - Safe City			66,250	32,000	16,000	48,000	
I A LEARNING CITY								
1	Improvements at the Quay House Visitor Centre	RB	C1	53,000				Enhancements to the centre in order to maintain its position as a key visitor information point on Exeter's historic quayside.
	Sub Total - A Learning City			53,000	0	0	0	
J HOUSING IN THE CITY								
1	Private Sector Renewal Scheme	RN	C2	105,900				To assist in making properties let by private landlords meet the Decent Homes Standard
2	Renovation Grants	RN	C1	500,000				To assist in making private sector homes fit for habitation
3	Social Housing Grants	SW	C2	2,500,000	1,425,000	2,023,180		To facilitate the provision of affordable housing in the City
	Sub Total - Housing in the City			3,105,900	1,425,000	2,023,180	0	
K ACHIEVING EXCELLENCE IN PUBLIC SERVICES								
1	Belle Isle Nursery Various Improvements	PM	C2	27,740				To carry out necessary repairs and improvements to storage buildings, roadways and walkways
2	Capitalised Staff Costs	AS	C1	370,000	370,000	370,000		To provide for the cost of certain Council employees, which will be directly involved in the construction or acquisition of assets and qualify as capital expenditure, including engineers, architects and surveyors
3	Civic Centre Update Committee Room Audio Visual Equipment	JS	C1	50,000 #				To replace the ceiling mounted high resolution projectors in each of the Committee Rooms
4	Provision of a Garden of Remembrance at Exwick Cemetery	PM	C1	15,000				To enhance service provision for the bereaved by offering more options for burial and memorialisation
5	Refurbishment of Civic Centre Communal Areas	JS	C1	90,000 #				To continue the programme of refurbishing the communal areas in the Civic Centre, including, replacing fire doors, refurbish staff toilets, upgrade lift lobbies and upgrade mini kitchens
6	Vehicle Replacement Programme	PM	C1	617,000				To ensure that the Council's vehicles are replaced so that a safe and reliable fleet is maintained
	Sub Total - Achieving Excellence in the Public Services			1,169,740	370,000	370,000	0	
TOTAL GENERAL FUND CAPITAL PROGRAMME				15,570,130	6,897,290	3,726,210	558,000	
Category 'C1' Schemes				10,804,690	3,323,250	48%	15%	10,000
Category 'C2' Schemes				4,765,440	3,574,040	52%	85%	548,000
TOTAL GENERAL FUND CAPITAL PROGRAMME				15,570,130	6,897,290	3,726,210	558,000	
Pre-Approved Schemes				14,802,530	5,965,290			110,000
New Bids				767,600	932,000			448,000

GENERAL FUND - CAPITAL PROGRAMME 2009/10 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES	Lead	2009/10	2010/11	2011/12	Future Years	What the scheme is trying to achieve
	Officer Category					

TOTAL GENERAL FUND CAPITAL PROGRAMME

15,570,130 6,897,290 3,726,210 558,000

Indicates new bids

Lead Officer Key Table	
Head of Leisure and Museums	AC
Head of Treasury Services	AS
Head of Environmental Health Services	RN
Engineering and Construction Manager	DH
Head of Estates Services	DP
Director of Economy and Development	JR
Head of Corporate Customer Services	JS
Head of IT Services	PE
Head of Contracts and Direct Services	PM
Head of Economy and Tourism	RB
Head of Administration and Parking Services	RC
Head of Planning Services	RS
Head of Human Resources	SS
Head of Housing and Social Inclusion	SW

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HOUSING - CAPITAL PROGRAMME 2009/10 AND FUTURE YEARS

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		2008-2009 B/FWD £	2009-2010 £	2010-2011 £	2011-2012 £	Total £
HOUSING IN THE CITY						
1	Adaptations	-	400,000	400,000	400,000	1,200,000
2	Asbestos Survey	-	200,000	200,000	30,000	430,000
3	Asbestos Work	-	50,000	25,000	25,000	100,000
4	Bathroom Replacements	-	366,750	423,000	436,000	1,225,750
5	Central Heating	-	377,680	377,680	377,680	1,133,040
6	Housing Structural Survey	-	35,000	-	-	35,000
7	Council House Extensions	-	75,000	-	-	75,000
8	Defective Properties	-	177,000	-	-	177,000
9	Door Entry Systems	-	10,000	10,000	10,000	30,000
10	Communal TV aerials	-	5,000	-	-	5,000
11	Electrical Rewires Programmed	-	573,500	573,500	573,500	1,720,500
12	Energy Conservation	-	50,000	50,000	50,000	150,000
13	Environmental Improvements	-	116,000	116,000	116,000	348,000
14	External Walls	-	12,000	30,000	-	42,000
15	Fees	-	362,200	362,200	362,200	1,086,600
16	Kitchen Replacements	-	900,000	1,201,000	1,250,000	3,351,000
17	Plastic windows/ doors reactive	-	-	-	-	-
18	Programmed Reroofing	-	250,000	275,000	300,000	825,000
19	Rendering of Council Dwellings	-	200,000	200,000	200,000	600,000
20	Sheltered Accommodation	444,000	356,000	650,000	700,000	2,150,000
21	UPVC Gutters, Downpipes & Fascia	-	100,000	100,000	100,000	300,000
Total HRA Capital Programme		444,000	4,616,130	4,993,380	4,930,380	14,983,890

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CAPITAL SCHEMES TO BE TEMPORARILY SUSPENDED

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	2008/09 £	2009/10 £	2010/11 £	2011/12 £	Future Years £
A PROSPEROUS CITY							
2	Central Station Gateway Enhancement	RS	100,000	100,000			
	Sub Total - Prosperous City		100,000	100,000	0	0	0
B ACCESSIBLE CITY							
1	Equal Opportunities Improvements	PM	30,000	30,000			
2	Guidance System in the High Street and Princesshay	JH		20,000			
3	Implementation of Walking Strategy	DH		30,000	30,000		
5	Luggs Farm Footpath Link	AC	2,000				
7	Refurbish Broadwalk House Car Park	RC			350,000		
8	Riverside Valley Park Enhancement	PM	30,000				
10	Topsham Ferry to Carry Bicycles	AC	13,240				
	Sub Total - Accessible City		75,240	80,000	380,000	0	0
C ELECTRONIC CITY							
1	Additional Module to HR Resourcelink System	SS	14,800				
3	Continuation of GIS Strategy	JS	30,000				
11	Electronic Document and Records Management (EDRM)	JS	35,000				
15	High Availability Server	PE	75,000				
16	Induction eLearning	SS	17,000				
22	Parking Fines System	RC	65,000				
24	RAMM Web 2.0 Developments	AC	50,000				
25	Replacement of T Repairs	PM	85,000				
26	Single Sign On	PE	15,000				
	Sub Total - Electronic City		386,800	0	0	0	0
D CULTURAL AND FUN PLACE TO BE							
2	Bromhams Farm - Refurbish Changing Rooms	PM	20,000				
5	Corn Exchange Enhancements	DP	28,000				
6	Enhancement of Chill Zone	AC	5,190				
7	Exhibition Fields - New Storage Sheds	AC	130,000				

CAPITAL SCHEMES TO BE TEMPORARILY SUSPENDED

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	2008/09 £	2009/10 £	2010/11 £	2011/12 £	Future Years £
9	Floodlighting	RS	14,000				
12	Provision of funding for new swimming facility	AC		1,000,000	1,000,000		
16	Play Area Refurbishments	AC	115,800				
18	Parks, Playing Fields and General Open Space Improvements	PM		665,000			
	Sub Total - Cultural and Fun Place To Be		312,990	1,665,000	1,000,000	0	0
E STRONG COMMUNITIES							
2	Re-cladding of Paperchain Store at the MRF	PM	66,100				
	Sub Total - Strong Communities		66,100	0	0	0	0
F HEALTHY AND ACTIVE CITY							
	Sub Total - Healthy and Active City		0	0	0	0	0
G CARED FOR ENVIRONMENT							
2	Cathedral Yard Enhancement	JR	6,990				
5	Civic Centre Conversion of Boiler to Dual Fuel	JS	25,400				
6	Conservation Area Enhancements	RS	33,000				
8	Environmental Improvements to Cowick Street	RS	100,000	100,000			
10	Exeter Corn Exchange - Install Wood Pellet Boiler	DP	80,000				
11	General Open Spaces Improvements	PM	16,000				
15	Investigation and Remediation of Contaminated Land	RN	1,910				
16	Local Authority Carbon Management Programme	PM	32,000				
25	Unadopted Land at Exwick - Retaining Walls	DH	33,000				
	Sub Total - Environment Cared For		328,300	100,000	0	0	0
H SAFE CITY							
4	CCTV System Enhancements	RN	35,310				
5	Increased CCTV Coverage at the Civic Centre	JS	18,000				
9	Security Measures for Riverside Valley Park	DH	15,000				
	Sub Total - Safe City		68,310	0	0	0	0

CAPITAL SCHEMES TO BE TEMPORARILY SUSPENDED

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	2008/09 £	2009/10 £	2010/11 £	2011/12 £	Future Years £
J HOUSING IN THE CITY							
7	Shakespeare Road Site	SW	65,000				
	Sub Total - Housing in the City		65,000	0	0	0	0
K ACHIEVING EXCELLENCE IN PUBLIC SERVICES							
1	Belle Isle Nursery Various Improvements	PM	23,000				
10	Higher Cemetery New Storage Yard and Buildings	PM	40,000				
12	New Stalls for Farmers Market	DP	4,000				
14	Planning Delivery Grant Schemes	RS	90,720				
16	Refurbishment of Civic Centre Communal Areas	JS	175,000				
17	Replacement of Tractor Sheds	PM	130,000				
19	Vehicle Replacement Programme	PM	95,000				
	Sub Total - Achieving Excellence in the Public Services		557,720	0	0	0	0
TOTAL GENERAL FUND CAPITAL PROGRAMME			1,960,460	1,945,000	1,380,000	0	0

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE - RESOURCES 28 JANUARY 2009

EXECUTIVE
10 FEBRUARY 2009

ANNUAL INVESTMENT STRATEGY - 2009-10

1. PURPOSE OF THE REPORT

- 1.1 To seek adoption by the Council of the Annual Investment Strategy 2009-10, as required under section 15(1)(a) of the Local Government Act 2003.

