

**TO: THE EXECUTIVE**  
**DATE: 13 DECEMBER 2011**

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**GENERAL FUND REVENUE BUDGET 2012/13**  
**(Chief Executive/Borough Treasurer)**

**1. PURPOSE OF REPORT**

- 1.1 Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and other interested parties for a period of at least six weeks. This report summarises the current position on the Council's budget preparations for 2012/13.
- 1.2 At the time the Executive agenda was published the Provisional Local Government Financial Settlement had not been announced. Members will be updated orally at the meeting if the settlement is announced prior to the meeting. A Provisional 2012/13 Settlement was announced in January 2011 and the Council has been developing its budget proposals on this basis. It is not expected that the final settlement will differ greatly from the provisional.
- 1.3 All comments received on these budget proposals will be submitted to the Executive on 21 February along with details of the final finance settlement. This will allow the Executive to determine its final budget package and recommend the appropriate Council Tax level to Council, who will formally approve the 2012/13 budget and Council Tax on 29 February 2012.

**2 RECOMMENDATIONS**

**That the Executive:**

- 2.1 **Approve the revised Commitment Budget for 2012/13 to 2014/15 at Annexe A;**
- 2.2 **Agree the draft budget proposals for 2012/13 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties.**
- 2.3 **Agree the Treasury Management Strategy and associated documents at Annexe E and request that the Governance and Audit Committee review each of the key elements.**
- 2.4 **Approve the virements relating to the 2011/12 budget as set out in section 10.**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 **The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2012/13 as required by the Local Government Act 2003.**

#### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The range of options being considered is included in the report and its Annexes.

#### **SUPPORTING INFORMATION**

#### **5 COMMITMENT BUDGET 2012/13 – 2014/15**

- 5.1 Initial preparations for the 2012/13 budget have focussed on the Council's Commitment Budget for 2012/13 – 2014/15. This brings together the Council's existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2011/12 budget was set.
- 5.2 A number of changes are proposed to the Commitment Budget since it was last considered by the Executive in July and are reflected in the summary. The most significant are set out below:
- Based on the impact of the additional bank holiday for the royal wedding, significant costs are no longer expected to arise from the diamond jubilee. The additional budget built into 2011/12 can therefore be removed a year earlier (-£0.060m).
  - The impact of the national insurance changes introduced on 1 April 2011 was less than originally forecast. This has enabled £0.129m to be removed from the commitment budget.
  - Allowances to cover the Carbon Reduction Commitment in schools have already been provided for within Schools Budgets and can therefore be removed from the Council Wide budget (-£0.072m).
  - Increases in projected landfill tax and waste disposal costs (£0.247m).
  - The additional resources built into the budget for 2011/12 to cover pay increases for staff paid less than £21,000 were not required. However the amount has been retained in the Commitment Budget to provide some flexibility in dealing with any immediate issues that may arise from implementing changes following the job evaluation review that has been undertaken.
- 5.3 Taking account of these changes, Table 1 summarises the position and shows that base expenditure (excluding schools) is planned to rise by £0.145m to £76.400m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual Departments in 2012/13. The commitment budget is shown in more detail in Annexe A.

Table 1: Summary Commitment Budget 2012/13-2014/15

	<b>Planned Expenditure</b>		
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Base Budget	76,255	76,400	76,735
<i>Movements in Year:</i>			
Chief Executive / Corporate Services	-106	-85	0
Children, Young People and Learning (excluding schools)	4	-110	-160
Adult Social Care and Health	-49	0	0
Environment, Culture & Communities	454	26	23
Non Departmental / Common	-158	504	0
<i>Total Movements</i>	145	335	-137
<b>Adjusted Base</b>	<b>76,400</b>	<b>76,735</b>	<b>76,598</b>

## **6 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2012/13**

- 6.1 The 2010 Comprehensive Spending Review announced in October 2010 set out the national medium term funding proposals for public sector expenditure. In line with these control totals the Local Government Financial Settlement, published on 31<sup>st</sup> January 2011, set out detailed funding proposals for local authorities covering the period 2011/12 and 2012/13. As such a Provisional 2012/13 Settlement was announced in January 2011 and the Council has been developing its budget proposals on this basis.
- 6.2 The pre-announced Provisional Settlement reflected a further reduction of £2.97m in Formula Grant for Bracknell Forest (£23.12m in 2012/13m compared to £26.09m in 2011/12) representing a reduction of 10.4% (in line with the maximum reduction possible under the Floor damping mechanism). A number of small increases in Specific Grants for 2012/13 were announced as part of the Settlement including increases in the Early Intervention Grant and the Learning Disability and Health Reform Grant. This additional income is reflected in the summary of proposals in Table 5, below.
- 6.3 In addition to Formula and Specific grants the Government introduced the New Homes Bonus in 2011/12, designed to encourage the development of new homes. The Council received £0.647m in 2011/12 (of which £0.600m is reflected in the commitment budget) and is expected to receive a further £0.787m in 2012/13. As the New Homes Bonus is payable for 6 years, the Council will therefore receive a total of £1.434m in 2012/13. The significant increase reflects the removal from the tax-base of the Enid Wood House properties. Whilst the removal of the approximately 150 properties at Enid Wood House from the Council's Tax Base has reduced potential Council Tax in 2012/13, the calculation of the New Homes Bonus treats their removal as if they were empty properties brought back in to use (as their removal means they are no longer recorded as being empty). As such this represents an anomaly that will

not be repeated in the future. Excluding this exceptional item would have reduced the additional New Homes Bonus to £0.493m in 2012/13.

- 6.4 The Government recently consulted, as part of the Local Government Resource Review, on comprehensive changes to the funding of local government through the localisation of Business Rates. The Government's ambition is to introduce these changes from 1<sup>st</sup> April 2013. As such the level of funding for Bracknell Forest in 2013/14 and 2014/15 is considerably uncertain. The most robust information available to the Council is therefore the change in Departmental Control Totals published as part of the Comprehensive Spending Review, which indicates further reductions of 2% in 2013/14 and 4% in 2014/15. As such these levels of reduction in Formula Grant have been applied to the short-term funding model.

### Council Tax

- 6.5 The collection fund is expected to break even in 2011/12. Following the zero increase in the current year, Council Tax at present levels will generate total income of £48.473m in 2012/13. In addition a further £0.339m will be generated from the increase in tax base arising from the occupation of new properties and other changes in exemptions and discounts during 2012/13.
- 6.6 The Government has prioritised keeping Council Tax increases to the minimum possible next year. To support this aim, the Department for Communities and Local Government has announced that it will give councils who agree to freeze or reduce Council Tax in 2012/13 a one-off grant equivalent to a 2.5% increase in Council Tax.
- 6.7 The Executive intends to accept the Coalition Government's offer to work in partnership with local authorities to protect council tax payers with a Council Tax freeze, thereby passing on the benefit to the council tax payers. The working assumption upon which the proposals in this report are based at this stage, therefore, is that there will be no increase in Council Tax and that the Council will receive additional grant from central Government of £1.220m to offset this.
- 6.8 In contrast with 2011/12's Council Tax Freeze Grant, the grant for 2012/13 is one-off which will lead to an additional pressure in 2013/14 when the grant is withdrawn. In effect this means that, unless the government changes its position and extends the 2012/13 grant, the level of savings required in subsequent years will increase by £1.220m. The alternative would be an increase in Council Tax of 2.5% more than that which is needed to fund any year on year changes between 2012/13 and 2013/14, which is unlikely to be acceptable.

## **7 BUDGET PROPOSALS 2012/13**

### Service Pressures and Developments

- 7.1 In the face of significant reductions in public expenditure in general and in grants to Local Government in particular the scope to invest in new service provision is self evidently severely restricted. Nevertheless, it is important to retain a clear focus to ensure that the Council continues to improve services where possible and to invest in the Borough, focussing on protecting front line services and delivering the Council's new Medium Term Objectives. In preparing the 2012/13 draft budget proposals each department has evaluated the potential pressures on its services and these are set out in Annexe B. The following Table summarises the pressures by department.

Table 2: Service Pressures/Development

	£'000
Chief Executive / Corporate Services	150
Children, Young People and Learning (excluding schools)	1,029
Adult Social Care and Health	405
Environment, Culture & Communities	<u>275</u>
<b>Total Pressures/Developments</b>	<b>1,859</b>

7.2 Many of the pressures are simply unavoidable and respond only to changing demographic trends, particularly as they principally relate to increases in children and young people in care, increases in client numbers within Adult Social Care or the economic climate. They do, however, also support the Council's six overarching priorities and medium term objectives in the following way;

- Promote health & achievement (£1.029m)
- Create a Borough where people are safe and feel safe (£0.405m)

7.3 The Children Young People and Learning pressures include proposals to support and recruit more foster carers and adoptive families with the intention of reducing placement costs for looked after children, thereby generating future savings or, at least, containing the costs of further increases in the number of such children.

7.4 In addition to these revenue proposals the Council continues to invest in its priorities through targeted capital expenditure, details of which are contained in the capital programme report elsewhere in tonight's agenda.

Service Economies /Balancing the Budget

7.5 Since March 2011 the Executive and CMT have held regular meetings to determine options for savings in order to balance the budget and a list of potential draft budget savings has been developed. This list totals £5.123m and is attached at Annexe C and summarised in Table 3. As in previous years, these economies focus as far as possible on central and departmental support rather than on front-line services. However, since it became a Unitary Authority the Council has successfully delivered savings of around £50m in total. Against this background of continually bearing down on costs and driving to improve efficiency it is becoming increasingly difficult to find further savings in these areas, which would not compromise the Council's ability to function effectively.

Table 3: Summary Service Economies

	£'000
Chief Executive / Corporate Services	673
Children, Young People and Learning (excluding schools)	1,607
Adult Social Care and Health	1,149
Environment, Culture and Communities	<u>1,694</u>
<b>Total Savings</b>	<b>5,123</b>

## Key Decisions

7.6 The Council's constitution requires key decisions to be declared on the forward plan. It defines a key decision as being one over £0.400m and/or a major policy decision affecting more than one electoral ward. Consideration and approval of the budget is a major policy decision and is therefore a key decision. However, the budget, by its nature, includes proposals which in themselves fall within the technical definition of a key decision. Examples of these which are included in the overall budget package are the proposals on:

- Dementia Advisory Service
- Life Chances Co-ordinator
- Berkshire Adoption Advisory Service
- Better Commissioning: Older People
- Youth Service
- Early Years
- Connexions
- Targeted Mental Health in schools
- School Improvement Team
- Aiming High for Disabled Children
- Remove support to NAGS
- Public Transport / Concessionary Fares
- Waste Management - Brown Bins
- Smartcard

More details on each of these proposals, each of which will represent a significant change – and in many cases – reduction in the way services are provided, are included in the details shown for all proposals in Annexe C.

7.7 As the budget report is a policy document and is subject to six weeks consultation, the identification of these issues within the budget report fulfils the requirements relating to key decisions under the Council's constitution.

## Council Wide Issues

7.8 Apart from the specific departmental budget proposals contained in Annexes B and C there are some Council wide issues affecting all departments' budgets which need to be considered. The precise impact of these corporate budgets is likely to change before the final budget proposals are recommended. However the current view on these issues is outlined in the following paragraphs:

### a) Capital Programme

The scale of the Council's Capital Programme for 2012/13 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts or borrowing from internal resources. The proposed Council Funded Capital Programme of £9.485m for 2012/13 features in a separate report on tonight's agenda. After allowing for projected receipts of £3m in 2012/13, but excluding the self-funding Invest to Save schemes, the additional revenue costs will be £0.032m in 2012/13 and £0.164m in 2013/14.

b) Interest and Investments

Growth in the UK economy is expected to be weak over the next two years and there is a risk of a technical recession. Bank Rate, currently 0.5%, underpins investment returns and is not expected to start increasing until quarter 3 of 2013 despite inflation currently being well above the Monetary Policy Committee inflation target. Hopes for an export led recovery appear likely to be disappointed due to the Eurozone sovereign debt crisis depressing growth in the UK's biggest export market. The comprehensive Spending Review which seeks to reduce the UK's annual fiscal deficit will also depress growth during the next few years.

