



FINANCIAL PLANS AND BUDGETS

SUPPORTING INFORMATION

2003/04

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Summary of 2003/04 General Fund Revenue Budget Report to Executive (incorporating the supplementary information tabled at the Executive's meeting)

1 INTRODUCTION

- 1.1 At its meeting on 17 December 2002, the Executive considered the overall position facing the Council in setting a budget for 2003/04. At that time, the impact of the significant changes to local authority funding introduced by the Government in the Provisional Local Authority Finance Settlement were still being assessed at a local and national level.
- 1.2 The Council's provisional 2003/04 Formula Spending Share was set at £102.699m, compared with the 2002/03 SSA of £86.347m. This equated to an increase of 19% (£16.4m) in cash terms, but 6.2% after adjusting for funding transfers and the impact of resource equalisation. This represented a welcome recognition of the long held view that the SSA system seriously understated the Council's needs, as evidenced by the need to use balances each year to support spending.
- 1.3 However, although the Government recognised the need to spend more on services, this was not matched by a proportionate increase in grant, which rose by only £6.1m as a direct result of "resource equalisation", which has transferred grant to Councils with relatively low taxbases. This meant that spending at the FSS level would only be possible through a 33% increase in Council Tax, on the Government's model. Written representations were made on the inequalities introduced by the settlement, and the Leader of the Council met with the Minister for Local Government as part of an all-party Unity Authority delegation to discuss the impact of the Government's proposals.
- 1.4 In this broad context, the Executive published its draft budget proposals that have been consulted on during January with the public, business ratepayers and the Council's Select Committees, the main thrusts of which were to:
- Provide funding to further improve and develop the key service areas of Education and Social Services;
 - Protect Education LEA services so that it can continue to provide effective leadership and support to schools; and
 - Re-invest in Leisure Services;
 - Maintain investment in improving the quality of the visual and physical environment
 - Maintain investment in all other existing front-line services;
 - implement the Council's Comprehensive Performance Assessment Improvement Plan
- 1.5 The final Local Government Finance Settlement was announced on 3 February. The Council's Formula Spending Share has increased by £0.191m compared with the initial provisional figure and is set at £102.890m. This represents a cash increase of 19.2% compared to the 2002/03 SSA, and an increase of 6.4% after adjusting for the funding changes introduced in the Settlement. The following table shows the key components of the FSS and the percentage change from the adjusted 2002/03 base position.

Table 1: Analysis of Final FSS

	£'000	% change
Education	49,414	6.3
Personal Social Services	19,375	8.2
Fire	3,451	3.9
Highway Maintenance	4,622	4.1
Other Services	23,527	5.5
Capital Financing	2,502	10.0
Total	102,890	6.4

- 1.6 The funding of the Council's FSS settlement is set out in table 2 below. This shows that the amount of Revenue Support Grant that the Council will receive has been set at £30.203m, an increase of £0.362m on the provisional settlement.

Table 2: Financing of the Council's Final FSS for 2003/04

	Final Settlement	
	£'000	%
Revenue Support Grant	30,203	29
National Non-Domestic Rates	33,212	32
Council Tax	39,475	38
Total (= FSS)	102,890	100

- 1.7 Council Tax income at the level shown in the table above would only be achieved in Bracknell Forest by levying a Band D tax level of £953.50, which would represent an increase of 27% compared with the current level. This transfer of funding from Government support to Council Tax is a direct consequence of the introduction of "resource equalisation".

2 Draft Budget Proposals

- 2.1 The draft budget proposals published by the Executive on 17 December included changes to the Commitment Budget which was agreed by the Executive in November (Annexe A), a suggested approach to be adopted for inflation, pay awards and fees and charges together with identified corporate and service pressures and economies. The draft proposals for 2003/04 are summarised in table 3.

Table 3: Draft Budget Proposals

Department	Commitment Budget 2003/04	Grant Transfers	Inflation (to be allocated)	Corporate Issues	Service Pressures / Economies	Draft Budget 2003/04
	£'000	£'000	£'000	£'000	£'000	£'000
Corporate	7,349				50	7,399
Education	57,714	1,706			2,074	61,494
Environment	19,473				1	19,474
Leisure	8,565				408	8,973
Social Services & Housing	23,677	411			172	24,260
Non Departmental budgets	-24,237			234		-24,003
Inflation - Education			1,584			1,584
Inflation - Other			1,400			1,400
Total	92,541	2,117	2,984	234	2,705	100,581

3 Developments Following 17 December Executive Meeting

3.1 Consultation

- 3.1.1 The Executive's draft budget proposals were subjected to a process of consultation following their publication in December. During the six week consultation period the proposals were scrutinised by the Council's Select Committees and discussed at the Schools Forum. Extracts from the minutes of these meetings are attached as Annexe B along with explanatory notes for reference, which show that Select Committees broadly supported the draft proposals, with a small number of exceptions. The proposals were also presented to business ratepayers and published on the Council's web site. Business ratepayers were broadly supportive of the Executive's proposals and particularly keen that adequate provision is made to progress the Town Centre re-development. In addition, written representations were received from a small number of other interested parties, which were forwarded to the relevant Executive Member and Director for their consideration.
- 3.1.2 The Executive considered its response to comments made regarding specific budget proposals in determining its final budget plans to be submitted to Council. In this respect, it decided to reverse the draft proposals relating to removal of the budget for grants to voluntary organisations in Education and the deletion of posts in the Social Services Community Mental Health Team. These two changes have added £0.023m and £0.011m respectively to the 2003/04 budget proposals.

3.2 Inflation

a) Fees and Charges

The Executive expected that most prices, where the Council charges users a fee for services, would increase broadly in line with the inflation effect on overall expenditure at around 3.5%. However, given the Council's underlying budget gap, opportunities for increasing fees by more than this were to be examined where appropriate.

Proposed fees and charges for all services except Education, which does not make specific charges and generates only minimal income, are attached as Annexe E. These broadly follow the Executive's assumption of 3.5% increases, although some individual charges have been increased by greater or less than this amount. In most areas income is expected to increase broadly in line with inflation, with a key exception relating to income from charges at Coral Reef. As indicated in Annexe B, the Select Committee on Lifelong Learning supported the Director of Leisure Services' recommendation that core prices at this facility (i.e. excluding disabled and over 50s) should not be increased as the likely impact would be an overall reduction in income, given current market conditions. The impact of this is a marginal increase in the inflation provision for Leisure compared with the current year and this has been included in the final budget proposals.

b) **Pay and Prices**

In the context of the Council's overall financial position, the Executive proposed to limit the overall provision for inflation on prices as an economy, although it was recognised that some exceptions would be necessary to reflect actual increases that would not be containable without real service reductions. The following guideline increases were proposed:

- Pay awards – 3.0%
- Supplies and services (except those below) – 1.6%
- Purchase of furniture, equipment and materials and postage – nil
- Training, meeting and seminar fees, subsistence and expenses – nil
- Major Energy Supplies (where overall contract applies) - nil

During the consultation process, a number of areas were highlighted as possible exceptions to the above guidelines to reflect current market conditions, as follows:

- Repairs & Maintenance (undertaken by BFS) - 4.5%. These costs are linked to specific Building Indices
- Landscaping (undertaken internally) - 2.1%. These costs are linked to RPI
- Car Parking Season Tickets for Administrative Buildings - 5.0%. This reflects the increase in charges proposed by the Environment Department
- External Audit Fees - 4.0%. This reflects the actual increase in fees notified
- Highway Maintenance - 6.0%. This reflects a realistic assessment of price inflation for such work
- Payments to private residential and nursing homes - 3.5% to 4.0%. This reflects likely increases in the costs of placements
- Adoption and fostering allowances - 2.0%. Reflects recommendations made by the Fostering Network
- Home to School Transport - 1.9% to 3.7%. This reflects the difficulties in attracting transport providers and is based on national transport related inflation indicies.
- Free meals subsidy – 2.0%. This reflects the increase required in prices as set out in the current contract.
- Exam Fees – 2.0%. This reflects increasing costs.
- Recoupment – 8.1%. This covers both expenditure and fee income and is based on the expected increase in cost of teachers.
- Payments to private and voluntary sector special schools – 8.3%. This reflects the weighted fee increases indicated from relevant schools.

Taking all the above factors into account, the calculated inflation provision totals £3.004m. This is only £0.020m above the original estimate, with the split between departments shown in table 4.

Table 4: Inflation Allocations

Department	2003/04 Inflation
	£'000
Corporate	255
Education	1,565
Environment	353
Leisure	105
Social Services & Housing	726
Total	3,004

The figures above do not include the impact of the final Teachers' pay award, which is considered separately in section 7.4 below.

3.3 Other Revisions to Draft Budget Proposals

3.3.1 Inevitably, in the two months since the Executive published the draft budget proposals, more current information has become available that means some of the figures included in the original proposals need to be updated. Details are set out in paragraphs a) to p) below. The updated draft proposals published by the Executive, including the amendments highlighted in paragraph 3.1.2 above and in the paragraphs below, are attached as Annexe C.

a) Grant Transfers

The impact of three grant transfers introduced as part of the Provisional Settlement was estimated at £2.117m (£1.706m relating to Education and £0.411m to Social Services). The figure for Education was revised upwards by £0.111m to allow for the impact of inflation on expenditure covered by the grants. Partly compensating for this, Housing Benefits administration will be supported through specific grant from 2003/04, resulting in a reduction in base budget expenditure of £0.092m.

b) National Non-Domestic Rates

Final NNDR figures showed a small decrease of £0.024m from the amount originally assumed in the Commitment Budget as the net impact of transitional relief on the Council's properties. Table 5 shows how the revised figure of £0.051m (excluding inflation) relates to each of the General Fund services.

Table 5: Increase in NNDR

Department	NNDR Increase
	£'000
Corporate	70
Education	-9
Environment	-6
Leisure	-3
Social Services & Housing	-1
Total	51

c) National Insurance Increase

National Insurance rates reduced by 0.5% in April 2002 but will increase by 1% from April 2003. A sum of £0.571m was included in the Commitment Budget for this additional cost. However this amount can be reduced by £0.099m, due to the specific funding arrangements for schools.

d) Electricity Contract

A saving of £0.043m was included in the Commitment Budget as a result of re-tendering this contract from October 2002. However, the base budget for Easthampstead Park mansion was since reassessed, reducing the potential saving by £0.013m.

e) Insurances

When the draft budget proposals were published renewal notices had not been received from the Council's insurers, although a significant increase in premiums was expected to reflect recent claims experience and the current reduced ability of insurance companies to generate income from investments. An indicative pressure of £0.100m was included in the draft proposals. In the event, the actual increase was significantly above this level, meaning that an additional £0.116m was required.

f) Negative Housing Subsidy

Based on the most up to date information on rebates, the level of negative housing subsidy is now estimated to be £0.051m below that assumed in the draft budget proposals. However, as the Housing Revenue Account is no longer in a negative subsidy position, there is no longer a risk to the General Fund of this income reducing during the course of the year. This is explained more fully in the separate report dealing with the Housing Revenue Account budget.

g) Interest and Capital Financing

The 2002/03 budget includes provision for £0.7m to be funded from capital receipts, in recognition that a significant amount of capital items such as highway improvements and the purchase of equipment and furniture had previously been funded from revenue. It was, however, noted that as capital resources reduce, this expenditure would again need to revert to the revenue budget.

In addition, it was recognised that significant revenue savings could accrue from repaying the debt transferred from Berkshire County Council. On this basis, a further saving of £0.3m was included in the Commitment Budget for 2003/04, with the cumulative £1.0m saving to be funded from a combination of capitalisation and debt repayment.

Whilst it is likely in the current year that £0.7m will be identified for capitalisation, this is unlikely to be possible again in 2003/04. Consequently, the level of capitalisation was reduced to £0.6m, which is consistent with the gradual reduction of support from capital receipts for the revenue budget.

h) Reading Borough Council Debt Charges

Berkshire County Council's outstanding loan debt is managed by Reading Borough Council. Responsibility for funding the interest and principal payments lies with each Council based on its pro rata share of the County's tax base. Bracknell Forest's share of the remaining debt would be £24.0m at 31 March 2003. However, the Council has approved the repayment of up to £15m during the current financial year.

The Borough Finance Officer has negotiated special flexible terms with Reading for a "repayment" of £15m by 31 March, which result in a revenue saving of £1.564m. The total estimated charge for 2003/04 is consequently £0.933m, consisting of interest of £0.572m and principal of £0.361m.

i) Interest on Investments

The Council generates significant sums each year from investing its accumulated cash reserves, including capital receipts and revenue balances. The two factors that influence the level of return are interest rates and the level of cash invested.

The Treasury Management Annual Report And Strategy Document attached as Annexe D indicates that a rate of return on investments of 4% is likely to be achieved in 2003/04. It is also estimated that average investments will be around £44.6m, subject to the level of the approved Capital Programme and any use of balances to support the revenue budget.

The capital programme is being considered separately on tonight's agenda. If the proposals are approved, new capital expenditure will be £10.075m in 2003/04. This is £2.525m in excess of the estimated receipts from sale of council houses that will become available for capital schemes during the year and would lead to a loss of interest in the first year of £0.051m and in subsequent years of £0.102m. This proposal is built into the revenue budget, but will need to be revised at the meeting if the Executive decides on a different level of capital spending.

Allowing for the impact of the proposed capital programme and the required transfer of income to the Housing Revenue Account, implies investment income of £0.246m (after allowing for the use of balances to support the revenue budget). This is £0.813m below the amount included in the Commitment Budget, of which £0.656m directly relates to repayment of £15m of debt.

Taking all the issues set out in sections h) and i) together, the net saving in 2003/04 from repaying £15m of debt is £0.908m (£1.564m saving in debt charges less £0.656m loss of interest from investments). This incorporates the estimated £0.350m additional saving included in the draft budget proposals over and above that included in the Commitment Budget.

j) Levies

Three organisations levy charges upon the Council which must be included within the budget. These are the Royal Berkshire Fire Authority, Magistrate's Courts and the Environment Agency. The budget that each has indicated that it will require from this Council is shown in the table below. The total of £4.288m is £0.096m greater than the amount included in the draft budget proposals, which allowed for an increase of £0.250m. The most significant cash increase relates to the Fire Authority, which has increased its levy by £0.302m. Overall, these budgets represent an increase of £0.346m or 8.8% on the current year.

Table 6: Levying Body Budget Requirements

	£'000
Royal Berkshire Fire Authority	3,495
Magistrates' Courts	160
Environment Agency	633
Total	4,288

k) Delegated primary & secondary school budgets - change in pupils

Approximately 90% of school budgets are determined by reference to pupils in schools on the national census date, taken in January prior to commencement of the financial year. To estimate the likely financial impact of movement in pupil numbers, a census of pupil numbers was taken in September. On this basis, it was expected that numbers would decline, and a reduced budget allocation equivalent to £0.010m would be made to schools. The January census information showed that pupil numbers had increased significantly above the September estimate. Final calculations showed an increased requirement of £0.201m compared with the original estimate, with the net impact being a pressure of £0.191m, rather than the predicted reduction of £0.010m.

l) Employers' Contribution to Teachers' Pension Scheme

Original information from the Department for Education and Skills (DfES) indicated that from April 2003, a revised rate of contribution to the teachers' pension fund of between 13% and 14% would be required. The initial budget proposals were constructed on the assumption of a 14% increase. The DfES subsequently set the rate at 13.5%, reducing the original requirement by £0.114m.

m) Standards Fund

The DfES announced all grant allocations in respect of the Standards Fund programme where LEAs are required to make a matched contribution immediately in advance of the distribution of papers for the Executive's meeting. Provisional rough estimates indicated that there could be a further saving of £0.050m compared to the amount allowed for in the Executive's original proposals. However, a more detailed analysis revealed an increased requirement of £0.212m compared with the estimated position.

n) Teachers' Increments

The final calculation of increments due to teachers indicated a figure £0.030m lower than originally expected.

o) Home to School Transport

The latest budget monitoring information for 2002/03 indicates a significant increase in the costs of transporting pupils to their schools. This reflects new contractual arrangements required for the 2002/03 academic year, and will have an increased full year cost impact of £0.150m in 2003/04, in addition to the £0.100m estimated in the draft budget proposals.

p) Increments for Heads, Deputies and Assistant Heads

In order to part fund proposed new service pressures, an economy of £0.071m was proposed against this item, resulting in approximately 60% of the original cost calculation being funded.

3.4 New Budget Proposals

3.4.1 In addition to the changes identified above to proposals included in the draft budget published on 18 December, a number of other issues arose since that date that have been included in the final budget proposals. These are set out in paragraphs a) to i).

a) Grant Income from the Learning and Skills Council (LSC)

The LSC is responsible for funding sixth forms, as well as making a contribution to the funding of education for special educational needs (SEN) pupils aged 16 and over. It announced provisional grant allocations for 2003/04, which showed an increase of £0.177m on the 2002/03 amount. The LSC further announced that additional allocations would be confirmed in February to cover increased costs arising from higher contributions required for teachers' pensions and an increase in the funding provided through the area cost adjustment factor in the LSC funding formula. These additions were estimated at £0.087m for pensions and £0.050m for area cost.

b) Delegated School Budgets

The amalgamation of Sandy Lane Infants and Junior schools will reduce budget allocations by £0.030m.

c) Placements for Pupils With Special Educational Needs

There is now expected to be a marginal increase in the number of Bracknell Forest resident pupils with statements of SEN requiring placement outside of a mainstream school. Together with additional pupil placements from other LEAs, this will result in a further budget pressure of £0.105m at Kennel Lane Special school. This increase is partially offset by increased recoupment fee income from other LEAs of £0.055m.

d) Repair and Maintenance of School Buildings

Works undertaken at schools for re-active maintenance through the cost sharing scheme operated by the Council has had to be restricted before the end of December in each of the last two years. Consultation with schools has

indicated that increasing funding on this budget is their highest priority. A further £0.050m has been included in the Executive's budget proposals.

e) **Teachers' Pay Award**

The Teachers' pay settlement for 2003 was announced by the Government on 7 February. This provided for a 2.9% increase on basic pay scales and a 9.85% increase in London Weighting. The net impact of these changes locally is an average increase of 3.1%. The draft budget proposals assumed that inflation for Teachers pay would be 3.5%. Funding the local impact of the pay award in full resulted in a reduction of £0.100m from the draft estimate.

f) **Additional Income to Pupil Referral Units**

Under the funding arrangements for the Pupil Referral Units, additional income will accrue to College Hall in 2003/04 relating to pupils who will transfer to the establishment during the course of the year. Henceforth, this has not been adequately reflected in the College Hall base budget. Additional School Standards Grant will be received by Adastron House in 2003/04, meaning that the base budget can be reduced. This additional income amounts to £0.019m.

g) **Non-LEA Special Schools Contingency**

A budget pressure of £0.150m is included in the Education proposals to meet the expected costs of increasing numbers of pupils required to be placed in Non-LEA special schools. In this context, it was possible to remove the £0.090m contingency held within the Education budget to cover such costs.

h) **Savings in Education Department Budgets**

Reduced staffing and equipment expenditure of £0.034m within the LEA is proposed to help provide additional funds to attract the full Standards Fund grant allocations.

i) **Planning Delivery Grant**

The Office of the Deputy Prime Minister (ODPM) issued a press release on 10 February announcing this new grant, which is to be made available to all local planning authorities for the 2003/04 financial year. It was agreed to apply this grant income to fund the Planning-related service developments, thus allowing a reduction of £0.122m in the use of the Council's own resources. This is consistent with the treatment of grant transfers in Education and Social Services and Housing in 2003/04.

4 Other Budget Issues

4.1 Contingency

- 4.1.1 A number of items such as the costs of a particularly severe winter or other unforeseen/unpredictable items are excluded from detailed budgets as they cannot be accurately predicted. It is, therefore, prudent to make some allowance for items within a contingency provision.

PROVISIONAL BUDGET SUMMARY STATEMENT
Subject to amendment in the light of final budget decisions

Line		2002/03	2003/04
		£'000	£'000
	Bracknell Forest's Expenditure		
1	Corporate	7,365	7,118
2	Education	57,329	58,669
3	Environment	18,714	19,669
4	Leisure Services	8,438	8,937
5	Social Services & Housing	23,226	25,259
6	Increase in LG pension contributions	449	-
8	Sub-Total	115,521	119,652
9	Non Departmental Expenditure		
10	Contingency provision	400	400
11	Housing Revenue Account	(4,225)	(3,824)
12	Reading Borough Council – Debt	2,610	933
13	Levying Bodies	3,942	4,288
14	Interest	(1,510)	(246)
15	LPSA Grant	-	(317)
16	Contribution from Capital Resources	(700)	(600)
17	Capital Charges	(25,805)	(19,778)
18	Sub-Total	90,233	100,508
19	Movement in General Fund Balances	(2,659)	(3,610)
20	Bracknell Forest's Budget Requirement	87,574	96,898
21	Less - External Support		
22	National Non-Domestic Rates	(34,180)	(33,212)
23	Revenue Support Grant	(22,784)	(30,203)
24	Collection Fund Adjustment	326	51
25	Bracknell Forest's Total Requirement on the Collection Fund	30,936	33,534
26	Collection Fund		
27	Bracknell Forest's Requirement	30,936	33,534
28	divided by the Council Tax Base ('000)	41.21	41.40
	Council Tax at Band D (excluding Parishes)		
		£	£
29	Bracknell Forest	750.69	810.00
30	Thames Valley Police Authority	73.49	106.24
31	Council Tax at Band D [including TVPA and Parish Councils]	869.91	963.39

4.2.4 Changes to capital charges affect internal services recharges (see below) and were not been incorporated into the budget proposals considered by the Executive. However, they are included in the supporting information presented to Council.

4.3 Internal Services Recharges

4.3.1 Members' decisions regarding the above issues will determine the level of expenditure on all services in 2003/04. Due to their corporate nature, some services do not relate to a single service department, e.g. finance, IT, building surveyors, health and safety advisers. The budgets for these services are changed only by the specific proposals impacting on the departments responsible for providing them (mainly Corporate Services and Environment). However, all such costs must be charged to the services that receive support from them.

4.3.2 The impact of these recharges for internal services is neutral across the Council as a whole, since the associated budgets are also transferred to the services receiving the charges. However, where recharges to ringfenced accounts, specifically the Housing Revenue Account and capital, are changed from year to year, this results in a cash profit or loss to the General Fund. In 2002/03 recharges from General Fund services to the HRA and capital will increase slightly by £0.003m, resulting in additional income to the General Fund of this amount. However, the overall level of recharges is dependent upon the Executive's budget proposals being approved.

4.4 Education Budget v Formula Spending Share

4.4.1 The Council has achieved a position of spending on Education at least at the SSA level in each of the past three years and is spending £0.125m above the SSA level in the current year. In 2003/04, the Government has stated that it expects Local Authorities at least to directly "passport" a specified cash increase to schools, related to the increase in the Schools element of the FSS block.

4.4.2 The Executive's proposals would mean spending on Schools would be approximately £0.4m above the minimum "passporting" requirement, £0.7m below the Schools FSS. The LEA's expenditure would be £1.5m above the FSS allocation, meaning that Education spending overall would be £0.8m (1.6%) above the FSS.

5 Total Expenditure

5.1 Table 7 shows expenditure for each Department, assuming that the Executive's proposals are agreed.

Table 7: Draft Budget Requirement 2003/04

Department	2003/04 Draft Proposals	Changes Identified	Allocate Inflation / Common Issues	New Proposals	Sub-Total (Executive Proposals)	Changes to Capital Charges & Recharges	Final Budget Proposals
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Corporate	7,399	-	705	0	8,104	-986	7,118
Education	61,494	432	1,844	-487	63,283	-4,614	58,669
Environment	19,474	-	531	-122	19,883	-214	19,669
Leisure	8,973	-	243	0	9,216	-279	8,937
Social Services & Housing	24,260	-81	1,017	0	25,196	63	25,259
Change in recharges	0	0	0	-3	-3	3	0
Non Departmental / Common	-24,003	168	-1,336	0	-25,171	6,027	-19,114
Inflation	2,984	20	-3,004	0	0	0	0
Total	100,581	539	0	-609	100,508	0	100,508

6 Funding the Budget Proposals

6.1 As indicated above, the proposals within this report would set the Council's planned expenditure at £100.508m. This is £2.382m below the FSS level, but £6.014m above the income that would be generated before any increase in Council Tax. This gap needs to be bridged by some combination of the following three options:

- a) an increase in Council Tax;
- b) a contribution from the Council's Revenue balances;
- c) further expenditure reductions or deletion of service developments.

6.2 Council Tax

6.2.1 National indications are that average Council Tax increases are likely to be between 5% - 10%, with the highest increases expected to be in the South East due to the impact of resource equalisation. In terms of options, each 1% increase in Council Tax in 2003/04 will generate £0.31m of additional revenue to reduce the budget gap. A rise of around 20% would, however, be required if the Council decided to bridge the funding gap outlined above purely by raising the level of Council Tax.

6.3 Use of Balances

6.3.1 The Council needs to maintain reserves to aid cashflow and to protect itself from fluctuations in actual expenditure and income. An allowance for cashflow is reasonably easy to calculate. However, an allowance for variations against planned expenditure is more difficult. A provision of £4m, representing 4% of the net budget, is the absolute minimum recommended level.

6.3.2 In deciding the level of any contribution from balances, the Executive had regard to the level of balances available. The Council's general balances at March 2002 were £12.6m. Of this, it is planned to use £2.7m to support the revenue budget in the current year, although a further sum of £0.3m has been received from Reading Borough Council from the former County Council's balances. The key remaining factor affecting the level of balances in March 2003 will be out-turn expenditure for

the current year. The latest budget monitoring information indicates that out-turn expenditure will be broadly in line with the approved budget. General reserves are therefore estimated to be £10.2m by 31 March 2003. This effectively allows £6.2m for the support of revenue expenditure before the minimum prudent balance is reached.

- 6.3.3 The Council therefore has a degree of flexibility in setting the budget and associated Council Tax levels for 2003/04. However, as indicated above, the Executive recognised that the impact of using balances in support of revenue expenditure would be the loss of interest of £0.04m per £1m used from the base budget in a full year. In addition, the Executive also realised that the only sustainable long term strategy is to budget at the level that can be funded by resources generated in the year if the long planned "soft landing" is to be achieved over the next two years. Funding ongoing expenditure within the 2003/04 revenue budget from balances could therefore potentially increase the level of savings that will be required in subsequent years. In the light of this, it was agreed that £3.610m of the available general reserves should be used in support of the revenue budget in 2003/04.

6.4 Further Expenditure Reductions

- 6.4.1 Total reductions of around £1.9m have been identified in the budget proposals. This equates to 2.0% of the 2002/03 budget. Given this, the Executive preferred to focus on the other options available outlined above to bridge the funding gap.

7 Collection Fund

- 7.1 The Collection Fund is the account which holds all revenues produced from local taxes and pays to each Local Authority the cash required to cover its precepts. Any surplus/deficit on this Fund must be added to the calculation of the Budget Requirement for the next year. It is estimated that there will be a small deficit balance of £0.056m on the Council's Collection Fund at the end of the financial year. Of this £0.005m relates to the Thames Valley Police Authority and the remainder to the Council.

8 Council Tax 2003/04

- 8.1 The following table outlines the Council's budget requirement based on the figures shown in this report. The resulting Council Tax for Bracknell Forest at Band D was recommended to be £810.00. A full breakdown of each Department's budget is included within the yellow pages within this document.