2. BACKGROUND

- 2.1 The Strategy was amended in December 2008 in response to the current financial environment and the Icelandic banking crisis.

3. ANNUAL INVESTMENT STRATEGY – CHANGES

- 3.1 There are no new amendments to the strategy.

4. RISKS INVOLVED

- 4.1 Although our strategy has always been to minimise the risk of lending money by only lending to those institutions with high credit ratings, the past year has proven that in exceptional trading conditions these credit ratings cannot be relied on. Landsbanki's F1 credit rating was withdrawn a week prior to the bank going under, which was a major cause of the substantial losses incurred by Local Authorities across the Country. We will continue to monitor credit ratings on a monthly basis.

5. ETHICAL INVESTMENTS

- 5.1 The Council invests in a range of different financial institutions which, in line with our investment strategy, are mostly banks or building societies. Our fund manager has produced a discussion document in respect of ethical investments, which is attached at Appendix B. Although this was written a few years before the current economic and banking crisis it is still very relevant. The fund manager will, if required, come to a future meeting to discuss the issue of ethical investments or any other aspect regarding the Council's investments.

6. CONCLUSIONS

- 6.1 There are no further amendments and therefore the Strategy remains as approved in December 2008.

7. RECOMMENDATIONS

- 7.1 It is recommended that the Executive recommend to Council the adoption of the amended Annual Investment Strategy and delegations contained therein.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended) Background Papers used in compiling this report:

1. Treasury Management Strategy
2. Fund Manager Contracts

EXETER CITY COUNCIL

ANNUAL INVESTMENT STRATEGY – 2009-10

1. Introduction

- 1.1 The Council has regard to the ODPM's Guidance on Local Government Investments ("Guidance") and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes ("CIPFA TM Code").

2. Investment Principles

- 2.1 The overriding principles of the Council:

- All investments will be conducted in sterling;
- The Council's main objective is the security of its investments;
- The liquidity of investments is also a key objective.

- 2.2 The council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

- 2.3 The Guidance maintains that the borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity. The Council will however seek to borrow at the most appropriate time in order to finance its future capital programme.

3. Specified and Non-Specified Investments

- 3.1 In-house investments are either placed in call accounts or on term deposits with banks and building societies in line with the limits set out in section 5.1. No investments shall be made over one year. Our external Fund manager only invests in institutions or money market funds with the highest possible credit rating.

3.2 Specified Investments

- All investments up to one year, in sterling with institutions set out in 5.1 below shall be deemed specified.
- The types of investment include term deposits and certificates of deposits.
- The external managers may also invest in gilts and Government fixed interest securities for up to one year, which will also be classed as specified.
- Both in-house and external Fund Managers may place funds with the Government's Debt Management Office.
- Use of money markets may be made (AAA rated only) for periods of no more than a year by both the in-house and external investment managers.

3.3 Non specified Investments

- The external Fund Manager may invest in Government fixed interest Securities for more than one year as they are liquid, low risk and allow for good financial planning.
- The external Fund Manager may invest in Certificates of Deposit for more than one year using their professional judgement.
- The above is subject to the requirement that no more than 50% of the external managers Fund may be held in non-specified investments during the year.

4. Liquidity

4.1 Based on its cash flow forecasts, the Council anticipates its external fund balances in 2009-10 to range between £19m and £21m. Daily cashflow balances will normally range between £0 and £12m.

4.2 Giving due consideration to the Council's level of balances over the next 5 years, the need for liquidity, its spending commitments and provisioning for contingencies, the Council has determined that the external Fund Manager may hold up to 50% in 'non specified' investments during the year.

5. Security of Capital: The use of Credit Ratings

5.1 Credit quality of counterparties (issuers and issues) and investment schemes will, in the first instance, be determined by reference to credit ratings published by Moody's and Fitch. No institution with less than a Fitch F1 (Moody P-1) rating will be used for any investment.

In-house investment

Type of Institution	Limit per Institution £m
Banks – UK only Minimum Fitch Rating F1+ short term Minimum Fitch Rating F1 short term and Moody's rating P-1 short term	3m 2m 2m
Building Society – UK only Minimum Fitch Rating F1+ short term Minimum Fitch rating F1 short term and Moody's rating P-1 short term, within top 25 asset rankings	3m 2m
Local Authorities	2m

External Fund Managers

Type of Institution	Limit per Institution £m
Banks Minimum Fitch Rating F1+ short term	4m
Building Society Minimum Fitch Rating F1+ short term	4m

5.2 As the Fund Managers and in-house team can both invest in F1+ institutions, there may be occasions when the Council has up to £7 million invested with an F1+ rated institution. As this is the highest rating possible it is considered that the risk involved is acceptable. This would in any case now be very difficult to avoid particularly as the in-house team is restricted to making investments to UK only institutions.

5.3 **Monitoring of credit ratings**

The Council subscribes to Sterling Consultancy Services, which provide a monthly credit rating list for the Council, as well as updates throughout the month. The following monitoring is therefore in place:

- All credit ratings will be monitored monthly.
- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria as outlined in 5.1 its further use, as a new investment will be withdrawn immediately and the external fund managers informed of the same.
- If a counterparty/investment scheme is upgraded so that it fulfils the Council's criteria, the Section 151 Officer will have the delegated authority to include it on the lending list.

6. **Investments defined as capital expenditure**

6.1 The Council will not use or allow its external fund managers to make any investment, which will be deemed capital expenditure.

7. **Investment Strategy to be followed in-house**

7.1 The Council's in-house managed funds are based on the likely cash-flow position and are usually for periods of up to one month. Investments will be made to ensure that cash flow is protected and borrowing is not required. There may be occasions however where money may be invested for a longer period up to 364 days. These will be surplus funds that are not required for day-to-day cash management purposes.

7.2 The Council will continue to seek to utilise its Bank of Scotland reserve account (which is linked to base rate) and use short-dated deposits up to 3 months to ensure liquidity of assets for day-to-day cashflow. Additionally, the Council's bankers, the Co-operative Bank operate a Public Sector Reserve Account, which automatically sweeps excess funds from our general bank account into one paying a higher interest rate. The limit on the account is £3 million, with interest varying depending on the amount in the account. The interest paid is still much lower than other investments and therefore only limited funds are kept in this account.

8. External Cash Fund Management

- 8.1 Investec manages the Council's funds on a discretionary basis. The Strategy is in line with the contractually agreed procedures. These have been amended to allow the placement of deposits with the Debt Management Office.

9. Prudential Indicators

- 9.1 The Council sets each year, in February, prudential indicators for Treasury Management, to ensure that proper control of borrowing and investing is maintained. These indicators can be found in the Council's budget book.

10. End of year Investment Report

- 10.1 At the end of the financial year, the Council will prepare a report on its investment activity as part of its Annual Treasury Report.

HEAD OF TREASURY SERVICES
JANUARY 2009

ETHICAL INVESTMENT

HAS ETHICAL INVESTMENT OR SOCIALLY RESPONSIBLE INVESTMENTS (SRI) A ROLE FOR CASH DEPOSITS?

By Paul Cammies, Director - Client Services

August 2003

Many Local Authorities with responsibilities for pension funds have considered the adoption of investment policies for their pension funds that give priority to environmental awareness, including the extent to which Ethical Investment or Socially Responsible Investment (SRI) criteria should influence the placement or withdrawal of investments.

There are two options available:

- (a) Place or withdraw investments only if they fit SRI policies; or
- (b) Adopt a policy of engagement.

This means that more is achieved by actively engaging with offending companies to influence their behaviour rather than simply refusing to invest. Clearly this approach is most effective where the investment is in shares (e.g. for Pension Fund) – since only a shareholder (or a representative body thereof) achieves the right to attend Annual General meetings and thus gain a forum to air criticisms of unethical activity.

This article explains, some of the issues and comments on the extent, or otherwise, to which such criteria can be successfully applied to the investment of cash reserves.

Ethical Investment means choosing investments in a way that reflects a Council's ethical values. As Local Authorities with pension fund responsibilities will well know that work done by the Ethical Investment Research Service (EIRIS), in respect of equities, is widely regarded as a benchmark for deciding on the making of investments in companies. Usually such 'values' are defined in terms of negative criteria or positive criteria whereby investments are to be encouraged or avoided.

Non pension fund authorities may not be so familiar with the subject, so examples of the criteria usually adopted are listed below.

Negative Criteria		
Advertising complaints	Intensive farming and meat sale	Roads
Alcohol production or sale	Military	Sensitive sites
Animal testing	Mining	Size
Financial institutions	Nuclear power	Third world debt
Fur	Ozone depleting chemicals supply and use	Tobacco
Gambling	Pesticides marketing and manufacture	

Greenhouse gases	Political donations	Transnational interests
Health and safety convictions	Pollution convictions	Tropical hardwood
Human rights	Pornography and cut 18 films	Water pollution

Positive Criteria		
Animal testing policy/phase out	Equal Opportunities policy	Trade unions
Basic necessities	Ozone depleting chemical policy/phase out	Training and education
Community involvement	Public transport and bicycles	Tropical hardwood policy/phase out
Disclosure	Safety and protection	Waste disposal
Environmental policy	South Africa	Women on the board

These criteria may be applied relatively easily to equities however their application in the context of the instruments and credits that fall within the scope of the Approved Investment Regulations is more problematic. For example:

UK GOVERNMENT

In practice, the Government commissions weapons, raises taxes from Companies involved in all the areas listed earlier, builds roads etc.

LOCAL AUTHORITY

Local Authority may welcome the nuclear industry or the military to their areas because of the jobs that are created.

BANKS & BUILDING SOCIETIES

Financial institutions present a particular difficulty in that it will be impossible for the Council to ensure that funds deposited with an institution will not be on-lent to another which may not fulfil the authorities ethical criteria maintain a specific fund which is only used by that bank to lend in ethical business. It is more usual for banks to determine that the “non ethical” activities of any counterparty to whom they lend (however defined), should not account for more than, say, 5% of that company’s profits. Beyond this undertaking major banks (or similar financial institutions) will not be able to satisfy depositors as to whether the ultimate destination of an investment will meet a Council’s ethical policies.

