

TO: THE EXECUTIVE  
DATE: 11 DECEMBER 2012

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**GENERAL FUND REVENUE BUDGET 2013/14  
(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 any other interested parties or individuals for a period of at least six weeks. This report summarises the current position on the Council's budget preparations for 2013/14.
- 1.2 The 2013/14 budget process has been characterised by unprecedented levels of uncertainty around the level of central government support and proposed changes to the funding regime (e.g. localisation of business rates). At the time the Executive agenda was published the Provisional Local Government Financial Settlement had not been announced and is not expected until late December. Therefore, in the absence of the provisional settlement, the report is based on a number of assumptions regarding government funding.
- 1.3 All comments received on these budget proposals will be submitted to the Executive on 13 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 2013/14 budget and Council Tax on 27 February 2013.

**2 RECOMMENDATIONS**

**That the Executive:**

- 2.1 **Approve the revised Commitment Budget for 2013/14 to 2015/16 at Annexe A;**
- 2.2 **Agree the draft budget proposals for 2013/14 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.**
- 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 **Agree that the 2013-14 Schools Budget be set at the estimated level of Dedicated Schools Grant income, with the Executive Member for Children, Young People and Learning authorised to agree budgets for schools and services centrally managed by the Council.**
- 2.5 **Approve the virements relating to the 2012/13 budget as set out in Annexes F and G and recommend those over £0.100m for approval by Council.**

### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2013/14 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 2013/14 – 2015/16**

- 5.1 Initial preparations for the 2013/14 budget have focussed on the Council's Commitment Budget for 2013/14 – 2015/16. 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 2012/13 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 in Table 1. The most significant are set out below:
- Decreases in projected landfill tax and waste disposal costs (-£0.417m).
  - The Council will now be able to make a full pre-payment on its pension fund contributions for a further year and thus earn a higher discount than could be earned through its own investment opportunities (-£0.200m).
  - Increases in the projected Minimum Revenue Provision (£0.405m). This is based on new council financed capital spend divided by the resulting assets life. The latest projection incorporates the latest forecast for capital spend and receipts.
- 5.3 Taking account of these changes, Table 1 summarises the position and shows that base expenditure (excluding schools) is planned to decrease by £0.749m to £71.581m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual Departments in 2013/14. The commitment budget is shown in more detail in Annexe A.

Table 1: Summary Commitment Budget 2013/14-2015/16

	Planned Expenditure		
	2013/14 £000	2014/15 £000	2015/16 £000
Base Budget	72,330	71,581	71,064
<i>Movements in Year:</i>			
Chief Executive / Corporate Services	-10	-72	56
Children, Young People and Learning (excluding schools)	-360	-160	30
Adult Social Care, Health and Housing	-113	-144	-10
Environment, Culture & Communities	-1,083	44	186
Non Departmental / Common	817	-185	50
<i>Total Movements</i>	-749	-517	312
<b>Adjusted Base</b>	<b>71,581</b>	<b>71,064</b>	<b>71,376</b>

## 6 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2013/14

- 6.1 Alongside the publication of the 2012/13 Local Government Financial Settlement the Government set out a timetable for a major reform of how Councils are funded. It is widely recognised that England has one of the most centralised local government funding systems in the world and the reforms proposed would try to achieve two key priorities: economic growth and localism.
- 6.2 The reforms centre on the retention of business rates by local authorities, dismantling centralised pooling and the complex funding formulae of the current system. However these reforms will be implemented against a backdrop of significant reductions in public expenditure, and whilst 2013/14 was projected to be the year of minimal reductions (as per Spending Review 2010 Control Totals), it has become clearer over the last few months that additional financial pressures and considerable uncertainties will be faced by the sector as a whole.
- 6.3 The Government's firm proposals in relation to business rates became an Act in November 2012 following the publication of a technical consultation in July 2012. However, as at early December, many of the operational details of the scheme and the all important funding control totals have still not been published. Indeed a fundamental element of the baseline calculation was significantly changed as late as the 22 November 2012. The Chancellor of the Exchequer will make his Autumn Statement on the 5 December, much later than in previous years, and it is expected that the Provisional Local Government Settlement for 2013/14 could be announced as late as the 21 December.
- 6.4 As such the Council has had to make an informed judgement on its future level of funding, recognising the considerable uncertainty that results from such a late settlement announcement. The Council has therefore assumed a 4.5% reduction in general grant, equating to a funding reduction of £1.04m on last year. By way of

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comparison, the national reduction in general grant for 2013/14 predicted in the 2010 Comprehensive Spending Review is 2%.