PROVISIONAL BUDGET SUMMARY STATEMENT
Subject to amendment in the light of final budget decisions

Line		2002/03	2003/04
		£'000	£'000
	Bracknell Forest's Expenditure		
1	Corporate	7,365	7,118
2	Education	57,329	58,669
3	Environment	18,714	19,669
4	Leisure Services	8,438	8,937
5	Social Services & Housing	23,226	25,259
6	Increase in LG pension contributions	449	-
8	Sub-Total	115,521	119,652
9	Non Departmental Expenditure		
10	Contingency provision	400	400
11	Housing Revenue Account	(4,225)	(3,824)
12	Reading Borough Council - Debt	2,610	933
13	Levying Bodies	3,942	4,288
14	Interest	(1,510)	(246)
15	LPSA Grant	-	(317)
16	Contribution from Capital Resources	(700)	(600)
17	Capital Charges	(25,805)	(19,778)
18	Sub-Total	90,233	100,508
19	Movement in General Fund Balances	(2,659)	(3,610)
20	Bracknell Forest's Budget Requirement	87,574	96,898
21	Less - External Support		
22	National Non-Domestic Rates	(34,180)	(33,212)
23	Revenue Support Grant	(22,784)	(30,203)
24	Collection Fund Adjustment	326	51
25	Bracknell Forest's Total Requirement on the Collection Fund	30,936	33,534
26	Collection Fund		
27	Bracknell Forest's Requirement	30,936	33,534
28	divided by the Council Tax Base ('000)	41.21	41.40
	Council Tax at Band D (excluding Parishes)		
		£	£
29	Bracknell Forest	750.69	810.00
30	Thames Valley Police Authority	73.49	106.24
31	Council Tax at Band D [including TVPA and Parish Councils]	869.91	963.39

PROVISIONAL BUDGET SUMMARY STATEMENT
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Annexe A

Commitment Budget 2003/04 to 2005/06
Approved By The Executive November 2002

	2003/04 £'000	2004/05 £'000	2005/06 £'000
Corporate Services			
Approved Budget	7,353	7,349	7,233
Cost of local elections	60	-60	
Recruitment & Retention - grade assimilation	1		
Commuted Maintenance - Section 106	43	72	
Publicity - reversal of pressure approved for one year	-30		
Smartcard	156	70	
Lord Lieutenant - reversal of pressure approved for one year	-5		
Financial Services - impact of Best Value review and new system implementation	50	-198	-50
Office Accommodation - savings from vacation of Edward Elgar	-295		
LPSA Target - Domestic Violence	16	0	-16
Net Inter Department Virements			
Adjusted Budget	7,349	7,233	7,167
Education			
Approved Budget	57,513	57,714	57,724
Recruitment & Retention - grade assimilation	45		
SEN and Disability Act (site surveys)	-20		
SEN Pupils - early intervention	-25		
Harmonisation of grading structures	27		
Full Time Education for permanently excluded pupils - full year impact	75		
Early years area SEN co-ordinators - full year impact	24		
LPSA Target - Secondary School attendance	34	8	-36
LPSA Target - Improved performance at Brakenhale	41	2	-60
Net Inter Department Virements			
Adjusted Budget	57,714	57,724	57,628
Environment			
Approved Budget	19,151	19,473	19,179
Recruitment & Retention - grade assimilation	1		
Landfill Tax	50	50	
Waste Disposal PFI (revised)	0	-159	280
Waste Disposal PFI - consultants costs	65	0	-100
Car Parks - recovery of income loss allowed for in 2002/03	0	-50	-50
Bracknell Town Centre redevelopment	271	-135	-136
Community & Environmental Initiatives revenue impact	8		
LPSA Target - Vehicle Crime	-58	0	0
LPSA Target - Recycled / composted household waste	20	0	-40
LPSA Target - Serious injuries / fatalities in road accidents	-35	0	0
Net Inter Department Virements			
Adjusted Budget	19,473	19,179	19,133

	2003/04 £'000	2004/05 £'000	2005/06 £'000
Leisure Services			
Approved Budget	8,549	8,565	8,569
Recruitment & Retention - grade assimilation	6		
Loss of income - capital programme	-24		
Golden Jubilee Celebrations	-80		
Income from accommodation at Easthampstead Park	70		
LPSA Target - Library Users	44	4	-143
Net Inter Department Virements			
Adjusted Budget	8,565	8,569	8,426
Social Services & Housing			
Approved Budget	23,357	23,677	23,406
Joint finance taper on home start service	4		
Recruitment & Retention - grade assimilation	34		
Pondmoor Road scheme	74		
Harmonisation of grading structures	29		
Home Care Service - ongoing transfer of service to independent sector	-21	-31	
Nursing Placements	-39	-39	
Mabeley Court - fixed contract	-7		
Joint Funding of Adult Services post	-20		
Learning Disability Residential Placements	-50	-50	
Review of Adult day care provision - full year impact	0	-164	
Reprovision of residential care for children	-25		
Administration Support	-17	-17	
Preserved Rights - shortfall in Government funding	75		-25
Residential Allowances - shortfall in Government funding	100		
BROC rent	72		
LPSA Target - Preventable hospitalisation / delayed discharge	25	0	-50
LPSA Target - Exam results of over 16s in care	31	30	-92
LPSA Target - Drug Treatment programmes	30	0	-30
LPSA Target - Re-offending rate in young offenders	8	0	-26
LPSA Target - Supply of new affordable housing	17	0	-35
Net Inter Department Virements			
Adjusted Budget	23,677	23,406	23,148
Total Service Departments	116,777	116,110	115,501

	2003/04 £'000	2004/05 £'000	2005/06 £'000
Non Departmental / Common			
Approved Non-Committee Budget	-25,689	-24,237	-22,961
Interest loss from 2002/03 capital programme	113		
Interest loss from proposed 2003/04 capital programme	88	88	
Interest loss from proposed 2004/05 capital programme		46	46
Debt repayments (principal and interest)	-113	-125	
Effect of interest rates on investment returns	250	-125	-250
Interest and Capital Financing - full year impact	-300		
Business Rates transitional relief	75	75	
Loss of negative subsidy	-150	500	750
Increase in NI contributions (1% from April 2003)	571		
Impact of APT&C pay award above 3% inflation assumption	327		
Increase in pension contributions (1% from April 2003 and further 0.8% from April 2004)	300	250	
Levies increases	250	250	250
Electricity Contract	-43		
LPSA - Grant Support	84	317	
Net Inter Department Virements			
Adjusted Budget	-24,237	-22,961	-22,165
Total Budget	92,541	93,149	93,336

**EXTRACTS FROM MINUTES OF MEETINGS HELD AS PART OF THE CONSULTATION
PROCESS**

Select Committee on Lifelong Learning – Education Proposals

The Select Committee agreed that the following views be put forward:-

- other than concerns regarding the amount of the proposed percentage increase in the Home to School Transport budget and recoupment costs, the planned inflation provision is generally acceptable;
- the recommendations to respond to service pressures are considered acceptable; and
- the Executive Member for Education be requested to undertake a review of the grants to voluntary organisations on a case by case basis in order to assess whether the proposed service economy should be pursued.

[Note for Council: Allowances for inflation on Home to School Transport have been made of 1.9% to 3.7%, above the standard rate of 1.6%. This reflects the difficulties in attracting transport providers and is based on national transport related inflation indices. The Select Committee was concerned that these figures may not be sufficient. However, the final Executive proposals include an additional pressure of £0.150m in respect of transport costs. An inflation allowance was originally proposed for the cost of recoupment at 10%, based on the expected increase in the cost of teachers. This figure was subsequently revised downwards in light of the lower than expected increases in Teachers' pay and pensions contribution rates. The proposed economy relating to grants to voluntary organisations totalled £0.023m and has been withdrawn from the Executive's final proposals.]

Select Committee on Lifelong Learning – Leisure Proposals

The Select Committee noted the service economies listed in Annexe E to the report without comment and agreed that the following views be submitted to the Executive:-

- the proposal to make no changes to customer charges at Coral Reef is supported but that the Executive Member should review those of disabled users; and
- the budget pressures detailed in Annexe D to the report are considered acceptable.

[Note for Council: It is proposed to increase the charge for disabled users of Coral Reef by 40p (14%) but to withdraw the current £2.80 charge for disabled helpers. The net impact of these changes will be to reduce the cost of sessions overall for most disabled users. The proposal to retain core Coral Reef charges at the 2002/03 level has been included in the Executive's proposals.]

Select Committee on Social Care

RESOLVED that the Executive be informed of the Select Committee's comments as follows:-

- (i) Consultation in para 6.6 - agreement in general to an increase of 3.5% but there were no areas where the Committee felt price increases could vary significantly from the rate of inflation.
- (ii) Consultation in para 6.12 - planned inflation provision was considered to be adequate.
- (iii) Consultation in para 7.4 – wherever possible budget economies should not impinge on front line services.
- (iv) Annex E, page 29 - the deletion of two posts in the Community Mental Health Team would leave an imbalance in the structural arrangement where there would only be four social work care managers in a team of 19 practitioners. The loss would reduce the capacity of the team in key areas, resulting in increased waiting time for a service, thereby increasing the associated risks. The Committee asked for this to be referred back to the Executive for reconsideration.
- (v) Annex E, pages 31-33 – the reduction of 20 residential placements for the elderly, part year placements for physically disabled adults and four placements for adults with learning disabilities may result in a risk to service users for a comparatively small saving. Whilst concern was expressed at these economies which may put vulnerable people at risk, they were in line with the SSI Report stating that more emphasis should be placed on home care.
- (vi) Annex E, pages 44-45 – Reduction of £10k on the day centre placement budget and £10k on the section 17 assistance in cash and kind budget in Family Support Services (Children's). It had not been clear to some members that these economies applied to the Wells Furby Centre. A request was made that in future more information be included in the papers so that it was clear exactly where proposed economies were suggested.

[Note for Council: The proposed economy relating to the Community Mental Health Team equated to £0.011m in 2003/04 and £0.055m in total by 2005/06. This has been withdrawn from the Executive's final proposals.]

Select Committee on Corporate and Resources Issues

Having discussed the report the Committee agreed to inform the Executive that:

- 1 The General Fund Revenue Budget proposals for 2003/04 insofar as they related to Corporate Services were endorsed, although,
- 2 Councillors McCormack and Jones expressed concern and questioned the wisdom of an overall prioritisation which saw funding being allocated to the Smartcard project, which was not a necessity, when frontline social care services were facing cutbacks.

[Note for Council: A reduction of £0.125m is proposed from the sum originally included in the Commitment Budget for the Smartcard Initiative.]

Environment Select Committee

- After consideration for questions or clarification, the Select Committee concluded that the proposed levels of fees and charges for 2003/2004 were reasonable, with the vast majority being at the proposed inflation provision.
- The Select Committee concluded that the inflation provision, as set out in Annex C, of the report was adequate.
- The Select Committee concluded that the provisions relating to the service pressures identified were appropriate.
- The Select Committee concluded that the service economies, as detailed in Annex E of the submission, were appropriate.

Schools Forum

The Forum expressed the following views for submission to the Executive:

- all inflation pressures should be fully funded; and
- in addition to the service pressures and economies identified in the report, the following items should also be included in order of priority:-
 - Reactive maintenance of school buildings
 - Management allowances
 - Additional hours for administrative support
 - Increase in fixed lump sum to all schools irrespective of size
 - Increments for heads and deputies
 - Cleaning of school buildings
 - Primary AWPU
 - SEN

[Note for Council: The inflation allowance for schools in 2003/04 has been calculated on the same basis as for all other Departments. In previous years schools have received allocations based on published indices. It is estimated that the difference between the two calculations is around £0.146m. A new proposal has been identified in this paper to include a further £0.050m in relation to maintenance of school buildings. A pressure of £0.109m is also included, which will fund approximately 60% of the expected cost of increments for Headteachers and Deputy and Assistant Headteachers.]

CORPORATE SERVICES & POLICY DEVELOPMENT UNIT- BUDGET PROPOSALS

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
120	-	-	<p>Staff to support the development of IT across the Borough</p> <p>The 2002/03 – 2004/05 ICT Strategy and Implementing Electronic Government (IEG) statement identified a range of new e-government related development activities. These activities are dependent upon having dedicated specialist business consultancy and project management resources available to support departments with facilitating the necessary business change and modernisation activities linked to local implementation of flexible working, e-government and customer contact. In addition, the IT development work flowing from these new activities require additional systems development resource. The availability of new staffing resources will provide a significantly lower cost solution than employing external consultants.</p>
20	-68	-	<p>Payroll</p> <p>It is proposed to bring the Payroll service back in house, which will result in revenue savings from 2004/05 onwards. However, there will be additional costs incurred towards the end of 2003/04 in transferring from the current contract. The scale of these would clearly depend upon the go live date and would be subject to negotiations with the current supplier about early termination, but are estimated to be in the region of £20,000.</p>
100	-	-	<p>Scrutiny / Champion Support</p> <p>The CPA inspection identified a need to develop the Council's scrutiny processes and to provide enhanced support to Champions. Additional staffing resources will, therefore, be needed in 2003/04 to help implement the detailed review of the scrutiny function that is nearing completion.</p>
50	-	-	<p>Marketing</p> <p>A number of new events have been identified in the current year to meet additional marketing demands. These include the LGA Conference, Question Time, Management Conference, launch of the LSP, Local Democracy Week and Party Conferences. It is estimated that a minimum of £50,000 additional funding is required to support attendance at these events.</p>
-20	-	-	<p>Health Initiatives</p> <p>A budget was established in 1999, which currently is £28,000, to provide funding for initiatives to help promote health within the Borough. It is now considered that this budget can be reduced by £20,000.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
-10	-	-	<p>Installation of ADSL for all Members Proposed installation of ADSL (Asymmetric Digital Subscriber Line) lines to all Members to replace existing ISDN (Integrated Services Digital Network) lines which provides the link to Members for on-line services. The ADSL line costs are fixed irrespective of usage whereas with ISDN lines there is a fixed rental with additional call charges which are dependant on usage.</p>
-5	-	-	<p>Office accommodation / vending machines Cost reductions have been achieved in the provision of vending machines in Time Square and the Central Depot as a result of renegotiating the existing contract.</p>
-30	-	-	<p>Risk Management A budget of £50,000 was established in 1998 when the Council's insurance cover was tendered and was reviewed in the recent re-tendering exercise in 2001. Within the Council, the approach to risk management has changed in recognition of issues raised during the recent Corporate Performance Assessment. The new approach reflects the need for a more strategic and corporate approach, recognising that risk management is wider than just insurance issues. To support the more strategic objectives of the group a budget of £20,000 is required, with Departments implementing individual risk management initiatives as part of their own service management from within their own budgets. As a result, the current risk management budget can be reduced by £30,000.</p>
-20	-	-	<p>Senior management training The Corporate Services Department holds a budget of £55,000 to facilitate a number of senior management development initiatives throughout the Council. It would be possible to reduce this expenditure by around £20,000, although there would be an impact on the service provided. The largest area of expenditure is the CMS/DMS which costs around £30,000. This could be reduced by using some in-house expertise to deliver parts of the course, although there would be a knock-on pressure in the areas where officers were drawn from to provide this support. Further savings could be effected by eliminating financial support for employees obtaining external qualifications other than the CMS/DMS and by eliminating the provision for learning sets.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
-20	-	-	<p>Equipment This Corporate Services' budget contains a number of separate items for equipment totalling £160,000. These are held to maintain and replace items of equipment used throughout the Department. Since 1998, the focus has been on the replacement of equipment. This means that the majority has been replaced over the past few years. In order to reduce the funds required for equipment by around 12% it is proposed to extend the expected life of the current equipment and to change the focus for these budgets from replacement to maintenance. Because the strategy has been to replace over the past few years this represents a low risk strategy.</p>
-125	-	-	<p>Smartcard initiative As part of final preparations for the Local Government Finance Settlement, a further review of items in the Commitment Budget was undertaken. This highlighted that £0.125m of the £0.156m included for the Smartcard in 2003/04 can now be deferred to 2004/05, to reflect the currently anticipated phasing of the specific applications within the overall programme.</p>
-10	-	-	<p>External courses and seminars The Corporate Services and Policy Development Unit budgets each contain provision for in-service training and attendance at short courses. When aggregated these total £110,000. A reduction of £10,000 (9%) could be achieved by reducing the number of external courses and seminars attended by officers throughout the year without any significant impact on services. However, the 'networking' opportunities offered by these events do help maintain the Council's relatively high and very positive national profile.</p>
50	-68	0	TOTAL

EDUCATION SERVICE – BUDGET PROPOSALS

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
			Schools Block Related
135	-35	-70	<p>Schools Strategic Management / support to Brakenhale</p> <p>A report was presented to the Executive in June setting out proposals of support to Brakenhale secondary school. On the basis of this report, the Executive agreed to release £98k in the current financial year from the Corporate Contingency, thereby enabling support to be funded from September 2002. This led to the appointment of staff and purchase of resources.</p> <p>In order to continue the level of support envisaged, and fund staff recruited to provide the additional support, appropriate funds need to be allocated within the Education Service base budget from 2003/04. There is a significant amount of external income supporting the improvements, including the Local Public Service Agreement. Additional funding from the Council is expected to end at August 2005</p>
150	-	-	<p>Supporting Special Educational Needs (SEN)/ Non-LEA special schools and inter authority recoupment</p> <p>The Council has a statutory responsibility to provide appropriate education for children with statements of SEN. A wide range of establishments are available to meet these needs, where costs generally vary according to the severity of need. A rise in the number of pupils with emotional and behavioural difficulties (EBD) has resulted in the number of placements required in the private and voluntary special schools sector, these are expected to increase by 2 from 65 to 67.</p> <p>The number of placements required in other LEA schools has also increased, again, mainly as a consequence of additional requirements from a rise in the number of pupils with EBD. Overall, there are anticipated to be an additional 10 pupil placements in these types of settings.</p>
28	-	-	<p>Supporting SEN / Speech and Language Therapy</p> <p>As part of the Council's statutory obligation to meet the requirements of pupils with statements of special educational needs, speech and language therapy is purchased through a contract with the Area Health Authority (East Berkshire PCT). This is currently provided at a subsidised rate, with the PCT contributing from within its own resources. The PCT has undertaken a review of the subsidy provided across the area and has determined a need to equalise funding levels provided to LEAs across East Berkshire. This will result in a greater contribution from Bracknell and reduced payments by others. This will be effective from April 2003.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
4	-	-	<p>Supporting special educational needs / Berkshire Adolescent Unit</p> <p>The Child and Adolescent Mental Health Services arranges for placements at the Berkshire Adolescent Unit, and these costs have risen. It is the responsibility of the resident LEA to meet any costs. Wokingham LEA, which maintains the establishment, have increased the cost per session by 40% from 1 September 2002. Charges have not risen since April 1998.</p>
39	-	-	<p>Delegated primary and secondary school budgets / Statemented pupils in mainstream schools</p> <p>The cost in mainstream schools to support pupils with statements of special educational needs are forecast to increase. The pressure will arise due to a small increase in the average cost of support (£58 – 2%), combined with a small increase in the predicted number of statemented pupils (8 pupils – 3%). The increase in average cost of support has arisen due to a greater number of pupils with relatively higher costs through high level sensory needs and younger children with Downs / Autism now in mainstream.</p>
12	8	-	<p>Delegated special school budgets / Inclusion project at Kennel Lane (10 pupils from Sept 2003)</p> <p>This pressure arises from the success of a small project currently funded through Standards Fund to include pupils from Kennel Lane School in mainstream settings. The intention is to work with 10 pupils in mainstream setting from September 2003.</p>
109	-	-	<p>Pay and conditions of service:</p> <p>There are areas of budget pressure relating to existing and proposed conditions of employment . This covers:</p> <p><i>Increments – Heads, Deputies and Assistant Heads</i></p> <p>New grade structures now allow these staff to receive annual increments. However, it is proposed to part fund these costs in order to incorporate an additional proposal for the repair and maintenance of school buildings</p>
10	-	-	<p><i>Increments – Change in average teacher salary</i></p> <p>Incremental progression on the main teaching scale increases costs.</p>
20	20	20	<p><i>Grade Structure for assistants</i></p> <p>Proposals to introduce a grading structure for teaching assistants are currently being developed which will result in incremental progression for staff who successfully complete approved GNVQ courses.</p>
26	-	-	<p><i>Revised maternity leave arrangements</i></p> <p>From April all mothers will be entitled to a minimum of 26 weeks maternity pay. The current scheme for teachers pays only 18 weeks.</p>
6	-	-	<p><i>Trade Union representation</i></p> <p>Trade union learning representation requirements will increase requiring additional time off for appropriate employees which will require cover in relevant schools.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
15	-	-	<p>School catering: <i>Health and Safety / cleaning school kitchens and other items</i> The delegation of school meals and changes to environmental legislation has also exposed the underfunding of the cleaning and health and safety environment found in school kitchens. There are an increasing number of inspection reports requiring additional works for which there is insufficient budget provision.</p>
12	-	-	<p>Schools Forum and Admissions Forum The Education Act 2002 requires each LEA to establish a Schools Forum for the purposes of consultation on financial and contract matters and an Admissions Forum to co-ordinate arrangements for admissions to schools. The costs of servicing these Forums are a new requirement.</p>
191	-	-	<p>Delegated primary & secondary school budgets- change in pupils Approximately 90% of school budgets are determined by reference to pupils in schools on the national census date which is taken in January prior to commencement of the financial year. The financial impact of movement in pupil numbers, based on the January census, is an increased budget allocation of £0.191m.</p>
			LEA Block Related
25	-	-15	<p>Facilitating school improvement / advice to schools on developments in 14-19 ages In order to comply with the White paper requirements and take forward essential developments in 14-19 provision, a bid to the Learning and Skills Council was successful in obtaining funding for 50% of a full time post with effect from September 2002 for a period of three years. An appointment was made and this leads to the budget pressure to fund the other half of the post for the next three years.</p>
30	-	-	<p>Facilitating school improvement / Drugs and outdoor activities advice to schools, moderation of Education in Foundation Stage The Standards Fund provides 52% of the funding for a part-time adviser for drugs, sex and alcohol related issues for a period of three years with effect from January 2002. Recruitment difficulties and scarcity of experts in these areas meant that there were only suitable applicants for a full-time post. This leads to a budget pressure to fund 48% of the costs. Further more, in order to comply with new requirements from the 2002 Education Act to monitor more closely the safety aspects of Outdoor Education Activities and general Education in the Foundation Stage, additional expenditure will be required.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
5	-		Access / training for drivers and escorts Clauses for inclusion in standard BFBC contracts require coverage of relevant health and safety, behaviour issues and compliance with any relevant risk assessments. Contracts in relation to Education Transport do not currently meet these requirements. It is proposed that an appropriate trainer be identified, drivers and escorts required to attend a course, and that minimal compensation be offered to ensure attendance.
20	-20	-	Suitability surveys (school sites) Suitability surveys of all school sites have to be completed by May 2003 for data transmission to the DfES. There is a requirement to update the LEAs Asset Management Plan and the statement of priorities. The first surveys were completed in 2000 and the DfES requires a review every 3 years.
250	-	-	Home to School Transport Costs for the provision of Home to School Transport in order to meet statutory requirements and the discretionary elements of the policy continue to rise. This pressure reflects the full year effect of the cost of contracts put in place from September 2002. Tender prices continue to be above the rate of inflation due to local market conditions. The increasingly complex arrangements for pupils not sustaining a mainstream school place are placing further pressure on the budget.
-15	-	-	Education management & support services- office costs & training The budget for office services, such as reprographics, postage and telephones, together with departmental training will be reduced with effect from April 2003.
-2	-	-	Education management and support services - discretionary awards and SACRE Two minor economies are proposed. Commitments to existing Discretionary Student Awards cease at September 2002, and a reduction in support to the Standing Advisory Council for Religious Education (SACRE) is also proposed.
-5	-	-	Library Service The budget for library resources is used to fund additional books and learning resources to support school improvement. Funding is targeted on schools with particular needs, identified through LEA review or school inspection. The support is allocated after annual assessment of individual school needs and is not committed so can be withdrawn from April 2003. This support is detailed in the EDP.

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
142	-	-	<p>Non-Delegated Standards Fund Central Government supports teacher training and school improvement through a specific grant to the LEA (The Standards Fund). These are either fully funded or funded at 52%, with the LEA required to make up the shortfall. Final grant notifications indicate that additional Council contributions are required.</p>
			Schools Block and LEA Block Related
27	-	-	<p>Additional Personnel Officer An additional Personnel Officer is required to support schools and the Education Department.</p> <p>The increase in the number of employees in the education service in schools (14%) and the education department (50%) over the last 4 years has led to substantial increase in workload for the small team. Part of the service is already delegated. This additional post would also be partly delegated.</p> <p>The need for additional support for this team was identified during the Best Value Review of Services to Schools and the Personnel Best Value Review, and recruitment is proposed from April 2003.</p>
1,161	-	-	<p>Employer's contribution to Teachers' pension fund The Department for Education and Skills has indicated that with effect from April 2003, the employer's contribution to the teachers' pension fund will increase from 8.35% of basic pay to a figure of 13.5%. As well as taking account of demographic and benefit structure changes, this reflects the latest actuarial valuation using a new methodology – Superannuation Contributions Adjusted for Past Experience (SCAPE).</p>
1,817			<p>Specific Grant Transfers Grants relating to Class Sizes, Nursery Education and part of the Standards Fund have been incorporated into the Formula Spending Share in 2003/04.</p>
4,212	-27	-65	TOTAL

ENVIRONMENT DEPARTMENT – BUDGET PROPOSALS

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
63	-	-	<p>Building Control Income</p> <p>This is a ring fenced budget which is required to break even. A legacy of the past is an unrealistic income projection. This results in a service deficit each year. It has henceforth been possible to cover this deficit by reducing expenditure elsewhere in the Environment Department, however it is not believed that this will be the case in 2003/04. Some restructuring of this service will also be required.</p>
25	-25	-	<p>Berkshire Structure Plan</p> <p>The Plan will be 'examined in public' in September 2003. Each Berkshire authority is being asked to contribute £25,000 towards the costs. The work is essential to the delivery of the structure plan. As part of the cost will be towards accommodation it may be possible to use Bracknell Forest facilities in which case, we contribute in kind.' This though is a one year pressure only.</p>
20	-	-	<p>Liquor Licensing</p> <p>The responsibility for liquor licensing will become a new statutory function from 1st April 2003. It is due to be transferred to the Council, effective from 2004. Prior to this, systems and policies need to be put in place. The experience of other authorities indicates this is significant.</p> <p>It is also evident that the Council will need a Licensing Committee that meets very regularly (weekly). This will need supporting and servicing. There is discussion with Corporate Services in this respect.</p> <p>The projected workload is for 320 applications a year. In addition there are applications for change of Licensee and Occasional Licenses.</p> <p>For 2003/04 it is considered that there will be a need to create a clerical assistant post and possibly another licensing officer post. The budget demand for 2004/05 will need to be reviewed and balanced against any income.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
11	-	-	<p>Hazardous Waste: <i>Fridges</i></p> <p>During the budget setting process last year the likely costs of disposing of hazardous waste from fridges could not be quantified in detail and therefore the budgets were set within the global budget for Environment.</p> <p>The initial budget pressure for this issue was considered to be potentially in excess of £100,000. In practice a budget of £71,000 was set. Now that real costs are available the projected overspend is a further £11,000 and no sign of any reductions likely.</p>
10	-	-	<p><i>Abandoned Cars</i></p> <p>As with fridges it was not possible at the time budgets were set last year to accurately project the true costs of the new/changed responsibilities. In practice the projected overspend is running at £10,000 and there is no indication this will reduce. Decisions on the liability for future costs is still uncertain.</p>
15	-	-	<p><i>Cathode Ray Tubes & Others</i></p> <p>A new directive is planned to be implemented in 2006 which is intended to transfer liability to manufactures to recycle electrical equipment. A number of items that are currently disposed of straight to landfill, such as Television and PC Monitors may however have to be 'remanufactured' before this directive is implemented. At present there is only one process plant in the UK. There could be either additional disposal costs or the need to divert these items to process plants occurring in the next financial year. The true scale of this pressure is unknown.</p>
35	-	-	<p>Corporate Gazetteer</p> <p>The Environment Department has the role of naming and numbering properties and streets as the Highway Authority. It also has the responsibility for maintaining the Street Gazetteer to feed into National systems. The latest directive for e-government now includes the National Land and Property Gazetteer (NLPG) which feeds into the national Land Information system. The Gazetteer is a corporate tool that links the property reference within each of the core IT systems and creates a Unique Property reference number (UPRN) against which the Council's records are held. The NLPG will be needed at the heart of the Council's e-government strategy and any CRM solution for customer contact and the Council's new financial system and numerous other systems will in the future rely upon a Corporate Gazetteer. To ensure it is maintained, up to date and propagated across all systems, at least one additional officer is required.</p>
15	-15	-	<p>Document Imaging</p> <p>The decision taken to introduce DIP to enable on-line viewing and submission of planning applications in line with government policy will result in additional revenue costs. There will be some offsetting of costs as the department will no longer send files to be microfiched. In time the costs will fall, as applicants will send in plans on line.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
40	-	-	<p>Flood Prevention</p> <p>Additional staff resources are required to kick-start the process of policy development, community contact/education and project categorisation/prioritisation.</p> <p>Presently funds are only allocated for unspecified capital works in response to extreme weather events. It is proposed to include a modest annual revenue budget to cover staff time, minor maintenance works and investigation/feasibility work.</p>
40	-	-	<p>Planning Briefs</p> <p>Planning briefs help the planning process, they have benefit and status but their production is not yet a statutory requirement but is part of the Council's policy as set out in The Local Plan. The past approach has often been to react to need. We now attempt to agree an annual work plan and focus on identified need in an attempt to become more proactive.</p> <p>The briefs have a positive effect on shaping future development; they set the agenda for negotiations on planning obligations, they speed up the development control process, and they enable the Council and community to shape the built environment with the associated PR benefits that follow. They also score highly in the Government's preferred approach to planning and will form the basis for Statutory Action Plans under the new planning regime when it comes into force. Finally, they give Members a way to influence development in a way that cannot be achieved through any other process.</p> <p>The speed and number of briefs that can be produced is directly related to resource provision/allocation in both Planning and Transport Policy and Highways. Currently the Highways team is unable to provide adequate resource to support the current workload. Members have asked for more briefs to be produced and evidently this has a direct relationship to the level of resources required. To balance the existing workload there is the need for another post in the Highways team.</p>
10	-	-	<p>New Town Inheritance</p> <p>Large areas of the New Town are now 40-50 years old and highway assets have in theory (and practice) already exceeded their original design life. The problem is substantial but its scale needs to be fully assessed. As formal assessment techniques are applied to estate roads and paths in response to the BVPIs we will be able to quantify the condition of the assets and begin to prioritise works better. Pressures are already being exerted by Members to improve the condition of roads/paths, railings, street lighting and landscaping in older parts of the New Town.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
5	-	-	<p>Trading Standards</p> <p>New Animal Health Legislation following the Foot and Mouth Outbreak has put additional responsibilities on LA's to monitor the movement of livestock. This requires additional resources in the visiting of Farms and the issuing of licences. An additional £10M nationally was put into SSA last year by DEFRA to assist. It is expected that a similar amount will be included this year. The Service has already in partnership with DEFRA, Wokingham and Windsor and Maidenhead agreed to fund a 6 month post up until 31/03/03 to meet the present increase in service demand. There is no agreed funding to continue this arrangement into 2003/04. The pressure assumes that DEFRA will still support the post with 70% contribution.</p>
10	-5	-	<p>Air Quality Management</p> <p>The Council has various responsibilities in relation to Air Quality including monitoring. We have two air quality monitoring sites linked to the Web site and providing live data both locally and into the National network.</p> <p>The Council has to undertake a review of Air Quality on a 3 year cycle. That review is due in 2003 /04. Depending on the findings of this review the Council find may find that it has to undertake a Stage 3 review. It was not necessary at the last review but air quality locally is changing, and will change with the additional impact of developments such as Peacock Farm, Staff College and the Town Centre. The last review was undertaken by consultants using specialist modelling programmes and funded through Capital at the same time as when the equipment was installed. No provision has been possible for a similar review in 2003/04. It is assumed that only the Stage 1 and 2 reviews will be necessary. If this should not be the case the cost of a stage 3 will be in the order of £8,000 to £12, 000. This would have to be dealt with as a budget pressure.</p> <p>When the monitoring equipment was acquired the funding came from capital and included for a one-year service contract. This year the contract was extended using savings in budgets. There is no scope left for such savings to be found in the budgets for next year.</p>
-90	-	-	<p>Management action</p> <p>A review of current budgets has been undertaken and there are a number of areas where budgets can be reduced with little or no impact on the delivery of services, or where the current budget is likely to be underspent.</p>
-20	-	-	<p>Waste Disposal</p> <p>The waste disposal contract has been renegotiated resulting in a saving against the existing budget of £20,000.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
-25	-	-	<p>Technical Consultants</p> <p>The Borough Council inherited a number of consultancy arrangements. Although many of these have expired some have on going commitments. Where better value can be obtained by rationalising services and appointing our own staff these actions are being taken and reducing our reliance on external support, other than for specialist areas of work. This process will continue in future years.</p>
-10	-	-	<p>Devolved staffing budget</p> <p>In meeting the savings target it is inevitable that the staffing structure will form part of the review of budgets. In addition this review will need to take account of annual increments and other changes to the structure to balance the Devolved Staffing Budget. The review will entail the deletion or freezing of a number of posts and re-structuring in some small areas. After meeting annual increments there will be a net saving of £10,000.</p>
-74	-	-	<p>Road Safety</p> <p>The Road Safety service is now provided in house as part of our ongoing rationalisation and the staff accounted for in the Devolved Staffing budget. The previous fee payable to BBTIE is thus no longer required. The economy will be achieved in full in 2003/04.</p>
-25	-	-	<p>Winter Maintenance</p> <p>The Borough Council currently pre salts a much higher proportion of its road network than recommended by the Audit Commission. The level is also much higher than neighbouring authorities and was inherited from the County Council who in the later years responded positively to any request to extend coverage. A rationalisation of coverage to 'recommended' service levels would reduce the number of gritters required and provide a saving. This would not have any significant effect on the ability to deal with accumulations of snow.(2003/04)</p>
-50	-	-	<p>Planning Application Fees</p> <p>Planning fees are statutory and set by the Government who increased the planning fees by 14% as of 1 April 2002. This results in approximately £50,000 additional income a year.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
-4	-4	-	<p>Pest Control</p> <p>Last year a decision was taken to increase the cost of treatments for rats to a commercial rate over a period of time. The commercial cost of a treatment would be in the order of £30 per visit. The treatment would necessitate a minimum of two visits. If we increased the charge to £30 without any subsidy for low income etc., this would raise an additional £4,500 per annum for rats. If all subsidies were removed across all services this would raise a further £5,500.</p> <p>An alternative is to change the fee structure whereby the basis for the cost of the service becomes a charge per visit rather than per treatment. This is in line with the private sector and if the current fee of £15 were retained and assuming a minimum of 2 visits per treatment this would raise an additional £4,500 minimum. On average over a total of 300 service requests, the income should be more likely to be in the region of £7,000. If the £15 fee were increased in line with previous decisions then obviously these amounts will increase as well. (2003/04)</p>
1	-42	0	TOTAL