This challenging and uncertain economic outlook has several key treasury management implications.

- The Eurozone sovereign debt difficulties, most evident in Greece, provide a clear indication of much higher counterparty risk. This continues to suggest the use of higher quality counterparties for shorter time periods
- Investment returns are likely to remain relatively low during 2012/13

The Council continues to regard security of the principal sum it invests as the key objective of its treasury management activities.

The 2012/13 budget is therefore based on an average rate of return of approximately 1% and reflects the lower cash balances as a result of the 2011/12 and 2012/13 Capital Programme. The 2011/12 budget was based on a return of 0.9% and as such expected interest income is projected to increase marginally from the higher interest rate. However additional income will be generated resulting from additional cash flow resulting from the expected repayment of Icelandic deposits and the increase in capital grants from DfE during 2011/12. Given the level of cash balances the Council can once again make maximum use of the arrangement to make a pre-payment on its pension fund contributions and thus earn a higher discount than could be earned through its own investment opportunities. Taken together this should generate additional income of £152,000. However should interest rates fall further, every 0.1% reduction in the average rate of return would add a £0.025m pressure to the General Fund.

The Council reviews the annual Treasury Management Strategy Statement under the requirement of the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Local Government Act 2003 required the Council to "have regard to the Prudential Code and to set Prudential Indicators for the next three years to ensure that the capital investment plans are affordable, prudent and sustainable. Annex E outlines the Council's prudential indicators for 2012/13 – 2014/15 and sets out the expected treasury management activities for this period. It is recommended that the Executive agree the Treasury Management Strategy and associated documents and in line with the Code of Practice request that the Governance and Audit Committee review each of the key elements.

c) Provision for Inflation and Pay Awards

The Commitment Budget excludes the cost of inflation on both expenditure and income. In past years, the Council has restricted the provision for inflation on prices as a general economy measure, to help address the

underlying budget gap, although pay awards have been fully funded. In the context of the Council's overall financial position, it is again prudent to consider where the provision for inflation on prices can be limited as an economy measure, although some exceptions will be necessary to reflect actual increases that will not be containable without real service reductions and to meet contractual commitments. In particular it will be important to have realistic discussions with key providers about what level of inflation is genuinely necessary on some contracts and placements.

At this stage the inflation provision is not finalised, although for planning purposes a sum of £1.500m has been added to the budget. This compares to a provision of £0.545m last year and reflects the higher rates of inflation this year (consumer price inflation at 5.2% and retail price inflation at 5.6% in September). Containing the inflation provision to this level could be achieved by:

- Freezing pay budget lines;
- Having zero inflation for a number of budget lines rather than the Retail Price Index;
- Using 2% inflation for a number of budget lines;
- Negotiating to minimise inflation on contracts;
- Increasing fees and charges by 4.0% unless this is inconsistent with the Council's income policy.

The Council will need to consider where it is appropriate and necessary to provide for inflation over the coming weeks so that the actual inflation provision can be added to the final budget report in February 2012.

d) Fees and Charges

The Council established a policy for the review of fees and charges when setting the 2001/02 budget. This requires each Department to consider the level of charges against the following criteria:

- Fees and Charges should aim, as a minimum, to cover the costs of delivering the service;
- Where a service operates in free market conditions, fees and charges should at least be set at the market rate;
- Fees and charges should not be levied where this is an ineffective use of resources, i.e. the cost of collection exceeds any income generated.

It is estimated that most prices, where the Council charges users a fee for services, will need to increase by around 4.0% to recover the costs of those services. However, where current economic conditions and the market rate indicate a different percentage, for example for leisure income, this has been applied. Certain other fees also attract a different percentage as they are determined by statute. The proposed fees and charges are included in Annexe D.

e) Corporate Contingency

The financial risks facing the Council are at a similar overall level to those experienced last year. The Council manages these uncertainties in the budget through the use of a general contingency added to the Council's budget. A

sum of £1m is currently included for contingency in the budget proposals for 2012/13.

During the next year the Council will continue to face significant risks on its budget particularly in relation to demand led budgets. Therefore the Borough Treasurer recommends that the general contingency should be set at £1m which is equal to the contingency for 2011/12.

The Executive will need to make a judgement on the appropriate level of contingency at its February meeting, taking advice from the Borough Treasurer who will need to certify the robustness of the overall budget proposals in the context of the Council's remaining general and earmarked reserves. All the reserves will be reviewed to ensure that they are sufficient to manage the financial risks facing the Council in the coming years.

### Spending on Schools

- 7.9 The Schools Budget – both delegated school funding and centrally managed items such as Special Educational Needs placements made outside of the Borough - is funded by a specific Dedicated Schools Grant (DSG) with any year end balance, either surplus or deficit, required to be ring-fenced within the Schools Budget. Therefore, use of this funding is outside the control of the Council.
- 7.10 However, Local Authorities have a legal duty to set the overall level of Schools Budget and individual budgets for each of their schools by 31 March. This must be no lower than the level of anticipated DSG, but can be higher, if the Council decides to add a top up.
- 7.11 The level of DSG is calculated by multiplying the per pupil funding rates that the Department for Education (DfE) determines for each local authority by the actual January pupil numbers. At this stage, as both of these key pieces of information have yet to be confirmed, it is difficult to estimate future funding. However, using the 2011/12 per pupil funding rate of £4,861 and the number of pupils on roll at October would generate a total DSG of £75.7m.
- 7.12 To meet the statutory publication deadline, the Schools Budget for 2012/13 will have to be set on the basis of the estimated level of DSG plus any accumulated balance. The draft budget proposals therefore assume the Schools Budget is set at the level of DSG and that any accumulated deficit or surplus is managed to a nil balance by the end of the funding period.
- 7.13 Decisions around the final balance of the budget between spending by schools and that on pupil services managed by the Council is the responsibility of the Executive Member for Education, although the Schools Forum must be consulted, and in certain circumstances, agree to spending increases on the services managed by the Council.

### Summary

- 7.14 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £73.099m as shown in Table 5.

Table 5: Summary of proposals:

	£'000
Commitment Budget	76,400
2012/13 Budget Pressures	1,859
2012/13 Budget Economies	(5,123)
Capital Programme	32
Changes in Investment Income	(152)
Inflation Provision	1,500
Additional Specific Grants	(583)
Additional New Homes Bonus 2011/12	(47)
New Homes Bonus 2012/13	(787)
<b>Draft Budget Requirement 2012/13</b>	<b>73,099</b>

- 7.15 The Council can anticipate income of up to £73.156m. This arises from Government grants (£23.124m), additional Council Tax Freeze Grant (£1.220m) and Council Tax (£48.812m). While this creates a broadly balanced budget there is still uncertainty surrounding the final Local Government Financial Settlement and inevitably between December and February additional information will become available which could impact on the budget proposals. The results of the consultation exercise will also need to be factored into the Council's final budget proposals.

## **8 BALANCES**

- 8.1 The Council has an estimated £8.4m available in General Reserves at 31 March 2012. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2011

	£m
General Fund	10.0
Planned use in 2011/12	(1.6)
<b>Estimated Balance as at 31 March 2012</b>	<b>8.4</b>

- 8.2 The Council originally deposited £2m with Heritable Bank and £3m with Glitnir Bank which are both Icelandic banks that have been put into administration. The administration of Heritable is being undertaken in the UK and to date the Council has received a total of £1.32m. At this point the final recovery rate is still unknown; however the administrator has indicated that the final recovery should be between 86p to 90p in the pound. With regard to the investments with Glitnir the Icelandic courts have supported the view that the Council be treated as a preferred creditor, thereby indicating that 100% of the deposit will be returned. The actual repayment is currently expected to be partially in foreign currency assets. It is currently too early to provide a definitive policy on how this exchange rate risk will be managed, but the expectation will be that the risk will be managed proactively and assets converted to sterling at the earliest opportunity. An earmarked reserve was created in 2009/10 to meet any potential losses. However, given the decision of the Icelandic Supreme Court it is unlikely that the majority of this reserve will be called upon. The balances position will be updated in February taking into account the latest position on Icelandic banks.

- 8.3 The Council has, in the past, planned on maintaining a minimum prudential balance of £4m. This assessment is based on the financial risks which face the Council and the Borough Treasurer considers these in the February report to the Executive at which a final decision on the use of balances can be taken, taking account of the financial position likely to face the Council over the next three to four years.

## **9 CONCLUSION**

- 9.1 The Council's constitution requires a six week consultation period on the draft budget proposals. This consultation is a genuine one. In this context, it is inevitable that, of the broad range of options proposed for consultation, not all will necessarily be included in the final budget package. It is also likely that some further issues with a financial impact will arise between now and February.
- 9.2 It is suggested, therefore, that the normal process whereby the Overview & Scrutiny Commission reviews the overall budget package and determines whether any specific issues should be considered further by the Overview and Scrutiny Panels at their meetings in January, is followed. The proposals will also be placed on the Council's website for public consultation and Directors will ensure that particular arrangements are made to engage with individuals or groups that may be affected by some of the more direct reductions and/or changes to service provision.
- 9.3 All comments from the Overview & Scrutiny Commission, Overview and Scrutiny Panels and all others will then be submitted to the Executive on 21 February 2012. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 29 February 2012.

## **10 BUDGET MONITORING 2011/12- VIREMENT REQUEST**

- 10.1 A virement is the transfer of resources between two budgets but it does not increase the overall budget approved by the Council. Financial Regulations require formal approval by the Executive of any virement between £0.050m and £0.100m and of virements between departments of any amount. Full Council approval is required for virements over £0.100m. During 2011/12 a number of significant virements have been identified which require the approval of the Executive. These have been previously reported to the Corporate Management Team which recommends them to the Executive for approval. They have been included in the quarterly Performance Monitoring Reports. Details of virements between departments are set out in Annexe F and summarised in Table 7. Details of internal departmental virements exceeding £0.050m are set out in Annexe G.

Table 7: 2011/12 Virements

	Reorganisation £'000	Structural Changes Reserve £'000	Other Earmarked Reserve £'000	S106 Bus Contracts £'000	Other S106 items £'000	Council Wide Items £'000
Corporate Services/Chief Executive's	116	17	20	0	0	156
Children, Young People and Learning	252	9	150	0	0	56
Adult Social Care & Health	83	0	0	0	0	19
Environment, Culture & Communities	-451	74	0	298	31	282
Non Departmental/ Council Wide	0	0	0	0	0	-513
Earmarked Reserves	0	-100	-170	-298	-31	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 11 **ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 11.1 The Local Government Finance Act 1992 requires the Council to set the level of the Council Tax by 11 March each year. It is impossible to achieve this without having agreed an affordable revenue budget for the year in question.

### Borough Treasurer

- 11.2 The financial implications of this report are included in the supporting information.

### Equalities Impact Assessment

- 11.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. A number of the budget proposals require specific equality impact assessments to be carried out and draft versions of these are attached in Annexe H. Consultation with equalities groups that are likely to be affected by the proposal is part of the assessment process.

### Strategic Risk Management Issues

- 11.4 A sum of £1m is currently proposed to meet the costs of unpredictable or unforeseen items that would represent in year budget risks. This is equal to the level of contingency set for 2011/12. The Executive will need to make a judgement on the level of contingency at its meeting in February.

- 11.5 The Borough Treasurer, as the Council's Chief Finance Officer (section 151 officer), must formally certify that the budget is sound. This will involve identifying and assessing the key risk areas in the budget to ensure the robustness of estimates and ensuring that appropriate arrangements are in place to manage those risks, including maintaining an appropriate level of reserves and contingency. This formalises work that is normally undertaken each year during the budget preparation stages and in monthly monitoring after the budget is agreed. The Borough Treasurer will report his findings in February, when the final budget package is recommended for approval.