- 6.5 This local forecast makes no assumptions about the £13.7m of Specific grants (principally Early Intervention Grant and Learning Disability & Health Reform Grant) received by the Council. The Council will not know the outcome of these allocations before the Provisional Settlement and as such any changes from the 2012/13 level will have to be considered as part of the next stage in the budget planning process.
- 6.6 Based on the number of additional properties that have been built and liable for Council Tax in the last 12 months, the budget proposals assume an additional New Home Bonus grant of £0.5m. The actual figure will be announced as part of the Provisional Settlement in December.

## **7 COUNCIL TAX**

- 7.1 Following the acceptance of the Council Tax Freeze Grant and the resulting zero increase in both 2011/12 and the current year, Council Tax at present levels will generate total income of £48.812m in 2013/14. In addition a further £0.432m will be generated from an increase in tax base primarily arising from the occupation of new properties during 2013/14.
- 7.2 A surplus will be generated on the collection fund in the current year, primarily due to a reduction in write-offs and the Council's share of this surplus is estimated to be £0.268m.
- 7.3 The Government has again 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 2013/14 a grant equivalent to a 1% increase in Council Tax. This grant will be provided for two financial years.
- 7.4 The Executive intends to accept the 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 for a third consecutive year. 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 £0.492m.
- 7.5 The Local Government Finance Bill makes provision for the localisation of Council Tax Support in England by imposing a duty on all billing authorities to make a Localised Council Tax Benefit Scheme (LCTBS) by the 31 January 2013. The new schemes will operate on the basis of providing a discount on the Council Tax liability depending upon the local criteria established in the LCTBS and will therefore reduce the overall Tax Base. The Council is still developing its scheme proposals and intends to apply for the one-off transitional grant of £0.119m (£0.141m including preceptors) made available by the Department for Communities and Local Government. The scheme will be considered by the Executive on the 8 January 2013 and as such these budget proposals do not allow for the impact, if any, of the LCTBS. At the same meeting in January the Executive will also be considering potential changes to Council Tax exemptions and discounts. At this stage no impact on the Council's budget has been assumed.

- 7.6 The Executive at its meeting in February will recommend to Council the level of Council Tax in light of the final settlement, the results of the consultation and the final budget proposals.

## 8 BUDGET PROPOSALS 2013/14

### Service Pressures and Developments

- 8.1 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 protect and, wherever possible, improve services and to invest in the Borough, focussing on protecting front line services and delivering the Council's Medium Term Objectives. In preparing the 2013/14 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	137
Children, Young People and Learning (excluding schools)	484
Adult Social Care, Health and Housing	623
Environment, Culture & Communities	155
Council Wide	50
<b>Total Pressures/Developments</b>	<b>1,449</b>

- 8.2 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 (£0.5m);
- create a Borough where people are safe, and feel, safe (£0.5m);
- sustain economic prosperity (£0.1m).

- 8.3 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

- 8.4 Since April 2012 the Executive and CMT have held regular meetings to determine options for savings and a list of potential draft budget savings has been developed. This list totals £2.312m 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 £55m 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	436
Children, Young People and Learning (excluding schools)	398
Adult Social Care, Health and Housing	806
Environment, Culture and Communities	<u>672</u>
<b>Total Savings</b>	<b>2,312</b>

Significant Budget Decisions

8.5 Consideration and approval of the budget is a major policy decision. However, the budget, by its nature, includes a range of proposals which in themselves represent significant policy decisions. Examples of these which are included in the overall budget package are the proposals on:

- support for 13-19 year old pupils;
- the Choice Advice Service;
- Early Years, Childcare & Play Graduate Leader Programme;
- Family Information Service (FIS);
- Youth Service;
- Extended Services.

More details on each of these proposals are included in Annexe C.