LEISURE SERVICES – BUDGET PROPOSALS

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
150			<p>Income at Coral Reef</p> <p>Loss of income at Coral Reef due to the opening of a major new Leisure Pool in Basingstoke. This has resulted in a drop in the number of customers using Coral Reef, which has impacted on both the pool income and the catering income.</p>
230	-10	-40	<p>Former DSO Salaries</p> <p>The Council has been experiencing significant difficulties in recruiting and retaining staff at Leisure sites, which has resulted in facilities being closed, leading to a loss of income and a reduction in service provision. It has also resulted in senior staff covering other posts and therefore not having the time to concentrate on the business activities to maximise service provision and income.</p> <p>It is anticipated that with investment in staff, supported by future capital investment, income levels can be increased which would have a neutral effect on the Council's Long Term Commitment Budget. The additional salary costs will be phased in over 3 years with the additional income being generated from 2004/05.</p>
20	20	-	<p>CROW Act</p> <p>Additional expenditure is required to meet the provisions of the Countryside and Rights of Way Act 2000 and the fact that the existing grant of £19,000 per annum from the Countryside Agency is being withdrawn in two stages (£9,000 in 2003/04 and the remaining £10,000 in 2004/05).</p>
20	-	-	<p>Travellers / flytipping</p> <p>Additional costs are arising associated with removal of travellers and fly-tipping on open spaces and rights of way.</p>
-6	-	-	<p>Reduction in Blackwater Valley Country Park grant</p> <p>A downsizing Of the Blackwater Valley Countryside Partnership has been agreed between all members of the partnership.</p>
-6	-	-	<p>Mobile Phone mast at Longhill Park</p> <p>Additional rental income can be achieved as a result of the erection of a Mobile phone mast at Longhill Park.</p>
408	10	-40	TOTAL

SOCIAL SERVICES & HOUSING DEPARTMENT – BUDGET PROPOSALS

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
10	-	-	Police Checks New Care Standards require that all staff who have contact with clients be checked with the criminal records bureau.
174	-	-	Fairer Charging Statutory Guidance on local councils' charging policies for non-residential social services has been issued under section 7 of the Local Authority Social Services Act 1970. This legislation requires councils who decide to charge to introduce 'fair' policies. The fundamental change resulting from this new legislation is additional regard is paid to the effect of any charge on a users' net' income. Thus the government have stated that from April 2003 that a clients net income should not be reduced below defined basic levels of Income Support, plus 25%. This loss is estimated to be £0.108m. In addition all financial assessments, (incorporating Welfare Benefit Advice) needs to take place in the client home rather than by correspondence, this will result in additional expenditure of £0.024m. Furthermore an additional income target (expected from increasing fees & charges) of £0.042m approved in the 2002-03 budget process has not been achieved in this financial year, although this loss of income has been compensated by other positive variances, this outcome is not expected to continue through to 2003-04. Therefore the £0.042m becomes an additional pressure in the forthcoming financial year.
5	-	-	Joint Strategy Commissioning Group / Partnership Board A Joint Strategy Commissioning Group (JSCG) & Partnership Board was introduced in 2002-03. These two groups bring together the various partners involved in Social Care & Housing provision in the Bracknell area. The partners represented include the Primary Care Trust, Police, voluntary sector and the Probation Service. The JSCG meet every month to formulate and discuss partnerships and eliminate duplication of services and scarce resources. The Partnership board is independently chaired and meets six times a year. A budget pressure arises from the payment of the Chair and from general running expenses of both groups. This cost can no longer be funded from existing resources in 2003/04.
38	-	-	Private Housing Stock Condition Survey The Council is required by the Government to ensure that private sector homes are of a decent standard and are adequate for the community. This is an area of work included in the Housing Strategy and has been commented upon by the Government Office of the South East (GOSE). The previous time such a survey was commissioned was pre-unitary. It would be planned to carry out this work from April 2003.

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
30	-	-	Home Care A home care provider Housing 21 (Block Contract) collapsed at short notice in August 2002. Immediately this work was taken on by a new contractor who provides a good quality service, but at a higher price. The additional full year pressure cannot be contained within existing resources even though the part year effect was contained in 2002/03.
15	-	-	Mental Health Residential placements This is the full year effect of a placement agreed in 2002/03. This pressure has also been reflected (part year) in the 2002/03 budget monitoring process.
168	-	-	Learning Disability Placements This is the full year effect of four placements agreed in 2002/03. This pressure has also been reflected (part year) in the 2002/03 budget monitoring process.
300	-	-	Children's Placements In April 2002 the Social Services and Housing Department was faced with a severe budget pressure as a result of the full year effect of client placements made in late 2001/2, after the base budget was agreed for 2002/03. Unless this pressure is funded there will be an immediate budget pressure in 2003/04.
-21	-40	-44	Homecare The externalisation of in-house domiciliary home care service to the independent sector would gain efficiencies from economies of scale from formal contract commissioning.
-44	-90	-87	Older People It is possible to achieve a reduction of 20 placements over three years through a more robust commissioning process and through preventative work/use of home care services.
-12	-25	-26	Physical Disability It is possible to achieve a reduction in part year placements through a more robust commissioning process and through preventative work/use of home care services.
-35	-75	-60	Learning Disability It is possible to achieve a reduction of 4 placements over a three year period through a more robust commissioning process and through preventative work/use of home care services.
-20	-	-	Renegotiate Taxi contract / streamline use of services The department has reviewed its procedures and has introduced a clear system and criteria for the use of this service. This will result in economies being achieved.

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
-30	-100	-100	<p>Independent Placement budgets</p> <p>The strategy to reduce placements in the independent sector has involved the reprovision of Cressex residential unit and the development of the FAST team. The introduction of Kinship Care and Residence Order policy, the piloting of Family Group conferences and the increase in-house fostering as well as the intention to increase out of hours support for carers will reduce the need for independent placements. These developments together with a more efficient contract monitoring and commissioning process will make the economies achievable.</p>
-5	-5	-5	<p>Homelessness</p> <p>An economy can be achieved (net of the pressure arising from new legislation) from the reduction in placements of homeless families in bed and breakfast accommodation. This can be achieved by the continuation of using the Council's own housing stock at Banbury and Enidwood House.</p>
-8	-8	-10	<p>Housing Benefits – Additional Income</p> <p>Reconfiguration and rationalisation of fraud & recovery functions for the Department will occur as a result of the implementation of the business plan produced in conjunction with the Benefits Help Team. This plan sets out the business areas in which BFBC Benefits Service will improve its performance by re-modelling its service delivery.</p>
-16	-29	-30	<p>Strategy, Commissioning and Resources Division</p> <p>Economies are proposed in the individual service areas that form the Strategy Commissioning & Resources division of service. These service areas cover the Business Unit, Performance Management, Organisation & Development, Policy, Strategy & Partnership and Information Technology. The economies on the whole represent a reduction to all supplies and services heads within this division as well as the deletion of a staffing post from the agreed establishment within the Business Unit.</p>
-229	-	-	<p>Supplies & Services Reductions</p> <p>Linked to the management action taken to reduce budgetary pressures in 2002-03 as a result of client placements, the department have continued and further reduced a number of supplies and service expenditure budget heads by £0.229m. This reduction represents a decrease of 25% across the Children and Adult supplies & service budget areas and a 15% reduction across the rest of the department.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
-37	-	-	<p>Secure unit placements</p> <p>In April 2002 the department was faced with a severe budget pressure as a result of the full year effect of client placements made in late 2001/2, after the base budget was compiled for 2002/03. Consequently the department was faced with a major budget re-alignment exercise in May 2002 to balance the base budget. Many of the actions used have remained permanent including a reduction on the Secure Unit Placement budget. This needs to be rolled forward into the forthcoming financial year to reduce the continuing pressure from the placements.</p>
-10	-	-	<p>Day Centre placements</p> <p>In April 2002 the department was faced with a severe budget pressure as a result of the full year effect of client placements made in late 2001/2, after the base budget was compiled for 2002/03. Consequently the department was faced with a major budget re-alignment exercise in May 2002 to balance the base budget. Many of the actions used have remained permanent including a reduction on the Day Centre Placement budget. This needs to be rolled forward into the forthcoming financial year to reduce the continuing pressure from the placements.</p>
-10	-	-	<p>Section 17 payments</p> <p>In April 2002 the department was faced with a severe budget pressure as a result of the full year effect of client placements made in late 2001/2, after the base budget was compiled for 2002/03. Consequently the department was faced with a major budget re-alignment exercise in May 2002 to balance the base budget. Many of the actions used have remained permanent including a reduction on the Section 17 Assistance in cash and Kind budget. This needs to be rolled forward into the forthcoming financial year to reduce the continuing pressure from the placements.</p>
-5	-	-	<p>Access to records</p> <p>In April 2002 the department was faced with a severe budget pressure as a result of the full year effect of client placements made in late 2001/2, after the base budget was compiled for 2002/03. Consequently the department was faced with a major budget re-alignment exercise in May 2002 to balance the base budget. Many of the actions used have remained permanent including a reduction on the Access to Records budget. This needs to be rolled forward into the forthcoming financial year to reduce the continuing pressure from the placements.</p>
-75	-	-	<p>Reduction in Devolved Staffing Budget</p> <p>A reduction equivalent to 1% in the Department's overall staffing budget is proposed. This will be achieved by delaying recruitment to posts that become vacant for longer periods.</p>

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
411			Specific Grant Transfer Three grants have ended and the amounts incorporated into the Social Services element of the Formula Spending Share – promoting independence, residential allowance and building care capacity grants.
-92			Specific Grant Transfer Housing Benefits administration will be supported through specific grant from 2003/04, resulting in a reduction in base budget expenditure of £0.092m.
502	- 142	- 145	TOTAL

NON DEPARTMENTAL / COMMON BUDGET PROPOSALS

2003/04 £'000	2004/05 £'000	2005/06 £'000	Explanation
-24	-	-	National Non Domestic Rates The full sum of £0.075m allowed for in the Commitment Budget is not required to cover the actual cost of transitional relief on the Council's properties.
-99	-	-	National Insurance Contributions The full sum of £0.571m allowed for in the Commitment Budget is not required to cover the actual cost of the 1% increase in NI contributions from April 2003.
13	-	-	Electricity Contract The saving of £0.043m included in the Commitment Budget has been reassessed and was found to be overstated by £0.013m.
216	-	-	Insurances Premiums have risen considerably as a result of the Council's recent claims record and due to poor investment returns for Insurers.
551	-	-	Negative Housing Subsidy Due to measures introduced in the Housing Subsidy Determination, aimed at protecting authorities in positive subsidy from the full impact of the Government's rent restructuring reforms, and to an increase in rebates the Negative Subsidy transfer will fall in 2003/04 from the figure assumed in the Commitment Budget.
-423	-	-	Interest and Capital Financing The Commitment Budget for 2003/04 included provision for a further £0.300m to be saved through a combination of capitalisation of revenue expenditure and debt repayment. In the event, £0.423m more than this can be achieved through repayment of £15m of debt. This saving is the net effect of the following; <ul style="list-style-type: none"> - Reduction in amount to be capitalised (+£0.100m) - Reduction in debt financing payments (-£1.564m) - Loss of interest on investments (+£0.741m)
96	-	-	Levies Notice has been received that Levying Body requirements will be £0.096m above the amount included in the Commitment Budget. This represents an increase of £0.346m (8.8%) from the current year.
330	-	-	TOTAL

TREASURY MANAGEMENT ANNUAL REPORT AND STRATEGY DOCUMENT

1 INTRODUCTION

- 1.1 The Treasury Management Annual Report and Strategy Document is a requirement of the CIPFA Code of Practice on Treasury Management adopted by the Council in March 2002.
- 1.2 The Code requires that the Executive should receive each year the following reports;
- Annual strategy and plan for the forthcoming year
 - Annual out-turn report
- 1.3 The purpose of this report is to comply with these requirements.
- 1.4 In line with the Code, the Council is required to produce suitable Treasury Management Practices to support the Treasury Management Policy. These are currently being reviewed and updated and will be put forward to the Council in March 2003.

2 SUPPORTING INFORMATION

Provisional Out-Turn 2002/03

- 2.1 The Treasury Management Strategy for 2002/03 was set against a very fragile economic backdrop. The major global economies were beginning to show signs of growth following the terrorist attacks of September 2001. Based on the figures available at the time it looked as if a stronger than expected recovery in the US was unfolding. As such it was hoped that a recovery in the US would benefit both the UK and the Eurozone economies in particular.
- 2.2 Given this outlook it was predicted that the UK would slowly return to the long-term trend growth levels resulting in the Repo Rate moving back towards its assumed neutral rate of 5%. The fragility of the recovery in the US and the UK tempered any significant increase in the UK Repo Rate and as such the view taken was that short-term interest rates would begin to rise in the latter half of 2002 to a peak of 4.5%.
- 2.3 Given the limited opportunities to outperform the average Repo Rate, the 2002/03 Interest Budget was based on an average return for the year of 4.75%. This factored in the ability of the external fund managers to generate a return in excess of the short-term interest rate given their opportunities to exploit the Gilt market.
- 2.4 However the strong rebound in quarter 1 of 2002, in the US, was short lived and faded away in quarter 2 and the projection for the financial year ending April 2003 is for growth to be constrained. As America is still seen to be the engine house of the world economy, this weak growth has also depressed Eurozone and world growth and trade. Furthermore the sharp fall in share values as a result of the exposure of corporate accounting scandals in the US during the first half of 2002, and heightened fears of war on Iraq, have severely dented the confidence of US consumers and therefore consumer expenditure, which is the main driving force of the US economy.
- 2.5 In the UK, after near stagnation in quarter 4 of 2001 and quarter 1 of 2002, it is forecast that overall growth will be only 1.6% for 2002/03. The overall economy is being

supported by strong growth in Government expenditure and by strong consumer demand and borrowing. Consumer expenditure has also been supported in 2002 by major mortgage equity withdrawal but there is a limit to how much debt consumers can afford to take on.

- 2.6 This weak economic backdrop has provided the Monetary Policy Committee with few reasons to change the UK Repo Rate, which until January 2003 been held at 4% for an unprecedented 14 months. The US Federal Reserve Bank cut its central rate by 0.5% to 1.25% in November 2002 to counter prolonged weak economic growth and falling share values. The European Central Bank has also followed suit cutting its rate to 2.75% in December 2002. The effect of the combined efforts of the major Central Banks has been to depress the average rate of return on investments projected in the Council's 2002/03 Budget.
- 2.7 The over-riding objective of the Council in relation to Treasury Management is to ensure the security of the Council's assets. This is reflected in the nature of the investment instruments that the Council can make use of and as such its ability to outperform the benchmark is limited.
- 2.8 Average funds invested over the year amounted to approximately £75m. Of this approximately £38m was managed by the Council's external fund managers. The remaining funds are managed in-house. The purpose of using fund managers is to gain access to timely and robust market information and to make use of their specialist skills in specific investment areas e.g. Gilts and Certificates of Deposits. It also enables the Council to minimise risk by diversifying its investments. In particular by having more than one external fund manager the Council is able to limit the risk exposure to a particular view of the markets. This diversity reduces the risk of all managers performing poorly, and conversely out-performing, over the same time period.
- 2.9 The projected investment performance for 2002/03 is shown in Table 1 below and is measured against the benchmark of the average 3 Month LIBID rate.

Table 1 – 2002/03 Projected Out-turn

Manager	Average Investment £m	Return
Internal	36.6	4.5%
External		
Sterling	5.3	5.1%
Dresdner	11.2	4.0%
Investec	22.0	4.9%
Total	75.1	4.5%
Benchmark		3.9%

- 2.10 Whilst the return for the year is expected to be below the budgeted figure of 4.75%, it is projected to be substantially higher than the benchmark return. This performance above the benchmark is due primarily to the longer-term investments that had been made, during the period 2000-2001, by the in-house team and by the external Fund Managers.
- 2.11 The Council's primary Fund Manger, Investec, made an annual return that was below the benchmark in 2001/02 which was attributed to the strategy adopted by the Fund Manager in relation to its exposure in the Gilt market. Shortly after the terrorist attacks in the US the Fund took a large position within the Gilt market on the assumption that

the US economy would be severely affected for a protracted number of months. The short-lived recovery in quarter one of 2002 significantly lowered the valuation of these investments, however Investec continued to believe that the underlying economic conditions supported their exposure to the Gilt market which is reflected in their out-performance for 2002/03.

- 2.12 The return by Dresdner was slightly above the benchmark however it is expected that the Council's external fund managers should be able to add an additional 50 basis points over the benchmark rate. The investment style of Dresdner is considerably more conservative than Investec and as such they are not expected to significantly over or under perform the benchmark rate over the medium to longer term. The last 12 months have offered little opportunities, outside of the riskier Gilt Market, to outperform the benchmark, and it is fair to say that Dresdner sought to minimise risk in 2002/03 given the uncertain economic outlook. This compares to their better performance in 2001/02 where the fund outperformed the Benchmark by 0.49%.
- 2.13 In order to fund the proposed re-payment of debt in 2002/03 the funds managed by Sterling were brought back in-house. Their performance relates to the investments, taken out during 2001/02 at rates significantly above the current benchmark, which had yet to mature.
- 2.14 In terms of interest generated the overall return is expected to be £1.8m almost £300,000 greater than that budgeted, even though the average rate is below that budgeted for. This is due primarily to a higher level of average investments throughout the year than predicted in January 2002. This is a result of a number of factors including a lower than expected cash-outflow in the early part of the year and a higher level of capital receipts.

Prospects for Interest Rates 2003-04

- 2.15 Inflationary pressures in 2003/04 are expected to be muted and the quarterly inflation index (RPIX) is forecast to average 2.3% - 2.8%. Accordingly it looks unlikely that there will be much pressure from this source for the MPC to raise the Repo Rate. Indeed the risks to the Repo Rate are more balanced toward a further decrease in rates than a move upwards.
- 2.16 The problems facing the world community have rarely been more severe in the last fifty years. Not only is the prospect for the global economy very fragile despite the lowest rates since the early sixties, but potentially explosive geopolitical tensions are becoming ever more apparent. The situation in the Middle East is well publicised and some kind of military campaign is highly probable. There are also significant concerns with global terrorism and the relationship between North Korea and the West.
- 2.17 Although much of the concern surrounding these issues is reflected in Asset prices, with the global equity markets approaching multi-year lows, the balance of risks continues to favour the least risky assets. As such the possibility of a further cut in interest rates in the UK is significant while the world remains on high alert and both consumer and investor confidence continues to remain low. However it is projected that any further cuts in the UK Repo rate will be of a short-term nature, and would be reversed later in the year.

Short-Term Interest Rates

- 2.18 The MPC surprised most economic analysts by cutting the Repo Rate in early February 2003 to 3.75%. Whilst many commentators had been forecasting a cut in the rate, few had predicted it to happen so early in the year. Due to the unexpected nature of this cut there is much less of a consensus few on the path of interest rates over the next 9 months. One central view is that this pre-emptive cut was related more to the

uncertainty in the geopolitical climate, with the heightened risk of war in Iraq, and that rates will return to 4% sooner rather than later. An alternative, and more pessimistic outlook, is that the cut reflects an intensified view within the MPC that there is a real risk of a "double-dip" recession both in the US and the UK.

Longer-Term Interest Rates

- 2.19 Public Works and Loans Board (PWLB) rates, which reflect the cost of borrowing for Local Authorities, have been at remarkably low levels in the second half of 2002 and are likely to stay there while war fears continue and share prices remain at depressed levels. A consistent rise back to neutral levels of 5%-5.25% look unlikely. The overriding expectation is that there has been a fundamental correction to equity values in 2002 due to the elimination of inflated corporate earning expectations. This was in turn due to the exposure of corporate accounting scandals and a much more realistic view of likely earnings in the telecom and high tech sectors. There appears to be little prospect of a major boost to corporate earnings in the expected low growth economic environment. The forecast therefore for next year is a continuation of historically low gilt yields in sympathy with low international government bond yields.

Treasury Management Strategy 2003/04

- 2.20 The table below summarises the projected investment position as at 1st April 2003. On the basis of the above information the 2003/04 Budget should assume an average rate of return for the year of 4.0%.

Table 2 – Investments as at 1 April 2003

Manager	Opening Balance £m
Internal	18.1
External	27.9
Total	46.0
 Budgeted Return	 4.0%

- 2.21 The opening balance at 1st April 2003 reflects the proposed repayment of £15m of debt to be made on the 31st March 2003, resulting from Local Government Reorganisation, that is managed by Reading Borough Council on behalf of the Council. The repayment of debt was agreed as part of the 2002/03 Treasury Management Strategy.
- 2.22 The money market yield curve is currently anticipating a further cut in short-term interest rates, with maturities up to 12 months yielding only 3.5%. Whilst there is a credible risk that the MPC may need to reduce the Repo Rate further, the Officers view is that the central case for rates over the period in question should equate to an average of 4%. This can be achieved given the ability of the authority's fund managers to earn a premium above the average Repo Rate and the opportunities in-house to invest at higher rates should the interest rate cycle move upwards in the latter half of 2003.
- 2.23 The average investment balance in 2003/04 will be approximately £44.1m before taking into account the Capital Programme and any use of balances. A number of transfers must be made from the gross interest earned, the largest being the transfer to the Housing Revenue Account of almost £1.2m. After deducting fees, transfer to the Collection Fund and other costs the net interest budget for 2003/04 is £0.37m, again before taking account of the Capital Programme and any use of balances. The two most significant factors in achieving this return are the average level of UK interest rates and the level of investments over the period.

- 2.24 Given the great uncertainty over the outcome of a global recovery and the geopolitical factors it has been noted above that whilst the central case is for the average rate to remain at 4% there is a significant risk that the MPC will be forced to reduce the Repo Rate towards 3.5%. Investment performance will continue to be reported as part of the Quarterly Operations Report to the Executive Portfolio Holder for Corporate Resources issues and any indications that interest rates are not following the anticipated route will be reported as early as possible.
- 2.25 Given the short-term outlook for interest rates the Treasury Management Strategy will be to continue to manage the Council's cash-flow requirements and to limit any investments to shorter maturities. Any deviation in the projections made above will require this strategy to be reviewed taking into account the underlying economic conditions.
- 2.26 Furthermore the new Prudential Code to be introduced in 2004/05 that will govern the rules concerning the borrowing powers of Local Authorities may impact on the Council's strategy regarding its overall level of investments and the desirability of its debt-free status. As previously reported to Members the changes envisaged within the Prudential Code will have far reaching implications on a major aspect of Local Government financing. However there are many issues yet to be resolved regarding the Prudential Guidelines and the impact at a local level will need to be monitored over the coming months.
- 2.27 Investments will be made in accordance with the Approved Investment Regulations (1990) and with the institutions that meet the strict credit criteria adopted by the authority in its current Treasury Management Policy Statement.

PROPOSED FEES & CHARGES

CORPORATE SERVICES

DESCRIPTION	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<u>HIRE OF ACCOMMODATION IN EASTHAMPSTEAD HOUSE</u>			
Council Chamber of any part of accommodation:-			
Statutory Bodies and Charities			
Parish Councils – Charge per hour	£6.00	£6.20	3.3%
Other Users (Meetings) per hour	£18.50	£19.00	2.7%
Other Users (Commercial) per hour	£49.00	£51.00	4.1%
In addition use after 7.30 pm Charge per hour	£10.00	£10.50	5.0%
<u>LEGAL FEES FOR PROPERTY TRANSACTIONS</u>			
Licence to Assign	£70.00	£72.00	2.9%
Deed of Variation of Lease	£95.00	£98.00	3.2%
Letter/Deed of Postponement	£35.00	£36.00	2.9%
Sale of Small Land Areas	180.00	£186.00	3.3%
Charges not prepaid, when invoice requested	£12.00	£12.50	4.2%
<u>LOCAL LAND CHARGES</u>			
<u>Local Land Charges</u>			
Fee for official search of Register and Standard Enquiries	£105.00	£109.00	3.8%
<u>Additional Parcel (e.g. Garage)</u>			
Standard Enquiries	£11.00	£11.50	4.6%
Requisition	£1.00	£1.00	-
	£12.00	£12.50	4.2%
Optional Enquiries (each enquiry)	£4.60	£4.80	4.4%
Added Enquiries (each enquiry)	£9.20	£9.50	3.3%
Cancellation Administration Fee	£29.00	£30.00	3.5%
Commons Registration Searches	£6.20	£6.50	4.8%
<u>Miscellaneous Research Enquiries (e.g. Planning)</u>			
Enquiries which require investigation of back records, files and documents and any related site visits (up to 1 hour)	£31.00	£32.00	3.2%
Thereafter per hour	£31.00	£32.00	3.2%
<u>ELECTORAL REGISTRATION SALE OF REGISTERS</u>			
Street Index	£6.00	£6.00	-
Request for a confirmation letter – Fee (1 hour)	£33.00	£34.00	3.0%
Certificate of Current Register	£10.00	£10.50	5.0%

DESCRIPTION	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<u>REGISTRATION BIRTHS, DEATHS AND MARRIAGE</u>			
Licensing of Premises as venues for marriages:- Licence (three years)	£850.00**	£880.00	3.5%
Attendance of Superintendent Registrar at approved premises:-			
Monday – Saturday	£185.00	£192.00	3.8%
Sunday	£280.00	£290.00	3.6%
<u>COUNCIL PUBLICATIONS</u>			
<u>Agendas/Minutes, etc</u>			
Council agenda/minutes – Charge per Annum (Based on 10 per Annum)	£120.00	£125.00	4.2%
Executive Agenda – Charge per Annum (based on 10 per Annum)	£120.00	£125.00	4.2%
Planning Control Sub Committee – Charge per Annum (Based on 12 per Annum)	£160.00	£166.00	3.8%
Any other Committee or Sub Committee Agendas Charge per Annum (Based on 5 per annum)	£85.00	£88.00	3.5%
Charge per Single Copy	£17.00	£17.50	2.9%
Part Extract (any Committee) including Background Papers - Administration Fee	£5.00	£5.00	-
Photocopying Charge (A4 or A3)	£0.25	£0.25	-
<u>Other Publications</u>			
Annual Reports, etc	No Charge	NO CHARGE	
Planning Publications	As Necessary	As Necessary	
Copies of Ordnance Survey Sheets for use in Planning	OS royalty charge plus standard copying fees		
<u>STANDARD OTHER CHARGES</u>			
These are chargeable in addition or as default to recover actual costs for services			
Invoice Charge	£12.50	£13.00	4.0%
Hourly Rate	£33.00	£34.00	3.0%
Minimum Charge	£14.50	£15.00	3.5%
<u>PERMITS</u>			
Service Yard E (Excluding VAT)	£190.00	£200.00	5.3%

* Current charge is based on 5 meetings per annum.