Building societies as mortgage lenders to individuals are traditionally viewed as not giving rise to ethical issues. However, building societies will deposit surplus funds in banks which in turn may lend-on funds to a wide range of companies that may or may not meet the required ethical criteria. With more building societies becoming banks, an investment in a building society instrument today could become an investment in a bank instrument in the future.

CASH DEPOSITS DIFFER FROM EQUITIES

There are, therefore, issues with all areas in which a Council is allowed to invest in cash, and it is not possible when lending to the Government, another Local Authority or a building society or a bank, to ask for the investment only to be used for “ethical” purposes. It would not be possible to exclude these areas of investment. Looking at areas where any Council can invest its cash in approved investments, it seems likely that monetary instruments of the Government, banks, building societies and public bodies, such as Local Authorities should all be regarded as ethical.

THE LEGAL ISSUES IN MAKING ETHICAL INVESTMENTS

Whether or not the reader shares my views, he/she will also need to take account of the legal issues which impact on ethical investments.

All Treasurers will know that every decision taken by a Council must comply with the “Wednesbury Principles”. Put simply, the Council, in adopting any discretionary function, should:

1. Have regard to all relevant matters which the Authority is bound to consider.
2. Exclude from its considerations matters which are irrelevant to what has to be considered.
3. Not come to a decision which is so unreasonable that no reasonable Authority could ever have come to it.

Thus, in the context of any investment, the Council must not lose sight of the fact that, as stated by Lord Diplock in the Case of Bromley London Borough Council v Greater London Council (1982), an Council owes the Taxpayer from who it obtains monies needed to carry out its statutory functions, the duty to deploy the full financial resources available to it to the best advantage. This clearly indicates an obligation to obtain the best financial return from investments which maybe available; but it is clear that the Authority has a discretion as to how those investments may be made – and the obligation resting upon the Authority is clearly that it must not, in the final analysis, come to such an unreasonable decision in relation to such investments that no reasonable Authority could ever have come to such a decision. In the light of this fiduciary duty, it might be argued that engagement, if possible, is more acceptable than negative exclusion.

SUMMARY

Recent case law has shown that a Council can successfully adopt a policy for making decisions which have regard to ethical considerations (see R v Somerset Council ex parts Fewings Leyland and Downs (1993) – commonly known as the Somerset Stag Hunting case) provided it gives proper consideration to all the relevant issues. For Councils with pension fund investment responsibilities, this may give scope for action. For the remaining Authorities it seems unlikely that ethical considerations when applied to approved investments will be a worthwhile or practical issue.

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE – RESOURCES 28 JANUARY 2009

EXECUTIVE
10 FEBRUARY 2009

CORPORATE DEBT POLICY

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek approval for the attached Corporate Debt Policy.

2. BACKGROUND

- 2.1 The Council provides a wide range of services to its community and raises a significant amount of income from a number of sources including council tax, housing rents, recovery of housing benefit, non domestic rates and sundry debt. Corporate Debt is the gathering together of debt owed to the council in all of these categories to ensure a joined up approach to collection of outstanding monies and recovery of arrears.
- 2.2 Exeter City Council is committed to improving the standard of service to its customers by adopting best practice in all areas of activity. The effective recovery of debts owed to the Council is essential in ensuring that the best use is made of public money. Although the Council currently has a good record with regard to the recovery of all its debts it does not currently have a Corporate Debt Policy that sets out its overall approach for the recovery of debt.

3. CORPORATE DEBT POLICY

- 3.1 A proposed Corporate Debt Policy is attached at Appendix A. The policy is a statement of good practice and its aim is to:
- help to minimise the overall indebtedness to the Council
 - ensure that a strong emphasis is given to preventing arrears from arising and that intervention takes place as early as possible in the recovery cycle
 - ensure that citizens with genuine financial difficulties are provided with the necessary assistance to break the cycle of debt while firm recovery action is taken against those who can pay
 - ensure a consistent corporate treatment towards recovery of debt and arrears.

4. RECOMMENDATION

- 4.1 That Scrutiny Committee - Resources supports and Executive approve the Corporate Debt policy.

HEAD OF TREASURY SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling the report:

None

EXETER CITY COUNCIL
CORPORATE DEBT POLICY

1. OVERVIEW

1.1 Exeter City Council provides a wide range of services to its community and raises a significant amount of income from a number of sources. Collecting income is a major part of the Council's business and the following are the main sources of income from debts raised (based on 2007/08 figures) are:

- Council tax - £43.4 million
- Housing Rents - £14.4 million
- Non Domestic rates - £56.1 million
- Sundry debts (including for example: recovery of overpaid benefit, trade waste, home call alarms and service charges and rents) - £15 million

1.2 The Council takes the payment of this money from our residents and businesses seriously and this document sets out a corporate approach to the recovery of debt. In summary, our policy aims to maximise the Council's income cash-flow but recognises that flexibility is necessary in cases of genuine hardship in the City.

2. GENERAL PRINCIPLES

2.1 The following principles will apply in the management of the City Council's debts:

- That the citizens and businesses of Exeter have a responsibility to pay for the services they receive and the charges and rents they are liable for.
- The majority of debts owed to the Council are high-priority debts and as such we expect that debtors will give priority to the repayment of these debts over most other debts that they may owe.
- Methods of payment giving the best customer convenience at the lowest collection cost will be actively promoted by the Council.
- There will be a coordinated approach towards sharing debtor information and managing multiple debts owed to the Council where legally and practically possible.
- Sundry debt will be avoided wherever possible in favour of cash payments upfront.
- Best endeavours will be used to help people who are suffering genuine hardship and to consider the impact of debt on them, including minimising the escalation of debts owed to the Council.

2.2 It is recognised and accepted that the Voluntary Sector, including the Citizens Advice Bureau and others, have a key role to play in both the prevention of debt and the debt recovery process.

3. ALTERNATIVE PAYMENT OPTIONS

- 3.1 The Council recognises the importance of offering customers a range of payment methods and will continue to invest in improving these. This helps the Council increase its ability to maximise collection of income and ensures that customers are not excluded from meeting their liabilities due to restrictions on the type of payment methods accepted.
- 3.2 The Council will continue to review the payment methods available to bill payers in order to ensure that it continues to balance value for money with customer expectations, convenience and accessibility. Customer confidence in the payment arrangements available is critical and the Council will endeavour to ensure the accuracy and reliability of its income systems.

4. MINIMISE SUNDRY DEBTS

- 4.1 Sundry debts can be difficult and costly to collect and it is important to obtain payments in advance of service provision wherever possible. Guidance for service officers is available to support this approach.

5. ACCESS and CUSTOMER CARE

- 5.1 The City Council is committed to ensuring that no recipient of services provided by the Council receives less favourable treatment on any grounds such as disability, ethnic origin, age, gender, sexual orientation, language, religion or belief, political or other opinion, national or social origin, association with a national minority, locality, property, birth or other status.
- 5.2 We will provide clear and prompt information about bills and liabilities. The information we provide will show:
- What the bill or liability is for
 - The amount due
 - How to make payment
 - A contact point for all enquiries.
- 5.3 The Council will consider the merits of each individual case when deciding how to pursue an unpaid debt. Following the issuing of an invoice, it may be necessary to issue further documentation (reminders or summonses) following non-payment, or because a previously agreed instalment arrangement has not been adhered to. In these instances, the Council will ensure that all the information outlined above is included in such documents.
- 5.4 Each debt due will be notified to the debtor promptly and accurate records of amounts due and collected will be maintained. The notification, collection and recovery of a debt will be completed in accordance with the appropriate legislation or internally approved guidelines, as appropriate.
- 5.5 Wherever possible, the Council will provide information to meet customers' specific communication needs. In doing so, the Council will seek to ensure that a customer's individual preferences are documented and stored on systems in order that future notices can be issued in the preferred format, for example large print to corporate standard. A policy and guidance document is already in place which sets out the

Council's commitment on translation and interpretation and provides information and advice to staff on the organisations who can be contacted to provide such services.

5.6 The Council will endeavour to ensure that documents issued in respect of debt recovery matters meet plain English standards.

5.7 Documents issued will explain the legal options open to the Council in relation to the stage of recovery the document relates to. Such documentation will also clearly explain what the customer needs to do to avoid further recovery action being taken.

5.8 The Council recognises the importance of issuing debt recovery documents in a timely manner and will ensure that such documentation is issued in accordance with statutory or internally approved deadlines.

6. FINANCIAL INCLUSION - MAXIMISING CUSTOMERS' ABILITY TO MEET THEIR LIABILITIES

6.1 The Council will publicise widely the availability of any appropriate benefits, exemptions, discounts or reliefs which may either reduce the level of liability for the debt or increase the income of the customer, thus increasing their ability to meet their liability. Such benefits, exemptions, reliefs and discounts include:

- Housing and Council Tax Benefits - The Council will undertake proactive take up campaigns annually in partnership with others and aim to reach every household. New claims will be processed promptly and to a standard at or exceeding national targets for new claims and changes in circumstances.
- Council Tax Discounts, Reliefs and Exemptions
- Business Rates Reliefs and Exemptions
- Working Tax Credit
- Pension Credit
- Income Support and Job Seekers Allowance
- Disability Benefits
- Discretionary Housing Payments.

6.2 Where appropriate, special payment arrangements will be considered with regard to the recovery of debt. However, whilst it is important to consider the customer's request in the event of a reported hardship case, it is also important to ensure a firm but fair approach that provides a reasonable incentive for the customer to clear their debt.

7. PEOPLE WHO MAY REQUIRE ADDITIONAL ASSISTANCE

7.1 The Council recognises that some customers may have difficulty understanding or dealing with their financial responsibilities. The Council will therefore take into account during its debt recovery process the needs of those customers who may be identified as vulnerable.

- 7.2 When applying the debt management policy to the more vulnerable customers, officers will consider the wider implications of any recovery actions on the individual and the Council, such as preventing homelessness. The Council is mindful of its responsibilities and duties under the Disability Discrimination Act and Human Rights Act.

8. DIFFICULT TO RECOVER AND IRRECOVERABLE DEBTS

- 8.1 The Council will pursue all monies owed to it. This includes externalising debt collection where appropriate. The Council recognises that there will be certain circumstances where it will not be able to collect all the debts owed and that some accounts below a certain value will be uneconomic to collect. The Council's Financial Regulations set out the procedure and financial thresholds for processing such debts.