8.6 As the budget report is a policy document and is subject to six weeks consultation, the identification of these issues within the budget report facilitates detailed consultation on a range of significant policy decisions.

Council Wide Issues

8.7 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 2013/14 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, government grants, developer contributions or borrowing from internal resources. The proposed Council Funded Capital Programme of £12.190m and externally funded programme of £11.272m for 2013/14 features in a separate report on tonight's agenda. After allowing for projected receipts of approximately £5m in 2013/14, a £1.1m contribution from revenue balances to part fund works at Times Square and carry forwards, but excluding the self-funding Invest to Save schemes, the additional revenue costs will be £0.033m in 2013/14 and £0.394m in 2014/15. These figures include on-going costs associated with the maintenance and support of IT capital purchases.

b) Interest and Investments

After a very uncertain and economically challenging start to the year, there are initial signs that economic growth has returned after three quarters of recession. However the normal economic indicators used to evaluate the financial health of the country have been impacted by a range of unique circumstances, including the Queen's Jubilee and associated additional bank holidays followed closely by the London 2012 Olympics. Inflation has struggled to make further downward progress in the last quarter, and the latest forecasts by the Bank of England suggest it is unlikely to fall below the 2% target over the next 12 months. As a result of the above, GDP posted a quarterly rise of 1% in Quarter 3, however this is unlikely to contribute enough to generate positive growth for the year as whole and as such 2012 is likely to be seen as adding to the worst and slowest recovery from recession of any of the five recessions since 1930. There remain huge uncertainties in economic forecasts due to the following major difficulties:

- the impact of the Euro-zone crisis on financial markets and the banking sector;
- the impact of the UK Government's austerity plan on confidence and growth;
- monetary policy action failing to stimulate growth in western economies
- and the potential for weak growth or recession in the UK's main trading partners – the EU and the US.

The overall balance of risks remains weighted to the downside. Given the weak outlook for economic growth, the prospect for any interest rate changes before the end of 2014 are very limited.

The 2013/14 budget is therefore based on an average rate of return of approximately 1% and reflects the lower cash balances as a result of the 2012/13 and proposed 2013/14 Capital Programme.

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 achieved through its own investment opportunities. With no change in interest rates predicted over the next 18 months, the change in total investment income expected by the Council need only reflect the impact of the capital expenditure in 2013/14 and the actual level of balances that exist on 1st April 2013. The net impact of these is a £0.015m pressure, being £0.033m related to the Capital Programme and additional income of £0.018m from the slightly higher predicted cash balances based on current trends.

There is a risk, however, that the Council's cash-flow will differ from past years as a result of the reforms to the local government funding mechanism (Business Rates Retention). Unfortunately it is too early to predict any impact before the full scheme proposals are published by the government. As such any change in interest rates or cash balances will clearly have an impact on the overall investment income generated by the Council with every 0.1% reduction in the average rate of return adding a £0.022m 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. Annexe E outlines the Council’s prudential indicators for 2013/14 – 2015/16 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 or 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 £2.100m has been added to the budget. This compares to a provision of £1.521m last year and reflects the fact that a provision for pay of 1% is required for 2013/14 (0% in 2011/12 and 2012/13) in line with the Chancellor’s statements. This will be achieved by:

- Assuming a pay award of no more than 1%;
- Negotiating to minimise inflation on contracts;
- Using the Consumer Price Index for a number of budget lines rather than the Retail Price Index;
- Increasing fees and charges by 2.5% 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 2013.

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;

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- 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 many prices, where the Council charges users a fee for services, will need to increase by around 2.5% 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. Over the course of January, the Council will consult with local businesses on the potential economic benefits of significantly reducing town centre season ticket car parking charges. At this stage, however, nothing is included in the budget proposals pending the outcome of that consultation.

### e) Corporate Contingency

The Council manages risks and uncertainties in the budget through the use of a general contingency added to the Council's budget. During the next year the Council will face significant risks on its budget particularly in relation to:

- demand led services;
- retention of business rates by councils;
- the localisation of Council Tax support;
- the transfer of Public Health functions to councils;
- the continuing general economic uncertainty.