** This charge will also be reviewed by the Licensing & Safety Committee.

ENVIRONMENT

DESCRIPTION		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase			
					£.p	£.p	%
A. LICENSING AND REGISTRATION							
PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions.							
Theatre, Public & Private Entertainment Licences: Annual Licences	Permitted No	a) 1 - 99	Initial	330.00	345.00	4.5%	
			Renewal	200.00	210.00	5.0%	
		b) 100 - 499	Initial	400.00	415.00	3.8%	
			Renewal	250.00	260.00	4.0%	
		c) 500 - 999	Initial	600.00	620.00	3.3%	
			Renewal	375.00	390.00	4.0%	
		d) 1,000 - 1,999	Initial	850.00	880.00	3.5%	
			Renewal	520.00	540.00	3.8%	
		e) 2,000 or more	Initial	1,100.00	1,140.00	3.6%	
			Renewal	650.00	675.00	3.8%	
		f) 2,000 or more (festival)	Initial	2200.00 +fees calculated at the rate of £55 per hour	2280.00 +fees calculated at the rate of £57 per hour	3.6%	
			Renewal	1,300.00 +fees calculated at the rate of £55 per hour	1,345.00 +fees calculated at the rate of £57 per hour	3.5%	
		For b,c,d,e,f officer time will be assessed in respect of the likely monitoring demand and charged at the appropriate hourly rate in addition to the licence fee over and above the standard fee.					
		Music in the Street	Initial	55.00	57.00	3.6%	
		Renewal	55.00	57.00	3.6%		
	Transfer of a Licence	Initial	57.00	59.00	3.5%		
		Renewal	57.00	59.00	3.5%		
	Variations of Licences	Initial	80.00	83.00	3.8%		
		Renewal	80.00	83.00	3.8%		
	Replacement/Duplicate copy of Licence	Initial	57.00	59.00	3.5%		
	Renewal	57.00	59.00	3.5%			
Occasional Licence	Fee charged based on estimate of officer time involved. Initial charge of £340 with further charge as appropriate.	320.00	340.00	6.3%			

DESCRIPTION	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

(No fee is payable in respect of entertainment licences at church halls, chapel halls or other buildings occupied in connection with a place of public religious worship or at village halls, parish or community halls or similar buildings - although a licence is still required. The fees in respect of theatres and public entertainment licences where the entertainment is of an educational, charitable or other like character or purpose are waived)					
Cinemas: Annual Licence	Single Screen	Initial	540.00	560.00	3.7%
		Renewal	320.00	330.00	3.1%
	Multi Screen Maximum Permitted Fee	Initial	600.00	600.00	0.0%
		Renewal	600.00	600.00	0.0%
	Video Juke Box	Initial	240.00	250.00	4.2%
		Renewal	135.00	140.00	3.7%
	Occasional Licence (per month or part of)	Initial	140.00	145.00	3.6%
		Renewal	110.00	145.00	31.8%
Transfer of a Licence Prescribed fee	Initial	160.00	165.00	3.1%	
	Renewal	160.00	165.00	3.1%	
Sex Establishment: Annual Licence	Premises	Initial	1,600.00	1,650.00	3.1%
		Renewal	850.00	880.00	3.5%
Dangerous Wild Animal: Annual Licence	Premises	Initial	275.00	285.00	3.6%
		Renewal	160.00	165.00	3.1%
Riding Establishment: Annual Licence	Premises	Initial	310.00	320.00	3.2%
		Renewal	160.00	165.00	3.1%
	Per Horse	Initial	21.00	23.00	9.5%
		Renewal	20.00	21.00	5.0%
Provisional Licence	Initial	180.00	185.00	2.8%	
	Renewal	90.00	94.00	4.4%	
Animal Boarding Establishment: Annual Licence	1 - 30 animals	Initial	240.00	250.00	4.2%
		Renewal	140.00	145.00	3.6%
	31 - 60 animals	Initial	285.00	295.00	3.5%
		Renewal	155.00	160.00	3.2%
	61 (or more) animals	Initial	350.00	360.00	2.9%
		Renewal	190.00	195.00	2.6%
Dog Breeders: Annual Licence	Premises	Initial	300.00	310.00	3.3%
		Renewal	132.00	137.00	3.8%
Pet Shops: Annual Licence	Premises	Initial	300.00	310.00	3.3%
		Renewal	132.00	137.00	3.8%
Licence to Sell Game: Annual Licence	Premises Maximum Permitted Fee	Initial	30.00	30.00	0.0%
		Renewal	30.00	30.00	0.0%
Late Night Café: Annual Fee	Premises (fee apportioned if application made during the calendar year)		150.00	155.00	3.3%
Skin Piercing/Electrolysis: Single Payment	Premises		120.00	125.00	4.2%
	Person		25.00	26.00	4.0%
Gaming Machine Permits	Low Tariff Machine (each)		32.00	33.00	3.1%
	Maximum fee				
	High Tariff Machine (total)		250.00	260.00	4.0%
	Maximum permitted fee				
Lotteries/Amusements	Initial		42.00	44.00	4.8%
	Renewal		21.00	22.00	4.8%

DESCRIPTION		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	%

Street Traders' Fees	Week (minimum charge) (New)	0.00	50.00	n/a
	1 month (including 1 assistant)	182.00	190.00	4.4%
	3 months (including 1 assistant)	432.00	450.00	4.2%
	6 months (including 1 assistant)	720.00	745.00	3.5%
	Additional Trading Assistant	26.00	27.00	3.8%

B. PETROLEUM LICENCES

PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions.

		Replacement of lost petroleum licences	21.00	Set by regulation	
		Petroleum storage enquiries per hour (minimum charge of 1 hour)	55.00	Set by regulation	
	Provision under which a maximum fee is payable				
Petroleum (Consolidation) Act 1928 c.32	Section 4 Licence to keep petroleum spirit of quantity:	not exceeding 2,500 litres	33.00	Set by regulation	
		exceeding 2,500 litres but not exceeding 50,000 litres	48.00	Set by regulation	
		exceeding 50,000 litres	95.00	Set by regulation	
Petroleum (Transfer of Licences) Act 1936 c.27	Section 1 (4) Transfer of petroleum spirit licence		8.00	Set by regulation	
	Motor salvage operator and scrap metal dealer combined licence		65.00	68.00	4.6%
	Copy of Register	1st copy	6.00	6.00	0.0%
Subsequent copies per sheet		0.15	0.15	0.0%	

C. HACKNEY CARRIAGES

PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions.

Hackney Carriage Fees: Annual fee	Vehicle;	Licensing	165.00	170.00	3.0%
		Licence plate	15.00	16.00	6.7%
Private Hire Fees	Vehicle;	Licensing	165.00	170.00	3.0%
		Licence plate	15.00	16.00	6.7%
		Home to School	70.00	72.00	2.9%
Other Charges	Backing plate		10.00	12.00	20.0%
Hackney Carriage Fees: Annual fee	Vehicle;	Inspection	35.74	36.60	2.4%
		Re-inspection	15.32	16.17	5.5%
Private Hire Fees	Vehicle;	Inspection	35.74	36.60	2.4%
		Re-inspection	15.32	16.17	5.5%
Other Charges	Meter Test	Retest after failure	17.00	18.00	5.9%
Operator Licence	Licence fee	1 - 5 vehicles	100.00	104.00	4.0%
		6 - 20 vehicles	200.00	208.00	4.0%
		more than 20 vehicles	300.00	310.00	3.3%

DESCRIPTION				Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
				£.p	£.p	%
Driver's Licence		Dual badge – initial fee		75.00	78.00	4.0%
		Renewal		54.00	56.00	3.7%
		Renewal – non-continuous		75.00	78.00	4.0%
		Lost badge		11.00	12.00	9.1%
		Renewal (3 years)		115.00	120.00	4.3%
		Renewal (3 years) – non-continuous		140.00	145.00	3.6%
		Home to school		22.00	23.00	4.5%
Other Charges		Knowledge Test	Retest after failure	17.00	20.00	17.6%
		First Aid Training for drivers		16.00	17.00	6.3%
		CRB Criminal Records check		12.00	12.00	0.0%
Other Charges	Business	Transfer of hackney carriage or private hire business		60.00	62.00	3.3%
		Admin fee for change of address only of business		20.00	21.00	5.0%
Other Charges	Vehicles	Admin fee for change of vehicle		43.00	45.00	4.7%
		Admin fee for change of address only of vehicle		14.00	15.00	7.1%
Other Charges	Drivers	Admin fee for change of address only		14.00	15.00	7.1%
Other Charges	Administrati on	Combined admin fee for change of address of both vehicle and driver concurrently		20.00	21.00	5.0%

D. DOG CONTROL						
PURPOSE OF CHARGE: includes prescribed fee, transportation and officer costs.						
Return of Stray Dog	Prescribed fee			25.00	25.00	0.0%
	Daily kennel fees plus any vet fees			At cost	At cost	
	Transportation/Officer costs			35.00	36.00	2.9%

E. ENVIRONMENTAL HEALTH SERVICES

PURPOSE OF CHARGE: to recover costs.

Training Courses	Food Hygiene/Health and Safety Courses Child Minders (per person)	Basic course		38.30	45.11	17.8%
		Delegates from business outside the Borough		48.51	50.21	3.5%
		Resit fee		19.57	20.43	4.4%
		Replacement certificates		13.19	13.62	3.3%
		One-off specialist courses/seminars		At cost	At cost	

DESCRIPTION			Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
			£.p	£.p	%
Miscellaneous	Individual copy from Food Register		11.50	12.00	4.3%
	Complete copy of Food Register (reflects commercial value)		220.00	230.00	4.5%
	Statement of Facts		160.00	165.00	3.1%
	Immigration reports for Home Office		88.00	91.00	3.4%
	Contaminated land enquiries		88.00	91.00	3.4%
Miscellaneous	Certificate for surrender of unsound food (per hour)		62.00	64.00	3.2%
Miscellaneous	Pool sampling		Internal recharge to leisure	Internal recharge to leisure	
Miscellaneous	Part B Environmental Protection Act		Set by regulation	Set by regulation	
Miscellaneous	Butchers Shop (prescribed fee)		100.00	100.00	0.0%

F. Pest Control

(call out and/or treatment charges)

PURPOSE OF CHARGE: contribution towards overall costs.

	Rats	Means Tested	3.19	3.30	3.4%	
		State Pension	6.39	6.60	3.3%	
		Normal	12.77	13.19	3.3%	
	Mice, human flees, body lice and bed bugs Fee per treatment, domestic premises only	Means Tested	8.41	8.72	3.7%	
		State Pension	16.81	17.45	3.8%	
		Normal	33.62	34.89	3.8%	
	Wasps	For first nest	Means Tested	6.60	6.81	3.2%
			State Pension	13.19	13.62	3.3%
			Normal	26.38	27.23	3.2%
		For each subsequent nest treated during same visit	Means Tested	2.13	2.20	3.3%
			State Pension	4.26	4.41	3.5%
			Normal	8.51	8.81	3.5%
	Other Pests (For which the Council provides a service)	State Pension	8.94	9.26	3.6%	
		Means Tested	17.87	18.51	3.6%	
		Normal	35.74	37.02	3.6%	
	Pest treatment in commercial premises		At cost	At cost		

DESCRIPTION	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

G. CEMETERY & CREMATORIUM						
PURPOSE OF CHARGE: to recover costs.						
	Cemetery	For the interment of the body of:	a person aged 16 years or over	350.00	385.00	10.0%
			a child 3 years to 16 years	90.00	90.00	0.0%
			a stillborn child, foetus or child under 3 years	55.00	55.00	0.0%
			a child or person in a grave in respect of which an exclusive right of burial has been granted of a greater depth than 4 feet, the charge for every additional two feet will be	90.00	100.00	11.1%
			For the interment of a cremation urn or casket	170.00	175.00	2.9%
			Additional charge for casket shaped grave for a child or person aged 3 years or over	135.00	150.00	11.1%
<p>The whole of the foregoing fees and charges will be doubled in the case of any person who, at the time of death, was not a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council or in the case of a stillborn child of which, at the time of death neither of the parents was a Bracknell Forest Borough Council Tax payer or inhabitant or who had not resided at any time within the Borough during the 12 months preceding his or her death.</p> <p>In the event of the body of child being buried in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.</p>						
	Cemetery	For the exclusive right of burial for a period of 75 years including the preparation of the deed of grant		460.00	495.00	7.6%
		To purchase a grave in reserve for a period of 10 years, with the right to renew for a further period		460.00	495.00	7.6%
	Right to erect Memorials	Tablet 24" by 12" with one name on inscription		74.00	80.00	8.1%
		Additional inscription of each name		30.00	35.00	16.7%
		Transfer of grant of exclusive right of burial		53.00	53.00	0.0%
		Indemnity loss of grant of exclusive right of burial		20.00	20.00	0.0%
		Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA	POA	
	Cremation	For the cremation of the body of:	a person aged 16 years or over	275.00	300.00	9.1%
			a stillborn child, foetus or child under 16 years	0.00	0.00	n/a
			Body parts	100.00	100.00	0.0%

DESCRIPTION		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	
		£.p	£.p	%	
	Cremation fee includes Medical Referee fee, use of chapel etc., provision of music whether organ or recorded, disposal of cremated remains in the Gardens of Remembrance and provision of polytainer for cremated remains. In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.				
	Cremation Urns	57.00	62.00	8.8%	
	Package and dispatch to an address in the UK by Securicor	60.00	65.00	8.3%	
	Use of Chapel only for memorial service includes organ or recorded music	130.00	140.00	7.7%	
	Service of double or additional length, including organ or recorded music, per half hour in addition to usual cremation or interment fee	130.00	140.00	7.7%	
	For disposal of cremated remains when cremation has taken place elsewhere	90.00	95.00	5.6%	
	Retention of cremated remains on temporary deposit per month after first month for a maximum of three months	37.00	37.00	0.0%	
	Certified extract from the Register of Cremation	32.00	35.00	9.4%	
	The charges for funerals are increased by 50% on a Saturday and 100% on a Sunday.				
Memorial Fees	Entries in The Book of Remembrance	2 line entry	34.89	38.30	9.8%
		5 line entry	51.06	55.32	8.3%
		8 line entry	65.53	71.49	9.1%
		5 line entry with floral emblem	86.81	93.62	7.8%
		8 line entry with floral emblem	97.02	102.13	5.3%
		5 line entry with badge, bird, crest or shield	98.72	106.38	7.8%
		8 line entry with badge, bird, crest or shield	114.04	123.40	8.2%
		8 line entry with coat of arms	115.74	127.66	10.3%
Memorial Fees	Copy of an entry from The Book of Remembrance in a folded remembrance card	2 line entry	26.38	29.79	12.9%
		5 line entry	35.74	39.15	9.5%
		8 line entry	38.30	42.55	11.1%
		5 line entry with floral emblem	75.74	83.40	10.1%
		8 line entry with floral emblem	78.30	85.11	8.7%
		5 line entry with badge, bird, crest or shield	80.85	89.36	10.5%
		8 line entry with badge, bird, crest or shield	87.66	97.87	11.7%

DESCRIPTION				Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
				£.p	£.p	%
			8 line entry with coat of arms	100.43	106.38	5.9%
	Memorial Fees	Memorial Leather Panel	Prepare and display for a 7 year period	153.19	161.70	5.6%
			Renewal of period of display for a further 7 years	83.40	83.40	0.0%
			Replacement of memorial leather panel	69.79	78.30	12.2%
			Refurbished panel	20.43	22.98	12.5%
		Babies' Garden of remembrance Plaque	Prepare and display for a 7 year period	152.34	161.70	6.1%
		Roses	Rose standard with plaque for a 7 year period	204.26	212.77	4.2%
			Renewal of standard rose for a further 7 years	126.81	126.81	0.0%
			Rose bush with plaque for a period of 7 years	173.62	182.13	4.9%
			Renewal of bush rose for a further 7 years	96.17	96.17	0.0%
			Additional plaque on existing rose standard/bush	77.45	85.96	11.0%
		Memorial Garden Seats	A commemorative bench with plaque for a 7 year period	424.68	451.06	6.2%
			Replacement plaque for memorial garden seat	107.23	133.62	24.6%
			Renewal of commemorative bench with plaque for a further 7 year period	317.45	317.45	0.0%
		Cremated Remains Desk Tablet (with flower holder)	Additional inscription per line (maximum of 3)	63.83	68.09	6.7%
			Second and final interment (includes inscription)	204.26	221.28	8.3%
		Granite 2000	Prepare and display a blue pearl tablet with three lines on inscription for a ten year period	223.83	238.30	6.5%
			Additional lines (max three)	9.36	12.77	36.4%
		Memorial Vase	Prepare and display for 10 year period	238.30	254.47	6.8%
			Replacement plaque (including inscription)	114.89	127.66	11.1%
	Memorial Fees	Sanctum 2000® Cremated Remains (with flower holder)	Prepare and display for 10 year period, an inscribed table for two sets of remains including 4 lines of inscription	536.17	570.21	6.3%

DESCRIPTION			Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
			£.p	£.p	%

		Additional inscription per letter	2.55	3.40	33.3%
		Second & final interment (not including inscription)	140.42	140.43	0.0%

H. MORTUARY FEE

PURPOSE OF CHARGE: to recover costs.

		Use of Mortuary Storage of a body if not removed within 48 hours of the post-mortem and after clearance by Coroner	29.00	Closed	
		Post-mortem	69.00	Closed	
		No post-mortem	10.00	Closed	
		Long term storage (per night)	3.00	Closed	

I. DRAINS, SEWERS AND CESSPOOLS

PURPOSE OF CHARGE: to recover costs.

		Private blocked drain	Mon-Fri 8am – 5pm	89.36	93.62	4.8%
			Mon-Fri 4.30pm – 8am and Sat	123.40	136.17	10.3%
			Abortive call charge	45.96	51.06	11.1%
		Cesspools	Emptying	At cost	At cost	
			Emergency	42.55	51.06	20.0%
		Invoice charges (where requested waived if paid within 30 days)		20.43	21.28	4.2%
		The fees for drainage are discounted; (ii) by 75% where the principal occupant is in receipt of an income related benefit, i.e. family credit. Housing benefit, council tax benefit or income support, (ii) by 50% where the premises are occupied by persons whose principal source of income is a state retirement pension.				

J. ABANDONED VEHICLES

PURPOSE OF CHARGE: to recover the cost of processing applications and monitoring compliance with conditions.

		Removal (prescribed fee)	105.00	Set by regulation	
		Daily storage (prescribed fee)	13.00	Set by regulation	
		Enforcement disposal costs (prescribed fee)	50.00	Set by regulation	
		Voluntary disposal at cost	At cost	At cost	
		Enforcement invoice costs	0.00	50.00	n/a

DESCRIPTION	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

K. TRADE WASTE

PURPOSE OF CHARGE: market rates to recover costs.

Trade Waste Disposal (per tonne)*	55.03	57.50	4.5%
Weigh Only	8.51	8.81	3.5%
Minimum Charge	8.51	9.79	15.0%
Minimum Charge – Bulky loads (less than one tonne)	150.00	155.80	3.9%
Minimum charge for account customers using the service in any given calendar month	18.50	19.15	3.5%
Lift bottle bank at commercial premises	16.00	17.00	6.3%
* Charge includes landfill tax at £14 per tonne 2003/2004			

L. SHOPPING TROLLEYS

PURPOSE OF CHARGE: to recover costs.

Return of dumped supermarket trolley	21.28	22.02	3.5%
Cost if collected	7.60	7.87	3.6%

M. SPECIAL REFUSE COLLECTION SERVICE

PURPOSE OF CHARGE: to recover costs.

Bulky household refuse (excluding DIY material) Up to 3 items excluding a freezer/fridge	21.28	22.13	4.0%
Collection of fridge or freezer where part of a bulky collection	8.51	8.81	3.5%
Collection of fridge or freezer where not part of a bulky collection	21.28	22.13	4.0%
Over 3 items (minimum charge 1 hour)	28.09	29.07	3.5%
Sacked refuse - up to 6 sacks	11.06	11.45	3.5%
Per additional sack	1.11	1.14	3.0%
The waste collection charges are discounted; by 75% where the principal occupant is in receipt of an income related benefit, i.e. family credit, housing benefit, council tax benefit or income support, by 50% where the premises are occupied by persons whose principal source of income is a state retirement pension.			
Provision of garden composter	15.74	15.74	0.0%
Replacement of Wheeled bin - admin charge	8.51	8.81	3.5%

DESCRIPTION	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

N. BRACKNELL MARKET

PURPOSE OF CHARGE: to recover costs.

	Charges per foot run - internal	Non VAT registered stallholders	2.53	2.62	3.6%
		VAT registered stallholders	2.94	3.04	3.4%

	Charges per foot run - external	Non VAT registered stallholders	2.35	2.35	0.0%
		VAT registered stallholders	2.71	2.71	0.0%
	Charity Stall		0.00	0.00	n/a

O. TRADING STANDARDS

PURPOSE OF CHARGE: to recover costs.

Special Weighing and Measuring Equipment	The charge for examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment (per hour)	1) Automatic or totalising weighing machines	53.65	55.00	2.5%
		2) Equipment designed to weigh loads in motion	53.65	55.00	2.5%
		3) Weighing or measuring equipment tested by means of statistical sampling	53.65	55.00	2.5%
		4) The establishment of calibration curves for templets	53.65	55.00	2.5%
		5) Templets graduated in millimetres	53.65	55.00	2.5%
		6) Testing or other services in pursuance of a Community obligation other than EC initial or partial verification	53.65	55.00	2.5%
		7) Bulk fuel measuring equipment following a Regulated 65 or 66 occurrence	53.65	55.00	2.5%
		8) Other tests - miscellaneous	55.00	55.00	0.0%
		Where additional costs are incurred in providing the service because of the need to obtain specialised equipment, extra costs will be levied to meet the individual circumstances of each case on a full cost recovery basis.			
Weights *	1) Exceeding 5Kg or 10lb or not exceeding 500mg or 2CM2	5.95	6.10	2.5%	
	2) Other weights	4.50	4.60	2.2%	
Measures *	Linear measures not exceeding 3m or for each scale	6.60	6.80	3.0%	
	Capacity measures without divisions not exceeding 1 litre	4.70	4.80	2.1%	
	Cubic ballast measures (other than brim measures)	118.00	121.00	2.5%	

DESCRIPTION		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase		
		£.p	£.p	%		
	Liquid Capacity measures for making up and checking average quantity packages.	Templets	18.65	19.10	2.4%	
		Per scale-first item	32.70	33.50	2.4%	
		Second and subsequent items	12.55	12.90	2.8%	
	Weighing Instruments	Not exceeding 15Kg	19.90	20.40	2.5%	
		Exceeding 15Kg to 100Kg	28.25	29.00	2.7%	
		Exceeding 100Kg to 250Kg	41.60	42.60	2.4%	
		Exceeding 250Kg to 1 tonne	70.50	72.30	2.6%	
		Exceeding 1 tonne to 10 tonne	114.00	117.00	2.6%	
		Exceeding 10 tonne to 30 tonne	239.00	245.00	2.5%	
		Exceeding 30 tonne to 60 tonne	356.00	365.00	2.5%	
	Instruments incorporating remote display and/or remote printing facilities: A fee equal to 130% of the full fee which would otherwise be payable.					
	Measuring Instruments for Intoxicating Liquor	Not exceeding 150ml	11.60	11.90	2.6%	
		Other	13.45	13.80	2.6%	
	Measuring Instruments for Liquid Fuel and Lubricants	1) Container type (unsubdivided)	48.70	49.90	2.5%	
		2) Multigrade (with price computing device) single outlets	solely price adjustment	67.90	No longer required	
			others	123.00	No longer required	
		3) Other types	solely price adjustment	53.90	No longer required	
			otherwise (including lubrication oil)	73.10	No longer required	
		4) Petrol Pumps - Number of meters tested in one unit	1 meter	79.50	81.50	2.5%
			2 meters	128.00	131.50	2.7%
			3 meters	176.00	181.50	3.1%
			4 meters	224.00	231.50	3.3%
			5 meters	272.00	281.50	3.5%
			6 meters	319.00	331.50	3.9%
			7 meters	369.00	381.50	3.4%
		Ancillary equipment	8 meters	416.00	431.50	3.7%
	a) Electronic console equipment (when tested alone) per hour		53.65	55.00	2.5%	
		b) Credit Card Acceptors (additional fee)	53.65	55.00	2.5%	

DESCRIPTION				Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
				£.p	£.p	%
Road Tanker Measuring Equipment (>100 Litres)	1) Meter measuring system	Wet hose type with two testing liquids	130.00	133.00	2.3%	
		Dry hose type with two testing liquids	147.00	151.00	2.7%	
	2) Dipstick measuring systems	Initial dipstick	13.45	13.80	2.6%	
		Spare dipstick	13.10	13.40	2.3%	
		Replacement dipstick (including examination of compartment)	29.45	30.20	2.5%	
	* For the purposes of the above, the fees and charges are reduced by 30% for any second or subsequent item.					
Miscellaneous	Administrative charge for provision of a certificate containing results of errors found on testing		26.00	27.00	3.8%	
	Minimum charge for the attendance of an authorised officer (i.e. excluding verifications carried out at the premises of the manufacturer or the Trading Standards Service). In the specified circumstances this fee overrides any fee listed above which is less than £56		56.00	57.00	1.8%	
	Charge for delayed or aborted appointments £56 per hour, pro-rata to the nearest 15 minutes. Per hour		56.00	57.00	1.8%	
Poisons Act	Initial registration		25.00	25.00	0.0%	
	Re-registration		15.00	15.00	0.0%	
	Change in details of registration		10.00	10.00	0.0%	
Performing animals	Registration of trainers and exhibitors for entertainment		20.00	20.00	0.0%	
Explosives Act 1875 c.17	Section 15 A Store Licence		69.00	Set by regulation		
	Section 18 Renewal of a store licence		69.00	Set by regulation		
	Section 21 Registration and renewal of registration of premises for keeping of explosives with a local authority		12.00	Set by regulation		

P. CAR PARKING						
Season Tickets	Charles Square and High Street mscps	5 day annual	638.30	672.34	5.3%	
		5 day quarterly	212.77	225.53	6.0%	
		6 day annual	680.85	714.89	5.0%	
		6 day quarterly	225.53	238.30	5.7%	
Season Tickets	Surface car park no 7	6 day annual	Staff car park	Staff car park		
		Replacement season ticket	21.28	21.28	0.0%	
Pre-paid Tickets	Lorry Park	6 month	157.66	6 month	210.21	
		12 month	298.72	12 month	398.30	

DESCRIPTION				Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
				£.p	£.p	%
Daily Charges - Multi Storey	Charles Square and High Street mscps (mon-sat inclusive)	0-2hrs	0.43	0.43	0.0%	
		2-4hrs	0.85	0.85	0.0%	
		4-6hrs	2.55	2.55	0.0%	
		6-8hrs	2.98	2.98	0.0%	
		8-9hrs	3.40	3.40	0.0%	
		9-10hrs	3.83	3.83	0.0%	
		Over 10hrs	4.26	4.26	0.0%	
Daily Charges - Pay and Display	High Street car park - Saturday only All day		0.85	0.85	0.0%	
Daily Charges - Pay and Display	Albert Road car park (mon-sat inclusive)	0-2hrs	0.43	0.43	0.0%	
		2-4hrs	0.68	0.85	25.0%	
		4-6hrs	1.28	1.45	13.3%	
		6-8hrs	1.70	1.87	10.0%	
		over 8 hrs	2.13	2.30	8.0%	
Daily Charges - Pay and Display	Old Manor car park (mon-sat inclusive) 40mins		0.26	0.26	0.0%	
Daily Charges - Pay and Display	Charles Square loop road 40mins		0.26	0.34	30.8%	
Daily Charges - Pay and Display	Easthampstead House (sat only) pay and display	0-2hrs	0.43	0.43	0.0%	
		2-4hrs	0.68	0.85	25.0%	
Lorry park (mon-fri)	0-2hrs		0.43	0.43	0.0%	
	0-24hrs		1.28	1.70	33.3%	
Excess Charges in pay & display car parks and lorry park	Non display of ticket		50.00	55.00	10.0%	
	Non display of ticket if paid within 7 days		20.00	25.00	25.0%	
Excess Charges in pay & display car parks and lorry park	Time expired on ticket		40.00	45.00	12.5%	
	Time expired on ticket if paid within 7 days		10.00	15.00	50.0%	
Visitor Passes			4.26	4.26	0.0%	

Q. CONCESSIONARY FARES					
		Twelve month full-fare bus pass	40.00	40.00	0.0%
		Discounted Twelve month full-fare bus pass	20.00	20.00	0.0%
		Six-monthly full-fare bus pass	20.00	20.00	0.0%
		Discounted Six-monthly full-fare bus pass	10.00	10.00	0.0%
		Half-fare bus pass	0.00	0.00	n/a
		Replacement Pass	0.00	5.00	n/a
		New annual Senior Citizen Railcard	4.20	4.20	0.0%
		Renewal of Disabled Person's Railcard	3.10	3.10	0.0%
		Renewal of annual minibus pass	5.00	Withdrawn	

DESCRIPTION		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	%

R. REQUESTS FOR ENGINEERING INFORMATION AND TECHNICAL ADVICE					
	Standard per hour		45.00	55.00	22.2%
	Difficult per hour		60.00	70.00	16.7%
	Complex per hour		100.00	110.00	10.0%
	Rechargeable works including accident damage	All works to be recharged at actual cost, works and staff cost, plus 15% administration - minimum charge	250.00	300.00	20.0%

S. HIGHWAY ADOPTIONS					
	Road Adoptions	All costs to be recharged at actual cost - minimum charge	600.00	0.00	-100.0%
		Deposit for larger applications	1,000.00	1,000.00	0.0%
		Accelerated preparation - starting at...	100.00	0.00	-100.0%
		Surety deposit	0.00	2,000.00	n/a
		Formal declarations (outside section 38)	250.00	100.00	-60.0%
		Re-inspection and additional work (per hour)	0.00	50.00	n/a
		Section Up to 100,000	0.00	1,000.00	n/a
		38/Section 100,001 to 250,000	0.00	9% of value	
		278 fees 250,001 to 500,000	0.00	8% of value	
		Over 500,000	0.00	7% of value	
	Vehicle Access Crossings	Construction of crossing - actual	Actual cost	Actual cost	
		Administration fee including NRSWA duties	200.00	300.00	50.0%

T. BUILDING REGULATIONS		
	Plan deposit fees	Fees are reviewed to achieve the required break even position on a 3 year rolling basis. It is proposed to increase all fees by 3.5%.
	Inspection fees	

U. PLANNING APPLICATIONS				
	Planning application fees		Set by regulation	Set by regulation

V. MISCELLANEOUS CHARGES					
	Solicitor enquiry fees	per file	6.00	7.00	16.7%
		per hour	40.00	50.00	25.0%
	Photocopy per copy		0.15		
	Copies of maps		6.00	7.00	16.7%
	OS Royalty charge plus per copy		0.15		

DESCRIPTION		Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
		£.p	£.p	%

	Invoice Administration Charges	Trade Waste	0.00	20.00	n/a
		Returned Cheques & Miscellaneous Income	0.00	20.00	n/a
		Rechargeable Works	90.00	100.00	11.1%
	Sale of local plans		Resident £15 Non-Resident £40	Fixed At Publication	
	Sale of minutes		Set corporately	Set corporately	
	Circulation of plans list		95.00	100.00	5.3%

LEISURE SERVICES

	Current 2002/03	Proposed 2003/04
	£	£
COUNTRYSIDE & HERITAGE		
Westmorland Park		
Football Pitch (with changing rooms) exc VAT*		
Senior Pitch	50.00 +VAT	51.75 +VAT
Senior Pitch for Junior Use	25.00 +VAT	25.90 +VAT
Junior Pitch	17.00 +VAT	17.60 +VAT
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT		
Tennis Association		
Family Membership	41.00	42.45
Adult Membership	20.50	21.20
Junior Membership	10.25	10.60
Hall Hire		
Per Hour	7.20	7.45
Fishing Permits		
Adult - Season Ticket	15.50	16.05
Adult - Day Ticket	2.60	2.70
Junior - Season Ticket	7.20	7.45
Junior - Day Ticket	1.00	1.05
OAP's	1.00	1.05
Unemployed	1.00	1.05
Action Grasshopper		
Half Day Session	6.20	6.40
Whole Day Session Day Trips	12.40	12.85
School Visits (by Local Schools)		
On a Countryside Site per Visit	13.00	13.45
At The Look Out per Visit (Summer Term)	20.50	21.20
Hire of Equipment	11.30	11.70
Other Organisations eg Brownies		
Talk / Walks etc per Session	10.30	10.65
Other Walks and Talks	as appropriate	
Sales		
Sale of Logs - Trailer Load Unsplit	37.00	38.30
Sale of Woodchips - Trailer Load	47.00	48.65

A disabled person will be charged the lowest junior rate applicable to a given activity. Where no junior rate applies the charge will be the adult rate less 30%. If a helper is required this person will be admitted free. A junior is defined as someone who is under 16 years old or someone in possession of a Connexions card.