9. REPORTING AND MONITORING

- 9.1 It is the responsibility of the originating service to take ownership of the debts in their service areas and to ensure effective arrangements for monitoring the payment and recovery are in place. Regular reports on collection rates, arrears levels and approved debt write-offs will be reported to Scrutiny Committee - Resources.

EXETER CITY COUNCIL

SCRUTINY COMMITTEE - RESOURCES 28 JANUARY 2009

NON-HOUSING AIM BUDGET 2009/2010

1 PURPOSE OF THE REPORT

- 1.1 To detail the work proposed to non-housing properties in order to maintain and service such buildings in 2009/2010. The work financed from the Asset Improvement and Maintenance fund, referred to as AIM, is contained within the Council's overall revenue budgets.

2 BACKGROUND

- 2.1 Following an examination of routine servicing and operational work, the gathering of historical information as to levels of reactive repair costs, an investigation of the property condition database priorities and the assembly and prioritization of Heads of Service property requirements, a budget was established as;

(A)	Routine Servicing and Maintenance	£	337,390
(B)	Operational Essentials	£	98,290
(C)	Reactive Repairs	£	513,710
(D)	Lease Repairs	£	83,840
(E)	Service Department Recharges	£	275,930
(F)	Service Priorities and contingency	£	253,250
	Total (Appendix G)	£	1,562,410

- 2.2 The attached **Appendices A to F** provide further breakdowns of the above categories, detailing the properties involved, the projects and servicing works along with an estimated budget required. Further explanation is provided in the text below.

ANNUAL COMMITMENTS

2.3 Routine Servicing and Maintenance (Appendix A)

Appendix A lists all identified work needed to inspect, service and maintain plant, equipment, controls, monitoring devices and certain structures. The work is required annually to ensure plant, equipment and certain structures are maintained in a fully operational and safe state. The costs listed are based upon historical cost information updated for either operational (due to changes in testing regulations) or inflationary increases.

2.4 Operational Essentials (Appendix B)

Appendix B details those amounts for property repair, plant and equipment that, although monitored by the AIM Group, are administered by certain Heads of Service. The appropriate Head of Service will use these budgets to keep property and plant in good working order such that continued service delivery is assured.

2.5 Reactive Repairs (Appendix C)

Appendix C details those amounts, established from previous records, required to finance reactive repair works. The repairs have been placed in categories of property family to indicate the levels of expenditure normally incurred. The expenditure is closely monitored over the year to examine whether each allotted value is a fair reflection of the financial resource needed.

2.6 Lease Repairs (Appendix D)

The contract terms of commercial property leases often demand that certain repairs, maintenance or safety checks have to be carried out year on year in order to properly maintain the property in good lettable condition. Whilst the property condition survey annually highlights certain potential problem areas there are often further works needed, arising from other periodic checks carried out, that may have not been specifically raised through the condition survey. So it is a difficult task to accurately quantify the full extent of the lease liabilities in each particular year. Therefore a sum of £83,840 has been set aside, which will be monitored throughout the year to examine whether the allotted value is a fair reflection of the financial resource needed.

2.7 Service Department Recharges (Appendix E)

This represents the cost of the staff resources required to programme, organise, tender, instigate, supervise, control, monitor and settle accounts in respect of the work proposed for non-housing AIM projects. The cost reflects the amount of Contracts and Direct Services and Engineering and Construction staff resources needed to deliver the work programme.

PRIORITIZED WORK PROGRAMME

2.8 Service Priorities (Appendix F)

In order to target available, but limited, financial resources in 2009/2010 a review of all the necessary repair work to non-housing properties was carried out by examining the property condition database and compiling Head of Service work requests for the coming financial year. As the value of work derived from this exercise was in excess of available funds a prioritization process was carried out. This involved each Head of Service and Directorate firstly prioritizing the work relating to their properties. Then the AIM Group (which comprises Head of Treasury Services, Head of Contracts and Direct Services and Head of Estates Services), in consultation with SMT, further examined which of those priorities were the most needed and/or most urgent. Subsequently SMT agreed the work listed in Appendix F as priorities. Although estimates are given for the cost of work listed, such estimates can only be considered as “ball-park” figures at this stage as, following Scrutiny, Heads of Service will need to examine and develop specific briefs for the work involved. Revised estimates, where necessary, can then be calculated. An annual provision is set aside within this budget to take account of any costs arising from having to employ external consultants on certain projects, where there are insufficient resources in-house to deliver projects programmed to be commenced and undertaken in 2009/10. A contingency sum has again been established as a provision to allow for revised estimates and for any unforeseen works, of an emergency repair nature, that inevitably arise through the year.

It should be noted that for 2009/10 AIM recognized that revenue savings needed to be sought and so AIM decided to contribute to a necessary revenue savings drive by reducing this Services Priority budget by some £186,000 this financial year.

3 PROPOSALS

- 3.1 It is proposed that the sum of £1,562,410 be set aside, from total resources available, to carry out necessary works listed above and in appendices A to F attached to this report in respect of non-housing property Service and Maintenance Work, Operational Essentials, Reactive Repairs, Lease Repairs, Service Department Recharges and Service Priorities.

4 RECOMMENDED

- (1) that the Committee note that the sum of £1,562,410 has been split into the categories of work in the year 2009/2010 as outlined in this report.

HEAD OF CONTRACTS AND DIRECT SERVICES
HEAD OF TREASURY SERVICES
HEAD OF ESTATES SERVICES

COMMUNITY & ENVIRONMENT DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling the report

None

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	FIMS CODE	ALLOCATION CODES	EFIMS CODE	BUDGET 2009/10
SERVICING AND MAINTENANCE WORK				
1	Z6347		Y006347	£11,570
2	Z6348		Y006348	£7,540
3	Z6349		Y006349	£1,200
4	Z6350		Y006350	£14,670
7	Z6355		Y006355	£640
8	Z6356		Y006356	£6,820
9	Z6357		Y006357	£10,000
10	Z6359		Y006353	£24,040
11	Z6360		Y006360	£12,280
12	Z6361		Y006361	£1,750
13	Z6362		Y006362	£16,000
14	Z6363		Y006363	£14,210
15	Z6365		Y006365	£17,800
16	Z6366		Y006366	£1,200
17	Z6368		Y006368	£2,000
18	Z6369		Y006369	£11,180
19	Z6370		Y006370	£26,650
20	Z6371		Y006371	£5,950
21	Z6372		Y006372	£15,000
22	Z6373		Y006373	£2,340
23	Z6374		Y006374	£8,500
24	Z6375		Y006375	£5,000
25	Z6376		Y006376	£6,330
27	Z6380		Y006380	£1,100
29	Z6382		Y006382	£600
30	Z6383		Y006383	£430
31	Z6385		Y006385	£1,500
32	Z6386		Y006386	£1,500
33	Z6387		Y006387	£2,890
34	Z6388		Y006388	£20,000
35	Z6389		Y006389	£30,000
36	Z6390		Y006390	£2,000
38	Z6392		Y006392	£1,200
39	Z6393		Y006393	£2,500
40	Z6394		Y006394	£6,000
41			Y006345	£25,000
	Z6395		Y006395	£20,000

TOTAL £

£337,390

NON-HOUSING AIM FUND PROGRAMME 2009-2010

OPERATIONAL ESSENTIALS	BUDGET 2009/10	Cost Centre Allocation	LEAD OFFICER
CIVIC CENTRE (LIFTS)	10,560	T054	J Street
CANAL	24,070	F030	Ian Cowe
CAR PARKS	45,650	M201	Roger Coombs
REACTIVE UNOCCUPIED PROPERTY	18,010	M001/M002	David Prosser
TOTAL OPERATIONAL ESSENTIALS	98,290		

APPENDIX C

REACTIVE REPAIRS	BUDGET 2009/10 £	LEAD OFFICER
GENERAL REACTIVE WORK	374,930	Various
REACTIVE WORK TO ELECTRICAL TESTING	27,820	M Jones
CANAL SPECIAL WORKS	29,990	J Nott
CIVIC CENTRE	80,970	J Street
TOTAL REACTIVE REPAIRS	513,710	

APPENDIX D

LEASE REPAIRS	BUDGET 2009/10 £	LEAD OFFICER
LEASE REPAIRS	78,380	David Prosser
HEALTH AND SAFETY CHECKS	5,460	David Prosser
TOTAL LEASE REPAIRS	83,840	

APPENDIX E

SERVICE DEPARTMENT RECHARGES	BUDGET 2009/10 £	LEAD OFFICER
SERVICE RECHARGES	275,930	Paul Mc Cormick Dave Hubbard
TOTAL SERVICE RECHARGES	275,930	

REF	SERVICE PRIORITIES	BUDGET 2009/10	COMMENT
	Old Tiverton Bring Bank Site	£7,000	Brought forward
10	St Nicholas Priory wall painting conservation work	£6,250	
15	Mathews Hall Topsham, repairs to walls	£5,000	
19	Exwick changing accomodation general repairs	£10,000	
26	Livestock Centre, remedial works to prevent legionella	£15,000	
27	Asbestos survey non-housing	£40,000	
28	Legionella prevention measures	£40,000	
32	Replace civic centre fire control panel	£7,000	
49	River Exe - Erosion control at Topsham Recreation Ground	£20,000	
52	Deal with legionella risk at washdown at MRF	£30,000	
54	Attend to masonry repairs Mediaeval Exe Bridge	£8,000	
57	Masonry repairs etc St Margaret's Churchyard Ferry Road	£10,000	
58	Redeck Yarislavl Bridge	£15,000	
60	Provision for Professional Fees	£20,000	
n/a	Contingency	£20,000	

TOTAL £253,250

<u>SUMMARY</u>	APPENDIX	BUDGET FOR 2009/10 £	COMMENTS
ROUTINE SERVICING AND MAINTENANCE WORK	A	337,390	
OPERATIONAL ESSENTIALS (cost centre funded)	B	98,290	
REACTIVE REPAIRS	C	513,710	
LEASE REPAIRS	D	83,840	
SERVICE DEPARTMENT RECHARGES	E	275,930	
SERVICE PRIORITIES	F	253,250	
TOTALS £		1,562,410	

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EXETER CITY COUNCIL

SCRUTINY COMMITTEE – RESOURCES 28 JANUARY 2009

ESTIMATES 2009-10

1. Introduction

- 1.1 Attached are the draft estimates for 2009/10, which were presented to a briefing for members of Scrutiny Committee - Resources on 15 December 2008.
- 1.2 This report outlines the strategic framework within which the estimates have been prepared, changes in accounting practices, which affect all budgets and detailed reasons for any significant changes in the Management Unit estimates.