## 12 CONSULTATION

### Principal Groups Consulted

- 12.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Senior Citizens' Forum, the Schools Forum, Parish Councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site at [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk). There will also be a dedicated mailbox to collect comments.

- 12.2 The timetable for the approval of the 2012/13 Budget is as follows

Executive agree proposals as basis for consultation	13 December 2011
Consultation period	14 December 2011 - 24 January 2012
Executive considers representations made and recommends budget.	21 February 2012
Council considers Executive budget proposals	29 February 2012

- 12.3 Due to the nature of some of the budget proposals an extended 12 week consultation process is planned for the proposals relating to:

- Youth Service
- Public Transport / Concessionary Fares
- Community Transport

As this ends on 6 March and after the Council tax has been set the Council will need to make separate decisions on whether these proposals are to be implemented.

- 12.4 A separate consultation exercise has been underway since October on proposals for the modernisation of elements of adult social care, including the future of Ladybank residential care and support for people with long term conditions. The budget proposals allow for the implementation of these modernisation proposals. However, if the Council does not proceed with these or any other proposals which are subject to detailed consultations, the financial implications will be addressed in the subsequent report to the Executive in February.

Background Papers

None

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## Commitment Budget 2012/13 to 2014/15

	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000
<b>Chief Executive / Corporate Services</b>				
Approved Budget	15,615	15,867	15,761	15,676
WAN Invest to Save Scheme		-4		
IPT Invest to Save Scheme		-17		
Borough Elections		-70		
Unified Training Budget - realignment of training year		10	-10	
Vacating Seymour House		-25	-75	
Net Inter Departmental Virements	252			
<b>Chief Executive / Corporate Services Adjusted Budget</b>	<b>15,867</b>	<b>15,761</b>	<b>15,676</b>	<b>15,676</b>
<b>Children, Young People and Learning</b>				
Approved Budget	13,026	13,326	13,330	13,220
Suitability Surveys		20	-20	
Schools Music Festival		-10	10	-10
WAN Invest to Save Scheme		-6		
Local foster home placements			-100	-150
Net Inter Departmental Virements	300			
<b>Children, Young People and Learning Adjusted Budget</b>	<b>13,326</b>	<b>13,330</b>	<b>13,220</b>	<b>13,060</b>
<b>Adult Social Care and Health</b>				
Approved Budget	21,763	21,873	21,824	21,824
Dementia Advisory Service		-35		
Transfer of Home Improvement Agency Service to Environment, Culture and Communities		-14		
Net Inter Departmental Virements	110			
<b>Adult Social Care and Health Adjusted Budget</b>	<b>21,873</b>	<b>21,824</b>	<b>21,824</b>	<b>21,824</b>
<b>Environment, Culture and Communities</b>				
Approved Budget	27,428	27,168	27,622	27,648
Landfill Tax / Waste Disposal PFI		35	42	51
Landfill Tax Increase		106	104	99
Local Development Framework		97	25	-135
Capital Invest to Save 06/07 - Easthampstead Park		-1	-1	-1
Royal Military Academy Freedom March		5		
Coroners Service - transfer from TVPA		9	9	9
Refuse Collection Contract		-100		
Car Park Season Ticket Income		98		
WAN Invest to Save Scheme		-20		
Transfer of Home Improvement Agency Service from Adult Social Care and Health		14		
Flood and Water Management Responsibilities		153	-153	
Transfer of Local Authority Flood Grant to Non Departmental		12		
Transfer of Preventing Homelessness Grant to Non Departmental		50		
IPT Invest to Save Scheme (BSLC)		-4		
Net Inter Departmental Virements	-260			
<b>Environment, Culture and Communities Adjusted Budget</b>	<b>27,168</b>	<b>27,622</b>	<b>27,648</b>	<b>27,671</b>
<b>Total Service Departments</b>	<b>78,234</b>	<b>78,537</b>	<b>78,368</b>	<b>78,231</b>
<b>Non Departmental / Council Wide</b>				
Approved Budget	-1,577	-1,979	-2,137	-1,633
2011/12 Capital Programme (Full Year Effect) - Interest		41		
Minimum Revenue Provision		262		
2011/12 Use of Balances (Full Year Effect) - Interest		8		
Terms and Conditions		-50		
Additional Bank Holiday		-60		
Changes in Employers NI and Thresholds		-129		
Increase in Employers Pension Fund Contributions		45	151	
Carbon Reduction Commitment		-72		
Ceasing to pay pension fund contributions in advance			200	
Transfer and increase in Local Authority Flood Grant		-153	153	
Transfer of Preventing Homelessness Grant from Environment, Culture and Communities		-50		
Net Inter Departmental Virements	-402			
<b>Non Departmental / Council Wide</b>	<b>-1,979</b>	<b>-2,137</b>	<b>-1,633</b>	<b>-1,633</b>
<b>TOTAL BUDGET</b>	<b>76,255</b>	<b>76,400</b>	<b>76,735</b>	<b>76,598</b>
<b>Change in commitment budget</b>		<b>145</b>	<b>335</b>	<b>-137</b>

For management purposes budgets are controlled on a cash basis. The following figures which are used for public reports represent the cost of services including recharges and capital charges:

	<b>2010/11 £'000</b>	<b>2011/12 £'000</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>
Corporate Services	8,161	8,055	7,970	7,970
Children, Young People and Learning	21,411	21,415	21,305	21,145
Adult Social Care and Health	25,272	25,223	25,223	25,223
Environment, Culture & Communities	37,382	37,836	37,862	37,885
Non Departmental/Council Wide	-15,971	-16,129	-15,625	-15,625
	<b>76,255</b>	<b>76,400</b>	<b>76,735</b>	<b>76,598</b>

### Description of Commitment Budget Items for 2012/13 to 2014/15

Department and Item	Description
<b>Chief Executive / Corporate Services</b>	
Capital Invest to Save 10/11 – Wide Area Network	Wide Area Network circuit replacement based on wireless technologies.
Capital Invest to Save 11/12 – IPT system	Replacement of the existing corporate telephony infrastructure with the newer Internet Protocol Telephony (IPT) technology.
Borough Elections	Removal of the additional budget required for the Borough Elections in 2011/12.
Unified Training Budget - realignment of training year	In order to alleviate the pressure on the Learning and Development Team the training year will in future be in line with the academic year with courses and development activities being scheduled from September to August as opposed to September to March.
Vacating Seymour House	The disposal of Seymour House to Bracknell Regeneration Partnership is included in the Town Centre Development Agreement and will occur when this agreement goes unconditional.
<b>Children, Young People and Learning</b>	
Suitability surveys	Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme.
Schools Music Festival	Biennial event which enables pupils from the Council's Primary schools to participate in a large scale production which links music, dance and art.
Capital Invest to Save 10/11 – Wide Area Network	Wide Area Network circuit replacement based on wireless technologies.
Local foster home placements	The investment in staffing proposed in the 2012-13 base budget are expected to result in more children being placed in local foster homes instead of expensive independent foster homes. The savings proposed reflect the current looked after children population which is volatile, and therefore subject to change, often at very short notice.
<b>Adult Social Care and Health</b>	
Dementia Advisory Service	The Dementia Advisory service supports people in the early stages of diagnosis, until they need more intensive support from either a Community Psychiatric Nurse or Social Worker. Funding was initially agreed for a one year period, 2011/12.
Transfer of Home Improvement Agency Service	From October 2011 the Home Improvement Agency service has been bought in house and provided by the Department of Environment, Culture and Communities. The contribution Adult Social Care and Health previously made to the external provider will be used to help fund the in house service.

Department and Item	Description
<b>Environment, Culture and Communities</b>	
Landfill Tax / Waste Disposal PFI	Projection of 25 year contract costs for Recycling and Waste Disposal. The contract is shared with Wokingham and Reading Borough Councils.
Landfill tax increase	Projected costs of increased rates of Landfill Tax over and above those initially announced by the Government which have increased through successive budget announcements.
Local Development Framework	The estimated costs of a continuous rolling programme to deliver Development and Supplementary Planning.
Capital Invest to Save 06/07 - Easthampstead Park	An invest to save scheme to provide en-suite bedrooms. This is the incremental net increase in revenue to be received on top of the original sum declared to repay the original capital investment.
Royal Military Academy Freedom March	Contribution to the freedom march scheduled to take place in 2012.
Coroners Service - transfer from TVPA	The Thames Valley Police Authority (TVPA) is transferring responsibility for the Coroners Service to the local authorities in Berkshire. In 2010/11 the TVPA provided 100% funding. This will be phased out over the next four years 2011/12 to 2014/15.
Refuse Collection Contract	Full year effect of the new contract let 01/08/2011.
Car Park Season Ticket Income	Full year effect of the loss of a major season ticket holder.
Capital Invest to Save 10/11 – Wide Area Network	Wide Area Network circuit replacement based on wireless technologies.
Transfer of Home Improvement Agency Service	From October 2011 the Home Improvement Agency service has been bought in house and provided by the Department of Environment, Culture and Communities.
Flood and Water Management Responsibilities	Reflects additional responsibilities in respect of new flooding and surface drainage duties, funded by a specific grant.
Transfer of Local Flood Authority Grant	Local Flood Authority Grant is a general grant which forms part of Local Services Support Grant. This replaced Area Based Grant and is therefore more appropriately reflected under Non Departmental budgets.
Transfer of Preventing Homelessness Grant	The Preventing Homelessness Grant is a general grant which forms part of Local Services Support Grant. This replaced Area Based Grant and is therefore more appropriately reflected under Non Departmental budgets.
Capital Invest to Save 11/12 – IPT (BSLC)	Moving the current telephone system at the Bracknell Sport and Leisure Centre onto the corporate Internet Protocol Telephony (IPT) platform.
<b>Non Departmental / Council Wide</b>	
2011/12 capital programme ( full year effect) -Interest	The full year effect of the loss of interest based on the 2011/12 capital programme.

Department and Item	Description
Minimum Revenue Provision	The increase in the principal repayment on internal loans used to finance capital expenditure.
2011/12 use of balances (full year effect) -Interest	The full year effect of the interest loss on the use of balances in 2011/12.
Terms and Conditions	Reduction arising from changes to employee terms and conditions
Additional Bank Holiday	Based on the impact of the royal wedding, significant additional costs are no longer expected to arise from the diamond jubilee. The additional budget built into 2011/12 can therefore be removed.
Changes in employers NI and bandings	The budgetary impact of the increase in employers NI rate and changes in thresholds was less than originally forecast.
Increase in Employers Pension Fund Contributions	Following on from the triennial actuarial valuation, the past service deficit is being paid as a lump sum and is phased over 3 years. Although £0.280m was built into the budget for this in 2011/12 the lump sum increases in each subsequent year and this creates a budget pressure in 2012/13 and 2013/14.
Carbon Reduction Commitment	Allowances to cover school CO <sub>2</sub> emissions have already been provided for within Schools Budgets and can therefore be removed from the General Fund budget.
Ceasing to pay pension fund contributions in advance	The Council is unlikely to have the cash resources available to pay employers and employees contributions in advance from 2013/14.
Transfer and increase in Local Flood Authority Grant	Local Flood Authority Grant is a general grant which forms part of Local Services Support Grant. This replaced Area Based Grant and is therefore more appropriately reflected under Non Departmental budgets. No funding is guaranteed beyond 2012/13.
Transfer of Preventing Homelessness Grant	The Preventing Homelessness Grant is a general grant which forms part of Local Services Support Grant. This replaced Area Based Grant and is therefore more appropriately reflected under Non Departmental budgets.