	Current 2002/03	Proposed 2003/04
	£	£
<u>Youth & Community</u>		
Youth Centre Charges		
Young Peoples Attendance Fee Per Session	0.50	0.50
Youth & Community Groups - non-profit basis		
Hall	4.75 – 7.95	4.90 – 8.25
Meeting Room	3.20 - 6.35	3.30 – 6.55
Private & Commercial		
Hall	8.45 – 24.30	8.75 – 25.15
Meeting Room	5.80 – 12.15	6.00 – 12.60

	Unit	Current 2002/03	Proposed 2003/04
		£	£
<u>Libraries, Arts & Information</u>			
Overdue Charges (per loan period)			
Adult Books including 14+ stock, books with floppy disks, CDs or CD Roms	Daily	0.12	0.12
	Max. Per Item	4.80	4.95
Cassettes & CDs (Adults & Childrens)	Daily	0.12	0.12
	Max. Per Item	4.80	4.95
Children's books	Daily	0.04	0.05
	Max. Per Item	1.60	0.50
Videos & CD Roms	Daily	0.60	0.60
	Max. Per Item	12.00	12.40
Audio / Visual Loan Charges			
Audio Visual Compact Discs (single discs)	3 Weeks Loan	1.50	1.55
Compact Discs (2 or more discs)	3 Weeks Loan	2.00	2.05
Cassettes (1-2 Tapes)	3 Weeks Loan	1.00	1.05
Cassettes (3-6 Tapes)	3 Weeks Loan	1.25	1.30
Cassettes (7+ Tapes)	3 Weeks Loan	1.50	1.55
*No hire charge on spoken word items for members who are registered blind or disabled	3 Weeks Loan		
CD-ROM	1 Weeks Loan	2.50	2.60
Audio / Visual Loan Charges			
Books with accompanying floppy diskette (adult items only)	3 Weeks Loan	1.50	1.55
Books with accompanying CDs or CD ROM	3 Weeks Loan	1.50	1.55
Mixed media items (those items made up of 3 or more media)	3 Weeks Loan	1.50	1.55
Videos	1 Weeks Loan	1.50	1.55
Videos - Edge Card Holders	1 Weeks Loan	1.25	1.30
Specific new titles for first 6 months in stock (approximately)	1 Weeks Loan	2.00	2.05
Specific new titles - Edge Card Holders	1 Weeks Loan	1.50	1.55
Requests			
Books / Periodical Articles			
Children's	Per Item	0.30	0.30
14+	Per Item	0.30	0.30
Large Print	Per Item	0.25	0.25
Other Authorities	Per Item	1.50	1.55
British Library Document Supply Centre (BLDSC)	Per Item	2.50	2.60
SLDSC Urgent Action Service - Book	Per Item	16.70	17.30
SLDSC Urgent Action Service - Student Concession	Per Item	11.90	12.30
Audio Visual Items			
Adult Cassettes, CD's & Videos		0.70	0.70
CD-Rom		0.70	0.70
Children's Cassettes		0.30	0.30

	Current 2002/03	Proposed 2003/04
	£	£
<u>The Look Out</u>		
Admission		
Adult	4.50	4.65
Junior	3.00	3.10
Saver Ticket	12.00	12.40
School Children (group booking)	2.70	2.80
Concessions (including disabled)	2.70	3.10
Under 4s Group Bookings	2.70	2.80
45 minute visit special needs	1.85	1.90
Adult after 4pm	2.25	2.35
Junior after 4pm	1.50	1.55
Saver Ticket after 4pm	6.00	6.20
Concessions after 4pm	1.35	1.40
Parent & Toddler	3.65	3.80
Birthday Parties		
Hot menu	8.60	8.90
Cold menu	8.10	8.40
Self catering	4.85	5.00
Self catering - no room hire	4.35	4.50
Loyalty Card		
Adult	18.00	18.65
Junior	12.00	12.40
Family	48.00	49.70
Commercial Hire		
Whole Day	158.00	163.55
Half Day	79.00	81.75
Per Hour	38.00	39.35
Evening hire, per hour	50.00	51.75
Discovery Terms	1.30	1.35

A disabled person will be charged the lowest junior rate applicable to a given activity. Where no junior rate applies the charge will be the adult rate less 30%. If a helper is required this person will be admitted free. A junior is defined as someone who is under 16 years old or someone in possession of a Connexions card.

(At The Look Out, currently a junior is defined as someone who is under 18 years old.)

	Current 2002/03	Proposed 2003/04
	£	£
DOWNSHIRE GOLF COURSE		
Main Course		
Adult Summer - Weekday	17.00	17.60
Adult Summer - Weekend & BH	21.00	21.75
Adult Winter - Weekday	13.40	13.85
Adult Winter - Weekend & BH	18.90	19.55
Junior Summer - Weekday	8.50	8.80
Junior Summer - Weekend & BH	11.30	11.70
Junior Winter - Weekday	8.00	8.30
Junior Winter - Weekend & BH	10.80	11.20
60+ Summer - Weekday	10.50	10.85
60+ Winter - Weekday	9.40	9.75
Limited Time		
Summer Rate - Weekday	10.25	10.60
Summer Rate - Weekend	13.20	13.65
Winter Rate - Weekday	8.75	9.05
Winter Rate - Weekend	11.40	11.80
Pitch & Putt		
Adults	3.50	3.60
Junior	1.75	1.80
Family (2 adults & 2 Juniors)	7.30	7.55
Driving Range		
20 balls	1.00	1.05
50 balls	2.50	2.60

A disabled person will be charged the lowest junior rate applicable to a given activity. Where no junior rate applies the charge will be the adult rate less 30%. If a helper is required this person will be admitted free. A junior is defined as someone who is under 16 years old or someone in possession of a Connexions card.

(At Downshire, currently a junior is defined as someone who is under 18 years old.)

	Current 2002/03	Proposed 2003/04
	£	£
<u>Edgbarrow & Sandhurst Sports Centres</u>		
Memberships		
Family In Area	33.70	34.90
Adult In Area	22.90	23.70
Junior / OAP/ In Area	10.80	11.20
Family Out Area	47.05	48.70
Adult Out Area	35.75	37.00
Junior / OAP/ Out Area	17.40	18.00
Adult Temporary without EDGE card (per visit)	1.20	1.25
Adult Temporary with EDGE card (per visit)	1.10	1.15
Junior / OAP/ Temporary without EDGE card (per visit)	0.80	0.85
Junior / OAP/ Temporary with EDGE card (per visit)	0.70	0.70
Indoor Activity - Adult		
Badminton	6.40	6.60
5-a-side Football	25.35	26.25
Cricket Nets	25.35	26.25
Archery	25.35	26.25
Main Hall	25.35	26.25
Small Hall / Bar	16.05	16.60
Squash (Peak)	4.75	4.90
Squash (Off Peak)	3.60	3.75
Indoor Activity - Junior / OAP		
Badminton	4.20	4.35
5-a-side Football	17.20	17.80
Cricket Nets	17.20	17.80
Archery	17.20	17.80
Main Hall	17.20	17.80
Small Hall / Bar	15.65	16.20
Squash (Peak)	4.75	4.90
Squash (Off Peak)	3.60	3.75
Outdoor Activity - Adult		
Small Tarmac (ESC)	14.10	14.60
Small Synthetic Pitch(SSC)	26.00	26.90
Large Tarmac	20.60	21.30
Synthetic Pitch	42.00	43.50
1/2 Synthetic Pitch	25.00	25.90
Netball Court	7.85	8.10
Tennis Court (ESC)	3.00	3.10
Tennis Court (SSC)	5.15	5.35

	Current 2002/03	Proposed 2003/04
	£	£
Outdoor Activity - Junior / OAP		
Small Tarmac (ESC)	9.90	10.25
Small Synthetic Pitch(SSC)	15.15	15.70
Large Tarmac	13.60	14.10
Synthetic Pitch	24.40	25.25
1/2 Synthetic Pitch	14.30	14.80
Netball Court	5.25	5.45
Tennis Court (ESC)	1.65	1.70
Tennis Court (SSC)	3.60	3.75
Body Logic Fitness Room		
Casual Use	3.70	3.85
Monthly Direct Debit	26.75	27.70
Annual	290.25	299.95
Induction (free monthly/annual payees)	11.00	11.40
Fitness Test	11.00	11.40
Personal Programme Card	5.50	5.70
Personal Training Session	16.00	16.55
Body Logic Fitness Room - Student / OAP		
Casual Use	2.60	2.70
Monthly Direct Debit	17.80	18.40
Annual	195.00	199.95
Induction (free monthly/annual payees)	10.00	10.35
Fitness Test	10.00	10.35
Personal Programme Card	5.00	5.20
Personal Training Session	15.00	15.55

A disabled person will be charged the lowest junior rate applicable to a given activity. Where no junior rate applies the charge will be the adult rate less 30%. If a helper is required this person will be admitted free. A junior is defined as someone who is under 16 years old or someone in possession of a Connexions card.

(At Edgbarrow and Sandhurst Sports Centres, currently a junior is defined as someone who is under 18 years old).

	Current 2002/03	Proposed 2003/04
	£	£
Coral Reef World		
Adult	5.70	5.70
Junior	4.00	4.00
Family (2 adults and 2 juniors)	16.40	16.40
Under 4's	Free	Free
Sauna World (includes access to Coral Pools)	8.00	8.00
Sunbed in Sauna World	3.60	3.60
Sunbed in Coral Pools	8.00	8.00
Early Bird Swim & Sauna	3.40	3.40
- Season Ticket 1 month	40.00	40.00
- Season Ticket 3 months	112.00	112.00
Spectator	1.75	1.75
Disabled	2.80	3.20
Disabled Helper	2.80	Free
The following Off Peak charges		
Adult	3.20	3.20
Junior	3.20	3.20
Over 50	2.90	3.20
Parent & Toddler (1 adult and 2 pre-school children)	3.20	3.20
Sauna World	5.80	5.80
Over 50 Sauna	5.10	5.40
Sunbed in Coral Pools	5.50	5.50
Off Peak is defined as:		
Monday - Friday 10.30 a.m. - 3.30 p.m. (during school term time)		

A disabled person will be charged the lowest junior rate applicable to a given activity. Where no junior rate applies the charge will be the adult rate less 30%. If a helper is required this person will be admitted free. A junior is defined as someone who is under 16 years old or someone in possession of a Connexions card.

		Current 2002/03	Proposed 2003/04
		£	£
Bracknell Sport & Leisure Centre			
Membership			
Family	(Inside Borough)	39.00	40.35
Adult	(Inside Borough)	19.00	19.65
Junior / 60+	(Inside Borough)	9.50	9.85
Family	(Outside Borough)	53.00	54.85
Adult	(Outside Borough)	26.00	26.90
Junior / 60+	(Outside Borough)	13.00	13.45
Day Membership	(Outside Borough) Adult	1.05	1.10
	(Outside Borough) Junior	0.75	0.80
Facility Hire per hour			
Badminton Court	Peak	6.50	6.75
	Off Peak Adult	5.05	5.25
	Off Peak Junior/60+	4.20	4.35
Table Tennis Table	Peak	3.00	3.10
	Off Peak Adult	2.80	2.90
	Off Peak Junior/60+	2.40	2.50
Main Hall	Peak (8 Badminton Courts)	54.00	55.90
	Off Peak	42.50	44.00
Main Hall (Half)	Peak (4 Badminton Courts)	30.00	31.05
	Off Peak	21.50	22.25
3M Hall	Peak (5 Badminton Courts)	33.50	34.65
	Off Peak	26.10	27.00
Meeting Room	per hour	10.50	10.85
Squash Court (40 mins)	Peak	5.10	5.30
	Off Peak Adult	4.10	4.25
	Off Peak Junior/60+	3.30	3.40
Pool Complex for Swimming Galas:			
Clubs etc.	Inside Borough	225.00	232.90
Clubs etc.	Outside Borough	280.00	289.80
Grass Pitch per game	Adult	42.00	43.45
	Junior	21.00	21.75
Synthetic Pitch per hour		44.00	45.50
	Half Pitch	26.00	26.90

			Current 2002/03 £	Proposed 2003/04 £
Athletic Arena per hour				
Clubs etc. Inside Borough		Weekday	25.25	26.15
		Weekend / Bank Holiday	42.00	43.45
Clubs etc. Outside Borough		Weekday	31.00	32.10
		Weekend / Bank Holiday	49.00	50.70
Activity Charges				
Swimming	Per session	Family (2+2)or (1+3)	6.00	6.20
		Adult	2.10	2.15
		Junior / 60+	1.45	1.50
		Student	1.70	1.75
		Under 5	Free	
		6 months	Adult	125.00
Early Bird	Per session	Junior / 60+	62.50	64.70
		Adult	3.00	3.10
	3 months	Adult	49.60	51.35
		60+	31.00	32.10
	6 months	Adult	75.00	77.65
		60+	46.50	48.15
Sauna Suite (Forest Spa Health Suite)	Per session	Peak Adult	6.10	6.30
		Off Peak Adult	5.40	5.60
		Off Peak 50+	4.50	4.65
Sauna & sunbed combo	session	Peak	8.00	8.30
		Off Peak	7.00	7.25
Sunbed (300)	20 min	Peak Adult	6.70	6.95
	20 min	Off Peak Adult	5.25	5.45
Sauna Suite	6 months	Adult	210.00	217.35

			Current 2002/03	Proposed 2003/04
			£	£
Fitness Room (Bodyworks)	Per session	Peak	4.95	5.10
		Off Peak	4.20	4.35
		Student peak	3.00	3.10
	12 months	Student off peak	2.00	2.05
		Single Adult	495.00	512.35
		Per Couple	770.00	796.95
Fitness Test			15.50	16.05
Fitness Re-test			10.50	10.85
Blood pressure check			2.00	2.05
Programme review			7.50	7.75
Bodyfat Analysis			5.00	5.20
GP Referral			2.70	2.80
Circuits			4.45	4.60
Junior Sessions			3.10	3.20
Crèche	Per child 1 hour Per child 1.5 hours		1.65	1.70
			2.50	2.60
Athletics Training (Use of Track)	Per Session	Adult	1.00	1.05
		Junior	0.50	0.50
Equipment Hire Charges				
Racquet			1.00	1.05
Table Tennis Bat			1.00	1.05
Sauna Towel Hire			1.00	1.05
Concessionary Charges				
The Council has agreed concessionary rates for unemployed people plus up to 2 members of his/her family as detailed below. These rates apply at off peak times only.				
Swimming			1.50	1.55
Fitness Room			3.50	3.60
Badminton Court			3.50	3.60
Off Peak is defined as: Monday - Friday 9.00 a.m. - 12 noon 2.00 p.m. - 5.00p.m.				
Under 5s are admitted Free Day membership charges apply where person taking part in the activity is not a member of the centre. Only one day membership is payable per visit to the centre.				
A disabled person will be charged the lowest junior rate applicable to a given activity. Where no junior rate applies the charge will be the adult rate less 30%. If a helper is required this person will be admitted free. A junior is defined as someone who is under 16 years old or someone in possession of a Connexions card.				

Easthampstead Park Conference Centre 2003 - 2004		
	Current 2002/03 £	Proposed 2003/04 £
Day Executive Service	43.18	44.70
Day Standard Service	34.37	35.55
Activity Day	53.76	55.65
Bed & Breakfast Single En-suite	76.38	79.05
Shared En-suite Per Person	50.53	52.30
Standard Single	41.71	43.15
Half Day Executive Service	34.66	35.85
Half Day Standard Service	26.73	27.65
Meals: Dinner	16.45	17.05
Breakfast - Full English	7.40	7.65
Breakfast - Continental	4.23	4.40
Lunch	11.05	11.45
Sandwiches	2.76	2.85
Tea/Coffee	1.47	1.50
<u>Room Hire:</u>		
Downshire (Day or part day)	775.00	802.15
Downshire (Evening)	425.00	439.90
Lecture Room (Day or part day)	225.00	232.90
Lecture Room (Evening)	100.00	103.50
Syndicate room	110.00	113.85
<u>Grounds Hire:</u>		
Up to 100 per head	14.10	14.60
101 to 300	1,762.50	1,824.20
300 to 500	2,350.00	2,432.25
Over 500	Negotiation	Negotiation
<u>Special Weekend Rate:</u>		
Standard singles only	119.26	123.45
<u>Functions Bed & Breakfast:</u>		
Single En-suite	53.50	55.35
Twin/Double En-suite	70.25	72.70
Extra Bed	18.00	18.65
Standard Single	38.50	39.85
<u>Education Centre:</u>		
Lunch	11.05	11.45
Buffet	5.29	5.50
Sandwiches	2.76	2.85

**SOCIAL SERVICES & HOUSING
CHARGES TO SERVICE USERS 2003/04**

SOCIAL SERVICES	2002/2003 Charge	2003/2004 Charge	Basis of change
ALL CLIENT GROUPS			
Homecare – hourly rate	£8.90 per hour	£9.20 per hour	Inflationary increase (3.5%) only
ADULT SERVICES			
Non residential care (excluding meals) – maximum weekly charge	£262 per week (homecare only)	To be confirmed.	The Executive will make a decision in March 2003 as part of compliance with 'Fairer Charging' policy.
Meals (per meal) (Meals on Wheels, Luncheon Clubs, Day Centres & Sheltered Housing)	£2.35 per meal	£2.45	Inflationary increase (3.5%) only
Day Care (Older People only)	£4.60 per day	£2.45 per meal	Changed to comply with 'Fairer Charging' guidance

The charges below are either subject to statutory guidance or are related to benefit levels. The Council therefore has little or no discretion in these areas

Residential Accommodation (adults)	Up to the cost of the placement, subject to financial assessment	Up to the cost of the placement, subject to financial assessment	
Respite Care (All groups except Learning Disability):			
First 4 weeks in a year (per week)	£58.70	£59.95	Residential Care Allowance less Personal Allowance
Subsequent periods	Up to the cost of the placement, subject to financial assessment	Up to the cost of the placement, subject to financial assessment	

CHARGES TO SERVICE USERS 2003/04 (CONTINUED)

SOCIAL SERVICES	2002/2003 Charge	2003/2004 Charge	Basis of change
Respite Care for People with Learning Disabilities (per week):	Benefit/ Allowance received less Personal Allowance	Benefit/ Allowance received less Personal Allowance	

Children's Services

Children Looked After (Parental Contribution)				
Aged 0 – 4 years	£63.70	£65.90	Inflationary (3.5%) only	increase
Aged 5 – 10 years	£78.90	£81.65	Inflationary (3.5%) only	increase
Aged 11 – 15 years	£98.30	£101.75	Inflationary (3.5%) only	increase
Aged 16 years plus	£127.40	£131.85	Inflationary (3.5%) only	increase
Parent/Family on Income Support	Nil	Nil		
RESPIRE CARE				
Fee per night (including evening meal)	£2.70	£2.80	Inflationary (3.5%) only	increase

CHARGES TO SERVICE USERS 2003/04 (CONTINUED)

HOUSING SERVICES	2002/2003 Charge	2003/2004 Charge	Basis of change
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Forestcare Community Alarms

Lifeline rental and monitoring	Per week			Inflationary increase (3.5%) only
	- BFBC	£3.30 (£2.81)	£3.40 (£2.89)	
Lifeline monitoring only	Per week			Inflationary increase (3.5%) only
	- BFBC	£2.60 (£2.21)	£2.70 (£2.30)	
Keyholder service	Per week			Inflationary increase (3.5%) only
	BFBC only	£4.60 up to 12 visits. Extra visits at £5.20	£4.75 up to 12 visits. Extra visits at £5.40	
Supra safe	Flat Charge	£36.00	£37.25	Inflationary increase (3.5%) only
	Per week	£0.30	£0.30	

Figures in brackets exclude VAT. These apply only to users signing a declaration confirming they meet the definition in the Chronically Sick and Disabled Persons Act 1970 or are disabled through illness, injury or congenital abnormality.

Homelessness

Bed and Breakfast	£122.90	Not yet available	Housing Benefit threshold for non-HRA rebates fixed annually by the Department of Social Security
Private Sector Leasing	£122.90	Not yet available	

Small Landsales – Administration Fee

	Flat Charge	£113.00	£117.00	Inflationary increase (3.5%) only
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Sheltered Housing – Guest Rooms

	Per Night	£5.50	£5.70	Inflationary increase (3.5%) only
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CHARGES TO OTHER LOCAL AUTHORITIES 2003/2004

SOCIAL SERVICES	2002/2003 Charge	2003/2004 Charge
CHILDREN LOOKED AFTER		
Respite Care	£264 per night	£282 per night
OLDER PEOPLE		
Residential Charges	£379 per week	£393 per week
Respite Care	£54 per night	£56 per night
Day Care	£34 per day	£35 per day
People with Physical/Sensory Disabilities		
Day Care	£47 per day	£48 per day
People with Learning Disabilities		
Day Care		
• Standard Care	£26 per day	£27 per day
• Special Needs	£77 per day	£80 per day
Residential Care	£833 per week	£862 per week
Self Care Flats and Houses	£379 to £1,354 per week depending on unit	£422 to £1,488 per week depending on unit
TRANSPORT – ALL CLIENT GROUPS		
Transport to and from Day Centres	Dependant on distance, up to £5 per journey.	Dependant on distance, up to £5.20 per journey.

The above charges to other Local Authorities reflect the recovery of the full cost of Bracknell Forest run services.

GENERAL FUND REVENUE BUDGET

SUMMARY

	2003/04 Budget
	£'000
<u>Services</u>	
Corporate	7,118
Education	58,669
Environment	19,669
Leisure Services	8,937
Social Services & Housing	<u>25,259</u>
Sub Total	119,652
<u>Other Expenditure</u>	
Capital Charges	-19,778
Housing Revenue Account	-3,824
Reading Borough Council - Debt	933
Levying Bodies	4,288
Interest	-246
Contingency	400
LPSA Grant	-317
Contribution from Capital Resources	<u>-600</u>
Sub Total	100,508
Use of General Fund Balances	<u>-3,610</u>
Bracknell Forest's Budget Requirement	96,898
<u>Less External Support</u>	
National Non-Domestic Rates	-33,212
Revenue Support Grant	<u>-30,203</u>
Total External Support	-63,415
Collection Fund Adjustment (deficit)	51
Bracknell Forest's Total requirement on the Collection Fund	33,534
Bracknell Forest's Council Tax Base (Band D equivalents)	41,400
Council Tax at Band D	£810.00

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Summary of Services			
Democratic Representation & Management	2,781	2,033	2,039
Corporate Management	1,072	1,897	1,980
Local Tax Collection	931	942	943
Registration Births, Deaths & Marriages	49	114	116
Elections	205	260	332
Local Land Charges	-113	-158	-160
General Grants, Bequests & Donations	414	349	354
Corporate Property	772	627	230
Other Services	81	106	185
Corporate Support Services	200	228	0
Trading Accounts			
Bracknell Forest Services	0	0	0
Holding Accounts			
Vehicle & Plant Overheads	0	0	0
Unapportionable Central Overheads			
Supplementary Pensions	252	234	238
Edge - Pilot Study	635	635	492
Central Depot	42	42	32
Information Technology	44	44	337
	7,365	7,353	7,118

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Democratic Representation & Management			
Employees	288	292	258
Premises	0	0	0
Transport	9	9	9
Supplies & Services	668	682	727
Third Party Payments	12	12	7
Internal Services Recharges	1,833	1,067	1,067
Departmental Recharges	0	0	0
Capital Financing	45	45	45
Total Expenditure	2,855	2,107	2,113
Recharges	-74	-74	-74
Total Income	-74	-74	-74
Net Expenditure to Summary	2,781	2,033	2,039
 Variation Analysis			
Original Budget 2002/03		2,781	2,781
Inflation			54
Pressures			
Economies			-10
Change in Recharges		-765	-758
Virement		17	-30
Commitment budget			2
Capital Charges			
Budget Carry Forwards			
		2,033	2,039
 Full Time Equivalent Staff			 6.02

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Corporate Management			
Employees	85	46	31
Premises	0	0	0
Transport	0	0	0
Supplies & Services	412	411	429
Third Party Payments	0	0	0
Internal Services Recharges	501	1,366	1,446
Departmental Recharges	74	74	74
Capital Financing	0	0	0
Total Expenditure	1,072	1,897	1,980
Total Income	-	-	-
Net Expenditure to Summary	1,072	1,897	1,980
Variation Analysis			
Original Budget 2002/03		1,072	1,072
Inflation			17
Pressures			
Economies			
Change in Recharges		824	904
Virement		1	-14
Commitment Budget			1
Capital Charges			
Budget Carry Forwards			
		1,897	1,980
Full Time Equivalent Staff			2.00

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Local Tax Collection			
Employees	434	458	485
Premises	0	0	0
Transport	5	5	5
Supplies & Services	179	191	180
Transfer Payments	2,759	2,759	2,980
Internal Services Recharges	573	571	568
Departmental Recharges	0	0	0
Capital Financing	18	18	0
Total Expenditure	3,968	4,002	4,218
Government Grants	-2,766	-2,766	-2,978
Other Income	-60	-83	-86
Interest	-211	-211	-211
Recharges	-	-	-
Total Income	-3,037	-3,060	-3,275
Net Expenditure to Summary	931	942	943

Variation Analysis

Original Budget 2002/03	931	931
Inflation		21
Pressures		
Economies		
Change in Recharges	6	3
Virement	5	-9
Commitment Budget		15
Capital Charges		-18
Budget Carry Forwards		
	942	943

Full Time Equivalent Staff 15.25

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Registration Births, Deaths & Marriages			
Employees	59	60	63
Premises	1	1	1
Transport	1	1	1
Supplies & Services	11	11	11
Internal Services Recharges	24	88	88
Capital Financing	0	0	0
Total Expenditure	96	161	164
Fees & Charges	-47	-47	-48
Total Income	-47	-47	-48
Net Expenditure to Summary	49	114	116

Variation Analysis

Original Budget 2002/03	49	49
Inflation		0
Pressures		
Economies		
Change in Recharges	64	64
Virement	1	1
Commitment Budget		2
Capital Charges		
Budget Carry Forwards		
	114	116
Full Time Equivalent Staff		2.18

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Elections			
Employees	134	136	143
Transport	2	2	2
Supplies & Services	31	31	91
Internal Services Recharges	40	93	93
Capital Financing	0	0	5
Total Expenditure	<u>207</u>	<u>262</u>	<u>334</u>
Sales	-2	-2	-2
Total Income	<u>-2</u>	<u>-2</u>	<u>-2</u>
Net Expenditure to Summary	<u><u>205</u></u>	<u><u>260</u></u>	<u><u>332</u></u>

Variation Analysis

Original Budget 2002/03	205	205
Inflation		3
Pressures		
Economies		
Change in Recharges	53	53
Virement	2	2
Commitment Budget		64
Capital Charges		5
Budget Carry Forwards		
	<u>260</u>	<u>332</u>
Full Time Equivalent Staff		2.80

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Local Land Charges			
Employees	59	60	63
Premises	2	2	2
Supplies & Services	8	8	8
Internal Services Recharges	275	229	229
Capital Financing	0	0	11
Total Expenditure	<u>344</u>	<u>299</u>	<u>313</u>
Fees & Charges	-457	-457	-473
Total Income	<u>-457</u>	<u>-457</u>	<u>-473</u>
Net Expenditure to Summary	<u><u>-113</u></u>	<u><u>-158</u></u>	<u><u>-160</u></u>

Variation Analysis

Original Budget 2002/03	-113	-113
Inflation		-15
Pressures		
Economies		
Change in Recharges	-45	-45
Virement		
Commitment Budget		2
Capital Charges		11
Budget Carry Forwards		
	<u>-158</u>	<u>-160</u>

Full Time Equivalent Staff

2.59

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
General Grants, Bequests & Donations			
Employees	0	0	0
Supplies & Services	334	325	330
Internal Services Recharges	80	24	24
Capital Financing	0	0	0
Total Expenditure	414	349	354
Net Expenditure to Summary	414	349	354

Variation Analysis

Original Budget 2002/03		414	414
Inflation			5
Pressures			
Economies			
Change in Recharges		-54	-54
Virement		-11	-11
Commitment Budget			
Capital Charges			
Budget Carry Forwards			
		349	354

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Corporate Property			
Employees	47	48	51
Premises	101	101	101
Transport	2	2	2
Supplies & Services	262	262	235
Third Party Payments	34	34	35
Internal Services Recharges	784	638	642
Capital Financing	1,164	1,164	813
Total Expenditure	2,394	2,249	1,879
Sales	-3	-3	-3
Rents	-1,599	-1,599	-1,626
Other Income	-20	-20	-20
Recharges	0	0	0
Total Income	-1,622	-1,622	-1,649
Net Expenditure to Summary	772	627	230

Variation Analysis

Original Budget 2002/03	772	772
Inflation		-21
Pressures		
Economies		
Change in Recharges	-111	-107
Virement	-34	-34
Commitment Budget		-29
Capital Charges		-351
Budget Carry Forwards		
	627	230

Full Time Equivalent Staff 1.00

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Other Services			
Employees	56	57	60
Premises	21	21	21
Supplies & Services	181	182	179
Internal Services Recharges	5	28	70
Capital Financing	12	12	8
Total Expenditure	275	300	338
Sales	-54	-54	-56
Other Income	-140	-140	-97
Total Income	-194	-194	-153
Net Expenditure to Summary	81	106	185

Variation Analysis

Original Budget 2002/03		81	81
Inflation			1
Pressures			
Economies			-20
Change in Recharges		28	70
Virement		-20	-20
Commitment Budget		17	77
Capital Charges			-4
Budget Carry Forwards			
		106	185
Full Time Equivalent Staff			4.05

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Corporate Support Services			
Employees	5,285	5,038	5,599
Premises	1,411	1,341	1,322
Transport	74	66	67
Supplies & Services	3,567	3,529	3,630
Third Party Payments	270	271	274
Internal Services Recharges	206	459	487
Capital Financing	3,089	3,089	2,896
Total Expenditure	13,902	13,793	14,275
Government Grants	-80	-38	-38
Sales	-51	-51	-52
Fees & Charges	-470	-465	-465
Rents	-93	-93	-95
Other Income	-8	-5	-5
Recharges	-13,000	-12,913	-13,620
Total Income	-13,702	-13,565	-14,275
Net Expenditure to Summary	200	228	0