This scale of risk requires the consideration of an increase in the general contingency. The Borough Treasurer therefore recommends that the general contingency should be increased by £1m to £2m in order to set a realistic and deliverable budget in 2013/14. It should be possible to reduce the level of contingency at some point in the future when the level of risk and uncertainty diminishes.

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.

### f) Members Initiative Fund

It is proposed that a council wide revenue budget of £0.420m (£0.010m per Member) is created to fund small projects based on members' knowledge of local ward priorities or in conjunction with partners and other stakeholders.

## Spending on Schools

8.8 The Education funding framework will be changing over the short to medium term to better reflect government policy which is seeking to:

- reform the school funding system so it is fairer, simpler, more consistent and transparent;
- ensure that good, popular schools should find it easier to expand in response to demands from parents;

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- make funding intended for education to reach schools and pupils that need it most.
- 8.9 The current funding arrangements are that 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 the specific, ring-fenced Dedicated Schools Grant (DSG). The level of DSG is calculated by multiplying the per pupil funding rates that the Department for Education (DfE) determines for each council by the actual January pupil numbers. The 2012/13 per pupil rate for Bracknell was set at £4,861 with total DSG income of £76.487m.
- 8.10 From 2013/14 the DSG will be split into three notional blocks – schools (which will still include delegated school budgets and a smaller number of centrally managed services), early years and high needs, each with their own funding rate. In the first instance, each block will be based on 2012/13 budgeted spend. The blocks will not be ring-fenced but a ring-fence will continue on the DSG as a whole so that it can only be spent on the functions for which it is meant.
- 8.11 With the new funding framework comes a new timetable for the production of budgets. The DfE requires councils to confirm the actual budgets to be allocated to schools by 18 January 2013, even though relevant information required to calculate budgets will not be supplied before 10 December 2012. To meet this requirement, 2013/14 school budgets 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.
- 8.12 Decisions around the final balance of the budget between spending by schools and that on services managed by the Council is the responsibility of the Executive Member for Children, Young People and Learning, although the Schools Forum must be consulted, and in certain circumstances, agree to spending increases on the services managed by the Council.

### Summary

- 8.13 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £73.753m as shown in Table 5.

Table 5: Summary of proposals:

	£'000
Commitment Budget	71,581
2013/14 Budget Pressures	1,449
2013/14 Budget Economies	-2,312
Capital Programme	33
Changes in Investment Income	-18
Inflation Provision	2,100
Increase in Contingency	1,000
Members Initiative Fund	420
New Homes Bonus 2013/14	-500
<b>Draft Budget Requirement 2013/14</b>	<b>73,753</b>

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- 8.14 Without the provisional finance settlement assumptions have had to be made on the level of grant income. It has been assumed that the Council can anticipate income of up to £70.867m. This arises from Government grants (£22.083m), the Collection Fund surplus (£0.268m), additional Council Tax Freeze Grant (£0.492m) and Council Tax (£49.244m). The Council will also lose £1.22m in Council Tax Freeze Grant which was received in 2012/13 for one year only. Both the 2013/14 freeze grant and Council Tax yield may be impacted upon by decisions on the Local Council Tax Benefit Scheme and any technical changes to exemptions and discounts which will be taken by the Executive on the 8 January and Full Council on 23 January.
- 8.15 With the potential overall cost of the budget package being consulted on in the region of £73.753m, this leaves a potential gap of around £2.886m (£1.734m plus additional contingency of £1m and members' initiative fund of £0.420m, less the Collection Fund surplus of -£0.268m). Members can choose to adopt any or all of the following approaches in order to bridge the remaining gap:
- an appropriate contribution from the Council's revenue balances, bearing in mind the Medium Term Financial Strategy;
  - identifying further expenditure reductions.