2. Budget Framework

- 2.1 The estimates include assumptions for pay, general inflation and income as follows:
- Pay 2.5%
 - General inflation Nil (see paragraph 2.3 below)
 - Income 5.0%(2.8% where VAT is applicable)
 - Interest on Investments 3.0%

- 2.2 An interim pay award for the current year has now been settled. Although Government policy is to try and limit public sector pay increases to no more than 2% it is felt prudent at this stage to budget for a 2.5% increase next year.

- 2.3 As a means of finding efficiency savings, many non-pay budgets will not be increased for inflation. There will be some exceptions to this in particular where there are ongoing contractual arrangements in place and where the Council has to meet the full price increase e.g. insurance, fuel and electricity. The Retail Price Index (RPI) for September 2008 was 5%. Although the Government no longer produce targets for the RPI it is still used to determine increases in pensions, benefits and pay negotiations. With regard to next year, the Bank of England has said inflation could fall below its target of 2% and might drop as low as 1%. With regard to the RPI many economic forecasters are currently predicting that the UK's retail price index will turn negative next year.

- 2.4 In November the Bank of England reduced the base rate from 4.5% to 3% and has subsequently followed this up in December with a further reduction to 2% bringing interest rates to their lowest level since 1951. This lowering of interest rates affects the City Council in a number of ways. On the negative side, the drop in interest rates combined with the lowering of confidence in the banking sector means that we have to significantly lower our investment returns on our cash deposit in comparison with previous years. The likelihood is that investment returns will be no more than 3% in comparison with returns in excess of 6% that we have achieved in recent years. Conversely on the positive side, the lowering of interest rates also means that the cost of borrowing is now also cheaper. This is particularly important to the City Council which is going to make use of borrowing in order to fund part of its capital programme.

- 2.5 Exeter's provisional grant settlements for 2009/10 and 2010/11 are £11.999 million and £12.090 million respectively, amounting to yearly increases of only £106,000 (0.9%) and £91,000 (0.7%). For the last year of the Medium Term Financial Plan (MTFP) a grant increase of £181,000 (1.5%) has been factored in at this stage. This is slightly higher than the grant increases for the previous 3 year period because it factors in the use of more up to date population data.
- 2.6 The current Comprehensive Spending Review (CSR07) has also indicated a significant reduction in the Local Authority Business Growth Incentive (LABGI) grant funding from £1 billion covering the spending review period to 2007/08 to £150 million in CSR07. There will be total LABGI funding available of £50 million for 2009/10 and £100 million available in 2010/11. To date Exeter City Council has benefited greatly from this funding having received £465,108 for 2005/06, £923,941 for 2006/07 and more than £1.7 million for 2007/08. The current MTFP has therefore assumed further LABGI grant funding of £100,000 for 2009/10 and £200,000 for 2010/11
- 2.7 At its meeting on the 09 December 2008, Executive approved a budget strategy based on the best known data with regard to Government spending targets and this was noted by the Council at its meeting on 16 December 2008:
- Formula Grant increase 0.9%
 - Council tax guideline 2.9%
- 2.8 The available capital resources for General Fund and Housing for 2009/10 are £12.117 million. An estimated spend of £15.241 million is required in respect of the General Fund, of which £0.767million is required for new approvals. The Housing capital programme will be some £5.06 million. There will be a total spend of £20.301 million. This shows that the Council will have to use borrowing of £8.184 million in addition to other capital resources to finance its capital programme requirements. This will also have an ongoing impact on the Council's revenue budget. The current revenue cost of borrowing consisting of interest and loan repayments, is about £65,000 for each £1 million that is borrowed. This amount is lower than previously advised due to the significant reductions in the cost of borrowing that have occurred in recent months. The prudential capital framework enables the Council to borrow within self-imposed targets largely based on affordability. A list of the proposed new schemes for this Committee is attached at Appendix 2.
- 2.9 The changes in respect of 2009/10 Fees and Charges for the budget are included at Appendix 3.

3. Revenue Budget Savings

- 3.1 At the meeting of the Resources Scrutiny Committee on 18 June 2008 the future budgetary position facing the Council was discussed. It was highlighted that the Council was faced with considerable financial uncertainty in the medium term both in terms of a poor financial grant settlement and potential increasing budgetary pressures from, for example, the introduction of the national concessionary travel scheme. The current medium term financial plan had therefore already identified the need for significant ongoing revenue savings having to be identified and achieved. Arising from this it was therefore agreed to appoint an all party working group to consider the budget savings proposals for 2009/10.
- 3.2 The all party Resources Members Working Group met on 11 November 2008 to consider proposed base budget reductions totalling £1,031,100 for 2009/10.

Members reviewed and noted the proposed savings which would now be presented to the appropriate scrutiny committees for consideration. The working group acknowledged that the budgets had been carefully researched but wished to emphasise that continuing vigilance would be needed to reduce expenditure in future years.

The specific revenue savings that have been included within the draft estimates for Scrutiny Committee - Resources are as follows:

	£
<u>IT</u>	
Saving on new copy centre printer lease	10,500
Reduction in colour copying costs	10,000
Termination of SIEMENS disaster recovery contract	6,000
Removal of annual desktop printer maintenance	7,100
<u>Treasury Services</u>	
Reduce Staffing Levels:-	
NNDR	0.4 fte
Council Tax Recovery	0.5 fte
Housing Benefit	2.2 fte
	70,000
<u>Corporate Customer Services</u>	
Non-filling of a vacant customer services officer post	22,000
Siemens Contract	3,000
Flowers at Civic Centre	7,000
Guildhall private hire charges	1,000
Total	136,600
<u>Chief Executives</u>	
Reduce City News	4,000
Restructure in Policy Unit	6,000
Delete temp media support post	25,000
Total	35,000
<u>Other</u>	
Reduction in advertising costs	40,000
Reduction in employers pension contributions	80,000

Total 120,000

4. Key Revenue Budget Changes Proposed for 2009/10

The Revenue budgets are attached at Appendix 1. The proposed budgets reflect a combination of budget increases and savings and the key changes are as follows:

86A11 REVENUE COLLECTION / BENEFITS

An increase of 5% has been applied to both Council Tax and Rent Allowance benefits and an increase of 6.2% has been applied to the Housing Revenue Account rent benefits in line with rent increases for 2009/10.

The total cost of Housing Benefits has been adjusted to take account of the variances identified in September 2008 stewardship report.

The above increases in cost have been offset by an anticipated increase in the Housing Benefits Subsidy.

There are also savings in support service costs; in particular there is a reduction in Housing Benefit Investigation, and Council Tax and Business Rate administration due to staff savings and Pension Fund adjustments.

86A2 ELECTIONS & ELECTORAL REGISTRATION

There are no Exeter City council elections planned for 2009 but there will be European Parliamentary Elections and, subject to the local government review decision, Devon County Council Elections that will be combined and take place across the City on 4 June 2009.

86A3 CORPORATE

A revised scale of fees for external audit work to be carried out during the year will result in an increase in costs.

Some of the central bank charges being incurred have been identified as relating to Council Tax so the budget has been transferred to management unit 86B1 Treasury Services, see below.

86A4 CIVIC CEREMONIALS

The initial project budget for the conservation of some historic paintings in the Guildhall has now been removed following the completion of this programme of work.

86A5 DEMOCRATIC REPRESENTATION

The support service recharges for Democratic Costs have reduced overall with the major reason being the reduction to cost centres in their pension contributions under FRS17 accounting regulations.

The IT support costs of Members Expenses have been reduced due to the limitation of access to the live operating systems.

86A6 GRANTS/CENTRAL SUPPORT/CONSULTATION

The rent relief granted by Grants Committee to occupiers of council-owned property has been increased to reflect rent reviews agreed or pending.

The administration costs for the Community Safety Partnership and Anti-Social Behaviour Co-ordinator are budgeted for in full.

The initial two-year project for capacity building support to residents, officers and elected members that is part of Community Inclusion and Involvement is ending but

budgetary provision has been included for 2009-10.

86A7 UNAPPORTIONABLE OVERHEADS

There is a small balance on Central Support Services that appear within Unallocated Central Costs. The actual users of these services will be recharged during 2009-10.

CENTRAL SUPPORT SERVICES ACCOUNTS:

The management units listed below are recharged out across the whole of the Council and are either brought back to zero cost or have small balances left that are to be recharged back to the users of the services in 2009-10:

86A8 CHIEF EXECUTIVE SERVICES

As referred to in the budget notes for management unit 86A6 above, a budget for neighbourhood engagement has been extended in to 2009-10.

The staffing of the Chief Executives Services has been reviewed with a resulting budget saving in employee costs.

86A9 STRATEGIC / COMMUNITY PARTNERSHIPS

This management unit brings together the Council's community partnerships with the police, health authorities and other councils to establish policies and programmes within the Exeter area. The full cost of administering the partnerships is shown in cost centre S053 Community Safety within management unit 86A6.

86B1 TREASURY SERVICES

The cost of Accountancy Services has increased to reflect the investment that has been made in the new Financial Management System (EFims) in April 2008.

The cost of Council Tax Collection has reduced due to additional income and reduced operational expenses, support services and capital finance charges.

The set-up expenses for the Local Housing Allowance Scheme (T008) that commenced in April 2008 is being met by Government Grant.

86B2 AUDIT

There are no significant changes to report.

86B3 HUMAN RESOURCES SERVICES

The majority of the temporary staffing arrangements that have been in place to review advertising, recruitment and retention policies will cease during 2009.

Budgets have been increased to cover the costs of upgrades in software and user licences.

86B4 LEGAL SERVICES

There are no proposed increases in external fee income for legal work.

86B5 CORPORATE CUSTOMER SERVICES

The cost of improvements and repairs for the Civic Centre has been reduced through the AIM. programme.

There have been increases in the cost of purchasing and maintaining IT systems for the progression of Information and G.I.S. Management and the Customer Service Centre, the latter having expanded further during 2008. In addition to the services previously covered, the Customer Service Centre now covers Council Tax and

Housing Benefits as well as an enhanced telephone service.