Variation Analysis

Original Budget 2002/03	200	200
Inflation		186
Pressures		506
Economies		-85
Change in Recharges	25	-654
Virement	3	79
Commitment Budget		-39
Capital Charges		-193
Budget Carry Forwards		
	228	0

Full Time Equivalent Staff	145.47
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CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Bracknell Forest Services			
Employees	2,322	2,322	2,413
Premises	70	70	71
Transport	428	428	435
Supplies & Services	150	150	152
Third Party Payments	-	-	-
Internal Services Recharges	390	390	390
Capital Financing	-	-	-
Total Expenditure	3,360	3,360	3,461
Government Grants	-	-	-
Sales	-	-	-
Fees & Charges	-	-	-
Rents	-	-	-
Other Income	-	-	-
Recharges	-3,360	-3,360	-3,461
Total Income	-3,360	-3,360	-3,461
Net Expenditure to Summary	-	-	-

Variation Analysis

Original Budget 2002/03
 Inflation
 Pressures
 Economies
 Change in Recharges
 Virement
 Commitment Budget
 Capital Charges
 Budget Carry Forwards

Full Time Equivalent Staff

101.16

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Vehicle & Plant Overheads			
Employees	117	-	-
Premises	-	-	-
Transport	-	-	-
Supplies & Services	9	9	9
Internal Services Recharges	12	13	13
Capital Financing	112	261	268
Total Expenditure	-	-	-
	250	283	290
Recharges	-	-	-
Total Income	-250	-283	-290
	-250	-283	-290
Net Expenditure to Summary	-	-	-

Variation Analysis

Original Budget 2002/03
 Inflation
 Pressures
 Economies
 Change in Recharges
 Virement
 Commitment Budget
 Capital Charges
 Budget Carry Forwards

Full Time Equivalent Staff

-
-
0.00

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Supplementary Pensions			
Employees	234	234	238
Internal Services Recharges	18	0	0
Capital Financing	0	0	0
Total Expenditure	252	234	238
Net Expenditure to Summary	252	234	238
Edge - Pilot Study			
Supplies & Services	635	635	666
Capital Financing	0	0	387
Total Expenditure	635	635	1,053
Recharges	-	-	-561
Total Income	-	-	-561
Net Expenditure to Summary	635	635	492
Variation Analysis			
Original Budget 2002/03		887	887
Inflation			4
Pressures			
Economies			-125
Change in Recharges		-25	-586
Virement		7	7
Commitment Budget			156
Capital Charges			387
		869	730

CORPORATE - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Central Depot			
Internal Services Recharges	42	42	32
Total Expenditure	42	42	32
Net Expenditure to Summary	42	42	32
Information Technology			
Internal Services Recharges	44	44	341
Total Expenditure	44	44	341
Other Income	0	0	-4
Total Income	-	-	-4
Net Expenditure to Summary	44	44	337
Variation Analysis			
Original Budget 2002/03		86	86
Inflation			
Economies			
Change in Recharges			287
Virement			
Commitment Budget			-4
Capital Charges			
		86	369

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Individual School Funds			
Delegated Primary School Budgets	24,422	24,458	23,867
Delegated Secondary School Budgets	20,247	20,259	19,476
Delegated Special School Budgets	1,467	1,471	1,653
Grants Devolved to Primary Schools	468	562	365
Grants Devolved to Secondary Schools	389	426	383
Grants Devolved to Special Schools	34	37	16
	47,027	47,213	45,760
LEA Centrally Held School Funds			
Schools Strategic Management	1,193	1,193	1,327
Non-Delegated School Grants	450	569	443
Facilitating School Improvement	597	755	1,010
Supporting Special Educational Needs	3,334	3,339	3,652
Assuring Access to Schools	2,503	2,529	2,993
	8,077	8,385	9,425
The Local Schools Budget	55,104	55,598	55,185
Schools Expenditure Outside the LSB			
Inter Authority Recoupment	801	801	920
Non School Funding			
Strategic Management of Non-School Service:	119	119	132
Pre-school Education	818	835	1,905
Adult Education	0	0	33
Support for Students	85	85	92
Home to College Transport (16-18 years)	48	48	16
Residual Pensions	52	52	53
	1,122	1,139	2,231
Holding Accounts			
Education Management & Support Services	0	24	0
Traffic Management & Road Safety			
School Crossing Patrols	38	38	40
Corporate & Democratic Core			
Democratic Representation & Management	201	201	222
Corporate Management	63	63	71
	264	264	293
TOTAL EDUCATION SERVICE	57,329	57,864	58,669

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Delegated Primary School Budgets			
Employees	14,170	14,191	16,041
Premises	1,584	1,584	1,671
Supplies & Services	1,054	1,054	1,047
Third Party Payments	12	12	12
Departmental Recharges	553	568	576
Capital Financing	7,107	7,107	4,581
Total Expenditure	24,480	24,516	23,928
Rents	-58	-58	-61
Total Income	-58	-58	-61
Net Expenditure to Summary	24,422	24,458	23,867

Variation Analysis

Original Budget 2002/03	24,422	24,422
Commitment Budget	0	198
Virements	36	42
Pressures	0	791
Economies	0	-148
Inflation	0	497
Change in Capital Charges	0	-2,525
Change in Grants	0	590
	24,458	23,867

Full Time Equivalent Staff 541.21

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Delegated Secondary School Budgets			
Employees	13,749	13,760	15,320
Premises	1,641	1,641	1,685
Supplies & Services	1,145	1,145	1,169
Third Party Payments	8	8	8
Internal Services Recharges	51	51	51
Departmental Recharges	296	297	397
Capital Financing	6,192	6,192	3,963
Total Expenditure	23,082	23,094	22,593
Government Grants	-2,802	-2,802	-3,083
Fees & Charges	-19	-19	-19
Rents	-11	-11	-12
Other Income	-3	-3	-3
Total Income	-2,835	-2,835	-3,117
Net Expenditure to Summary	20,247	20,259	19,476

Variation Analysis

Original Budget 2002/03	20,247	20,247
Commitment Budget	0	84
Virements	12	111
Pressures	0	837
Economies	0	-71
Inflation	0	477
Change in Capital Charges	0	-2,228
Change in Grants	0	19
	20,259	19,476

Full Time Equivalent Staff

474.14

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Delegated Special School Budgets			
Employees	1,154	1,158	1,470
Premises	59	59	71
Transport	1	1	2
Supplies & Services	31	31	35
Departmental Recharges	21	21	28
Capital Financing	382	382	244
Total Expenditure	1,648	1,652	1,850
Government Grants	-178	-178	-193
Rents	-3	-3	-4
Total Income	-181	-181	-197
Net Expenditure to Summary	1,467	1,471	1,653

Variation Analysis

Original Budget 2002/03	1,467	1,467
Commitment Budget	0	20
Virements	4	11
Pressures	0	170
Economies	0	108
Inflation	0	41
Change in Capital Charges	0	-139
Change in Grants	0	-25
	1,471	1,653
Full Time Equivalent Staff		53.39

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Grants Devolved To Primary Schools			
Employees	2,125	2,304	1,618
Premises	20	24	13
Supplies & Services	301	361	244
Third Party Payments	70	84	46
Total Expenditure	2,516	2,773	1,921
Government Grants	-2,048	-2,211	-1,556
Total Income	-2,048	-2,211	-1,556
Net Expenditure to Summary	468	562	365

Variation Analysis

Original Budget 2002/03	468	468
Pressures	0	55
Change in Grants	0	-158
Carry Forward	94	0
	562	365

Full Time Equivalent Staff		46.13
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EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Grants Devolved To Secondary Schools			
Employees	1,665	1,733	1,619
Premises	6	7	6
Supplies & Services	281	308	253
Third Party Payments	67	74	58
Total Expenditure	2,019	2,122	1,936
Government Grants	-1,630	-1,696	-1,553
Total Income	-1,630	-1,696	-1,553
Net Expenditure to Summary	389	426	383

Variation Analysis

Original Budget 2002/03	389	389
Pressures	0	161
Change in Grants	0	-167
Carry Forward	37	0
	426	383

Full Time Equivalent Staff 42.54

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Grants Devolved To Special Schools			
Employees	115	121	83
Supplies & Services	26	28	11
Third Party Payments	6	6	3
Total Expenditure	147	155	97
Government Grants	-113	-118	-81
Total Income	-113	-118	-81
Net Expenditure to Summary	34	37	16

Variation Analysis

Original Budget 2002/03	34	34
Pressures	0	-4
Change in Grants	0	-14
Carry Forward	3	0
	37	16

Full Time Equivalent Staff		2.39
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EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Schools Strategic Management			
Employees	390	390	438
Supplies & Services	12	12	20
Third Party Payments	5	5	0
Departmental Recharges	786	786	869
Total Expenditure	1,193	1,193	1,327
Total Income	0	0	0
Net Expenditure to Summary	1,193	1,193	1,327
Variation Analysis			
Original Budget 2002/03		1,193	1,193
Pressures		0	44
Economies		0	-6
Inflation		0	13
Change in Recharges		0	83
		1,193	1,327
Full Time Equivalent Staff			4.78

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Non-Delegated School Grants			
Employees	735	923	723
Premises	4	5	2
Supplies & Services	336	421	326
Third Party Payments	85	108	82
Departmental Recharges	62	78	60
Total Expenditure	1,222	1,535	1,193
Government Grants	-772	-966	-750
Total Income	-772	-966	-750
Net Expenditure to Summary	450	569	443

Variation Analysis

Original Budget 2002/03	450	450
Economies	0	-88
Change in Grants	0	81
Carry Forward	119	0
	569	443

Full Time Equivalent Staff 15.86

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Facilitating School Improvement			
Employees	6	164	380
Transport	0	0	1
Supplies & Services	0	0	5
Departmental Recharges	533	533	590
Capital Financing	58	58	34
Total Expenditure	597	755	1,010
Total Income	0	0	0
Net Expenditure to Summary	597	755	1,010

Variation Analysis

Original Budget 2002/03	597	597
Commitment Budget	0	40
Virements	60	60
Pressures	0	138
Economies	0	18
Inflation	0	2
Change in Recharges	0	56
Change in Capital Charges	0	-24
Change in Grants	0	123
Corporate Contingency Allocation	98	0
	755	1,010

Full Time Equivalent Staff	14.10
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EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Supporting Special Educational Needs			
Employees	1,124	1,129	1,282
Premises	36	36	28
Transport	32	32	39
Supplies & Services	22	22	76
Third Party Payments	1,955	1,955	2,074
Departmental Recharges	353	353	391
Capital Financing	126	126	97
Total Expenditure	3,648	3,653	3,987
Government Grants	-236	-236	-267
Rents	-5	-5	0
Recharges	-73	-73	-68
Total Income	-314	-314	-335
Net Expenditure to Summary	3,334	3,339	3,652

Variation Analysis

Original Budget 2002/03	3,334	3,334
Commitment Budget	0	65
Virements	5	19
Pressures	0	114
Economies	0	-109
Inflation	0	205
Change in Recharges	0	38
Change in Capital Charges	0	-30
Change in Grants	0	16
	3,339	3,652

Full Time Equivalent Staff

35.54

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Assuring Access to Schools			
Employees	313	338	414
Premises	0	0	4
Transport	1,422	1,422	1,751
Supplies & Services	14	15	60
Third Party Payments	142	142	146
Departmental Recharges	640	640	663
Total Expenditure	2,531	2,557	3,038
Fees & Charges	-28	-28	-45
Total Income	-28	-28	-45
Net Expenditure to Summary	2,503	2,529	2,993

Variation Analysis

Original Budget 2002/03	2,503	2,503
Commitment Budget	0	37
Virements	26	63
Pressures	0	254
Inflation	0	68
Change in Recharges	0	68
	2,529	2,993

Full Time Equivalent Staff	7.27
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EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Inter Authority Recoupment			
Third Party Payments	1,241	1,241	1,371
Departmental Recharges	32	32	35
Total Expenditure	1,273	1,273	1,406
Fees & Charges	-472	-472	-486
Total Income	-472	-472	-486
Net Expenditure to Summary	801	801	920

Variation Analysis

Original Budget 2002/03	801	801
Pressures	0	45
Inflation	0	70
Change in Recharges	0	4
	801	920

Full Time Equivalent Staff		0.00
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EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Strategic Management of Non-School Services			
Departmental Recharges	119	119	132
Total Expenditure	119	119	132
Total Income	0	0	0
Net Expenditure to Summary	119	119	132
Variation Analysis			
Original Budget 2002/03		119	119
Change in Recharges		0	13
		119	132
Full Time Equivalent Staff			0.00

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Pre-school Education			
Employees	417	417	614
Premises	28	28	35
Transport	13	13	10
Supplies & Services	1,997	1,997	1,876
Third Party Payments	0	17	17
Internal Services Recharges	0	0	4
Departmental Recharges	86	86	109
Capital Financing	0	0	24
Total Expenditure	2,541	2,558	2,689
Government Grants	-1,583	-1,583	-448
Other Grants & Contributions	-9	-9	-187
Sales	-131	-131	-149
Total Income	-1,723	-1,723	-784
Net Expenditure to Summary	818	835	1,905

Variation Analysis

Original Budget 2002/03	818	818
Commitment Budget	0	24
Virements	17	15
Pressures	0	-46
Inflation	0	24
Change in Recharges	0	9
Change in Capital Charges	0	24
Change in Grants	0	1,037
	835	1,905

Full Time Equivalent Staff

24.33

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Adult Education			
Employees	108	108	246
Premises	3	3	18
Transport	3	3	3
Supplies & Services	149	149	47
Third Party Payments	204	204	228
Departmental Recharges	46	46	42
Capital Financing	0	0	33
Total Expenditure	513	513	617
Government Grants	-513	-513	-584
Total Income	-513	-513	-584
Net Expenditure to Summary	0	0	33

Variation Analysis

Original Budget 2002/03	0	0
Change in Recharges	0	-4
Change in Capital Charges	0	33
Change in Grants	0	4
	0	33

Full Time Equivalent Staff 5.00

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Support for Students			
Supplies & Services	87	87	85
Departmental Recharges	83	83	92
Total Expenditure	170	170	177
Government Grants	-85	-85	-85
Total Income	-85	-85	-85
Net Expenditure to Summary	85	85	92

Variation Analysis

Original Budget 2002/03	85	85
Economies	0	-1
Change in Recharges	0	8
	85	92
 Full Time Equivalent Staff		 0.00

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Home to College Transport (16-18 years)			
Transport	44	44	42
Departmental Recharges	23	23	25
Total Expenditure	67	67	67
Fees & Charges	-19	-19	-51
Total Income	-19	-19	-51
Net Expenditure to Summary	48	48	16

Variation Analysis

Original Budget 2002/03	48	48
Virements	0	-35
Inflation	0	1
Change in Recharges	0	2
	48	16

Full Time Equivalent Staff 0.00

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Residual Pensions			
Employees	52	52	53
Total Expenditure	52	52	53
Total Income	0	0	0
Net Expenditure to Summary	52	52	53
 Variation Analysis			
Original Budget 2002/03		52	52
Inflation		0	1
		52	53
 Full Time Equivalent Staff			 0.00

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Education Management & Support Services			
Employees	1,976	2,038	2,273
Premises	98	99	102
Transport	44	45	49
Supplies & Services	298	297	266
Third Party Payments	25	25	29
Internal Services Recharges	1,561	1,552	1,831
Departmental Recharges	0	0	0
Total Expenditure	4,002	4,056	4,550
Other Grants & Contributions	-20	-20	-50
Sales	-47	-47	-53
Fees & Charges	-123	-123	-164
Rents	-33	-33	-39
Recharges	-3,779	-3,809	-4,244
Total Income	-4,002	-4,032	-4,550
Net Expenditure to Summary	0	24	0

Variation Analysis

Original Budget 2002/03	0	0
Commitment Budget	0	12
Virements	24	-102
Pressures	0	109
Economies	0	-49
Inflation	0	62
Change in Recharges	0	-32
	24	0

Full Time Equivalent Staff

62.19

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Traffic Management & Road Safety			
Employees	29	29	30
Departmental Recharges	9	9	10
Total Expenditure	38	38	40
Total Income	0	0	0
Net Expenditure to Summary	38	38	40
 Variation Analysis			
Original Budget 2002/03		38	38
Inflation		0	1
Change in Recharges		0	1
		38	40
 Full Time Equivalent Staff			 2.70

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Democratic Representation & Management			
Departmental Recharges	201	201	222
Total Expenditure	201	201	222
Total Income	0	0	0
Net Expenditure to Summary	201	201	222
 Variation Analysis			
Original Budget 2002/03		201	201
Change in Recharges		0	21
		201	222
 Full Time Equivalent Staff			 0.00

EDUCATION SERVICE - REVENUE BUDGET

	2002/03 Original Budget £'000	2002/03 Current Approved Budget £'000	2003/04 Original Budget £'000
Corporate Management			
Departmental Recharges	63	63	71
Total Expenditure	63	63	71
Total Income	0	0	0
Net Expenditure to Summary	63	63	71
 Variation Analysis			
Original Budget 2002/03		63	63
Change in Recharges		0	8
		63	71
 Full Time Equivalent Staff			0.00

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Summary of Services			
Environmental Services			
Cemeteries, Crematoria & Mortuary Services	-99	-107	-129
Environmental Health	992	1,138	1,200
Flood Defence and Land Drainage	15	15	55
Trading Standards	336	294	309
Waste Collection	1,310	1,329	1,414
Waste Disposal	2,431	2,444	2,788
Street Cleansing	707	697	683
Community Safety	284	372	303
Planning & Development Services			
Building Control	51	58	115
Development Control	896	719	580
Economic Development	37	54	327
Environmental Initiatives	204	195	196
Planning Policy	1,101	909	970
Transport Policy, Planning & Strategy	386	373	324
Highways, Roads & Transport Services			
Highways (Structural)	3,291	3,367	2968
Highways (Routine)	2,220	2,352	2478
Traffic Management & Road Safety	954	1,056	1045
Parking Services	-43	61	293
Public Transport	969	953	941
Street Lighting	824	780	798
Cultural Services			
Recreation, Sports and Leisure	1,402	1,423	1428
Corporate & Democratic Core			
Democratic Representation & Management	189	262	275
Corporate Management	103	69	72
Other Services			
Emergency Planning	83	90	94
Support Services	52	104	84
Precepts and Levies	44	44	45
Other Trading Surpluses and Deficits	-10	20	13
Service Management & Support Services	-15	80	0
Total	18,714	19,151	19,669

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Cemeteries, Crematoria & Mortuary Services			
Employees	149	156	166
Premises	168	167	174
Transport	1	1	1
Supplies & Services	58	55	56
Third Party Payments	0	0	0
Internal Services Recharges	51	25	25
Departmental Recharges	52	45	47
Capital Financing	51	51	30
Trading Accounts	2	0	0
Total Expenditure	532	500	499
Other Grants & Contributions	0	-1	-1
Sales	-79	-79	-82
Fees & Charges	-522	-521	-539
Other Income	-6	-6	-6
Recharges	-24	0	0
Total Income	-631	-607	-628
Net Expenditure to Summary	-99	-107	-129
Variation Analysis			
Original Budget 2002/03		-99	-99
Inflation			-12
Pressures		2	2
Change in Recharges		-10	-8
Corporate Pressures			7
Change in Capital Charges			-21
Change in Central Services			-1
Other			3
Total		-107	-129
Full Time Equivalent Staff			4.58

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Environmental Health			
Employees	128	632	681
Premises	22	22	22
Transport	27	49	50
Supplies & Services	20	23	53
Third Party Payments	75	84	95
Internal Services Recharges	52	208	179
Departmental Recharges	847	302	318
Capital Financing	24	45	40
Trading Accounts	5	0	0
Total Expenditure	1,200	1,365	1,438
Other Grants & Contributions	-15	-15	-15
Fees & Charges	-193	-212	-223
Total Income	-208	-227	-238
Net Expenditure to Summary	992	1,138	1,200
Variation Analysis			
Original Budget 2002/03		992	992
Inflation			14
Pressures		8	48
Economies			-4
Change in Recharges		129	145
Virement		9	9
Corporate Pressures			14
Change in Capital Charges			-5
Change in Central Services			-29
Other			16
Total		1,138	1,200
Full Time Equivalent Staff			21.98

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Flood Defence and Land Drainage			
Third Party Payments			40
Capital Financing	15	15	15
Total Expenditure	15	15	55
Net Expenditure to Summary			
	15	15	55
Variation Analysis			
Original Budget 2002/03			
Pressures		15	15
Total		15	55

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Trading Standards			
Employees	230	160	174
Transport	12	12	12
Premises		2	2
Supplies & Services	24	23	28
Internal Services Recharges	79	57	51
Departmental Recharges	101	41	44
Capital Financing	5	5	4
Trading Accounts	2	0	0
Total Expenditure	453	300	315
Fees & Charges	-6	-6	-6
Recharges	-111		
Total Income	-117	-6	-6
Net Expenditure to Summary	336	294	309
Variation Analysis			
Original Budget 2002/03		336	336
Inflation			5
Pressures		2	7
Change in Recharges		-44	-42
Corporate Pressures			4
Change in Central Services			-7
Other			6
Total		294	309
Full Time Equivalent Staff			5.31

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Waste Collection			
Employees	0	85	113
Premises	2	4	4
Supplies & Services	33	33	33
Third Party Payments	1,394	1,624	1,681
Internal Services Recharges	9	34	30
Departmental Recharges	170	98	103
Capital Financing	44	41	44
Total Expenditure	1,652	1,919	2,008
Other Grants & Contributions	-244	-420	-420
Sales	-95	-98	-102
Other Income	-3	-72	-72
Total Income	-342	-590	-594
Net Expenditure to Summary	1,310	1,329	1,414
Variation Analysis			
Original Budget 2002/03		1,310	1,310
Inflation			30
Pressures		1	27
Change in Recharges		-32	-27
Virement		50	50
Commitment Budget			20
Corporate Pressures			2
Change in Capital Charges			2
Change in Central Services			-2
Other			2
Total		1,329	1,414
Full Time Equivalent Staff			3.31

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Waste Disposal			
Employees	0	35	37
Premises	49	48	55
Transport	2	2	2
Supplies & Services	57	51	116
Third Party Payments	4,747	4,749	4858
Internal Services Recharges	5	17	70
Departmental Recharges	90	61	78
Capital Financing	17	17	171
Trading Accounts	1	0	0
Total Expenditure	4,968	4,980	5,387
Other Grants & Contributions	-1,871	-1,870	-1,910
Fees & Charges	-666	-666	-689
Recharges	0	0	
Total Income	-2,537	-2,536	-2,599
Net Expenditure to Summary	2,431	2,444	2,788
Variation Analysis			
Original Budget 2002/03		2,431	2,431
Inflation			31
Economies			-20
Change in Recharges		63	80
Virement		-50	-50
Commitment Budget			115
Corporate Pressures			7
Change in Capital Charges			155
Change in Central Services			53
Other			-14
Total		2,444	2,788
Full Time Equivalent Staff			1.17

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Street Cleansing			
Employees	0	31	34
Premises	0	0	0
Supplies & Services	7	7	7
Third Party Payments	620	588	569
Internal Services Recharges	4	16	15
Departmental Recharges	73	49	52
Capital Financing	3	6	6
Total Expenditure	707	697	683
Net Expenditure to Summary	707	697	683
Variation Analysis			
Original Budget 2002/03		707	707
Inflation			13
Economies			-30
Change in Recharges		-21	-18
Virement		11	11
Corporate Pressures			1
Change in Central Services			-1
Other			0
Total		697	683
Full Time Equivalent Staff			1.11

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Community Safety			
Employees	49	46	49
Premises	9	19	20
Transport	1	1	1
Supplies & Services	73	69	69
Third Party Payments	76	116	59
Internal Services Recharges	17	22	13
Departmental Recharges	28	39	41
Capital Financing	71	71	62
Trading Accounts	5	0	0
Total Expenditure	329	383	314
Government Grants	-34	0	0
Other Grants & Contributions	-11	-11	-11
Total Income	-45	-11	-11
Net Expenditure to Summary	284	372	303

Variation Analysis

Original Budget 2002/03	284	284
Inflation		2
Pressure	1	1
Change in Recharges	29	31
Virement	58	58
Commitment Budget		-58
Corporate Pressures		1
Change in Capital Charges		-9
Change in Central Services		-8
Other		1
Total	372	303

Full Time Equivalent Staff	1.50
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ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Building Control			
Employees	193	263	277
Premises	19	19	20
Transport	17	17	17
Supplies & Services	15	15	11
Internal Services Recharges	113	87	77
Departmental Recharges	95	58	66
Total Expenditure	452	459	468
Fees & Charges	-401	-401	-353
Total Income	-401	-401	-353
Net Expenditure to Summary	51	58	115

Variation Analysis

Original Budget 2002/03	51	51
Inflation		-6
Pressures	3	66
Change in Recharges	4	7
Corporate Pressures		6
Change in Central Services		-10
Other		1
Total	58	115

Full Time Equivalent Staff 7.82

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Development Control			
Employees	557	649	702
Transport	30	30	31
Supplies & Services	46	41	38
Third Party Payments	21	16	6
Internal Services Recharges	343	336	339
Departmental Recharges	280	14	15
Total Expenditure	1,277	1,086	1,131
Government Grants	0	0	-122
Sales	-4	-4	-4
Fees & Charges	-358	-358	-420
Other Income	-5	-5	-5
Recharges	-14		
Total Income	-381	-367	-551
Net Expenditure to Summary	896	719	580
Variation Analysis			
Original Budget 2002/03		896	896
Inflation			8
Pressure		9	24
Economies			-65
Change in Recharges		-186	-183
Corporate Pressures			15
Change in Central Services			-13
New Government Grant			-122
Other			20
Total		719	580
Full Time Equivalent Staff			21.30

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Economic Development			
Supplies & Services	37	37	309
Departmental Recharges	0	17	18
Total Expenditure	37	54	327
Net Expenditure to Summary	37	54	327
Variation Analysis			
Original Budget 2002/03		37	37
Inflation			1
Change in Recharges		17	18
Commitment Budget			271
Total		54	327

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Environmental Initiatives			
Employees	78	62	63
Premises	1	2	3
Transport	1	1	1
Supplies & Services	37	61	61
Internal Services Recharges	37	20	19
Departmental Recharges	47	61	64
Trading Accounts	3	3	
Total Expenditure	204	210	211
Other Grants & Contributions		-15	-15
Total Income	0	-15	-15
Net Expenditure to Summary	204	195	196
Variation Analysis			
Original Budget 2002/03		204	204
Inflation			2
Pressures		1	1
Change in Recharges		-10	-7
Corporate Pressures			1
Change in Central Services			-3
Other			-2
Total		195	196
Full Time Equivalent Staff			2.00

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Planning Policy			
Employees	407	441	496
Transport	16	16	16
Supplies & Services	68	46	67
Third Party Payments	204	154	146
Internal Services Recharges	262	195	185
Departmental Recharges	147	60	63
Total Expenditure	1,104	912	973
Sales	-1	-1	-1
Other Income	-2	-2	-2
Total Income	-3	-3	-3
Net Expenditure to Summary	1,101	909	970
Variation Analysis			
Original Budget 2002/03		1,101	1,101
Inflation			16
Pressures		6	71
Economies			-15
Change in Recharges		-198	-195
Corporate Pressures			10
Change in Central Services			-10
Other			-8
Total		909	970
Full Time Equivalent Staff			13.71

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Transport Policy, Planning & Strategy			
Employees	0	197	158
Premises	31	0	0
Supplies & Services	12	11	11
Third Party Payments	57	88	91
Internal Services Recharges	319	58	43
Departmental Recharges	3	55	58
Capital Financing	9	9	10
Total Expenditure	431	418	371
Fees & Charges	-45	-45	-47
Other Income	0	0	
Total Income	-45	-45	-47
Net Expenditure to Summary	386	373	324

Variation Analysis

Original Budget 2002/03	386	386
Inflation		6
Pressures	3	3
Change in Recharges	-16	-13
Corporate Pressures		3
Change in Capital Charges		1
Change in Central Services		-15
Other		-47
Total	373	324

Full Time Equivalent Staff 4.99

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Highways (Structural)			
Employees		39	42
Premises	542	18	18
Supplies & Services	0	0	0
Third Party Payments	162	664	696
Internal Services Recharges	91	12	10
Departmental Recharges	30	168	177
Capital Financing	2,466	2,466	2025
Total Expenditure	3,291	3,367	2,968
Net Expenditure to Summary	3,291	3,367	2,968
Variation Analysis			
Original Budget 2002/03		3,291	3,291
Inflation			34
Pressures		1	1
Change in Recharges		75	83
Corporate Pressures			1
Change in Capital Charges			-442
Change in Central Services			-1
Other			1
Total		3,367	2,968
Full Time Equivalent Staff			1.05

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Highways (Routine)			
Employees		317	338
Premises	1,373	205	218
Supplies & Services	38	31	31
Third Party Payments	78	1,265	1,313
Internal Services Recharges	669	176	202
Departmental Recharges	62	358	376
Capital Financing	0	0	0
Total Expenditure	2,220	2,352	2,478
Net Expenditure to Summary	2,220	2,352	2,478
Variation Analysis			
Original Budget 2002/03		2,220	2,220
Inflation			87
Pressures		3	3
Economies			-25
Change in Recharges		129	147
Commitment Budget			8
Corporate Pressures			7
Change in Central Services			28
Other			3
Total		2,352	2,478
Full Time Equivalent Staff			11.1

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Traffic Management & Road Safety			
Employees		225	278
Premises	141	31	31
Supplies & Services	60	16	16
Third Party Payments	283	352	224
Internal Services Recharges	240	136	148
Departmental Recharges	20	86	91
Capital Financing	210	210	257
Total Expenditure	954	1,056	1,045
Net Expenditure to Summary	954	1,056	1,045

Variation Analysis

Original Budget 2002/03	954	954
Inflation		14
Pressures	3	3
Economies		-99
Change in Recharges	64	68
Virement	35	35
Commitment Budget		-35
Corporate Pressures		6
Change in Capital Charges		47
Change in Central Services		13
Other		39
Total	1,056	1,045

Full Time Equivalent Staff 8.4

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Parking Services			
Premises	389	436	432
Supplies & Services	80	79	80
Third Party Payments	252	252	256
Internal Services Recharges	105	11	11
Departmental Recharges	0	72	74
Capital Financing	544	544	818
Trading Accounts	2	0	0
Total Expenditure	1,372	1,394	1,671
Fees & Charges	-1,312	-1,230	-1273
Rents	-98	-98	-100
Other Income	-5	-5	-5
Total Income	-1,415	-1,333	-1,378
Net Expenditure to Summary	-43	61	293
Variation Analysis			
Original Budget 2002/03		-43	-43
Inflation			-36
Change in Recharges		33	37
Virement		71	71
Corporate Pressures			-12
Change in Capital Charges			272
Change in Central Services			2
Other			2
Total		61	293