## CORPORATE SERVICES/CHIEF EXECUTIVE

Description	2012/13 £'000	2013/14 £'000	2014/15 £'000
<b>Property Services</b>  Due to the loss of tenants the Depot is unable to achieve the levels of income for rent and service charges previously budgeted. The space itself may need investment to attract future tenants.	150		
<b>CORPORATE SERVICES/CHIEF EXECUTIVE TOTAL</b>	150		

## CORPORATE SERVICES/CHIEF EXECUTIVE

Description Impact	2012/13 £'000	2013/14 £'000	2014/15 £'000
<p><b>Community Engagement/Democratic &amp; Registration Services</b></p> <p>Reduction in support to Neighbourhood Action Groups following a consultation on the options within the neighbourhood engagement review.</p>	-20		
<p><b>Finance</b></p> <p>As a result of centralisation and process improvements a vacant post in the Accounts Receivable team will be deleted.</p> <p>The post of Chief Officer: Financial Services will be deleted following the post holders appointment to Borough Treasurer. The loss of senior management capacity will be mitigated by delegating work to more junior staff.</p>	-79		
<p><b>Finance</b></p> <p>Reduction of £0.023m in the Audit Commission's proposed scale of fees for 2012/13.</p> <p>In addition there will be a reduction in supplies and services budgets including printing and consultancy.</p>	-29		
<p><b>Finance</b></p> <p>The new cash in transit contract awarded means that a saving is achievable in this area.</p>	-20		
<p><b>ICT</b></p> <p>Looking to be self sufficient in key elements of Disaster Recovery by setting up a reduced micro-data centre at Easthampstead Park Conference Centre and continually reviewing the infrastructure with a view to simplifying.</p> <p>There will be an initial increase in workload whilst the data centre is set up plus ongoing support will be required.</p>	-50		
<p><b>Property Services</b></p> <p>The reorganisation and development of the Operations Unit, which covers transport, facilities and post, will deliver efficient and consistent levels of quality across the Council. In addition savings have also been identified through the award of a new corporate cleaning contract.</p> <p>As a result of development of the Operations Unit there is a requirement for a review of job descriptions for several posts.</p>	-75		

**DRAFT REVENUE BUDGET SAVINGS PROPOSALS**

**Annexe C**

<b>Description Impact</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
<p><b>Property Services</b></p> <p>Reduction in the number of events etc required to support the Town Centre as development is implemented.</p>	<p><b>-40</b></p>		
<p><b>Property Services</b></p> <p>Implementing rent reviews and lease renewals in 2011/12 and 2012/13 subject to no deterioration in property market conditions.</p>	<p><b>-7</b></p>		
<p><b>Legal Services</b></p> <p>Income from S106 work has increased steadily and this trend is likely to continue into 2012/13 resulting in increased income of £0.030m.</p> <p>In addition the Law Society has reduced the cost of practising certificates resulting in a saving of £0.007m</p>	<p><b>-37</b></p>		
<p><b>Democratic &amp; Registration Services</b></p> <p>Reduction in the cost of the Electoral Service through a review of the service/structure and deletion of 1.0 FTE vacant post. This will lead to a reduction in team capacity and potentially the level of service.</p>	<p><b>-20</b></p>		
<p><b>Democratic &amp; Registration Services</b></p> <p>Revision of the requirements for the Civic Chauffeur post and a reduction in the cost of administrative support to members through a review of the service.</p>	<p><b>-15</b></p>		
<p><b>Human Resources</b></p> <p>Restructuring of Learning &amp; Development resulting in reduced direct support to social care training by combining two posts into one. This will require a greater standardisation of training and an increased use of e-learning.</p> <p>There will also be a reduction in project management support with the deletion of a Project Officer post.</p>	<p><b>-48</b></p>		
<p><b>Human Resources</b></p> <p>By reducing the number of recruitment advertisements placed a saving of £0.030m will be achieved.</p> <p>A further reduction will be made in training costs of £0.003m by reviewing and prioritising staff training.</p>	<p><b>-33</b></p>		

**DRAFT REVENUE BUDGET SAVINGS PROPOSALS**

**Annexe C**

<b>Description Impact</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
<b>Human Resources</b>  Reduction in supplies and services budgets including printing, reference books and computer software.	-17		
<b>Customer Services</b>  There will be a reduction of staffing in the contact centre and use of the upgraded telephony system to provide automated call transfers. This will result in a slower response time to calls made to the Council and a small increase in the annual support and maintenance costs of the telephony system.	-29		
<b>Customer Services</b>  Reduction in supplies and services budgets of £0.020m including postage, fees for bought in services, and computer software. There will also be a reduction in training costs.	-21		
<b>Chief Executives Office</b>  As a result of a restructure, two posts will be deleted, although one will be recycled back into the service. There will be a reduced capacity in communications and performance and partnerships although there will be an improved capability to meet the Council's objectives in economic development.	-44		
<b>Chief Executives Office</b>  Reduction in a range of supplies and services budgets across the Chief Executives Office.	-26		
<b>Property Services</b>  The Enid Wood House lease has been surrendered and the residual cost budget is no longer required.	-43		
<b>Departmental Wide</b>  Following the review of Administrative support across Corporate Services and the Chief Executives Office. There will be some reduction in support required.	-20		
<b>CORPORATE SERVICES/CHIEF EXECUTIVE TOTAL</b>	-673		

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

## Service: Legal &amp; Surveyors' Fees

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
<b>Income the proposed fees will generate:</b>	41	72

<b>Are concessions available? No</b>
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<b>Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.</b>
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

## Legal &amp; Surveyors' Fees for Property Transactions

New Lease	400.00*	415.00*	3.8
Licence to Assign	300.00	310.00	3.3
Lease Renewal	200.00	210.00	5.0
Contracted Out Lease	140.00	150.00	7.1
License to Alter - fee is dependant upon complexity	170 / 300	175 / 310	2.9
Deed of Variation	275.00	290.00	5.5
Sale of Garages & Freehold Reversions	240.00	250.00	4.2
Letter/Deed of Postponement	100.00	105.00	5.0
Transfer (or hourly rate as appropriate)	280.00	290.00	3.6
Section 106 Agreements-£110 per hour,	700.00**	730.00**	4.3

\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £415, at a rate of £135 per hour.

\*\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £730, at a rate of £135 per hour.

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

## Service: Electoral Registration

**Purpose of the Charge: To Contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	5	5

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

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

Sale of Street Indexes	18.00	19.00	5.6
Request for a confirmation letter - fee (1 hour)	54.00	57.00	5.6
Certificate of current register	18.00	19.00	5.6

**Sale of Register of Electors (only in accordance with Representation of the People Acts/Regulations)**

In data format (plus £1.50 for every 1000 entries (or part thereof)#	20.00	20.00	0.0
In paper format (plus £5 for each 1000 entries (or part thereof)#	10.00	10.00	0.0
Sale of Overseas Electors#			
In data format (plus £1.50 for every 100 entries (or part thereof)#	20.00	20.00	0.0
In paper format (plus £5 for each 100 entries (or part thereof)#	10.00	10.00	0.0
Marked copy of the Register of Electors			
In data format (plus £1 for every 1000 entries (or part thereof)#	10.00	10.00	0.0
In printed format (plus £2 for each 1000 entries (or part thereof)#	10.00	10.00	0.0

#1 These are statutory charges that are determined nationally through legislation. There is currently no indication that they might alter during 2012/13.

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

<b>Household Delivery</b>				
Band A properties - per leaflet/property	0.09	0.10	11.1	0.12
Band B properties - per leaflet/property	0.10	0.11	10.0	0.13
Band C properties - per leaflet/property	0.11	0.12	9.1	0.14
Band D properties - per leaflet/property	0.13	0.14	7.7	0.17
Band E properties - per leaflet/property	0.16	0.17	6.3	0.20
<i>Charges can vary depending upon size and weight of documents</i>				

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

## Service: Registration of Births, Deaths and Marriages

**Purpose of the Charge: To Contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	142	148

**Are concessions available? No, but a variety of services provided at differing prices.**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

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

**Change of Name Service**

Adult	33.33	34.58	3.8	41.50
- Additional deed purchased at time of appointment	5.00	5.42	8.4	6.50
- Copy of archived deed	10.42	10.84	4.0	13.00
Child	37.50	39.17	4.5	47.00
- Additional deed purchased at time of appointment	5.00	5.42	8.4	6.50
- Copy of archived deed	10.42	10.84	4.0	13.00
Family	108.33	112.50	3.9	135.00

**Marriage and Civil Partnership Ceremonies**

Notice of Intent Fee for each person, for all Marriage and Civil Partnership Ceremonies #1	33.50	33.50	0.0	
Licensing of premises as venues for marriages:-				
Licence (three years)	1,200.00	1,250.00	4.2	
Attendance of Superintendent Registrar at approved premises:-				
Monday - Friday	280.00	290.00	3.6	
Saturday	350.00	360.00	2.9	
Sunday	400.00	420.00	5.0	
Registrar attendance to Registered Building for Marriage (to a church where no Authorised Person is present) #1	80.00	80.00	0.0	
Formation of Marriage or Civil Partnerships in the Syrett Blue Room #1	40.00	40.00	0.0	
#1 These are statutory charges that are determined nationally through legislation. There is currently no indication that they might alter during 2012/13.				

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

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

**Marriage and Civil Partnership Ceremonies (Cont)**

Syrett Ceremonial Room Marriage & Civil Partnerships Bookings (including room hire, Registrar's attendance):-				
Monday - Thursday	115.00	120.00	4.3	
Friday	130.00	140.00	7.7	
Saturday	150.00	160.00	6.7	
Saturday pm	255.00	270.00	5.9	
Sunday / Bank Holidays	350.00	360.00	2.9	
<b>Service enhancements</b>				
Friday		30.00		
Saturday		40.00		
Saturday pm		50.00		
Pre-ceremony chat appointments (1/2 hour) for Syrett Suite ceremonies:				
Monday - Friday	12.50	12.92	3.4	15.50
Saturday am	16.67	17.50	5.0	21.00
Attendance of Celebrant at other non-statutory ceremonies eg naming and reaffirmation of vows Monday - Sunday (includes pre-ceremony appointment (1/2 hour)):-				
<b>Syrett Ceremonial Room</b>	148.33	154.16	3.9	185.00
Double Naming	183.33	191.66	4.5	230.00
Triple Naming	208.33	216.66	4.0	260.00
<b>Other Approved Premises</b>	156.67	162.92	4.0	195.50
Double Naming	191.66	200.00	4.3	240.00
Triple Naming	225.00	233.33	3.7	280.00
Certificate of birth (short and long), deaths and marriages #1				
At time of registration	3.50	3.50	0.0	
After registration but in current register	7.00	7.00	0.0	
After registration and after register closed	9.00	9.00	0.0	
Civil Partnership certificates full or extract, at time of ceremony or at any other time #1	3.50	3.50	0.0	
	9.00	9.00	0.0	
#1 These are statutory charges that are determined nationally through legislation. There is currently no indication that they might alter during 2012/13.				