86B6 IT SERVICES

There has been a reduction in the cost of both black and white and colour copies in the Copy Centre due to new equipment leases.

There has been a small overall increase in the cost of maintaining IT systems as the number of users and systems across the council has increased.

There has been a small reduction in the capital financing costs of Desktop and Network Support (T049) due to a reduction in depreciation charges.

86B7 DIRECTOR CORPORATE SERVICES

There are no significant changes to report.

4. RECOMMENDED that Members are asked to consider the draft Estimates for 2009.

HEAD OF TREASURY SERVICES

DIRECTOR CORPORATE SERVICES

CORPORATE SERVICES DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)

Background papers used in compiling the report:

None

APPENDIX 1

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SCRUTINY COMMITTEE - RESOURCES

SUBJECTIVE ANALYSIS	ESTIMATE 2008-09	INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
			RECURRING	NON-RECURRING		
Employees	7,280,030	250,660	(92,500)	10,000	(390,190)	7,058,000
Transfer Payments	32,506,280	1,215,900	0	0	593,260	34,315,440
Premises	809,780	26,950	(7,000)	0	(90,880)	738,850
Supplies & Services	3,299,430	31,720	12,350	1,000,000	3,770	4,347,270
Transport	50,960	1,490	0	0	(2,740)	49,710
Support Services	7,591,360	231,550	0	0	(422,670)	7,400,240
Capital Financing	826,740	0	0	0	6,650	833,390
Total Expenditure	52,364,580	1,758,270	(87,150)	1,010,000	(302,800)	54,742,900
Income	(46,630,590)	(1,438,030)	(1,000)	0	(30,880)	(48,100,500)
Net Expenditure	5,733,990	320,240	(88,150)	1,010,000	(333,680)	6,642,400

OBJECTIVE ANALYSIS	ESTIMATE 2008-09	INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
			RECURRING	NON-RECURRING		
86A1 REVENUE COLLECTION/BENEFITS	1,889,460	280,880	0	0	(284,590)	1,885,750
86A2 ELECTIONS & ELECTORAL REG	314,240	8,130	0	0	(7,710)	314,660
86A3 CORPORATE	902,920	25,060	6,450	0	(40,170)	894,260
86A4 CIVIC CEREMONIALS	282,850	8,650	(1,000)	0	(19,940)	270,560
86A5 DEMOCRATIC REPRESENTATION	915,270	27,760	0	1,000,000	(40,680)	1,902,350
86A6 GRANTS/CENT SUPPORT/CONSULTATION	1,108,140	8,090	0	0	13,070	1,129,300
86A7 UNAPPORTIONABLE OVERHEADS	321,110	11,060	(10,000)	0	(86,650)	245,520
86A8 CHIEF EXECUTIVE SERVICES	0	(6,230)	0	0	16,230	0
86A9 STRATEGIC/ COMM PARTNERSHIPS	0	(1,490)	0	0	1,490	0
86B1 TREASURY SERVICES	0	13,270	(64,000)	10,000	40,730	0
86B2 INTERNAL AUDIT	0	(460)	0	0	460	0
86B3 HUMAN RESOURCES	0	(4,880)	0	0	4,880	0
86B4 LEGAL SERVICES	0	(3,360)	0	0	3,360	0
86B5 CORPORATE CUSTOMER SERVICES	0	(24,680)	6,000	0	18,680	0
86B6 IT SERVICES	0	(21,360)	(25,600)	0	46,960	0
86B7 DIRECTOR CORPORATE SERVICES	0	(200)	0	0	200	0
Net Cost	5,733,990	320,240	(88,150)	1,010,000	(333,680)	6,642,400

SCRUTINY COMMITTEE - RESOURCES

86A1 REVENUE COLLECTION/BENEFITS	ESTIMATE 2008-09	INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
			RECURRING	NON-RECURRING		
Employees	0	0	0	0	0	0
Transfer Payments	32,506,280	1,215,900	0	0	593,260	34,315,440
Premises	0	0	0	0	0	0
Supplies & Services	81,700	0	0	0	6,090	87,790
Transport	0	0	0	0	0	0
Support Services	2,028,580	60,870	0	0	(151,130)	1,938,320
Capital Financing	0	0	0	0	0	0
Total Expenditure	34,616,560	1,276,770	0	0	448,220	36,341,550
Income	(32,727,100)	(995,890)	0	0	(732,810)	(34,455,800)
Net Expenditure	1,889,460	280,880	0	0	(284,590)	1,885,750
Represented By						
S001 Revenue Collection	829,520	24,890	0	0	(81,450)	772,960
S002 Rent Allowances	66,240	(13,820)	0	0	19,440	71,860
S003 Statutory Contribution	24,030	0	0	0	1,790	25,820
S004 Council Tax Benefits	607,100	18,220	0	0	(29,440)	595,880
S005 Rent Rebates	359,610	251,500	0	0	(195,060)	416,050
S006 Housing Act Advances	2,960	90	0	0	130	3,180
Net Cost	1,889,460	280,880	0	0	(284,590)	1,885,750

SCRUTINY COMMITTEE - RESOURCES

86A2 ELECTIONS & ELECTORAL REGISTRATION	ESTIMATE 2008-09	INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
			RECURRING	NON-RECURRING		
Employees	157,280	5,480	0	0	(5,240)	157,520
Premises	19,220	630	0	0	(500)	19,350
Supplies & Services	84,450	510	0	0	500	85,460
Transport	130	0	0	0	0	130
Support Services	52,070	1,600	0	0	(2,470)	51,200
Capital Financing	2,800	0	0	0	0	2,800
Total Expenditure	315,950	8,220	0	0	(7,710)	316,460
Income	(1,710)	(90)	0	0	0	(1,800)
Net Expenditure	314,240	8,130	0	0	(7,710)	314,660
Represented By						
S010 Electoral Registration	194,560	4,930	0	0	(6,680)	192,810
S011 District Council Elections	119,680	3,200	0	0	(1,030)	121,850
S012 County Council Elections	0	0	0	0	0	0
S013 County Council By-Election	0	0	0	0	0	0
S014 Parliamentary Elections	0	0	0	0	0	0
S017 European Elections	0	0	0	0	0	0
S018 City Council By-Elections	0	0	0	0	0	0
Net Cost	314,240	8,130	0	0	(7,710)	314,660

SCRUTINY COMMITTEE - RESOURCES

86A3 CORPORATE	ESTIMATE 2008-09	INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
			RECURRING	NON-RECURRING		
Employees	0	0	0	0	0	0
Premises	0	0	0	0	0	0
Supplies & Services	173,980	4,900	6,450	0	(8,020)	177,310
Transport	0	0	0	0	0	0
Support Services	1,073,770	32,230	0	0	(67,090)	1,038,910
Capital Financing	0	0	0	0	0	0
Total Expenditure	1,247,750	37,130	6,450	0	(75,110)	1,216,220
Income	(344,830)	(12,070)	0	0	34,940	(321,960)
Net Expenditure	902,920	25,060	6,450	0	(40,170)	894,260
Represented By						
S015 Corporate Costs	860,750	24,030	6,450	0	(39,750)	851,480
S066 Treasury Management	42,170	1,030	0	0	(420)	42,780
U026 Procurement Policy	0	0	0	0	0	0
Net Cost	902,920	25,060	6,450	0	(40,170)	894,260

SCRUTINY COMMITTEE - RESOURCES

86A4 CIVIC CEREMONIALS	ESTIMATE 2008-09	INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
			RECURRING	NON-RECURRING		
Employees	147,550	5,130	0	0	(2,860)	149,820
Premises	48,080	1,560	0	0	1,140	50,780
Supplies & Services	72,350	520	0	0	(20,000)	52,870
Transport	5,690	200	0	0	0	5,890
Support Services	39,730	1,240	0	0	(2,350)	38,620
Capital Financing	34,470	0	0	0	4,130	38,600
Total Expenditure	347,870	8,650	0	0	(19,940)	336,580
Income	(65,020)	0	(1,000)	0	0	(66,020)
Net Expenditure	282,850	8,650	(1,000)	0	(19,940)	270,560
Represented By						
S036 Guildhall Chambers	123,190	4,540	(1,000)	0	(16,100)	110,630
S037 Mayorality	119,560	3,640	0	0	(3,420)	119,780
S039 Civic Hospitality	10,540	40	0	0	(20)	10,560
S040 Public Celebrations	15,920	290	0	0	(270)	15,940
S041 Twinning	13,640	140	0	0	(130)	13,650
Net Cost	282,850	8,650	(1,000)	0	(19,940)	270,560

SCRUTINY COMMITTEE - RESOURCES

86A5 DEMOCRATIC REPRESENTATION	ESTIMATE 2008-09		INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
				RECURRING	NON-RECURRING		
Employees	13,930		260	0	0	0	14,190
Premises	0		0	0	0	0	0
Supplies & Services	281,270		8,790	0	1,000,000	2,850	1,292,910
Transport	760		30	0	0	0	790
Support Services	617,840		18,680	0	0	(42,060)	594,460
Capital Financing	1,470		0	0	0	(1,470)	0
Total Expenditure	915,270		27,760	0	1,000,000	(40,680)	1,902,350
Income	0		0	0	0	0	0
Net Expenditure	915,270		27,760	0	1,000,000	(40,680)	1,902,350
Represented By							
S016 Democratic Costs	561,540		16,320	0	0	(17,570)	560,290
S046 Members Expenses	353,730		11,440	0	0	(23,110)	342,060
S055 Local Govt Review	0		0	0	1,000,000	0	1,000,000
Net Cost	915,270		27,760	0	1,000,000	(40,680)	1,902,350