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Public Transport			
Employees	1	18	18
Premises	30	29	28
Supplies & Services	95	87	89
Third Party Payments	847	847	834
Internal Services Recharges	84	35	5
Departmental Recharges	41	66	100
Total Expenditure	1,098	1,082	1,074
Government Grants	-51	-51	-52
Other Grants & Contributions	-20	-20	-21
Fees & Charges	-1	-1	-1
Rents	-12	-14	-14
Other Income	-43	-43	-45
Recharges	-2		
Total Income	-129	-129	-133
Net Expenditure to Summary	969	953	941
Variation Analysis			
Original Budget 2002/03		969	969
Inflation			16
Economies			-30
Change in Recharges		-16	-11
Corporate Pressures			-1
Change in Central Services			-1
Other			-1
Total		953	941
Full Time Equivalent Staff			0.5

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Street Lighting			
Employees		74	80
Premises	634	278	271
Supplies & Services	4	4	4
Third Party Payments	3	358	374
Internal Services Recharges	159	23	24
Departmental Recharges	25	44	46
Capital Financing	2	2	2
Total Expenditure	827	783	801
Other Grants & Contributions	-3	-3	-3
Total Income	-3	-3	-3
Net Expenditure to Summary	824	780	798

Variation Analysis

Original Budget 2002/03	824	824
Inflation		8
Pressures	1	11
Change in Recharges	-45	-43
Corporate Pressures		-3
Other		1
Total	780	798

Full Time Equivalent Staff 2.39

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Recreation, Sports and Leisure			
Premises	937	936	955
Transport	0	0	0
Supplies & Services	24	31	32
Third Party Payments	10	11	11
Internal Services Recharges	147	5	-53
Departmental Recharges	14	172	181
Capital Financing	325	325	302
Total Expenditure	1,457	1,480	1,428
Other Grants & Contributions	0	0	
Recharges	-55	-57	0
Total Income	-55	-57	0
Net Expenditure to Summary	1,402	1,423	1,428
Variation Analysis			
Original Budget 2002/03		1,402	1,402
Inflation			20
Change in Recharges		21	30
Change in Capital Charges			-23
Change in Central Services			1
Other			-2
Total		1,423	1,428

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Democratic Representation & Management			
Employees	0	84	91
Internal Services Recharges	22	64	67
Departmental Recharges	167	114	117
Total Expenditure	189	262	275
Net Expenditure to Summary	189	262	275
Variation Analysis			
Original Budget 2002/03		189	189
Inflation			3
Pressures		1	1
Change in Recharges		72	79
Corporate Pressures			2
Other			1
Total		262	275
Full Time Equivalent Staff			1.75

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Corporate Management			
Employees	0	17	18
Internal Services Recharges	22	12	13
Departmental Recharges	81	40	41
Total Expenditure	103	69	72
Net Expenditure to Summary	103	69	72
Variation Analysis			
Original Budget 2002/03		103	103
Inflation			1
Change in Recharges		-34	-32
Total		69	72
Full Time Equivalent Staff			0.35

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Emergency Planning			
Employees	54	53	58
Transport	9	6	6
Supplies & Services	50	34	35
Internal Services Recharges	14	15	13
Departmental Recharges	30	46	46
Total Expenditure	157	154	158
Government Grants	-74	-64	-64
Total Income	-74	-64	-64
Net Expenditure to Summary	83	90	94

Variation Analysis

Original Budget 2002/03	83	83
Inflation		2
Pressures	1	1
Corporate Pressures		1
Change in Recharges		8
Change in Central Services		-2
Other	6	1
Total	90	94

Full Time Equivalent Staff 1.50

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Support Services			
Employees	2,170	1,589	1705
Premises	15	15	15
Transport	74	37	37
Supplies & Services	76	39	29
Internal Services Recharges	760	-884	-1091
Departmental Recharges	395	274	297
Total Expenditure	3,490	1,070	992
Fees & Charges	-67	-50	-8
Other Income	-3	0	-20
Recharges	-3,368	-916	-880
Total Income	-3,438	-966	-908
Net Expenditure to Summary	52	104	84
 Variation Analysis			
Original Budget 2002/03		52	52
Inflation			49
Pressures		22	22
Change in Recharges		30	-67
Corporate Pressures			35
Change in Central Services			-58
Other			51
Total		104	84
Full Time Equivalent Staff			54.51

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Precepts and Levies			
Employees			
Third Party Payments	44	44	45
Total Expenditure	44	44	45
Net Expenditure to Summary	44	44	45
Variation Analysis			
Original Budget 2002/03		44	44
Inflation			1
Total		44	45

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Other Trading Surpluses and Deficits			
Employees	949	951	957
Premises	158	175	172
Transport	343	343	343
Supplies & Services	205	205	204
Third Party Payments	90	90	92
Internal Services Recharges	60	41	39
Departmental Recharges	3	33	35
Capital Financing	22	22	17
Total Expenditure	1,830	1,860	1,859
Rents	-172	-171	-178
Recharges	-1,668	-1,669	-1,668
Total Income	-1,840	-1,840	-1,846
Net Expenditure to Summary	-10	20	13
Variation Analysis			
Original Budget 2002/03		-10	-10
Inflation			-4
Change in Recharges		30	32
Change in Capital Charges			-5
Change in Central Services			-2
Other			2
Total		20	13
Full Time Equivalent Staff			54.07

ENVIRONMENT - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Service Management & Support Services			
Employees	1,979	1,584	1646
Premises		7	8
Transport	59	38	39
Supplies & Services	245	388	405
Internal Services Recharges	828	424	-2208
Departmental Recharges	420	26	27
Capital Financing	158	136	139
Trading Accounts	43		
Total Expenditure	3,732	2,603	56
Fees & Charges	0	0	0
Other Income	-12	-12	0
Recharges	-3,735	-2,511	-56
Total Income	-3,747	-2,523	-56
Net Expenditure to Summary	-15	80	0
Variation Analysis			
Original Budget 2002/03		-15	-15
Inflation			48
Pressures		19	54
Economies			-10
Change in Recharges		76	-63
Commitment Budget			1
Corporate Pressures			71
Change in Capital Charges			3
Change in Central Services			-13
Other			-76
Total		80	0
Full Time Equivalent Staff			50.87

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Summary of Services			
Culture and Heritage	1,139	1,054	1,004
Recreation, Sport & Leisure	4,225	4,161	4,198
Tourism	6	2	2
Libraries	1,966	2,190	2,563
Youth Service	987	1,024	1,045
DSO	0	0	0
Leisure Services Management	0	0	0
Leisure Service Administration	0	0	0
Library Management and Administration	0	0	0
Youth & Community Mgt & Administration	0	0	0
Corporate and Democratic Core	115	118	125
	8,438	8,549	8,937

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Culture and Heritage			
Employees	265	265	281
Premises	141	141	143
Transport	1	1	1
Supplies & Services	612	612	623
Third Party Payments	89	89	89
Internal Services Recharges	132	47	50
Departmental Recharges	49	49	49
Capital Financing	218	218	149
Total Expenditure	1,507	1,422	1,385
Government Grants	-96	-96	-99
Sales	-255	-255	-264
Fees & Charges	-17	-17	-18
Total Income	-368	-368	-381
Net Expenditure to Summary	1,139	1,054	1,004
Variation Analysis			
Original Budget 2001/02		1,139	1,139
Inflation		0	8
Pressures		0	0
Economies		0	0
Change in Recharges		0	3
Virement		-85	-85
Commitment Budget		0	8
Capital Charges		0	-69
		1,054	1,004
Full Time Equivalent Staff			19.44

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Recreation, Sport & Leisure			
Employees	1,466	1,466	1,562
Premises	679	679	681
Transport	39	39	40
Supplies & Services	667	667	638
Third Party Payments	1,419	1,419	1,935
Internal Services Recharges	560	496	649
Departmental Recharges	200	200	200
Capital Financing	2,393	2,393	1,763
Total Expenditure	7,423	7,359	7,468
Other Grants and Contributions	-165	-165	-171
Sales	-622	-622	-644
Fees & Charges	-2,320	-2,320	-2,355
Rents	-16	-16	-23
Other Income	-10	-10	-10
Interest	-1	-1	-1
Recharges	-64	-64	-66
Total Income	-3,198	-3,198	-3,270
Net Expenditure to Summary	4225	4161	4198

Variation Analysis

Original Budget 2001/02	4,225	4,225
Inflation	0	60
Pressures	0	420
Economies	0	-12
Change in Recharges	0	153
Virement	-64	-64
Commitment budget	0	46
Capital Charges	0	-630
	4,161	4,198

Full Time Equivalent Staff 59.4

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Tourism			
Employees	-	-	-
Transport	-	-	-
Supplies & Services	-	-	-
Internal Services Recharges	4	-	-
Capital Financing	2	2	2
Total Expenditure	<u>6</u>	<u>2</u>	<u>2</u>
Total Income	-	-	-
Net Expenditure to Summary	<u><u>6</u></u>	<u><u>2</u></u>	<u><u>2</u></u>

Variation Analysis

Original Budget 2001/02	6	6
Inflation	0	0
Pressures	0	0
Economies	0	0
Change in Recharges	0	0
Virement	-4	-4
Commitment Budget	0	0
Capital Charges	0	0
	<u>2</u>	<u>2</u>
Full Time Equivalent Staff		0

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Libraries			
Employees	709	709	757
Premises	159	159	161
Transport	2	2	2
Supplies & Services	753	848	900
Third Party Payments	82	82	83
Internal Services Recharges	151	280	660
Departmental Recharges	229	229	229
Capital Financing	346	346	253
Total Expenditure	2,431	2,655	3,045
Other Grants & Contributions	-312	-312	-323
Sales	-14	-14	-15
Fees & Charges	-139	-139	-144
Total Income	-465	-465	-482
Net Expenditure to Summary	1966	2190	2563

Variation Analysis

Original Budget 2001/02	1,966	1,966
Inflation	0	15
Pressures	0	0
Economies	0	0
Change in Recharges	0	380
Virement	129	129
Commitment Budget	95	166
Capital Charges	0	-93
	2,190	2,563

Full Time Equivalent Staff 38

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Youth Service			
Employees	439	439	460
Premises	106	106	108
Transport	14	14	14
Supplies & Services	71	87	88
Internal Services Recharges	126	147	220
Departmental Recharges	160	160	160
Capital Financing	193	193	122
Total Expenditure	1,109	1,146	1,172
Other Grants and Contributions	-22	-22	-23
Sales	-6	-6	-6
Fees & Charges	-13	-13	-14
Rents	-80	-80	-83
Other Income	-1	-1	-1
Total Income	-122	-122	-127
Net Expenditure to Summary	987	1,024	1,045

Variation Analysis

Original Budget 2001/02	987	987
Inflation	0	6
Pressures	0	0
Economies	0	0
Change in Recharges	0	73
Virement	37	37
Commitment Budget	0	13
Capital Charges	0	-71
	1,024	1,045

Full Time Equivalent Staff 21.8

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
DSO			
Employees	2,778	2,778	3,131
Premises	1,210	1,210	1,224
Transport	33	33	33
Supplies & Services	1,160	1,160	1,178
Internal Services Recharges	126	126	126
Departmental Recharges	16	16	16
Capital Financing	0	0	0
Total Expenditure	5,323	5,323	5,708
Sales	-844	-844	-844
Fees & Charges	-2,940	-2,940	-2,822
Rents	-151	-151	-151
Other Income	-18	-18	-18
Recharges	-1,370	-1,370	-1,873
Total Income	-5,323	-5,323	-5,708
Net Expenditure to Summary	0	0	0

Variation Analysis

Original Budget 2001/02	0	0
Inflation	0	0
Pressures	0	0
Economies	0	0
Change in Recharges	0	0
Virement	0	0
Commitment Budget	0	0
Capital Charges	0	0
	0	0

Full Time Equivalent Staff

138

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Leisure Services Management			
Employees	112	112	118
Transport	3	3	3
Supplies & Services	6	6	6
Internal Services Recharges	32	32	32
Capital Financing	0	0	0
Total Expenditure	153	153	159
Recharges	-153	-153	-159
Total Income	-153	-153	-159
Net Expenditure to Summary	0	0	0
Variation Analysis			
Original Budget 2001/02		0	0
Inflation		0	3
Pressures		0	0
Economies		0	0
Change in Recharges		0	-6
Virement		0	0
Commitment Budget		0	3
Capital Charges		0	0
		0	0
Full Time Equivalent Staff			2.3

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Leisure Service Administration			
Employees	126	126	134
Premises	1	1	1
Transport	0	0	0
Supplies & Services	20	20	20
Third Party Payments	0	0	0
Internal Services Recharges	34	34	34
Capital Financing	0	0	0
Total Expenditure	181	181	189
Recharges	-181	-181	-189
Total Income	-181	-181	-189
Net Expenditure to Summary	0	0	0

Variation Analysis

Original Budget 2001/02	0	0
Inflation	0	4
Pressures	0	0
Economies	0	0
Change in Recharges	0	-8
Virement	0	0
Commitment Budget	0	4
Capital Charges	0	0
	0	0

Full Time Equivalent Staff

4.9

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Library Management and Administration			
Employees	141	141	149
Transport	7	7	7
Supplies & Services	21	21	21
Internal Services Recharges	15	15	18
Capital Financing	0	0	0
Total Expenditure	184	184	195
Recharges	-184	-184	-195
Total Income	-184	-184	-195
Net Expenditure to Summary	0	0	0

Variation Analysis

Original Budget 2001/02	0		0
Inflation	0		4
Pressures	0		0
Economies	0		0
Change in Recharges	0		-8
Virement	0		0
Commitment Budget	0		4
Capital Charges	0		0
	0		0
	0		0

Full Time Equivalent Staff

4.1

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Youth & Community Mgt & Administration			
Employees	71	71	75
Premises	0	0	0
Transport	3	3	3
Supplies & Services	20	20	20
Internal Services Recharges	18	18	19
Total Expenditure	112	112	117
Rents	-4	-4	-4
Other Income	0	0	0
Recharges	-108	-108	-113
Total Income	-112	-112	-117
Net Expenditure to Summary	-	-	-

Variation Analysis

Original Budget 2001/02	0		0
Inflation	0		2
Pressures	0		0
Economies	0		0
Change in Recharges	0		-4
Virement	0		0
Commitment Budget	0		2
Capital Charges	0		0
	0		0
	0		0

Full Time Equivalent Staff

1.7

LEISURE SERVICES - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Corporate and Democratic Core			
Employees	94	94	100
Premises	0	0	0
Transport	0	0	0
Supplies & Services	0	0	0
Internal Services Recharges	18	21	22
Departmental Recharges	3	3	3
Capital Financing	0	0	0
Total Expenditure	115	118	125
Net Expenditure to Summary	115	118	125

Variation Analysis

Original Budget 2001/02	115	115
Inflation	0	3
Pressures	0	0
Economies	0	0
Change in Recharges	0	1
Virement	3	3
Commitment Budget	0	3
Capital Charges	0	0
	118	125

Full Time Equivalent Staff 1.42

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Social Services			
Children's services-Commissioning	1,031	1,033	1,042
Children Looked After (CLA)	3,471	3,699	3,564
Family Support Services	622	678	686
Youth Justice	322	339	378
Other Children's & Family Services	441	433	472
Older People (Aged 65 or Over)	8,137	8,061	9,272
Physical Disability/Sensory Impairment	1,779	1,755	1,753
Learning Disability (under 65)	4,191	4,246	4,408
Mental Health Needs (Under 65)	1,312	1,298	1,335
Asylum Seekers	30	13	12
Other Adult Services	89	106	120
Service Strategy	161	224	249
Supported Employment	22	22	22
Social Services Management and Support Services	0	0	0
	21,608	21,907	23,313
Housing			
Housing Strategy	201	193	263
Registered Social Landlord	0	0	97
Housing Advice	0	0	50
Housing Advances	2	2	3
Private Sector Housing Renewal	34	31	12
Homelessness	266	264	312
Housing Benefit Payments	297	283	431
Housing Benefit Administration	703	700	536
Contributions to the HRA	-13	-13	7
Other Council Property	9	9	2
Housing Management & Support Services	0	0	0
	1,499	1,469	1,713
Corporate and Democratic Core			
Democratic Representation & Management	88	86	180
Corporate Management	31	30	53
	119	116	233
Total Social Services & Housing	23,226	23,492	25,259

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Children's Services-Commissioning			
Employees	840	850	898
Transport	42	42	43
Supplies & Services	1	1	2
Third Party Payments	2	2	2
Internal Services Recharges	103	100	90
Departmental Recharges	106	102	74
Total Expenditure	1,094	1,097	1,109
Government Grants	59	59	62
Fees & Charges	4	5	5
Total Income	63	64	67
Net Expenditure to Summary	1,031	1,033	1,042

Variation Analysis

Original Budget 2002/03	1,031	1,033
Inflation		25
Change in Recharges		-40
Virement	2	3
Commitment Budget		21
Total	1,033	1,042

Full Time Equivalent Staff 30.40

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Children Looked After (CLA)			
Employees	879	926	1,008
Premises	13	18	18
Transport	75	76	65
Supplies & Services	54	44	105
Third Party Payments	2,066	2,249	2,081
Transfer Payments	7	10	10
Internal Services Recharges	340	330	311
Departmental Recharges	351	334	337
Capital Financing	84	84	59
Total Expenditure	3,869	4,071	3,994
Government Grants	64	45	91
Fees & Charges	334	327	339
Total Income	398	372	430
Net Expenditure to Summary	3,471	3,699	3,564

Variation Analysis

Original Budget 2002/03	3,471	3,699
Inflation		146
Pressures		300
Economies		-127
Change in Recharges		-24
Virement	228	-433
Commitment Budget		29
Change in Capital Charges		-26
Total	3,699	3,564

Full Time Equivalent Staff 36.73

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Family Support Services			
Employees	247	250	265
Premises	8	9	8
Transport	13	13	14
Supplies & Services	45	42	48
Third Party Payments	214	279	289
Transfer Payments	63	58	43
Internal Services Recharges	59	57	60
Departmental Recharges	61	58	66
Capital Financing	30	30	23
Total Expenditure	740	796	816
Government Grants	77	77	87
Other Grants & Contributions	40	40	42
Fees & Charges	1	1	1
Total Income	118	118	130
Net Expenditure to Summary	622	678	686

Variation Analysis

Original Budget 2002/03	622	678
Inflation		16
Economies		-23
Change in Recharges		9
Virement	56	8
Commitment Budget		5
Change in Capital Charges		-7
Total	678	686

Full Time Equivalent Staff 9.72

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Youth Justice			
Employees	228	326	346
Premises	28	28	29
Transport	18	20	20
Supplies & Services	28	37	37
Internal Services Recharges	31	31	34
Departmental Recharges	33	31	36
Capital Financing	10	10	20
Total Expenditure	376	483	522
Other Grants & Contributions	48	138	138
Fees & Charges	6	6	6
Total Income	54	144	144
Net Expenditure to Summary	322	339	378

Variation Analysis

Original Budget 2002/03	322	339
Inflation		7
Economies		-1
Change in Recharges		7
Virement	17	2
Commitment Budget		14
Change in Capital Charges		10
Total	339	378

Full Time Equivalent Staff 9.00

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Other Children's & Family Services			
Employees	479	482	455
Premises	1	1	1
Transport	3	3	8
Supplies & Services	36	28	29
Third Party Payments	321	366	571
Transfer Payments	150	150	67
Internal Services Recharges	44	43	55
Departmental Recharges	45	43	44
Total Expenditure	1,079	1,116	1,230
Government Grants	586	631	704
Fees & Charges	27	27	28
Rents	25	25	26
Total Income	638	683	758
Net Expenditure to Summary	441	433	472
 Variation Analysis			
Original Budget 2002/03		441	433
Inflation			9
Economies			-12
Change in Recharges			12
Virement		-8	29
Commitment Budget			1
Total		433	472
 Full Time Equivalent Staff			 20.04

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Older People (Aged 65 or Over)			
Employees	3,250	3,240	3,426
Premises	58	58	56
Transport	158	158	158
Supplies & Services	365	384	311
Third Party Payments	6,130	6,310	6,167
Internal Services Recharges	794	764	815
Departmental Recharges	811	779	868
Capital Financing	222	222	204
Total Expenditure	11,788	11,915	12,005
Government Grants	1,126	1,436	184
Other Grants & Contributions	535	514	976
Sales	19	19	19
Fees & Charges	1,971	1,885	1,554
Total Income	3,651	3,854	2,733
Net Expenditure to Summary	8,137	8,061	9,272

Variation Analysis

Original Budget 2002/03	8,137	8,061
Inflation		223
Pressures		580
Economies		-141
Change in Recharges		122
Virement	-76	173
Commitment Budget		272
Change in Capital Charges		-18
Total	8,061	9,272

Full Time Equivalent Staff 155.23

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Physical Disability/Sensory Impairment			
Employees	592	592	632
Premises	8	7	7
Transport	76	76	77
Supplies & Services	102	73	71
Third Party Payments	933	933	954
Internal Services Recharges	169	163	155
Departmental Recharges	173	166	170
Capital Financing	93	93	60
Total Expenditure	2,146	2,103	2,126
Government Grants	12	12	0
Other Grants & Contributions	98	98	138
Sales	7	8	8
Fees & Charges	250	230	227
Total Income	367	348	373
Net Expenditure to Summary	1,779	1,755	1,753

Variation Analysis

Original Budget 2002/03	1,779	1,755
Inflation		43
Pressures		-14
Economies		-50
Change in Recharges		-8
Virement	-24	43
Commitment Budget		18
Change in Capital Charges		-34
Total	1,755	1,753

Full Time Equivalent Staff 29.95

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Learning Disability (under 65)			
Employees	1,339	1,715	1,750
Premises	61	117	116
Transport	110	178	177
Supplies & Services	109	184	171
Third Party Payments	9,446	9,013	9,426
Internal Services Recharges	410	395	390
Departmental Recharges	419	402	415
Capital Financing	115	114	79
Total Expenditure	12,009	12,118	12,524
Other Grants & Contributions	6,837	6,868	7,085
Sales	20	23	24
Fees & Charges	961	981	1,007
Interest	0	0	0
Total Income	7,818	7,872	8,116
Net Expenditure to Summary	4,191	4,246	4,408

Variation Analysis

Original Budget 2002/03	4,191	4,246
Inflation		123
Pressures		176
Economies		-98
Change in Recharges		-1
Virement	55	-51
Commitment Budget		48
Change in Capital Charges		-35
Total	4,246	4,408

Full Time Equivalent Staff 92.59

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Mental Health Needs (Under 65)			
Employees	609	616	644
Premises	76	76	78
Transport	24	24	24
Supplies & Services	226	214	211
Third Party Payments	814	814	849
Internal Services Recharges	131	126	118
Departmental Recharges	134	129	124
Capital Financing	11	11	8
Total Expenditure	2,025	2,010	2,056
Government Grants	206	206	206
Other Grants & Contributions	143	142	147
Sales	5	5	5
Fees & Charges	303	303	303
Rents	56	56	60
Total Income	713	712	721
Net Expenditure to Summary	1,312	1,298	1,335

Variation Analysis

Original Budget 2002/03	1,312	1,298
Inflation		31
Pressures		32
Economies		-23
Change in Recharges		-16
Virement	-14	7
Commitment Budget		8
Change in Capital Charges		-2
Total	1,298	1,335

Full Time Equivalent Staff 25.59

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Asylum Seekers			
Supplies & Services	30	13	67
Total Expenditure	30	13	67
Other Grants & Contributions	0	0	55
Total Income	0	0	55
Net Expenditure to Summary	30	13	12

Variation Analysis

Original Budget 2002/03	30	13
Economies		-1
Virement	-17	0
Total	13	12

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Other Adult Services			
Employees	33	34	50
Supplies & Services	45	17	15
Third Party Payments	0	45	45
Internal Services Recharges	9	8	13
Departmental Recharges	9	9	-3
Total Expenditure	96	113	120
 Government Grants	 7	 7	 0
Total Income	7	7	0
 Net Expenditure to Summary	 89	 106	 120

Variation Analysis

Original Budget 2002/03	89	106
Inflation		2
Economies		-2
Change in Recharges		-8
Virement	17	21
Commitment Budget		1
Total	106	120

Full Time Equivalent Staff 2.67

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Service Strategy			
Employees	104	164	240
Transport	2	2	2
Supplies & Services	23	25	26
Third Party Payments	0	1	1
Internal Services Recharges	16	16	24
Departmental Recharges	16	16	-44
Total Expenditure	161	224	249
Other Grants & Contributions	0		
Total Income	0	0	0
Net Expenditure to Summary	161	224	249

Variation Analysis

Original Budget 2002/03	161	224
Inflation		5
Economies		-3
Change in Recharges		-2
Virement	63	21
Commitment Budget		4
Total	224	249

Full Time Equivalent Staff 7.02

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Supported Employment			
Transport	1	1	1
Third Party Payments	17	17	17
Internal Services Recharges	2	2	2
Departmental Recharges	2	2	2
Total Expenditure	22	22	22
Net Expenditure to Summary	22	22	22

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Social Services Support Services & Management Costs			
Employees	1,803	1,874	1,952
Premises	132	107	130
Transport	34	54	55
Supplies & Services	467	394	408
Third Party Payments	34	33	35
Internal Services Recharges	3,040	2,589	2,747
Departmental Recharges	13	31	-38
Capital Financing	201	201	230
Total Expenditure	5,724	5,283	5,519
Government Grants	102	131	0
Other Grants & Contributions	421	421	481
Fees & Charges	10	58	2
Recharges	5,191	4,673	5,036
Total Income	5,724	5,283	5,519
Net Expenditure to Summary	0	0	0

Variation Analysis

Original Budget 2002/03	0	0
Inflation		50
Pressures		39
Economies		-48
Change in Recharges		-155
Virement		8
Commitment Budget		77
Change in Capital Charges		29
Total	0	0

Full Time Equivalent Staff 46.11

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Housing Strategy			
Employees	155	140	53
Transport	1	1	1
Supplies & Services	16	16	26
Internal Services Recharges	19	27	173
Departmental Recharges	10	9	10
Total Expenditure	201	193	263
Total Income	0	0	0
Net Expenditure to Summary	201	193	263

Variation Analysis

Original Budget 2002/03	201	193
Inflation		4
Change in Recharges		39
Virement	-8	7
Commitment Budget		20
Total	193	263
 Full Time Equivalent Staff		 0.88

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Registered Social Landlords			
Third Party Payments	0	0	74
Internal Services Recharges	0	0	20
Departmental Recharges	0	0	3
Total Expenditure	0	0	97
Total Income	0	0	0
Net Expenditure to Summary	0	0	97

Variation Analysis

Original Budget 2002/03	0	0
Change in Recharges		23
Commitment Budget		74
Total	0	97

Housing Advice

Supplies & Services	0	0	38
Internal Services Recharges	0	0	10
Departmental Recharges	0	0	2
Total Expenditure	0	0	50
Total Income	0	0	0
Net Expenditure to Summary	0	0	50

Variation Analysis

Original Budget 2002/03	0	0
Pressures		38
Change in Recharges		12
Total	2	50

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Housing Advances			
Supplies & Services	2	2	2
Internal Services Recharges	0	0	1
Total Expenditure	2	2	3
Total Income	0	0	0
Net Expenditure to Summary	2	2	3
 Variation Analysis			
Original Budget 2002/03		2	2
Change in Recharges			1
Total		2	3
 Private Sector Housing Renewal			
Supplies & Services	4	2	2
Internal Services Recharges	28	27	9
Departmental Recharges	2	2	1
Total Expenditure	34	31	12
Total Income	0	0	0
Net Expenditure to Summary	34	31	12
 Variation Analysis			
Original Budget 2002/03		34	31
Economies			-1
Change in Recharges			-20
Virement		-3	2
Total		31	12

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Homelessness			
Employees	90	91	97
Premises	101	110	112
Transport	3	3	3
Supplies & Services	8	15	15
Third Party Payments	118	129	115
Internal Services Recharges	14	13	66
Departmental Recharges	1	1	12
Capital Financing	23	23	26
Total Expenditure	358	385	446
Fees & Charges	20	20	21
Rents	69	97	109
Other Income	3	4	4
Total Income	92	121	134
Net Expenditure to Summary	266	264	312

Variation Analysis

Original Budget 2002/03	266	264
Inflation		3
Economies		-7
Change in Recharges		63
Virement	-2	-17
Commitment Budget		3
Change In Capital Charges		3
Total	264	312

Full Time Equivalent Staff

3.16

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Housing Benefit Payments			
Supplies & Services	73	38	20
Transfer Payments	5,142	5,605	6,429
Internal Services Recharges	0	0	88
Departmental Recharges	0	0	15
Total Expenditure	5,215	5,643	6,552
Government Grants	4,918	5,360	6,121
Total Income	4,918	5,360	6,121
Net Expenditure to Summary	297	283	431

Variation Analysis

Original Budget 2002/03	297	283
Inflation		18
Change in Recharges		103
Virement	-14	27
Total	283	431

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Housing Benefit Administration			
Employees	548	555	660
Transport	24	24	24
Supplies & Services	85	74	115
Internal Services Recharges	257	243	168
Departmental Recharges	20	20	18
Capital Financing	24	24	24
Total Expenditure	958	940	1,009
 Government Grants	 255	 240	 473
Total Income	255	240	473
 Net Expenditure to Summary	703	700	536

Variation Analysis

Original Budget 2002/03	703	700
Inflation		18
Economies		-109
Change in Recharges		-82
Virement	-3	-5
Commitment Budget		14
Total	700	536

Full Time Equivalent Staff 22.59

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Contributions to the HRA			
Internal Services Recharges	0	0	21
Total Expenditure	0	0	21
Fees & Charges	13	13	14
Total Income	13	13	14
Net Expenditure to Summary	-13	-13	7

Variation Analysis

Original Budget 2002/03		-13	-13
Change in Recharges			1
Virement			19
Total		-13	7

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget	2002/03 Current Approved Budget	2003/04 Original Budget
	£000	£000	£000
Other Council Property			
Employees	5	5	5
Premises	12	12	13
Internal Services Recharges	1	1	1
Capital Financing	12	12	5
Total Expenditure	30	30	24
Fees & Charges	3	3	3
Rents	18	18	19
Total Income	21	21	22
Net Expenditure to Summary	9	9	2

Variation Analysis

Original Budget 2002/03	9		9
Change in Capital Charges			-7
Total	9		2
	9		2

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Housing Management & Support Services			
Employees	291	113	89
Premises	8	0	0
Transport	12	2	2
Supplies & Services	133	108	15
Internal Services Recharges	156	0	21
Departmental Recharges	5	0	0
Total Expenditure	605	223	127
Government Grants	162	162	0
Recharges	443	61	127
Total Income	605	223	127
Net Expenditure to Summary	0	0	0
Variation Analysis			
Original Budget 2002/03		0	0
Inflation			1
Change in Recharges			1
Economies			-3
Commitment Budget			1
Total		0	0
Full Time Equivalent Staff			3.20

SOCIAL SERVICES & HOUSING - REVENUE BUDGET

	2002/03 Original Budget £000	2002/03 Current Approved Budget £000	2003/04 Original Budget £000
Democratic Representation & Management			
Employees	35	35	0
Departmental Recharges	53	51	180
Total Expenditure	88	86	180
Total Income	0	0	0
Net Expenditure to Summary	88	86	180

Variation Analysis

Original Budget 2002/03	88	86
Inflation		1
Change in Recharges		91
Virement	-2	1
Commitment Budget		1
Total	86	180

Corporate Management

Employees	16	16	0
Departmental Recharges	15	14	53
Total Expenditure	31	30	53
Net Expenditure to Summary	31	30	53

Variation Analysis

Original Budget 2002/03	31	30
Inflation		1
Change in Recharges		22
Virement	-1	0
Total	30	53

Summary of 2003/04 Housing Revenue Account Budget Report to Executive

- 1.1 The Housing Revenue Account (HRA) forms an important part of the Council's overall budget and determines the level of expenditure on housing and the associated rent levels for next year. The financial implications of the HRA are reflected in the separate reports on the Council's revenue budget and capital programme.
- 1.2 The HRA is a ring-fenced account and as such stands separate from the General Fund. Local authorities have no general discretion to transfer sums out of the HRA, or to support the HRA with contributions from the General Fund. The final HRA Subsidy Determination was received from the Government on 18 December 2002. This is used to calculate a "model" HRA from which the level of central government support for housing is determined.
- 1.3 Since the introduction of the Social Rent Reforms in 2002/03 there has been a greater degree of uncertainty surrounding the level of support for individual local authorities. The focal point of these reforms is rent restructuring, whereby the Government intends to remove differences between the rents set by Local Authorities and Registered Social Landlords for similar properties. The Government plans that all properties, whether owned by Local Authorities or by Registered Social Landlords, will have achieved a target rent based on a formula that reflects the average manual wage in the area, local property values and a bedroom weighting by 2012.
- 1.4 In setting the HRA Subsidy Determination this year, the Government has recognised the problems faced by many authorities as a result of achieving the rent targets. By constraining social rents they have placed considerable financial strain on the majority of Council's HRA budgets. To alleviate this, the Government has announced Management and Maintenance allowances for 2003/04, within the subsidy system, that increased substantially more than the rate of inflation.
- 1.5 A further consequence of Social Rent reform is that the setting of a target rent by which authorities must restructure their rents, removes local accountability in determining local rents. As such there is little scope to consult tenants on the level of rent increase for 2003/04.