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

<b>Citizenship Ceremonies and Nationality Checking Service</b>				
<i>Nationality Checking Service</i>				
Single (adult) Application	43.33	45.00	3.9	54.00
Single (adult) Application - Saturdays	57.50	60.00	4.3	72.00
1 Adult and 1 Child	51.67	54.17	4.8	65.00
1 Adult and 1 Child - Saturdays	66.66	69.17	3.8	83.00
1 Adult and 2 Children	57.50	60.00	4.3	72.00
1 Adult and 2 Children - Saturdays	71.66	74.17	3.5	89.00
Joint Husband and wife	61.67	64.17	4.0	77.00
Joint Husband and wife - Saturdays	76.67	80.00	4.3	96.00
1 Adult and 3 Children	66.66	69.17	3.8	83.00
1 Adult and 3 Children - Saturdays	80.00	83.33	4.2	100.00
Husband, wife and up to 2 Children	75.83	79.16	4.4	95.00
Husband, wife and up to 2 Children - Saturdays	90.00	93.33	3.7	112.00
Additional children on parents application	15.00	15.83	5.5	19.00
Additional children on parents application - Saturdays	41.67	43.34	4.0	52.00
One or more children under 18 who apply separately from their parents	15.00	15.83	5.5	19.00
One or more children under 18 who apply separately from their parents - Saturdays	24.16	25.00	3.5	30.00
<i>Individual Citizenship Ceremonies</i>				
Monday - Friday (Syrett Blue Room)	52.50	55.00	4.8	66.00
Saturday (Syrett Ceremonial Room)	222.50	231.67	4.1	278.00

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

## Service: Democratic Services

**Purpose of the Charge: To Contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	0.1	0.1

**Are concessions available? Agendas are available online at no charge.**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

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

**Council Publications**

<b>Agendas/Minutes, etc</b>				
Council agenda – Charge per Annum (Based on 8 per Annum)	149.00	155.00	4.0	
Executive Agenda – Charge per Annum (based on 11 per Annum)	224.00	233.00	4.0	
Planning Committee (based on 12 per Annum)	224.00	233.00	4.0	
Any other Committee or Sub Committee Agendas	107.00	111.00	3.7	
Charge per Annum (Based on 4 per annum)	0.00	0.00		
Charge per single copy	26.00	27.00	3.8	
Part extract (any Committee) including background papers - administration fee plus....	11.00	11.00	0.0	
Photocopying Charges				
A4 B&W	0.21	0.22	4.8	0.26
A3 B&W	0.35	0.36	2.9	0.43
A4 Colour	0.71	0.74	4.2	0.89
A3 Colour	1.33	1.38	3.8	1.66

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

## Service: Democratic Services

**Purpose of the Charge: To Contribute to the costs of the service**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	0.1	0.1

**Are concessions available? Agendas are available online at no charge.**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

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

<b>Council Publications (Cont)</b>			
Planning Publications and other Copies of Ordnance Survey Sheets for use in Planning	As Necessary OS royalty charge plus standard copying fee	As Necessary	-

**STANDARD OTHER CHARGES**

These are chargeable in addition or as default to recover actual costs for services			
Invoice Charge	19.00	20.00	5.3
Hourly Rate	50.00	52.00	4.0
Minimum Charge	25.00	26.00	4.0

## Service: Education Transport

**Purpose of the Charge: To contribute to the costs of the service where there is spare capacity on an existing route.**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	0.1	0.1

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

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

## Home to School Travel

Farepayer fees per term on existing routes			
Lost Passes	20.00	20.00	0.0

## Service: Bracknell Market

Purpose of the Charge: To contribute to the costs of the service		
	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	89	89

Are concessions available? Yes - External charity stalls are free of charge.

Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2012/13 PROPOSED FEES &amp; CHARGES

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p
<b>Charge per foot run - internal</b>				
Non VAT registered stallholders	2.69	2.69	0.0	3.23
VAT registered stallholders	3.12	3.12	0.0	3.74
<b>Charge per foot run - external</b>				
Non VAT registered stallholders	2.41	2.41	0.0	2.89
VAT registered stallholders	2.78	2.78	0.0	3.34
Charity Stall	0.00	0.00	0.0	0
<b>Charge per metre run - internal</b>				
Non VAT registered stallholders	8.82	8.82	0.0	10.58
VAT registered stallholders	10.22	10.22	0.0	12.26
<b>Charge per metre run - external</b>				
Non VAT registered stallholders	7.90	7.90	0.0	9.48
VAT registered stallholders	9.11	9.11	0.0	10.93
Charity Stall	0.00	0.00	0.0	0

**Service: Print Unit**

**Purpose of the Charge: To recover costs**

	2011/12 Budget £'000	Proposed 2012/13 Budget £'000
Income the proposed fees will generate:	43	43

**Are concessions available? No**

**Link to the Council's Medium Term Objectives: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money.**

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
<b>External Customer Printing</b>			
Charge for individual print job	Quotation based on individual job requirements	Quotation based on individual job requirements	4.0%

## Equalities Screening Record Form

<b>Date of Screening:</b> November 9, 2011	<b>Directorate:</b> Corporate Services	<b>Section:</b> Community Engagement and Equalities
<b>1. Activity to be assessed</b>	<b>Neighbourhood Engagement Review Outcome</b> At its meeting on 16 <sup>th</sup> December 2010, the Bracknell Forest Partnership agreed to conduct a review of the current processes and structures in place for its neighbourhood engagement work. A review was undertaken during between January and April 2011 and five options were put out to consultation between September 1 – November 4 2011. A significant majority of the responses to the public consultation supported Option 4, which was a Town and Parish Council/Elected members' model for neighbourhood engagement, the main elements of which are detailed in section 6 below. This assessment considers the impact of Option Four on our diverse communities in Bracknell Forest.	
<b>2. What is the activity?</b>	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input checked="" type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<b>4. Officer responsible for the screening</b>	Fiona Heston and Abby Thomas	
<b>5. Who are the members of the EIA team?</b>	Abby Thomas, Fiona Heston	
<b>6. What is the purpose of the activity?</b>	<p>The main elements of option 4 of the Neighbourhood Engagement review include:</p> <ul style="list-style-type: none"> <li>i) developing the capacity of Neighbourhood Action Groups and Extended Services Area Partnerships through 2011-12 to become independent and less reliant on Council and Police support; with the Council withdrawing support to NAGs by 2012-13.</li> <li>ii) encouraging the development of closer partnership working with the Town and Parish councils by these groups. This may include developing a more formal relationship with the Parish or Town Council e.g. NAGs or Extended Services Area Partnerships operating with some support from and/or as a sub committee of the Parish or Town Council.</li> <li>iii) consulting on further developing the capacity of Parish and Town Councils and Borough Elected Members to act as a focal point for neighbourhood engagement working with the voluntary and community sector.</li> <li>iv) considering whether the Partnership could, for example, work with the Parish and Towns to hold Parish/Town Council area based 'Community Conferences' as a means for partners to directly engage residents on a range of issues; these may be able to replace the annual NAG forum meetings and/or meetings of the wider Partnerships with the Town and Parish Council's taking a leading role in facilitating the conference.</li> <li>v) considering whether the role of elected Members in community engagement could be further development and further community engagement training for Members provided.</li> <li>vi) focussing on engaging borough wide using an annual or biennial household survey to test resident satisfaction and perceptions; social media and/or scenario planning type focus groups.</li> </ul> <p>Option Four does not change the level of support provided by the Council to Community Associations or the Area Partnerships. This assessment therefore focussed on the removal of administration support to the NAG by the Council. Under Option 4 the NAGS can chose to continue their work and the Council will work with the Police to</p>	

	<p>support the NAGs to adjust to the removal of administrative support from the Council by April 2012. The NAGs outside of Bracknell town may chose to work more closely with or under the umbrella of their Parish or Town Council. In some cases the NAG may be disbanded and its responsibilities taken on by the Parish or Town Council. However, within the town area a number of NAGs want to continue their work more independently from the Council and have indicated that they could cover their own administration.</p> <p>No equality monitoring data is collected on those people that are members of or attend NAGs or their annual open public form meetings so no data exists to evidence whether those engaged in the NAG reflect the diversity of their communities in their neighbourhood areas. However, data on attendance levels at the annual NAG forum meetings shows that in some areas there are very low levels of engagement relative to the cost of supporting the NAGs which between the Police and the Council is £40,000; please see the attendance figures in Appendix one. This does not represent good value for money when compared with for example the 2009 Residents Survey which cost £18,000 but achieved a response rate of 15 % which is approximately 17,000 residents. Work to improve attendance at NAG meetings in the past has included press releases, sending invitation letters to the annual forums, using posters and dropping fliers into houses to promote the NAG, as well as using publications such as the Council's Town and Country newspaper to promote the NAG meetings.</p> <p>The Neighbourhood Survey in 2009 delivered to all households in the borough, and achieving a 15% response rate, showed that 30% of residents were aware of NAGs while 78% aware of their Parish and Town Council. The implementation of this option will increase the number of opportunities that residents have to engage in their local area, they can engage through the biennial residents survey, through the Community Conference or as at present through their Parish and Town Council. This option would make the Parish or Town Council the point of focus for neighbourhood engagement and empower them to take a leading role in engagement. It also enables each Town and Parish area to take an approach to neighbourhood engagement which best suits their locality.</p>		
<b>7. Who is the activity designed to benefit/target?</b>	This activity is designed to benefit all residents of Bracknell Forest borough and support all members of Bracknell Forest Partnership in their neighbourhood engagement work.		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality</b>	Y	There is the potential to improve neighbourhood engagement with diverse groups through the implementation of this option. There is greater awareness of Parish and Town Councils by residents than NAGs and therefore the potential through working in partnership with Parish and Town Councils to significantly increase engagement, including through the idea of organising a community conference in each Parish	No equality monitoring data is currently held on the makeup of Neighbourhood Action Groups. However, a biennial household survey will be conducted and distributed to all households in Bracknell Forest and an equality analysis will be done to see if different groups have differing views on local issues.

			and Town area annually.	
<b>9. Racial equality</b>	Y		There is the potential to improve neighbourhood engagement with diverse groups through the implementation of this option. There is greater awareness of Parish and Town Councils by residents than NAGs and therefore the potential through working in partnership with Parish and Town Councils to significantly increase engagement, including through the idea of organising a community conference in each Parish and Town area annually.	No equality monitoring data is currently held on the makeup of Neighbourhood Action Groups. However, a biennial household survey will be conducted and distributed to all households in Bracknell Forest and an equality analysis will be done to see if different groups have differing views on local issues.
<b>10. Gender equality</b>	Y		There is the potential to improve neighbourhood engagement with diverse groups through the implementation of this option. There is greater awareness of Parish and Town Councils by residents than NAGs and therefore the potential through working in partnership with Parish and Town Councils to significantly increase engagement, including through the idea of organising a community conference in each Parish and Town area annually.	No equality monitoring data is currently held on the makeup of Neighbourhood Action Groups. However, a biennial household survey will be conducted and distributed to all households in Bracknell Forest and an equality analysis will be done to see if different groups have differing views on local issues.
<b>11. Sexual orientation equality</b>	Y		There is the potential to improve neighbourhood engagement with diverse groups through the implementation of this option. There is greater awareness of Parish and Town Councils by residents than NAGs and therefore the potential through working in partnership with Parish and Town Councils to significantly increase engagement, including through the idea of organising a community conference in each Parish and Town area annually.	No equality monitoring data is currently held on the makeup of Neighbourhood Action Groups. However, a biennial household survey will be conducted and distributed to all households in Bracknell Forest and an equality analysis will be done to see if different groups had differing views on local issues.
<b>12. Gender re-assignment</b>	Y		There is the potential to improve neighbourhood engagement with diverse groups through the implementation of this option. There is greater awareness of Parish and Town Councils by residents than NAGs and therefore the potential through working in partnership with Parish and Town Councils to significantly increase engagement, including through the idea of organising a community conference in each Parish and Town area annually.	No equality monitoring data is currently held on the makeup of Neighbourhood Action Groups. However, a biennial household survey will be conducted and distributed to all households in Bracknell Forest and an equality analysis will be done to see if different groups had differing views on local issues.