## 9 BALANCES

- 9.1 The Council has an estimated £9.9m available in General Reserves at 31 March 2013. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2013

General Fund	£m
Planned use in 2012/13	10.3
	<u>(0.4)</u>
<b>Estimated Balance as at 31 March 2013</b>	<b><u>9.9</u></b>

- 9.2 The Council's Accommodation Strategy is underpinned by a programme of reducing the number of buildings across the Council estate. Some of this is dependent on the improvements to Time Square designed to accommodate the vast majority of Town Centre staff in that building. To maximise the capacity of the building additional funding of £3m will be required (on top of the £1.22m currently provided for essential maintenance in the 2012/13 capital programme). By amalgamating staff in Time Square annual savings of £0.156m are predicted when it vacates its current accommodation in Seymour House, and its short term replacement, Ocean House, along with Amber House. These savings will fund a significant proportion of the additional investment and the associated financing costs over a 17 year period (approximately £1.9m). The remaining funding of £1.1m will be financed from revenue balances.
- 9.3 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.

## **10 CONCLUSION**

- 10.1 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. When the final settlement is known, the Executive can consider the prudent use of revenue balances to support expenditure in line with the overall medium term financial strategy, along with any further expenditure reductions.
- 10.2 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.
- 10.3 All comments from the Overview & Scrutiny Commission, Overview and Scrutiny Panels and all others will then be submitted to the Executive on 13 February 2013. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 27 February 2013.

## **11 BUDGET MONITORING 2012/13- VIREMENT REQUEST**

- 11.1 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 2012/13 a number of 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 Service Reports. Details of virements between departments are set out in Annexe F. Details of internal departmental virements exceeding £0.050m are set out in Annexe G.

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

### Borough Solicitor

- 12.1 Nothing to add to the report.

### Borough Treasurer

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

Equalities Impact Assessment

- 12.3 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

- 12.4 A sum of £2m is currently proposed to meet the costs of unpredictable or unforeseen items that would represent in year budget risks. This is £1m more than the contingency set for 2012/13. The Executive will need to make a judgement on the level of contingency at its meeting in February.
- 12.5 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.

**13 CONSULTATION**

Principal Groups Consulted

- 13.1 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 Over 50's Forum, the Schools Forum, town and 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.
- 13.2 The timetable for the approval of the 2013/14 Budget is as follows

Executive agree proposals as basis for consultation	11 December 2012
Consultation period	12 December 2012 - 22 January 2013
Executive considers representations made and recommends budget.	13 February 2013
Council considers Executive budget proposals	27 February 2013

Background Papers

None

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## Commitment Budget 2013/14 to 2015/16

	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000
<b>Chief Executive / Corporate Services</b>				
Approved Budget	15,285	15,239	15,229	15,157
Unified Training Budget - realignment of training year		-10		
Vacating Seymour House			-63	-12
Invest to Save - Time Square lighting			-5	-1
Invest to Save - Time Square insulation panels			-4	-1
Borough Elections				70
Net Inter Departmental Virements	-46			
<b>Chief Executive / Corporate Services Adjusted Budget</b>	<b>15,239</b>	<b>15,229</b>	<b>15,157</b>	<b>15,213</b>
<b>Children, Young People and Learning</b>				
Approved Budget	12,809	12,781	12,421	12,261
Suitability surveys		-20		20
Schools Music Festival		10	-10	10
Local foster home placements		-100	-150	
Youth Service		-250		
Net Inter Departmental Virements	-28			
<b>Children, Young People and Learning Adjusted Budget</b>	<b>12,781</b>	<b>12,421</b>	<b>12,261</b>	<b>12,291</b>
<b>Adult Social Care, Health and Housing</b>				
Approved Budget	21,534	23,607	23,494	23,350
Carers Accommodation Strategy		-96	-144	-10
Senior management structure changes		-17		
Net Inter Departmental Virements	2,073			
<b>Adult Social Care and Health Adjusted Budget</b>	<b>23,607</b>	<b>23,494</b>	<b>23,350</b>	<b>23,340</b>
<b>Environment, Culture and Communities</b>				
Approved Budget	26,908	25,150	24,067	24,111
Landfill Tax / Waste Disposal PFI		-375	33	83
Landfill Tax increase		89	102	104
Local Development Framework		25	-135	0
Capital Invest to Save 06/07 - Easthampstead Park		-1	-1	-1
Coroners Service - transfer from TVPA		9	9	
Flood and water management responsibilities		-153		
Public Transport / Concessionary Fares		-136		
Community Transport		-50		
Waste Management - brown bins		-320		
Olympic Torch Relay		-14		
Refuse Collection contract - capitalisation of vehicle purchases		-181		
Senior management structure changes		-18		
Invest to Save - solar PV array at Bracknell Leisure Centre		-8		
Annual service charge for new cremation equipment		50		
Carbon Reduction Commitment - inclusion of Street Lighting			36	
Net Inter Departmental Virements	-1,758			
<b>Environment, Culture and Communities Adjusted Budget</b>	<b>25,150</b>	<b>24,067</b>	<b>24,111</b>	<b>24,297</b>
<b>Total Service Departments</b>	<b>76,777</b>	<b>75,211</b>	<b>74,879</b>	<b>75,141</b>
<b>Non Departmental / Council Wide</b>				
Approved Budget	-4,206	-4,447	-3,630	-3,815
2012/13 Capital Programme (Full Year Effect) - Interest		47		
Minimum Revenue Provision		509		
2012/13 Use of Balances (Full Year Effect) - Interest		2		
Increase in employers pension fund contributions		151		
Ceasing to pay Pension Fund contributions in advance			150	50
1% reduction in the employers Pension Fund contribution rate			-335	
Local Flood Authority Grant		153		
Pay Provision		-40		
Carbon Reduction Commitment		-70		
Changes to pension scheme - additional joiners		65		
Net Inter Departmental Virements	-241			
<b>Non Departmental / Council Wide</b>	<b>-4,447</b>	<b>-3,630</b>	<b>-3,815</b>	<b>-3,765</b>
<b>TOTAL BUDGET</b>	<b>72,330</b>	<b>71,581</b>	<b>71,064</b>	<b>71,376</b>
<b>Change in commitment budget</b>		<b>-749</b>	<b>-517</b>	<b>312</b>