SCRUTINY COMMITTEE - RESOURCES

86A6 GRANTS/CENT SUPP/CONSULT	ESTIMATE	INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE
	2008-09		RECURRING	NON-RECURRING		2009-10
Employees	0	0	0	0	0	0
Premises	0	0	0	0	0	0
Supplies & Services	839,140	0	0	0	3,150	842,290
Transport	0	0	0	0	0	0
Support Services	269,000	8,090	0	0	9,920	287,010
Capital Financing	0	0	0	0	0	0
Total Expenditure	1,108,140	8,090	0	0	13,070	1,129,300
Income	0	0	0	0	0	0
Net Expenditure	1,108,140	8,090	0	0	13,070	1,129,300
Represented By						
S045 Grants - Recycling	0	0	0	0	0	0
S047 Grants - Arts	0	0	0	0	0	0
S048 Grants - Leisure	0	0	0	0	0	0
S049 Grants - Housing	0	0	0	0	0	0
S050 Grants and Contributions	831,520	700	0	0	2,160	834,380
S052 Emergency Planning	34,470	1,030	0	0	(2,620)	32,880
S053 Community Safety	86,960	2,610	0	0	(3,570)	86,000
S054 Equalities Policies	0	0	0	0	0	0
S057 Community Inclusion & Involvement	89,430	2,680	0	0	21,720	113,830
S060 Community Consultation	65,760	1,070	0	0	(4,620)	62,210
Net Cost	1,108,140	8,090	0	0	13,070	1,129,300

SCRUTINY COMMITTEE - RESOURCES

86A7 UNAPP OVERHEADS	ESTIMATE 2008-09		INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
				RECURRING	NON-RECURRING		
Employees	283,020		9,910	0	0	(3,130)	289,800
Premises	0		0	0	0	0	0
Supplies & Services	0		0	0	0	0	0
Transport	0		0	0	0	0	0
Support Services	38,090		1,150	0	0	(83,520)	(44,280)
Capital Financing	0		0	0	0	0	0
Total Expenditure	321,110		11,060	0	0	(86,650)	245,520
Income	0		0	0	0	0	0
Net Expenditure	321,110		11,060	0	0	(86,650)	245,520
Represented By							
S051 Unallocated Central Costs	38,090		1,150	0	0	(83,520)	(44,280)
S056 Superannuation	283,020		9,910	0	0	(3,130)	289,800
Net Cost	321,110		11,060	0	0	(86,650)	245,520

SCRUTINY COMMITTEE - RESOURCES

86A8 CHIEF EXECUTIVE SERVICES	ESTIMATE 2008-09		INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
				RECURRING	NON-RECURRING		
Employees	914,130		31,760	(8,000)	0	(48,120)	889,770
Premises	0		0	0	0	0	0
Supplies & Services	138,150		430	(2,000)	0	(10)	136,570
Transport	4,340		120	0	0	180	4,640
Support Services	209,190		6,360	0	0	(15,110)	200,440
Capital Financing	15,930		0	0	0	2,970	18,900
Total Expenditure	1,281,740		38,670	(10,000)	0	(60,090)	1,250,320
Income	(1,281,740)		(44,900)	0	0	76,320	(1,250,320)
Net Expenditure	0		(6,230)	(10,000)	0	16,230	0
Represented By							
T081 Chief Executive	205,080		6,810	0	0	(8,990)	202,900
T082 Chief Executive Support Unit	394,800		13,140	(6,000)	0	(11,810)	390,130
T083 Member Services	329,710		10,380	0	0	(23,970)	316,120
T084 Press & Public Relations	224,580		4,860	(29,000)	0	(9,810)	190,630
T085 Emergency Planning	34,470		1,120	0	0	(2,710)	32,880
T086 Community Inclusion & Involvement	89,430		2,190	25,000	0	(2,790)	113,830
T087 Chief Executive Internal Recharges	(1,278,070)		(44,730)	0	0	76,310	(1,246,490)
Net Cost	0		(6,230)	(10,000)	0	16,230	0

SCRUTINY COMMITTEE - RESOURCES

86A9 STRATEGIC/COMM PARTNERSHIPS	ESTIMATE 2008-09		INFLATION		NEW PROPOSALS		OTHER ADJUSTMENTS		ESTIMATE 2009-10	
					RECURRING	NON-RECURRING				
Employees	71,500		2,470		0	0		(2,750)		71,220
Premises	0		0		0	0		0		0
Supplies & Services	325,360		0		0	0		0		325,360
Transport	850		30		0	0		0		880
Support Services	13,550		410		0	0		(1,120)		12,840
Capital Financing	0		0		0	0		0		0
Total Expenditure	411,260		2,910		0	0		(3,870)		410,300
Income	(411,260)		(4,400)		0	0		5,360		(410,300)
Net Expenditure	0		(1,490)		0	0		1,490		0
Represented By										
S070 Community Safety Partnership	53,700		1,780		0	0		(3,190)		52,290
S071 Community Safety Projects	0		0		0	0		0		0
S072 Partnership Development	0		0		0	0		0		0
S073 Community Safety Audit Costs	0		0		0	0		0		0
S074 Community Safety Drugs Initiative	0		0		0	0		0		0
S075 Safer Communities Initiative	0		0		0	0		0		0
S076 Anti-Social Behaviour	0		0		0	0		0		0
S077 ASB Action Area Fund	0		(1,340)		0	0		1,340		0
S078 ASB Co-ordinator	33,260		1,130		0	0		(680)		33,710
S079 Local Strategic Partnership	520		0		0	0		0		520
S080 Community/Strat/Part/Recharge	(87,480)		(3,060)		0	0		4,020		(86,520)
Net Cost	0		(1,490)		0	0		1,490		0

SCRUTINY COMMITTEE - RESOURCES

86B1 TREASURY SERVICES	ESTIMATE 2008-09		INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
				RECURRING	NON-RECURRING		
Employees	2,473,470		86,280	(70,000)	10,000	(136,770)	2,362,980
Premises	0		0	0	0	0	0
Supplies & Services	348,470		4,450	6,000	0	19,380	378,300
Transport	32,270		930	0	0	(2,770)	30,430
Support Services	1,908,190		59,930	0	0	(109,830)	1,858,290
Capital Financing	113,960		0	0	0	24,000	137,960
Total Expenditure	4,876,360		151,590	(64,000)	10,000	(205,990)	4,767,960
Income	(4,876,360)		(138,320)	0	0	246,720	(4,767,960)
Net Expenditure	0		13,270	(64,000)	10,000	40,730	0
Represented By							
T001 Treasury Services	728,270		20,700	6,000	10,000	13,750	778,720
T002 Cashiering Services	183,560		6,040	0	0	(44,270)	145,330
T003 Council Tax Collection	800,680		20,870	0	0	(58,680)	762,870
T004 NDR Collection	28,840		620	(13,880)	0	(5,490)	10,090
T006 Benefits Customer Services	0		0	0	0	0	0
T007 Revenues Recovery	321,120		8,720	(7,760)	0	(9,380)	312,700
T008 Local Housing Allowance Scheme	0		920	0	0	(920)	0
T009 Benefits Administration	755,210		54,590	(24,180)	0	(7,400)	778,220
T010 Benefits Investigation	357,400		11,890	(24,180)	0	(52,710)	292,400
T011 Benefits Joint Training Post	25,250		1,310	0	0	(1,840)	24,720
T013 Policy Treasury Services	91,670		3,100	0	0	(4,680)	90,090
T015 Administrative Support	153,710		5,110	0	0	(3,820)	155,000
U080 Treasury Internal Recharges	(3,445,710)		(120,600)	0	0	216,170	(3,350,140)
Net Cost	0		13,270	(64,000)	10,000	40,730	0

SCRUTINY COMMITTEE - RESOURCES

86B2 INTERNAL AUDIT	ESTIMATE 2008-09		INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
				RECURRING	NON-RECURRING		
Employees	214,160		7,440	0	0	(13,370)	208,230
Premises	0		0	0	0	0	0
Supplies & Services	850		0	0	0	0	850
Transport	530		10	0	0	0	540
Support Services	34,270		1,020	0	0	(1,290)	34,000
Capital Financing	1,460		0	0	0	(1,460)	0
Total Expenditure	251,270		8,470	0	0	(16,120)	243,620
Income	(251,270)		(8,930)	0	0	16,580	(243,620)
Net Expenditure	0		(460)	0	0	460	0
Represented By							
T018 Internal Audit	241,720		8,000	0	0	(15,850)	233,870
U081 Internal Audit Recharges	(241,720)		(8,460)	0	0	16,310	(233,870)
Net Cost	0		(460)	0	0	460	0

SCRUTINY COMMITTEE - RESOURCES

86B3 HUMAN RESOURCES	ESTIMATE 2008-09		INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
				RECURRING	NON-RECURRING		
Employees	487,570		15,770	0	0	(38,480)	464,860
Premises	0		0	0	0	0	0
Supplies & Services	88,960		990	0	0	4,030	93,980
Transport	2,650		80	0	0	0	2,730
Support Services	179,560		5,420	0	0	(11,770)	173,210
Capital Financing	16,780		0	0	0	570	17,350
Total Expenditure	775,520		22,260	0	0	(45,650)	752,130
Income	(775,520)		(27,140)	0	0	50,530	(752,130)
Net Expenditure	0		(4,880)	0	0	4,880	0
Represented By							
T022 IT Trainer	16,760		470	0	0	(560)	16,670
T024 Training	167,790		4,160	0	0	(5,700)	166,250
T025 Human Resources	405,000		12,080	0	0	(34,550)	382,530
T026 Payroll	139,510		3,960	0	0	(4,250)	139,220
T027 Policy Human Resources	15,820		520	0	0	(750)	15,590
U082 Human Resource Recharges	(744,880)		(26,070)	0	0	50,690	(720,260)
Net Cost	0		(4,880)	0	0	4,880	0

SCRUTINY COMMITTEE - RESOURCES

86B4 LEGAL SERVICES	ESTIMATE 2008-09		INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
				RECURRING	NON-RECURRING		
Employees	547,780		18,380	0	0	(23,300)	542,860
Premises	0		0	0	0	0	0
Supplies & Services	41,960		180	0	0	0	42,140
Transport	1,050		30	0	0	0	1,080
Support Services	101,100		3,050	0	0	(3,720)	100,430
Capital Financing	800		0	0	0	0	800
Total Expenditure	692,690		21,640	0	0	(27,020)	687,310
Income	(692,690)		(25,000)	0	0	30,380	(687,310)
Net Expenditure	0		(3,360)	0	0	3,360	0
Represented By							
T038 Legal Services	642,570		19,130	0	0	(24,520)	637,180
U083 Legal Internal Recharges	(642,570)		(22,490)	0	0	27,880	(637,180)
Net Cost	0		(3,360)	0	0	3,360	0