Base Budget 2003/04

- 1.6 In determining the Base Budget for 2003/04 the impact of interest rates, the level of reserves, the level of projected Council House Sales and the annual subsidy determination all need to be taken into account. Each is considered in the following paragraphs.

Interest Rates

- 1.7 The HRA earns interest on a fixed principal amount that is directly linked to the prevailing investment return achieved by the authority. With interest rates at a 50-year low and projected to remain close to this level during 2003/04, a reduction of £237,000 is reflected within the base budget. This assumes an average return on investments of 4.00%, based on a prudent assessment of future interest rates.

Balances

- 1.8 Based on the latest Budget monitoring information, the HRA is expected achieve a surplus of £50,000 in 2003/04. However, the level of reserves brought forward into the current financial year were less than that projected when the 2002/03 budget was agreed.
- 1.9 The actual level of reserves amounted to £0.121m. This is due largely to reduced income from investments and a larger than expected write-down in bad and doubtful debts. Nevertheless, the HRA reserves are expected to increase by £0.113m to £0.234m at the end of the current year although this remains below the desirable level of £0.3m. The shortfall is addressed in the 2003/04 Budget. However, given the pressures imposed by rent restructuring the return of balances to £0.3m should take place over two years. It is, therefore, proposed to make a contribution each year for the next two years of £0.009m in 2003/04 and £0.057m in 2003/04.

Council House Sales

- 1.10 For each house sale within the HRA the income from rents is reduced. Based on projected sales of 100 dwellings in both 2002/03 and 2003/04 there will be a loss of income of approximately £0.228m

Rent Rebates/Subsidy Determination

- 1.11 Over the past few years the local trend in underlying rent rebates has been downward. However, over the last six months there are signs that this trend has reversed and that underlying rates (ignoring the impact of rent increases) has begun to increase. In addition the impact of the new Pensions Credit arrangements that take place in October 2003 has been estimated at £109,000.
- 1.12 In previous years an increase in Housing Rebates has not had an impact on the HRA, as any increase has been offset by a reduction in the Negative Subsidy Transfer. However as a result of the introduction of Resource Accounting the affect of the overall increase in Housing Rebates has been to push the Council out of a Negative Subsidy position.
- 1.13 Government Regulations establish a limitation on the amount of Housing Subsidy payable to an authority which sets a rent over its guideline rent figure. Despite the fact that Housing rents in Bracknell Forest are the second lowest in Berkshire the current average rent in 2002/03 is approximately £8/week higher than the guideline rent for Government Subsidy. As such the majority of the increase in the Housing Rebates budget identified above will not be supported by Government subsidy and must be met within the HRA. The net effect of the increase in Rebates will be to reduce the Negative Subsidy transfer to nil (before taking into account the transitional allowance introduced in 2001/02) and to introduce a pressure on the HRA of £280,000. There is little that the Council can do regarding this issue over the short term, although implementing Rent Restructuring will alleviate the pressure

over the longer term by bringing actual rents in line with the Government's guidelines.

- 1.14 These changes to the base budget are summarised below in Table 1 and show the need to generate additional rental income of £0.731m to balance the HRA.

Table 1 – Base Budget 2003/2004

	£'000
Strategy to recover balances	(54)
Impact of Council House Sales on Rent Yield	228
2002/03 Subsidy Determination	280
Interest Rate reduction on investments	237
Impact of under-funded 2002/03 Pay Award	40
Total	731

Maintenance and Improvement Programme

- 1.15 In order to balance the HRA in 2002/03, £0.29m of maintenance was funded from accumulated capital receipts, on the assumption that this liability would be returned to the HRA in future years. This was to be funded either through rents or from the Major Repairs Allowance (MRA) when this becomes available under the current strategy of making maximum use of transitional relief to support the General Fund revenue budget. In addition, the Council decided in 2002/03 to delay the external painting contract by 12 months, in order to balance maintenance expenditure within the available resources. In practice, rent restructuring makes it unlikely to reinstate the painting programme until the MRA takes effect. It has not, therefore, been built into the budget for 2003/04. Economies totalling £89,000 have been required within the maintenance budget, excluding inflation, in order to balance the HRA in 2003/04. The capital Programme of £1.525, includes £0.125m of work that was previously covered by revenue budgets.

Service Developments, and Pressures

- 1.16 Given the constraints imposed by the rent restructuring regime, the scope for new service developments in 2003/04 is heavily limited. However, the Government Office of the South East requires all authorities to undertake a comprehensive Decent Homes Standard Stock condition survey every 3-5 years. It is proposed to undertake this survey in 2003/04 at a cost of £0.1m. In the light of the Housing Subsidy Determination, this is the only service pressure identified in 2003/04. More details are included in Annex A.

Inflation, Pay Awards and Fees and Charges

- 1.17 The Retail Price Index (RPI) is currently running at 2.1%, although the underlying rate of inflation (excluding mortgage interest rates) is higher at 2.3%. Initial calculations indicate the following guideline inflation increases will be needed to maintain the HRA in 2003/04:
- Pay award - 3.5%
 - Supplies and services (except those below) – 1.6%
 - Purchase of furniture, equipment and materials and postage – nil
 - Training, meeting and seminar fees, subsistence and expenses – nil

- Major Energy Supplies (where overall contract applies) – nil

1.18 The Director of Social Services and Housing recommends that the Property Maintenance Contract be increased by 4.5% in line with the indices in the Property Services agreement. The cost of inflation using these guidelines will be £0.3m. Details are also shown in Annex A.

Economies

1.19 The Supporting People regime represents a fundamental change in the way that the costs of housing related support from rent and other income is treated within the HRA. The final details on how the proposals will impact on the HRA are still relatively unclear and further guidance has been sought from the ODPM. However the Government has consistently stated that a result of separately identifying these housing related support costs and funding them by specific grant there will be a “windfall” within the HRA. Essentially the income currently received in relation to certain support costs will be retained within the HRA whilst the associated costs will be met directly from Government Grant. The situation is still relatively fluid. However based on current workloads and support costs additional income of £150,000 has been identified and built into the HRA budget for 2003/04.

1.20 In order to implement the Social Rent Reform, the average increase in rents for 2003/04 needs to be set at 3.6%. The pressures identified above result in a deficit of £0.3m that must be balanced through the identification of savings and economies. Annex B contains a list of economies that will enable rents to be increased at the appropriate Social Rent Reform level and contribute towards the prudent level of reserves.

Rent Increases

1.21 As outlined above, options for locally determined rent increases in future years have been severely curtailed by the introduction of Social Rent Reform. Based on current rent levels and the targets set using the Rent Restructuring formula, the Council is limited to an annual rent increase of 3.6% over the next 9 years.

1.22 An important aspect of this policy is that all rents must be reviewed in light of the new formula. Some tenants will therefore see their rents increase by an amount greater than the average 3.6% rise, and some less than this. A summary of the banding for individual increases is shown in Table 2. Overall, however, a 3.6% average rent increase will raise additional income of £0.729m

Table 2 – Rent Increase Banding

Band	<2%	2%><4%	4%><6%	>6%	Total
% Properties	13%	37%	46%	4%	100%

2003/04 Net Budget

1.23 A summary of the net budget pressures before taking into account further measures to reduce expenditure or rent increases is shown below in Table 3 alongside the planned expenditure for 2003/04 in Annex C.

Table 3 – Net Budget Position 2003/2004

	£'000
Base Budget Increases (See Table 1)	731
Maintenance Funding	-89
Service Pressures	100
Inflation	300
Economies	-146
Supporting People	-150
Rental Income	-729
Other Minor Savings	-17
Total	0

Tenant Consultation

- 1.24 Due to the lack of flexibility surrounding local rent determinations Tenants were informed of the impact of Rent Restructuring and the fixed level of the rent increase. It follows from this that the main focus of the consultation was on the proposed pressures and economies identified in this report.
- 1.25 Overall the response was positive, with over 14% (865) of the total tenant body responding to the survey. Approximately 73% of tenants that responded to the survey were very or fairly satisfied with the Housing Service they receive. Whilst this is slightly lower than that achieved two years ago, the previous survey was based around a direct telephone enquiry as opposed to a postal process where both the level and nature of response are expected to be different. Postal surveys are self-selecting by the recipient of the survey form and can generate disproportionate responses from people who have an ongoing problem rather than those who are broadly satisfied with the service they receive. Nevertheless further work will be done to identify and respond to any underlying issues within the Social Services and Housing department during 2003/04.
- 1.26 The key areas for future investment highlighted in the responses received are listed below. This information will be used to develop the 2004/05 Maintenance Programme, in conjunction with the Condition Survey to be undertaken in 2003/04, and to guide future plans. As Negative Subsidy Transitional Relief unwinds over the next seven years there will be additional capital resources available, through the MRA, to fund Capital Investment over and above that currently included within the HRA. This funding is projected to initially become available from 2005/06 and will increase to a maximum of approximately £4m in future years.
- Replacement windows
 - General Repairs
 - Heating
 - External Works
 - Modernisation (Kitchens and Bathrooms)
 - Security
 - Internal Decorations

Pressures in 2003/04 within the Housing Revenue Account

Pressures	£000
Stock Condition Survey	
In line with the guidance of the Government Office of the South East the Council proposes to undertake a "Decent Homes Standard" stock condition survey in 2003/04. . The prepared comprehensive survey will establish the condition of the Council's housing stock identifying areas requiring investment in future years. This is a one-off pressure and will be commissioned in April 2003.	100
TOTAL	100

Inflation Provision

Inflation	£000
Employees	91
Premises	20
Property Maintenance	139
Transport	2
Supplies & Services	9
Central Services	60
Fees & Charges	-21
TOTAL	300

Economies in 2003/04 within the Housing Revenue Account

Economies	£000
Central Recharges A reduction in costs due to the implementation of the Council's office accommodation strategy.	66
Supplies and Services An economy of £80,000 can be achieved across the HRA in supplies and services.	80
TOTAL	<u>146</u>

Housing Revenue Account 2003/04

	2002/03 Original Budget £'000	2002/03 Approved Budget £'000	2003/04 Original Budget £'000
Income			
R04A Dwelling Rents (Gross)	-19,146	-19,146	-19,626
R04B Non-Dwelling Rents (Gross)	-1,218	-1,218	-1,245
R04C Heating Charges	-206	-197	-201
R04D Leaseholder's Charges	-216	-216	-223
R04E Other Charges for Services & Facilities	-320	-320	-330
R04L Transfers from the General Fund	-180	-180	-333
	-21,286	-21,278	-21,958
Expenditure			
R04O Repairs and Maintenance	4,447	4,443	4,511
R04P General Management	3,028	3,029	3,153
R04Q Special Services	2,596	2,591	2,613
R04R Rents, Rates, Taxes and Other Charges	272	272	276
R04S Rent Rebates	8,024	8,024	8,795
R04T General Fund Negative HRA Subsidy	4,225	4,225	3,824
R04W Capital Charges	26,760	26,760	26,424
	49,352	49,344	49,596
Net Cost of Services	28,066	28,066	27,638
R04Y Capital Charges - Credit	-23,000	-23,000	-22,600
R04K Interest Receivable	-1,459	-1,459	-1,223
Net Operating Expenditure	3,607	3,607	3,815
R04U Transfer from Major Repairs Reserve	-3,670	-3,670	-3,824
R04Z Working Balance	63	63	9
Total Net Cost - HRA	0	0	0

Housing Revenue Account 2003/04

	2002/03 Original Budget £'000	2002/03 Approved Budget £'000	2003/04 Original Budget £'000
Employees	3,037	2,610	2,735
Premises	4,509	4,515	4,566
Transport	136	102	93
Supplies & Services	842	840	975
Third Party Payments	41	41	41
Transfer Payments	8,048	7,990	8,751
Transfer to GF re negative HRA subsidy	4,225	4,225	3,824
Internal Services Recharges	1,343	1,849	1,822
Departmental Recharges	242	242	250
Capital Financing	26,994	26,994	26,658
Total Expenditure	49,417	49,408	49,716
Fees & Charges	-528	-501	-519
Rents	-20,517	-20,509	-21,080
Other income	-126	-151	-147
Recharges	-180	-180	-333
Total Income	-21,351	-21,342	-22,078
Net Cost of Services	28,066	28,066	27,638
Capital Charges	-23,000	-23,000	-22,600
Interest Receivable	-1,459	-1,459	-1,223
Net Operating Expenditure	3,607	3,607	3,815
Appropriations	-3,607	-3,607	-3,815
Total Net Cost-HRA	0	0	0

Summary of 2003/04 – 2005/06 Capital Programme Report to Executive

1 Introduction

- 1.1 As part of the Council's financial and policy planning process the Executive issued its draft Capital Programme proposals for 2003/04-2005/06 for consultation on 17 December. The main focus of the programme has been departmental spending needs for 2003/04, although future years schemes do form an important part of the programme. The Executive considered the results of the consultation on 18 February and has put forward its capital programme proposals to the Council. The financial implications of the decisions within this report are reflected in the Council's revenue budget proposals for 2003/04.

Capital Resources

- 2.1 Each year the Council agrees a programme of capital schemes. These schemes are funded from three main sources
- The Council's accumulated capital receipts and/or revenue balances
 - Government Grants
 - Other external contributions
- 2.2 The Council's total usable capital receipts at 31 March 2003, which are potentially available to fund capital schemes, will be approximately £18.5m, after allowing for the planned repayment of £15m of debt inherited from the former County Council. During 2003/04, it is anticipated that £7.55m of new capital receipts will be generated as a result of council house and other asset sales. This includes 100 council house sales at an average of £70,000 each. The accumulated receipts do, however, generate significant income in interest receipts, which are included in the revenue budget.

New Schemes

- 3.1 The Executive's proposals for the Council's capital programme for 2003/04 – 2005/06 were evaluated and prioritised into four categories in accordance with the Council's Corporate Capital Strategy, approved by the Executive in July 2002, as follows:

Unavoidable (Including committed schemes)

Schemes which must proceed to ensure that the Council is not open to legal sanction covering such items as health & safety issues, new legislation etc. Committed schemes are those that have been approved and started in the current year. By their nature, these schemes form a first call on the available capital resources.

Improvements and capitalised repairs (formerly Maintenance)

The Council is responsible for a significant number of properties and infrastructure assets. As part of the established capital planning process, property condition surveys are carried out to inform the maintenance needs. The proposed programme will ensure that the most urgent works required by each service can be carried out.

Rolling programmes

These programmes cover more than one year and give a degree of certainty for forward planning of schemes to improve service delivery. They make an important contribution towards the Council's Medium Term Objectives and Asset Management Plans. Examples of schemes within this criterion include Local Transport Plan, minor works, environmental improvements, recycling, IT developments and curriculum development.

Other Desirable Schemes

In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service. The net cost of schemes which attract partial external funding are included in the schemes put forward.

- 3.2 A summary of the new schemes that have been put forward to be funded from the Council's resources in 2003/04 is shown in Table 1. This shows that the total net funding requested by each service totals £10.075m. A detailed list of these new schemes, grouped into each of the above categories, for each service is included in Annexes A – E.

Table 1 - Capital Programme 2003/04-2005/06 (Excluding carry forward resources already funded)

Annexe	Service Area	2003/04 £'000	2004/05 £'000	2005/06 £'000
A	Corporate Services	2,622	2,282	1,322
B	Education	2,158	2,260	2,280
C	Environment	2,086	2,131	2,131
D	Leisure Services	1,270	1,573	1,426
E(i)	Social Services and Housing	414	529	437
E(ii)	Housing Improvement Programme	1,525	1,400	400
	Total request for Council funding	10,075	10,175	7,996

Housing Improvement Programme

- 3.3 The impact of the Resource Accounting changes to the Housing Revenue Account (HRA) means that it is no longer possible to fully fund the annual housing structural maintenance programme from within the HRA, without increasing rents by substantially more than the levels allowed by the Government's Social Rent Reform legislation. This position is likely to be maintained until the transitional arrangements take effect on the negative housing subsidy transfer in 2005/06. Given this, it is necessary to fund major improvements from capital and the improvement programme proposed for 2003/04 to be funded from capital totals £1.525m.

Externally Funded Schemes

- 3.3 In addition to the schemes included in the categories outlined above the Council's capital programme also includes schemes which are externally funded from the following sources:

- **Capital Grants**

A number of capital schemes attract specific grants which in 2003/04 will total £4.262m. All of these schemes have been included in the capital programme at the level of external funding that is received and these are shown in Annexes A – E.

- **Section 106**

Each year the Council enters into a number of agreements under Section 106 of the Town and Country Planning Act 1980 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for works in a particular area and/or for quite specific projects. The total monies available, after allowing for the schemes proposed for 2003/04 and which are not financially committed to specific projects, is £2.95m. Details of the proposed schemes are shown in Annexes A – E.

Funding Options

- 4.1 The Executive agreed to fund the gap between the proposals submitted by Committees and the resources that are likely to be generated in 2003/04 from accumulated capital receipts. This will result in an interest loss of £0.063m in 2003/04 and £0.126m in subsequent years and this is reflected in the Council's revenue budget proposals. The draft capital programme for 2004/05 and 2005/06 also exceeds the level of funding that is likely to be generated during these years. In addition, there is uncertainty surrounding the level of resources that will be available for 2004/05 onwards. Consequently, the programme for those years needs to be seen as indicative and will need to be reviewed comprehensively along with any potential new schemes which are identified at this time next year.

Annexe A

CAPITAL PROGRAMME – CORPORATE SERVICES

	2003/04 £'000	2004/05 £'000	2005/06 £'000
Committed			
Mainframe Replacement	400	0	0
New Revenues Software	700	0	0
Capitalisation of Revenue	600	600	0
	<u>1,700</u>	<u>600</u>	<u>0</u>
Unavoidable			
None	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Maintenance			
Improvements & Capitalised Repairs	72	72	72
	<u>72</u>	<u>72</u>	<u>72</u>
Rolling Programme			
IT Developments (+£100k funded from IEG)	100	200	200
Access Improvements Programme	100	100	100
	<u>200</u>	<u>300</u>	<u>300</u>
Other Desirable			
Payroll & Personnel Systems Replacement	180	180	0
Customer Contract Programme	300	400	300
Computer Suite Emergency Electrical Power Solution	50	0	0
WAN Hardware & Software Enhancement	40	0	0
Flexible Working (+£60k funded from IEG)	80	300	150
Car Park Lifts & Escalators (+£86k funded from S106)	0	70	0
Smart Card Development (£400k c/f from 2002/03 available)	0	360	0
Community & Environmental Initiatives	0	0	500
Members Online (+£40k to be funded from IEG)	0	0	0
	<u>650</u>	<u>1,310</u>	<u>950</u>
TOTAL REQUEST FOR COUNCIL FUNDING	<u>2,622</u>	<u>2,282</u>	<u>1,322</u>
Externally Funded			
E-Government	200	0	0
Car park Lifts & Escalators (S106 funded)	86	0	0
Regional Smart Card Project	300	0	0
	<u>586</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL PROGRAMME	<u>3,208</u>	<u>2,282</u>	<u>1,322</u>

Annexe B

CAPITAL PROGRAMME – EDUCATION

	2003/04 £'000	2004/05 £'000	2005/06 £'000
Committed			
Ufton Court Residential (ongoing joint arrangement)	30	30	30
Edgbarrow Secondary –Access & Admin Improvements	400	0	0
	430	30	30
Unavoidable			
None	0	0	0
	0	0	0
Maintenance			
Improvements & Capitalised Repairs	558	558	558
	558	558	558
Rolling Programme			
Disabled Access (SENDA & DDA legislation)	150	150	150
ICT Programme (schools)	160	160	160
ICT equipment replacement programme (Educ dept)	65	37	37
Health & Safety	30	30	30
Caretakers houses	10	10	10
Kitchen refurbishments	30	30	30
Curriculum Development (specialist areas)	80	100	100
Suitability/ School improvement projects	250	250	250
Additional minor works	25	75	75
	800	842	842
Other desirable			
Garth Hill College (a) – masterplan & planning application	80	100	0
Garth Hill College (b) – redevelopment of school	0	250	500
Kennel Lane School –access/egress redevelopment	90	0	0
Great Hollands Schools –possible amalgamation or	200	0	0
Sandhurst School-extension to main hall	0	180	0
South Bracknell reorganisation	0	100	50
Edgbarrow School-expansion of dining facilities	0	200	300
College Town Juniors – possible amalgamation	0	0	tbc
	370	830	850
TOTAL REQUEST FOR COUNCIL FUNDING	2,158	2,260	2,280
Externally Funded			
NDS Condition Grant	894	tbc	tbc
Schools Devolved Formula Capital	1,141	tbc	tbc
Seed Challenge match funding	152	tbc	tbc
LCVAP (VA schools only)	215	0	0
Schools Access Initiative (VA Schools only)	21	0	0
NOF sports & PE programme	150	350	0
S106 Binfield Primary – contribution to new hall / Meadow Vale Primary improvements	89	0	0
S106 Holly Spring Schools – improvements	108	0	0
Staff Workplaces	67	0	0
	2,837	350	0
TOTAL CAPITAL PROGRAMME	4,995	2,610	2,280

tbc-to be confirmed

Annexe C

CAPITAL PROGRAMME – ENVIRONMENT

	2003/04 £'000	2004/05 £'000	2005/06 £'000
Committed			
None	0	0	0
	0	0	0
Unavoidable			
New Burial Area at Easthampstead Park Cemetery	40	0	0
	40	0	0
Maintenance			
Improvements & Capitalised Repairs	28	28	28
	28	28	28
Rolling Programme			
Amenity Improvements (New Town Inheritance)	75	75	75
Local Transport Plan (LTP) (+£300k funded from S106)	1,550	1,700	1,700
Residential Car Parking Solutions	50	75	75
Recycling	20	50	50
Land Drainage	30	30	30
GIS	50	30	30
IT Applications Replacement Programme	100	100	100
IT Equipment Replacement Programme	43	43	43
	1,918	2,103	2,103
Other Desirable			
Longshot Lane Recycling Equipment	100	0	0
	100	0	0
TOTAL REQUEST FOR COUNCIL FUNDING	2,086	2,131	2,131
Externally Funded			
Boroughwide Packages (S106)	250	250	250
Route and Inter-Urban Packages (S106)	50	50	50
Sandhurst/Crowthorne Area Package (S106)	40	40	40
Bracknell (Urban) Area Packages (S106)	200	200	200
LTP Schemes funded from S106	300	200	200
	840	740	740
TOTAL CAPITAL PROGRAMME	2,926	2,871	2,871

Annexe D

CAPITAL PROGRAMME – LEISURE

	2003/04 £'000	2004/05 £'000	2005/06 £'000
Committed			
Lily Hill Park Restoration Phase 2	144	37	0
	<u>144</u>	<u>37</u>	<u>0</u>
Unavoidable			
None	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Maintenance			
Improvements & Capitalised Repairs	321	321	321
	<u>321</u>	<u>321</u>	<u>321</u>
Rolling Programme			
Minor works –refurbishment	150	150	150
Countryside and open spaces improvement Programme	50	50	50
Youth facilities improvement	60	60	60
Library improvements	60	60	60
Play area refurbishment programme	60	60	60
Community centres refurbishment	50	50	50
Equipment replacement	25	25	25
IT equipment replacement programme	10	50	50
	<u>465</u>	<u>505</u>	<u>505</u>
Other desirable			
Sauna World Enhancements at Coral Reef	120	0	0
Replacement of tiered seating at BSLC (+£100k funded from Section 106)	45	0	0
New entrance doors and walkway at Coral Reef	175	0	0
Replacement of irrigation system at Downshire Golf Course	0	110	0
Major refurbishment/New build leisure facilities	0	500	500
Sports & Leisure Centre Improvements	0	100	100
	<u>340</u>	<u>710</u>	<u>600</u>
TOTAL REQUEST FOR COUNCIL FUNDING	<u>1,270</u>	<u>1,573</u>	<u>1,426</u>
Externally Funded			
Shepherds Meadow S106 funding *	10	11	0
Binfield copses/wildspaces S106 funding *	5	5	0
Lily Hill Park Restoration Phs 2 -S106 funding *	141	0	0
Lily Hill Park Restoration Phs 2 –Heritage Lottery Fund (Lottery grant confirmation awaited)	855	109	0
Programme of S106 schemes	250	0	0
Caesars Camp restoration (Berks Environment Trust)	13	0	0
Replacement tiered seating at BSLC – section 106	100	0	0
Ambarrow Court Nature Reserve – NOF Grant	15	0	0
	<u>1,389</u>	<u>125</u>	<u>0</u>
TOTAL CAPITAL PROGRAMME	<u>2,659</u>	<u>1,698</u>	<u>1,426</u>

* funding already approved by Council

CAPITAL PROGRAMME – SOCIAL SERVICES & HOUSING (GENERAL FUND)

	2003/04 £'000	2004/05 £'000	2005/06 £'000
Committed			
None	0	0	0
	0	0	0
Unavoidable			
None	0	0	0
	0	0	0
Maintenance			
Improvements & Capitalised Repairs	21	21	21
	21	21	21
Rolling Programme			
Private Sector Grants (a)	100	100	100
Departmental ICT Equipment Replacement	213	258	166
	313	358	266
Other desirable			
Re-provision of services relating to Community Health	80	150	150
	80	150	150
TOTAL REQUEST FOR COUNCIL FUNDING	414	529	437
Externally Funded			
Private Sector Grants (a)	150	150	150
Information Management	74	0	0
IT for Looked after Children	15	0	0
	239	150	150
TOTAL CAPITAL PROGRAMME	653	679	587

a) Part funded by Government grant

CAPITAL PROGRAMME – HOUSING IMPROVEMENT PROGRAMME

	2003/04 £'000	2004/05 £'000	2005/06 £'000
Committed			
None	0	0	0
	0	0	0
Unavoidable			
None	0	0	0
	0	0	0
Maintenance			
Improvements & Capitalised Repairs	0	0	0
	0	0	0
Rolling Programme			
uPVC Window Replacement	400	400	400
Central Heating Replacement	300	300	300
Improvements to common boiler systems (Sheltered Acc)	15	15	15
Landlord Services (Flats & Sheltered Acc)	10	5	5
Safety & Security Schemes	35	20	20
Capitalised Repairs (roofing, Subsidence, Guttering)	270	300	300
	1,030	1,040	1,040
Other desirable			
Garage Areas	45	35	35
Improvement Programme Common Areas of Flats	145	145	145
Door Entry Systems	20	20	20
Welfare Aids & Adaptations	160	160	160
Capitalised Maintenance from HRA	125	0	0
	495	360	360
TOTAL	1,525	1,400	1,400
Funded by Major Repairs Allowance	0	0	(1,000)
TOTAL REQUEST FOR COUNCIL FUNDING	1,525	1,400	400

Staffing Budget

	2002/03		2003/04	
	FTE	£'000	FTE	£'000
Corporate Services/Chief Executive	215	6,633	283	9,404
Education Department	143	3,921	153	4,730
Leisure Services	283	5,907	291	6,767
Environment	258	6,944	275	8,639
Social Services & Housing	724	16,240	611	15,305
	1,623	39,645	1,613	44,845

School Governing Bodies are responsible for determining the proportion of their delegated budgets to be spent on staffing. Consequently, the above figures exclude those staff who are directly employed by schools.

Staffing figures for 2003/04 are based on the revised staffing budgets included within each Service's approved budget. The main reasons for change in the overall staffing budget between 2002/03 and 2003/04 are as follows:

- * Significant transfers between departments have taken place
- * Some Services have been brought back in-house from being contracted services