<b>13. Age equality</b>	Y		<p>There is the potential to improve neighbourhood engagement with diverse groups through the implementation of this option. There is greater awareness of Parish and Town Councils by residents than NAGs and therefore the potential through working in partnership with Parish and Town Councils to significantly increase engagement, including through the idea of organising a community conference in each Parish and Town area annually.</p> <p>There is a low level of adverse impact on volunteers running the NAGs in that they may need to take on responsibility for taking the minutes of meetings and anecdotally they tend to be older. However, many have indicated that they are prepared to do this.</p>	<p>No equality monitoring data is currently held on the makeup of Neighbourhood Action Groups. However, a biennial household survey will be conducted and distributed to all households in Bracknell Forest and an equality analysis will be done to see if different groups had differing views on local issues.</p>
<b>14. Religion and belief equality</b>	Y		<p>There is the potential to improve neighbourhood engagement with diverse groups through the implementation of this option. There is greater awareness of Parish and Town Councils by residents than NAGs and therefore the potential through working in partnership with Parish and Town Councils to significantly increase engagement, including through the idea of organising a community conference in each Parish and Town area annually.</p>	<p>No equality monitoring data is currently held on the makeup of Neighbourhood Action Groups. However, a biennial household survey will be conducted and distributed to all households in Bracknell Forest and an equality analysis will be done to see if different groups had differing views on local issues.</p>
<b>15. Pregnancy and maternity equality</b>	Y		<p>There is the potential to improve neighbourhood engagement with diverse groups through the implementation of this option. There is greater awareness of Parish and Town Councils by residents than NAGs and therefore the potential through working in partnership with Parish and Town Councils to significantly increase engagement, including through the idea of organising a community conference in each Parish and Town area annually.</p>	<p>No equality monitoring data is currently held on the makeup of Neighbourhood Action Groups. However, a biennial household survey will be conducted and distributed to all households in Bracknell Forest and an equality analysis will be done to see if different groups had differing views on local issues.</p>
<b>16. Marriage and civil partnership equality</b>	Y		<p>There is the potential to improve neighbourhood engagement with diverse groups through the implementation of this option. There is greater awareness of Parish and Town Councils by residents than NAGs and therefore the potential through working in partnership with Parish and</p>	<p>No equality monitoring data is currently held on the makeup of Neighbourhood Action Groups. However, a biennial household survey will be conducted and distributed to all households in Bracknell Forest and an equality analysis will be done to see if different groups had differing views on local issues.</p>

			Town Councils to significantly increase engagement, including through the idea of organising a community conference in each Parish and Town area annually.	
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</b>	There is potential for a positive impact on other groups and on good community relations through the implementation of this option, as it proposes to widen the remits of Parish and Town Councils and Borough Elected Members to act as focal points for neighbourhood engagement working with the voluntary and community sector.			
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	There is a low level of adverse impact on volunteers running the NAGs in that they may need to take on responsibility for taking the minutes of meetings and anecdotally they tend to be older. However, many have indicated that they are prepared to do this and the NAGs will be supported to become more independent and adjust to the removal of the Council's administration support.			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>	There is no significant difference			
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>		N		
<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	The remainder of the options which were proposed for future neighbourhood engagement work can be found in the full <i>Neighbourhood Engagement Review</i>			
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>		N		
<b>23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.</b>				

Action	Timescale	Person Responsible	Milestone/Success Criteria
Support the NAGs to become increasingly independent and adjust to the removal of administrative support where the NAGs want to continue their work independently of their Parish or Town Council. These will be the Bracknell Town NAGs.	Jan – April 2012	Abby Thomas Head of Community Engagement and Equalities	Number of Bracknell town NAGs that continue to operate successfully as independent community groups.
Work with the Parish and Town Councils to support them to design an inclusive approach to neighbourhood engagement for their locality including discussing a community conference and the biennial household survey.	Jan - April 2012 and ongoing in 2012-13	Abby Thomas Head of Community Engagement and Equalities	Improved levels of engagement and a more localised approach to engagement
Develop the biennial resident's survey, ensuring that the results report shows how resident's views vary by the Equality Act protected characteristics.	January 2013	Abby Thomas Head of Community Engagement and Equalities	A high response rate to the survey from a group of resident's representative of the make up of Bracknell Forest.
<b>24. Which service, business or work plan will these actions be included in?</b>	Community Engagement and Equalities Team Business Plan		
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	N/A		
<b>26. Chief Officers signature.</b>	Signature: Alison Sanders		Date: 9/11/11
<b>27. Which PMR will this screening be reported in?</b>	<b>Q4 Corporate Services PMR 2010/11</b>		

<b>APPENDIX A – 2011 NAG FORUM ATTENDANCE FIGURES</b>	<b>RESIDENTS (INCLUDING NAG MEMBERS)</b>	<b>COUNCILLORS</b>	<b>POLICE</b>	<b>COUNCIL STAFF</b>	<b>OTHER</b>	<b>TOTAL</b>
Binfield – Forum CANCELLED due to no residents attending		1 (Chairman)	3	2		6
Birch Hill and Hanworth	7 (including Chairman)	2	2	2	2 (including 1 speaker)	15
Bullbrook	12	2 (including Chairman)	3	4	1	22
Central and Little Sandhurst	9	5	2	1	1	18
College Town and Owlsmoor	5 (including Chairman)	4	3	1		13
Crown Wood and Forest Park	10	3	3	1		17
Crowthorne	5 (including Chairman)	1	5	1	1	13
Easthampstead and Wildridings	2	1 (Chairman)	1	2	2	8
Great Hollands	5	3	3	1		12
Harmans Water	6	3 (including Chairman)	2	3	4 (3 speakers)	18
Martins Heron & The Warren	7	2	2	2	2	15
Priestwood and Garth	2	3	5 (1 chaired)	2		12
Town Centre		1	5	2 (including Chairman)	2	10
Warfield	3	2 (including Chairman)	3	2		10
Winkfield, Cranbourne and North Ascot	18	3 (Including Chairman)	4	2		27

TO: THE EXECUTIVE  
13 DECEMBER 2011

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**CAPITAL PROGRAMME 2012/2013 - 2014/2015  
(Borough Treasurer/Chief Executive)**

**1 PURPOSE OF DECISION**

- 1.1 Under the Council's Constitution, the Executive are required to issue their budget proposals for consultation for a minimum period of six weeks prior to making their recommendations to full Council in February 2012. The capital programme forms an important part of the overall budget proposals and is a key means by which the Council can deliver many of its medium term objectives.
- 1.2 This report draws together each service's proposals so that the Executive can agree a draft capital programme for 2012/13-2014/15 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2012/13, although future year's schemes do also form an important part of the programme.
- 1.3 The financial implications of the recommendations in this report are reflected in the subsequent reports on the Council's draft revenue budget. Any revisions to the proposals put forward by each service would also need to be reflected in that report which will also be published as the basis for consultation following the Executive's meeting.

**2 RECOMMENDATIONS**

**That the Executive:**

- 2.1 **Approves, for consultation, an initial Council funded capital programme of £9.485m for 2012/13 summarised in Annex A, including the schemes listed in Annexes B – F.**
- 2.2 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest to Save schemes.**
- 2.3 **Approves, for consultation, the inclusion of £1.547m of expenditure to be funded from S106 as outlined in para 5.20**
- 2.4 **Approves, for consultation, the inclusion of £12.945m of expenditure to be externally funded as outlined in para 5.20**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 The reasons for the recommendations are set out in the report.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The alternative options are considered in the report.

## 5 SUPPORTING INFORMATION

### Capital Resources

- 5.1 Each year the Council agrees a programme of capital schemes. In the past these schemes have been funded from three main sources:
- the Council's accumulated capital receipts
  - Government Grants
  - other external contributions
- 5.2 The Local Government Act 2003 brought in radical changes to the financing of capital expenditure and from that date, the Government no longer issued borrowing approvals. Instead, under a new "prudential framework", Councils can set their own borrowing limits based on the affordability of the debt.
- 5.3 The Council's estimated total usable capital receipts at 31st March 2012 are zero. As a debt free authority the Council is heavily reliant on capital receipts to fund its capital programme, although interest generated from capital receipts can also help support the revenue budget in the short term. In the past the Council has been heavily reliant on housing sales to generate new receipts. Following the transfer of the housing stock to Bracknell Forest Homes (BFH) in 2008 the Council still receives a share of any Right-To-Buy proceeds from BFH in addition to a share of capital receipts from the VAT Shelter scheme. However the disposal of other assets is increasingly seen with greater importance if the Council's spending plans are to continue to be realised. However current market conditions may mean that the immediate disposal of an asset is not necessarily in the Council's best interests. To support this there is a programme of disposals and all surplus, or potentially surplus, property is reported to every meeting of the Asset Management Group who co-ordinate and manage the Council's disposal programme.
- 5.4 At the time of the housing stock transfer it was estimated that the RTB Sharing and VAT Shelter schemes would deliver annual receipts of approximately £3m over the proceeding 10 years. This is now expected to be lower in the short-term as a result of the recession and the on-going uncertainty in the capital markets. However, added to the miscellaneous sales of surplus land and property planned for next year it is now assumed that receipts in 2012/13 will amount to £3m.
- 5.5 As the Council's accumulated capital receipts have been fully utilised the Council returned to a position of internal borrowing in 2010 and as such a revenue contribution is required each year. Once the Council's current level of investments is exhausted, which is expected to be within the next 2 years, the Council will need to borrow externally.
- 5.6 The proposed capital programme for 2012/13 has been developed, therefore, on the assumption that it will be funded by a combination of Government grants, other external contributions and some internal borrowing in addition to the £3m of capital receipts. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans which also appear on tonight's agenda.

### New Schemes

- 5.7 Within the general financial framework outlined above, Service Departments have considered new schemes for inclusion within the Council's Capital Programme for 2012/13 - 2014/15. Given that both capital and revenue resources are under

pressure, each Department has evaluated and prioritised proposed schemes into the broad categories, set out in the Council's Corporate Capital Strategy and in line with the Council's Asset Management Plan. Having done this, only the very highest priority schemes and programmes are being recommended for inclusion in the Capital Programme.

**Unavoidable (Including committed schemes)**

5.8 This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new statutory legislation etc. Committed schemes also include those that have been started as part of the 2011/12 Capital Programme. Also included within this category are those schemes that were previously funded from the General Fund Revenue Account, but which by their nature could be legitimately capitalised, thereby reducing pressure on the revenue budget. Schemes in this category form the first call on the available capital resources.

5.9 Within these categories provision has been made to address the disabled access requirements to Council buildings (£0.1m). The works have been identified through independent access audits and have been prioritised to meet the needs of users of these buildings. Significant progress has been made in past years and a programme of works has been planned across a range of service areas.

**Maintenance (Improvements and capitalised repairs)**

5.10 An assessment has been made of the condition of the Council's property assets to arrive at an estimate of the outstanding maintenance works required. These are based on surveys carried out in 2011.

5.11 An assessment is made of the state of each building element and its repair priority with a condition rating and repair urgency as follows.

<b>Definition of Condition Categories:</b>	
<p>A: Good – Performing as intended and operating efficiently.          B: Satisfactory – Performing as intended but showing minor deterioration.          C: Poor – Showing major defects and/or not operating as intended.          D: Bad – Life expired and/or serious risk of imminent failure.</p>	
<b>Priority:</b>	
1	Urgent works that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or remedy a serious breach of legislation.
2	Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health & safety of the occupants and/or a minor breach of the legislation.
3	Desirable work required within 3 to 5 years that will prevent deterioration of the fabric or services and/or address a low risk to the health & safety of the occupants and/or a minor breach of the legislation.
4	Long-term work required beyond a period of 5 years that will prevent deterioration of the fabric or services.

5.12 In line with the policy adopted in previous years the AMG has considered only those works that fall within categories 1C and 1D. Examples of key areas to be undertaken

- Boiler & heating system replacement
- Roof works
- Electrical work - replace switchgear
- Swimming pool filters - replace
- Ventilation & Air Handling Units – Replace
- Fire Alarm & Security systems
- Insulation & fire protection - replace

5.13 Following the review by the AMG, the Chief Officer: Property is proposing a Maintenance Programme of £2.34m to meet the most urgent maintenance requirements of the Council's non-school property portfolio.

5.14 The figures below are based on the information held in the Building Group's property system as of the 30 November 2011. The system has been continually updated to take into account work that was carried out in 2009/2010 and 2010/2011. The priorities can be broken down as follows:

**Maintenance Backlog**

		£ (000)	£ (000)
Corporate Properties	Priority 1D	3,296	
	Priority 1C	392	3,688
2011/12 Maintenance Budget	-		<u>1,345</u>
<b>Estimated Backlog 2012/13</b>			<b>2,343</b>

5.15 The implications of failing to maintain Council buildings and to address the backlog will be a significant issue for the Council over the coming years and efforts will be focussed on ensuring that the highest priority items are tackled first, that efficiencies are maximised in the procurement of works and that maintenance which will result in energy efficiencies are undertaken through the invest-to-save programme, as set out in the Council's Asset Management Plan 2010

**Rolling programmes**

5.16 These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's Medium Term Objectives and established Asset Management Plans.