## Annexe A

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>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>
Corporate Services	6,921	6,911	6,839	6,895
Children, Young People and Learning	20,894	20,534	20,374	20,404
Adult Social Care and Health	26,047	25,934	25,790	25,780
Environment, Culture & Communities	34,478	33,395	33,439	33,625
Non Departmental/Council Wide	-16,010	-15,193	-15,378	-15,328
	<b>72,330</b>	<b>71,581</b>	<b>71,064</b>	<b>71,376</b>

## Description of Commitment Budget Items for 2013/14 to 2015/16

Department and Item	Description
<b>Chief Executive / Corporate Services</b>	
Unified Training Budget - realignment of training year	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	Due to the timing of the proposed demolition of Seymour House, the Council will be moving staff into Ocean House whilst the office accommodation works take place at Times Square. This will delay the full saving to be realised until the staff are relocated into Times Square in 2014/15.
Capital Invest to Save 12/13 – Time Square lighting	The LED and basement lighting will provide a better quality working environment with regards to the visual impact for staff and improve the environment in the car park. Both will reduce annual running costs based on the energy used and the maintenance supplied.
Capital Invest to Save 12/13 – Time Square insulation panels	The Council has a climate change strategy which has as two of its objectives the reduction of energy costs and CO2 emissions from its own operations. The installation of insulation panels on the external walls at Times Square in association with the planned refurbishment works will improve the energy efficiency of the building.
Borough Elections	The next scheduled Borough elections will be in May 2015.
<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.
Local foster home placements	The investment in staffing agreed in the 2012/13 base budget has, as expected, resulted in more children being placed in local foster homes instead of expensive independent foster homes. The savings reflect in part the current looked after children population which is volatile, and therefore subject to change, often at very short notice.
Youth Service	Full year effect of the savings proposal implemented in 2012/13.
<b>Adult Social Care, Health and Housing</b>	
Carers Accommodation Strategy	The Strategy involves the re-provision and modernisation of services currently provided at Waymead Short Term Care and Bracknell Day Services in Eastern Road. As well as improving the quality of service, cost benefits will arise in the medium term.