SCRUTINY COMMITTEE - RESOURCES

86B5 CORPORATE CUSTOMER SRVS	ESTIMATE 2008-09		INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
	RECURRING	NON-RECURRING		RECURRING	NON-RECURRING		
Employees	962,360	0	33,100	0	0	(27,020)	968,440
Premises	733,800	(7,000)	24,460		0	(91,880)	659,380
Supplies & Services	436,490	13,000	4,150		0	(7,900)	445,740
Transport	1,100	0	20		0	(150)	970
Support Services	521,020	0	16,300		0	63,830	601,150
Capital Financing	276,610	0	0		0	(9,030)	267,580
Total Expenditure	2,931,380	6,000	78,030	6,000	0	(72,150)	2,943,260
Income	(2,931,380)	0	(102,710)	0	0	90,830	(2,943,260)
Net Expenditure	0	6,000	(24,680)	6,000	0	18,680	0
Represented By							
T047 Information & GIS Management	263,510	22,000	5,350		0	(29,900)	260,960
T048 General Office	111,600	0	3,360		0	(5,950)	109,010
T051 Mail	247,450	0	1,890		0	(4,250)	245,090
T052 Telephones	147,550	(9,000)	2,940		0	62,800	204,290
T054 Civic Centre	1,143,730	(7,000)	33,280		0	(99,110)	1,070,900
T055 Customer Service Centre	1,009,900	0	30,830		0	3,020	1,043,750
U084 Corporate Customer Int Recharges	(2,923,740)	0	(102,330)		0	92,070	(2,934,000)
Net Cost	0	6,000	(24,680)	6,000	0	18,680	0

SCRUTINY COMMITTEE - RESOURCES

86B6 IT SERVICES	ESTIMATE 2008-09		INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
				RECURRING	NON-RECURRING		
Employees	877,130		30,150	(14,500)	0	(84,970)	807,810
Premises	8,680		300	0	0	360	9,340
Supplies & Services	383,860		6,800	(11,100)	0	3,700	383,260
Transport	1,210		30	0	0	0	1,240
Support Services	488,600		14,700	0	0	(4,390)	498,910
Capital Financing	362,460		0	0	0	(13,060)	349,400
Total Expenditure	2,121,940		51,980	(25,600)	0	(98,360)	2,049,960
Income	(2,121,940)		(73,340)	0	0	145,320	(2,049,960)
Net Expenditure	0		(21,360)	(25,600)	0	46,960	0
Represented By							
T049 Dsktop & Network Support	854,030		15,420	(14,500)	0	(32,420)	822,530
T050 Helpdesk & Operations	378,160		8,610	9,400	0	(3,240)	392,930
T053 Copy Centre	188,250		5,060	(20,500)	0	(5,650)	167,160
T059 Business Dev & System Support	482,320		15,730	0	0	(47,170)	450,880
T060 Policy IT Development	108,790		3,540	0	0	(5,380)	106,950
T061 Website Administration	61,900		2,000	0	0	(7,110)	56,790
T062 E Government Support Costs	47,810		1,590	0	0	(2,390)	47,010
U085 IT Services Internal Recharges	(2,121,260)		(73,310)	0	0	150,320	(2,044,250)
Net Cost	0		(21,360)	(25,600)	0	46,960	0

SCRUTINY COMMITTEE - RESOURCES

86B7 DIRECTOR CORPORATE SERVICES	ESTIMATE 2008-09	INFLATION	NEW PROPOSALS		OTHER ADJUSTMENTS	ESTIMATE 2009-10
			RECURRING	NON-RECURRING		
Employees	130,150	4,530	0	0	(4,180)	130,500
Premises	0	0	0	0	0	0
Supplies & Services	2,440	0	0	0	0	2,440
Transport	380	10	0	0	0	390
Support Services	16,800	500	0	0	(570)	16,730
Capital Financing	0	0	0	0	0	0
Total Expenditure	149,770	5,040	0	0	(4,750)	150,060
Income	(149,770)	(5,240)	0	0	4,950	(150,060)
Net Expenditure	0	(200)	0	0	200	0
Represented By						
T301 Corporate Services	149,750	5,040	0	0	(4,750)	150,040
T302 Director Corporate Int Recharge	(149,750)	(5,240)	0	0	4,950	(150,040)
Net Cost	0	(200)	0	0	200	0

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APPENDIX 2

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GENERAL FUND - CAPITAL PROGRAMME 2009/10 AND FUTURE YEARS

SCRUTINY COMMITTEE - RESOURCES

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES		Lead Officer	Category	2009/10	2010/11	2011/12	Future Years	What the scheme is trying to achieve
				£	£	£	£	
C ELECTRONIC CITY								
1	Continuation of GIS Strategy	JS	C1	45,000 #				To continue the programme of creating a central database of all Council data related to land and property, in order to ensure accurate address data for all services
2	Corporate Network Infrastructure	PE	C1	35,000 #				A continuation of the enhancement and upgrade programme to the corporate network infrastructure, in order to manage the growth in demand of high bandwidth applications
3	Corporate Server Upgrades	PE	C1	50,000 #				A continuation of the upgrade programme in order to utilise new technologies to provide a high capacity storage system, which will provide fast and reliable data recovery
4	Electronic Document and Records Management (EDRM)	JS	C1	72,800 #				To continue to put in place a corporate EDRM system so that all appropriate services may be provided with a system to improve the creation, storage, accessibility, control and disposal of their documents and records
5	Environmental Health System Upgrade	RN	C1	20,000 #				To enable the Environmental personnel to access systems remotely in order to enhance and improve service delivery
6	GVA Upgrades	PM	C1	20,520 #				To provide software in order to maintain effective and comprehensive condition database information to accurately target and prioritise future property refurbishment and maintenance work to most need
7	IT Development Staff Recharges	PE	C1	176,500	176,500	176,500		To provide for the cost of IT Developers, which will be directly involved in the implementation of computer software, development of new systems and quality as capital expenditure
8	PC Replacement Programme	PE	C2	100,000 #				To provide a rolling programme of replacement and upgrades to the Council's PCs
9	Sun Platform Servers	PE	C1	30,000 #				To put in place a budget for hardware replacement of the Sun servers, currently hosting the Councils core systems (Capita)
10	Website and Intranet Development	PE	C1	39,280 #				To facilitate continued development and enhancement of the corporate website and intranet
Sub Total - Electronic City				589,100	176,500	176,500	0	

GENERAL FUND - CAPITAL PROGRAMME 2009/10 AND FUTURE YEARS

SCRUTINY COMMITTEE - RESOURCES

SCHEMES LISTED WITHIN KEY STRATEGIC THEMES	Lead Officer	Category	2009/10 £	2010/11 £	2011/12 £	Future Years £	What the scheme is trying to achieve
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K ACHIEVING EXCELLENCE IN PUBLIC SERVICES

1	AS	C1	370,000	370,000	370,000		To provide for the cost of certain Council employees, which will be directly involved in the construction or acquisition of assets and qualify as capital expenditure, including engineers, architects and surveyors
2	JS	C1	50,000 #				To replace the ceiling mounted high resolution projectors in each of the Committee Rooms
3	JS	C1	90,000 #				To continue the programme of refurbishing the communal areas in the Civic Centre including, replacing fire doors, refurbish staff toilets, upgrade lift lobbies and upgrade mini kitchens
Sub Total - Achieving Excellence in the Public Services			510,000	370,000	370,000	0	

TOTAL GENERAL FUND CAPITAL PROGRAMME - RESOURCES

Category 'C1' Schemes	999,100	91%	546,500	100%	546,500	100%	0
Category 'C2' Schemes	100,000	9%	0	0%	0	0%	0

TOTAL GENERAL FUND CAPITAL PROGRAMME - RESOURCES

Pre-Approved Schemes	546,500		546,500		546,500		0
New Bids	552,600		0		0		0

TOTAL GENERAL FUND CAPITAL PROGRAMME - RESOURCES

	1,099,100		546,500		546,500		0
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Indicates new bids

Lead Officer Key Table	AS
Head of Treasury Services	AS
Head of Environmental Health Services	RN
Head of Corporate Customer Services	JS
Head of IT Services	PE
Head of Contracts and Direct Services	PM

APPENDIX 3

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SCRUTINY COMMITTEE - RESOURCES

	Existing Charge			Recommended Charge from 01/04/2009		
	Fee £ p	VAT £ p	Total £ p	Fee £ p	VAT £ p	Total £ p
A <u>SUPPLY OF PHOTOCOPIES</u>						
Monochrome A4	0.17	0.03	0.20	0.17	0.03	0.20
A3	0.34	0.06	0.40	0.35	0.05	0.40
Colour A4	1.28	0.22	1.50	1.30	0.20	1.50
A3	2.55	0.45	3.00	2.61	0.39	3.00
B <u>HIRE OF COMMITTEE ROOMS AT CIVIC CENTRE</u>						
For official and quasi-official purposes (as determined by Committee)	No Charge			No Charge		
Other Organisations						
Committee Room A - Bad Homburg (1/2 day up to 7.30pm)	44.00	-	44.00	44.00	-	44.00
Committee Room B - Rennes (1/2 day up to 7.30pm)	55.00	-	55.00	55.00	-	55.00
A & B - Bad Homburg & Rennes (as one room) (1/2 day up to 7.30pm) (special charge after 8pm to be negotiated)	110.00	-	110.00	110.00	-	110.00
Morning Coffee (Per cup)	0.60	0.10	0.70	0.60	0.10	0.70
Afternoon Tea (Per cup)	0.43	0.07	0.50	0.43	0.07	0.50
C <u>DATA PROTECTION ACT ENQUIRIES</u>						
(Maximum subject to Data Protection Act)	10.00	-	10.00	10.00	-	10.00
D <u>COUNCIL MINUTES</u>						
Inclusion on mailing list (per annum) for:						
1 Council Agenda/Committee Minutes	34.00	-	34.00	36.00	-	36.00
2 Planning Committee Agenda	39.00	-	39.00	41.00	-	41.00
3 Planning Committee Agenda and Schedule of Planning Decisions	54.00	-	54.00	57.00	-	57.00
4 Other Committee/Sub-committee Agenda	29.00	-	29.00	30.00	-	30.00
E <u>GENERAL CONVEYANCING, SALE OF COUNCIL HOUSING, ETC.</u>						

All recharges have been based on the actual amount of work involved, the market rate and at the discretion of the Head of Legal Services

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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