**Other Desirable Schemes**

5.17 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 and the Council's Medium Term Objectives. The net cost of schemes which attract partial external funding are included in the schemes put forward.

### **Invest To Save Schemes**

- 5.18 These are schemes where the additional revenue income or savings arising from their implementation exceeds the internal borrowing costs. The Council's approach to Invest to Save schemes is included in its Capital Strategy and in accordance with the Capital Strategy it is proposed that a further £1m be included in the 2012/13 capital programme for potential Invest to Save schemes.

### **Capital Programme 2012/13 – 2014/15**

- 5.19 A detailed list of suggested schemes within the draft capital programme, together with a brief description of each project, for each service is included in Annexes B – F. A summary of the cost of schemes proposed by Departments is set out in the table below and in Annex A. This shows that the total net funding requested is £9.485m in 2012/13.

<b>Capital Programme 2012/13-2014/15</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2012/13 £000</b>	<b>2013/14 £000</b>	<b>2014/15 £000</b>
B	Corporate Services	178	0	0
C	Council Wide	7,795	2,795	2,725
D	Children, Young People & Learning	5,953	2,695	4,465
E	Adult Social Care & Health	417	0	0
F	Environment Culture & Communities	8,087	6,138	6,603
	<b>Total Capital Programme</b>	<b>22,430</b>	<b>11,168</b>	<b>13,793</b>
	<b>Externally Funded</b>	<b>12,945</b>	<b>3,045</b>	<b>3,815</b>
	<b>Total request for Council funding</b>	<b>9,485</b>	<b>8,583</b>	<b>9,978</b>

### **Externally Funded Schemes**

- 5.20 A number of external funding sources are also available to fund schemes within the capital programme, amounting to £12.945m of investment in 2012/13. External support has been identified from two main sources:

#### **Government Grants**

A number of capital schemes attract specific grants. It is proposed that all such schemes should be included in the capital programme at the level of external funding that is available. However the capital programme includes more detail on these programmes in that every project costing more than £50k is included or will be included in the February 2012 report as a "named" scheme.

The majority of the grant-funded capital programme relates to the planned investment in Schools. In 2011/12 the Department for Education (DfE) changed the way in which it delivered funding to local authorities, moving from supported borrowing approvals to capital grant. This simple change had a significant impact on

the authority, as the supported borrowing approvals represented little or no cash increase to the Council's resources, whereas the move to cash grants means the Council can effectively invest every £ of allocation from DfE.

The schools investment programme included in this report (and outlined in Annex D) is based on the latest available information on requirements, both maintenance and basic need, whilst at the same time reflecting the estimated level of funding that could be received in 2012/13 through the grant allocation process, based on the 2011/12 allocation. The actual level of grant received by the authority will not be known until the publication of the Local Government Finance Settlement which is due in December 2011. As such there is a presumption that the final agreed programme will be re-prioritised based on the level of funding actually received.

### Section 106

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 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 work in a particular area and/or for specific projects. The total money available at present, which is not financially committed to specific projects, is £4.15m, although conditions restricting its use will apply to almost all of this.

Officers have identified a number of schemes that could be funded from Section 106 funds in 2012/13, where funding becomes available. These are summarised below

<b>Department</b>	<b>Schemes</b>	<b>Budget</b>
		<i>£000</i>
CYPL	Schools	£697
ECC	Local Transport Plan	£750
ECC	Leisure, Culture & Visual Environment	£100
	<b>Total</b>	<b>£1,547</b>

As with grant funded schemes, in order to increase transparency, all capital schemes to be funded from S106 money costing more than £50k are included in the draft programme as specific named schemes or will be when it is finally agreed in February 2012.

### Funding Options

- 5.21 There are a number of important issues concerning the long term funding of capital expenditure. Following the transfer of the housing stock in 2008, the Council's capital receipts are limited to miscellaneous asset sales and the contribution from the VAT Shelter Scheme and Right-to-Buy claw back agreed as part of the transfer. As noted earlier in this report, these receipts are likely to be depressed by the general economic conditions and as such receipts in 2012/13 are estimated to be in the region of £3m.
- 5.22 The proposed capital programme for 2012/13 has been developed, therefore, on the assumption that it will be funded by a combination of £3m of capital receipts, Government grants, other external contributions and some internal borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.
- 5.23 Should any additional capital receipts be generated in 2012/13 the interest earned on these will be used to mitigate the revenue cost of the capital programme.

- 5.24 For 2012/13 it is unlikely that the Council will need to resort to external borrowing as it will be able to utilise revenue resources held internally. However the Capital Finance Regulations, require the General Fund to set aside an amount which would be broadly equivalent to the amount the Council would need to pay if it borrowed externally. If any amendments are made to the capital programme the revenue consequences will need to be adjusted accordingly. Executive Members will therefore need to consider the impact of the capital programme as part of the final revenue budget decisions.
- 5.25 The reduction in available capital receipts has placed greater emphasis on the capital programme and its impact on the revenue budget. Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance, and will necessitate taking a medium-term view of revenue income streams and capital investment needs.
- 5.26 To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2012/13 to 2014/15 in March 2012, alongside its consideration of the specific budget proposals for 2012/13 and the Council's medium-term financial prospects.
- 5.27 Members will need to carefully balance the level of the Capital Programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2013/14 onwards, will need to be undertaken during next summer.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 The authorisation for incurring capital expenditure by local authorities is contained in the legislation covering the service areas. Controls on capital expenditure are contained in the Local Government Act 2003 and regulations made thereunder.

### Borough Treasurer

- 6.2 The financial implications are contained within the report.

### Equalities Impact Assessment

- 6.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. Where necessary, impact assessments on specific schemes within the capital programme will be undertaken before work commences.

### Strategic Risk Management Issues

- 6.4 The most significant risk facing the Council is the impact of the capital programme on the revenue budget. The scale of the Council's Capital Programme for 2012/13 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new

capital receipts or borrowing from internal resources. This effect is compounded by future year's capital programmes. As revenue resources are limited it is clear that a capital programme of this magnitude is not sustainable in the medium term without significant revenue economies. The generation of capital receipts in future years may mitigate the impact on the revenue budget, but as the timing and scale of these receipts is uncertain their impact is unlikely to be significant.

- 6.5 There are also a range of risks that are common to all capital projects which include:
- Tender prices exceeding the budget
  - Planning issues and potential delays
  - Uncertainty of external funding
  - Building delays due to unavailability of materials or inclement weather
  - Availability of staff with appropriate skills to implement schemes
- 6.6 These can be managed through the use of appropriate professional officers and following best practice in project management techniques. The report also identifies the risk associated with the shortfall in maintenance expenditure compared to that identified by the latest condition surveys. With only those highest priorities receiving funding in 2012/13, there will be a further build up in the maintenance backlog and a risk that the deterioration in Council assets will hamper the ability to deliver good services.

## 7 CONSULTATION

### Principal Groups Consulted

- 7.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Senior Citizens' Forum, the Schools Forum, Parish Councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site at [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk). There will also be a dedicated mailbox to collect comments.
- 7.2 The timetable for the approval of the 2012/13 Budget is as follows

Executive agree proposals as basis for consultation	13 December 2011
Consultation period	14 December 2011 - 24 January 2012
Executive considers representations made and recommends budget.	21 February 2012
Council considers Executive budget proposals	29 February 2012

### Background Papers

None

### Contact for further information

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**CAPITAL PROGRAMME - 2012/13**

	<b>Corporate £000</b>	<b>Council Wide £000</b>	<b>CYPL £000</b>	<b>ASCH £000</b>	<b>ECC £000</b>	<b>TOTAL £000</b>
<b>Committed</b>	0	800	0	0	3,585	4,385
<b>Unavoidable</b>	63	552	5	227	350	1,197
<b>Maintenance</b>	0	2,583	5	0	310	2,898
<b>Rolling Programme / Other Desirable</b>	115	510	30	0	350	1,005
<b>Total Request for Council Funding</b>	<u>178</u>	<u>4,445</u>	<u>40</u>	<u>227</u>	<u>4,595</u>	<u>9,485</u>
<b>Total External Funding</b>	<u>0</u>	<u>3,350</u>	<u>5,913</u>	<u>190</u>	<u>3,492</u>	<u>12,945</u>
<b>Total Capital Funding</b>	<u><u>178</u></u>	<u><u>7,795</u></u>	<u><u>5,953</u></u>	<u><u>417</u></u>	<u><u>8,087</u></u>	<u><u>22,430</u></u>

**CAPITAL PROGRAMME - CORPORATE SERVICES / CHIEF EXECUTIVE**

	2012/13 £000	2013/14 £000	2014/15 £000
<b>Committed</b>			
	<u>0</u>	<u>0</u>	<u>0</u>
<b>Unavoidable</b>			
Provision of Technology to Members	38	0	0
CRM - Upgrade to Version 8	25	0	0
	<u>63</u>	<u>0</u>	<u>0</u>
<b>Maintenance</b>			
See Council Wide			
	<u>0</u>	<u>0</u>	<u>0</u>
<b>Rolling Programme / Other Desirable</b>			
CRM - Reporting Enhancements	25	0	0
Great Hollands Community Centre	60	0	0
Building Surveyors Asset Mgt System	30	0	0
	<u>115</u>	<u>0</u>	<u>0</u>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<u>178</u>	<u>0</u>	<u>0</u>
<b>External Funding</b>			
None	0	0	0
<b>TOTAL EXTERNAL FUNDING</b>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL CAPITAL PROGRAMME</b>	<u>178</u>	<u>0</u>	<u>0</u>

## Capital Programme 2012/13 – Corporate Services and Chief Executive

<b>Committed</b>	<b>£'000</b>
<b>None</b>	<b>0</b>

<b>Unavoidable</b>	<b>£'000</b>
<b>Provision of Technology to Members</b>	<b>38</b>
The investment is required as part of the review into current technology used by Members and ensuring new Members are provided the appropriate technology to allow them to communicate effectively and efficiently with their peers, the council and their constituents. The current kit is now in excess of four years old and at the end of its warranty. It is intended that a refresh of technology be undertaken for Members at this point. There have also been significant technological advances since the kit was last refreshed and there are a number of options that are less expensive and will enable Members to work the way they prefer. In order to better understand how Members access IT a review of working practices of members is being undertaken so that technology that assists rather than hinders their role is deployed.	
<b>CRM – Upgrade to Version 8</b>	<b>25</b>
<p>The corporate CRM system (Kana) is managed and maintained by Corporate Services on behalf of the whole council. The system is supported by Kana and like other software systems, Kana will only support the current version of their software plus one previous version. The version currently being used is version 7.1.9, which went live at the end of March 2010, as planned. Version 8 is now out on release and is available to those sites ready to upgrade to that version.</p> <p>If regular upgrades are not installed, the system becomes unsupported by Kana. The CRM system went live in November 06 and is now a critical system for Customer Services on which to log and record customer service requests. The system is integrated with the Confirm system for reporting a wide range of environmental issues. There are also links with the Council's web-site. The CRM system has been used since April 2010 by HR's Health and Safety service for incident reporting.</p> <p>The CRM system provides the means by which a consistent and informed service is delivered to customers when they contact us by telephone, at a reception or by email.</p>	

<b>Maintenance</b>	<b>£'000</b>
<b>See Council Wide</b>	

<b>Rolling programme and Other Desirable</b>	<b>£'000</b>
<b>CRM - Reporting Enhancements</b>	<b>25</b>
<p>The corporate CRM system (Kana) is managed and maintained by Corporate Services on behalf of the whole council. An upgrade is proposed in order to report on “avoidable contact”. The Customer Contact Strategy 2011-14 was endorsed by the Council’s Executive in July 2011. A key element of this strategy is the development of a “channel shift” strategy to move customer contact to more cost-effective channels, usually on-line, where appropriate. Closely aligned with channel shift, is the reduction of “avoidable contact”, in basic terms reducing avoidable contact reduces costs. To provide data from the CRM system on avoidable contact would require the system to be enhanced accordingly.</p>	
<b>Great Hollands Community Centre</b>	<b>60</b>
<p>Investment is needed to improve the community centre and specifically to bring a part of the centre, which is in very poor condition having been used as a social club for a number of years, back into community use. The social club ceased trading in September 2010 and the tenant did not have any assets to reinstate the premises. This part of the centre lacks natural day light and needs substantial refurbishment. Improvement works to include lighting, heating system and installation of sound proof folding doors, along side enlarging the usable space and total redecoration throughout.</p>	
<b>Building Surveyors Asset Management System</b>	<b>30</b>
<p>The Building Group currently use a bespoke property system for the management of all the Council’s property assets, including schools. The existing property system is over 14 years old and is an Access database. The Council pays an annual maintenance fee of £4,800, which provides for the vendor to ‘update’ the database every 2-3 months to keep it current. The property system is now out of date and is not ‘fit for purpose’. The system will be further compromised as the vendor ‘owner’ is retiring at the end of the year and will not be available to maintain the database after January 2012. Currently property data is held on several systems throughout the Council.</p> <p>In addition to the data held on the system managed by the Building Group, CYP&amp;L have a system holding data on schools, Property Services have a system for holding data for property management and Energy Management have their own system for managing energy. None of these systems are linked to the Council’s financial management system for managing property costs. Clearly this is an inefficient way of managing property data as information for reporting purposes has to come from several independent systems. The necessary replacement of the current property system gives the Council an ideal opportunity to review alternative systems available (currently being investigated) with a view of finding a web based system with all the necessary modules capable of integrating all of the property data held into one corporate system. The system can be developed over several years to achieve this objective.</p>	

## CAPITAL PROGRAMME - COUNCIL WIDE

	2012/13 £000	2013/14 £000	2014/15 £000	TOTAL £000
<b>Committed</b>				
Market Square	400	0	0	400
Capitalisation of Buildings, Highways and ICT Project management included in Revenue Budget proposals	400	400	400	1,200
	<b>800</b>	<b>400</b>	<b>400</b>	<b>1,600</b>
<b>Unavoidable</b>				
Desktop Refresh	99	90	100	289
Laptop Refresh	144	75	75	294
Server and Server Component Refresh	100	100	100	300
ICT Infrastructure Development/Network Refresh	40	40	40	120
Vasco Token System Replacement	25	0	10	35
Secure e-mail	44	0	0	44
Access Improvement Programme (DDA Legislation)	100	100	100	300
	<b>552</b>	<b>405</b>	<b>425</b>	<b>1,382</b>
<b>Maintenance</b>				
Improvements & Capitalised Repairs	2,343	1,800	1,800	5,943
Time Square Accomodation	125	0	0	125
Time Square Data Cabling	115	0	0	115
	<b>2,583</b>	<b>1,800</b>	<b>1,800</b>	<b>6,058</b>
<b>Rolling Programme / Other Desirable</b>				
Superfast-Broadband Match Funding	100	100	100	300
Power Generator	10	90	0	100
EDRMS (including ECC & CYPL Bid)	400	0	0	400
	<b>510</b>	<b>190</b>	<b>100</b>	<b>800</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>4,445</b>	<b>2,795</b>	<b>2,725</b>	<b>9,840</b>
<b>External Funding</b>				
Time Square Accomodation	3,350	0	0	3,350
<b>TOTAL EXTERNAL FUNDING</b>	<b>3,350</b>	<b>0</b>	<b>0</b>	<b>3,350</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>7,795</b>	<b>2,795</b>	<b>2,725</b>	<b>13,190</b>
<b>Total Time Square Funding</b>				
Accomodation	3,475			
Data Cabling	115			
Boiler and Insulation (from Maintenance Programme)	640			
	<b>4,230</b>			

## Capital Programme 2012/13 – Council Wide

<b>Committed</b>	<b>£'000</b>
<b>Market Square</b>	<b>400</b>
The Council has legally committed to the HCA and BRP to fund 50% of any costs above the £1.46m received in order to compulsorily purchase Market Square and meet the associated objectives (demolition, resurfacing). This was further to Executive's agreement in January 2011. The Executive were advised that this additional cost was likely to be circa £400k. Work is currently underway to reduce claims to as close to £1.46million as possible and therefore reduce pressure on the Council's finance. At present, the total expenditure is unknown and this bid is submitted to cover the Council for any "top-up" that may be required.	
<b>Capitalisation of Buildings, Highways and ICT project management included in Revenue Budget proposals</b>	<b>400</b>
Each year the Council undertakes significant initiatives that will deliver efficiencies to the services it currently provides either through one-off projects such as delivering IT solutions, or enhancement to assets such as highway infrastructure. This budget enables a proportion of these schemes and the project management thereof to be capitalised and not funded through the revenue account.	

<b>Unavoidable</b>	<b>£'000</b>
<b>Desktop Refresh</b>	<b>99</b>
The purpose of this project is to address the need to refresh 328 PC units covering both the corporate network and the Library public network estate during the 2012/2013 financial year period. This equipment will be out of warranty, the warranty period having been previously extended. It is now necessary to replace them.	
<b>Laptop Refresh</b>	<b>144</b>
The purpose of this project is to address the need to refresh 282 Laptop units covering both the corporate network during the 2012/2013 financial year period. These laptops will be out of warranty, the warranty period having been previously extended. It is now necessary to replace them.	
<b>Server and Server Component Refresh</b>	<b>100</b>
Investment is needed in the ICT infrastructure to replace both host and application servers which will become out of warranty during 2012/13. These servers support key line of business applications therefore it is essential they are replaced and fit for purpose so that services utilising ICT can continue to operate effectively. This bid also includes the replacement of storage hardware that supports servers, systems and applications. This investment is intended to provide the Council with a robust server estate that has capacity to meet current and future demands.	
<b>ICT Infrastructure Development/Network Refresh</b>	<b>40</b>
Investment is needed for a number of ICT Network infrastructure upgrades and developments ensuring equipment is both current and supportable. This bid also covers investment to ensure that that network has suitable	

bandwidth to serve the business in the forthcoming budget year. The procurement of replacement network switches is essential to providing ICT Services to every aspect of the councils operations.	
<b>VASCO Token System Replacement</b>	<b>25</b>
<p>The investment is to upgrade the security token backend system which provides authentication and management service for the VASCO security token estate. It will support the Council's remote working requirements for staff, partners and suppliers. The tokens are used as an integral part of the authentication of remote workers and some third parties to our network, and are mandated by the Government Connect code of connection. The current system needs updating and expanding to ensure ongoing compliance.</p> <p>The updated system must be compatible with Active Directory, and different token types (such as SMS) are required for different classes of user. The new system will also need to allow sudden increases in the number of users to accommodate adverse weather conditions when a significant number of workers cannot travel to their place of work.</p>	
<b>Secure e-mail</b>	<b>44</b>
The Council's email security system's licensing is due to expire during 2012 and so to ensure ongoing service these licences will need to be renewed or replaced. In addition a new solution to enable email to be sent securely is required. The new software will ensure the Council meets Government Connect requirements, provide more efficient antivirus protection and generate direct efficiencies (removal of physical server and server licences). The new software will also deliver secure mail, replacing the need for two products currently used by the Council.	
<b>Access Improvement Programme (DDA Legislation)</b>	<b>100</b>
In line with previous budgets an annual rolling budget for £100,000 is proposed to meet the disabled access works required in all the Council's non-school buildings, this includes service buildings as well as public buildings. From the previous detailed surveys a programme of works will be prioritised to meet the Council's most pressing needs over the medium term in line with the Council's Asset Management Plans.	

<b>Maintenance</b>	<b>£'000</b>
<b>Improvements &amp; Capitalised Repairs</b>	<b>2,343</b>
An assessment has been made of the condition of the Council's property assets to arrive at an estimate of the outstanding maintenance works required. Only the most important items prioritised as 1D and 1C have been included in the Capital Programme proposals.	
<b>Time Square Accommodation</b>	<b>125</b>
Additional requirements resulting from the latest Accommodation Strategy in order to enable the decant of staff from Seymour House into Time Square. Specifically this work will consist of increasing the acoustic protection in a small number of meeting rooms to enhance the confidentiality of discussion, to provide for the recovering of some floor	

surfaces, the redecoration of all internal walls where necessary and the replacement of kitchen units and an extractor unit..	
<b>Time Square Data Cabling</b>	<b>115</b>
Most of the current data cabling within Time Square was installed prior to the Council's occupation of the building. It is now two generations behind current industry standards and is only rated for a maximum data rate of 100Mbps. The current cabling will not support the Council's IT infrastructure going forward without replacement, and will not support the increase in the number of staff based in Time Square being planned as part of the Accommodation Strategy. The solution is to replace the current cabling enabling data rates of 10Gbps and change the architecture of the cabling so that cabling runs are contained per floor. This will require new data cabinets to be located on each floor.	
<b>Rolling programme and Other Desirable</b>	<b>£'000</b>
<b>Superfast-Broadband Match Funding</b>	<b>100</b>
<p>The Government has set a target of 100% of households in the UK being able to access superfast broadband (i.e. exceeding 24Mbits/sec) by December 2015. A total of £1.41m has been earmarked for the six Berkshire unitary areas. This money will need to be match funded by others including local authorities, parish councils and the private sector. The economic benefits of this provision are substantial, and will help to keep Berkshire as one of the most productive sub-regions in the EU. The Berkshire Leaders have expressed their support for the scheme and an officer team is working across the county to deliver the funding required.</p> <p>Currently the balance of funding required has been divided evenly between the six Berkshire authorities; however this has not taken account of the current and likely broadband coverage in each area (which varies significantly), or the potential contribution which could be made by town and parish councils. As such there is an expectation that the £100k per annum contribution over three years will reduce.</p>	
<b>Power Generator</b>	<b>10</b>
The increased risk posed to the constant electricity supply by the redevelopment of the Town Centre has highlighted the need again for a power generator to protect the operations and integrity of the ICT Data Centre and Communications Rooms. This bid does not cover the provision of alternative power supply to offices and desktops and remote workers across the Council. The Data Centre would be particularly vulnerable to longer-term power outages and recovery periods for data can be lengthy. An uninterruptable power supply may also support income generation opportunities for data space. Given the works that are to be undertaken at Time Square, it is proposed that the main installation is carried out in 2013/14, with some preparatory work undertaken in 2012/13	
<b>EDRMS (Including ECC &amp; CYPL Bid)</b>	<b>400</b>
The document management solution purchased in 2009 was limited to a 250 named license agreement and as such a capital bid for additional licences was always planned as document management is one solution to storage problems across the Council. The proposal will allow for more	

effective storage and retrieval of documents and reduce storage space required. The bid includes the following;

Increase in licences from 250 to 1000 – whilst the need for an additional 560 licences have been identified, economies of scale make it beneficial to purchase 1,000 licences at a cost of £144,000 (moving to 540 licences would have cost £132,000). Additional hardware costs amount to £60,000 and will include additional scanners, KOFAX licences, disk storage and back-up costs. The ICT Applications team are currently undertaking training to be able to manage and support the system from installation through to normal operational use. However some contingency will be needed should additional support be required from the supplier or back-fill needed.

In addition to this Council Wide bid, separate and complimentary bids have been made by departments. ECC currently make daily use of 2 lektrievers. A solution will be to scan the paper documents and store them in EDRMS. The system currently used by Environmental Health, Trading Standards and Licensing is not suitable given the requirements of the Team and as such investment is required to move both existing paper documents and those stored electronically in the M3PP system into the Corporate standard system. The costs associated with this project are estimated to be £95,000.

The Council has invested in an Open Text solution “smart Office” as the preferred document management system, and an part of this bid is for funding to implement this product across Children, Young People and Learning. The bid will cover the costs of designing a structured file plan across several sections of the department, back scanning and integration within the Education ONE pupil recording system.