Department and Item	Description
Senior management structural changes	At its meeting of 21st February the Executive approved changes to the Senior Management structure of the Council, which reduced the number of Chief Officers, re-designating the Performance & Resources role as a Head of Service.
<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.
Coroners Service - transfer from TVPA	The transfer of the Coroners Service from the Thames Valley Police Authority (TVPA) to the local authorities in Berkshire is being phased in over a period of four years. 2013/14 is the third year of the phasing in period.
Flood and water management responsibilities	The commitment budget currently assumes that the grant will cease and the new duties will be self funding. This has not been confirmed nor have the charging arrangements.
Public Transport / Concessionary Fares	Full year effect of the savings proposal implemented in 2012/13.
Community Transport	Full year effect of the savings proposal implemented in 2012/13.
Waste Management - brown bins	The Council introduced charging for the collection of garden waste in 2012/13. The one year exemption for existing customers comes to an end in March 2013.
Olympic torch relay	A one-off commitment removed in 2013/14.
Refuse Collection contract – capitalisation of vehicle purchases	Under the current refuse collection contract, refuse vehicles are purchased by the Council from capital resources and any revenue impact will be assessed when the capital programme is considered. Under the old contract, vehicles were purchased by the contractor and the cost to the Council was reflected in the revenue service charge. This element of the service charge has now been removed.
Senior management structure changes	Review of senior post subsequent to filling a vacant post.
Capital Invest to Save - solar PV array at Bracknell Leisure Centre	Feed In Tariff contributions and saving from reduction in use of grid electricity less estimated cost of future maintenance of the equipment.

Department and Item	Description
Annual service charge for new cremation equipment	Maintenance agreement for the new abatement equipment, £50,287 per annum for a period of five years.
Carbon Reduction Commitment - inclusion of Street Lighting	Purchase of carbon allowances to reflect the inclusion of street lighting in Phase 2 of the CRC energy efficiency scheme commencing 1 April 2014.
<b>Non Departmental / Council Wide</b>	
2012/13 capital programme (full year effect) -Interest	The full year effect of the loss of interest based on the 2012/13 capital programme.
Minimum Revenue Provision	The increase in the principal repayment on internal loans used to finance capital expenditure.
2012/13 use of balances (full year effect) -Interest	The full year effect of the interest loss on the use of balances in 2012/13.
Increase in employers Pension Fund contributions	Following on from the last triennial actuarial valuation, the past service deficit is being paid as a lump sum and is phased over 3 years. The lump sum increases each year and this creates a budget pressure in 2013/14 (year 3).
Ceasing to pay Pension Fund contributions in advance	The Council is unlikely to have the cash resources available to pay all employers and employees contributions in advance from 2013/14.
1% reduction in the employers Pension Fund contribution rate	The forecast impact of the changes to the Local Government Pension Scheme on employers contributions.
Local Flood Authority Grant	Local Flood Authority Grant is a general grant which forms part of Local Services Support Grant. No funding is guaranteed beyond 2012/13.
Pay Provision	Removal of the central allocation for pay and terms and conditions changes— an allocation for pay will be held as part of the inflation provision.
Carbon Reduction Commitment	A reduction in the commitment based on actual CO <sub>2</sub> emissions for 2011/12
Changes to pension Scheme – additional joiners	Under new pension regulations, all those employees eligible to be members of the pension scheme received a letter in October giving them the opportunity to join the scheme. A number have joined the scheme resulting in additional employer contributions.

## CORPORATE SERVICES/CHIEF EXECUTIVE

Description	2013/14 £'000	2014/15 £'000	2015/16 £'000
<p><b>Property Services</b></p> <p>Income has been falling steadily at both the Outdoor Market and Market Street properties; a loss of tenants and stallholders resulting in a pressure on income targets of £0.031m.</p> <p>The unusual shape and restricted headroom of one unit at Market Street makes the unit very difficult to let and the possibility of attracting a tenant in the medium term is very low, therefore it will be used by the Council for storage, which would mean a loss of income and an obligation to pay business rates of £0.027m</p>	<b>58</b>		
<p><b>Property Services</b></p> <p>Due to the redevelopment of the Town Centre, the Citizens Advice Bureau is vacating Council owned premises which will not be re let. The grant from the Chief Executive's Office which had previously been transferred internally to cover the rent will now be paid directly to the Citizen's Advice Bureau. The resulting pressure requires a reduction in the rental income budget.</p>	<b>24</b>		
<p><b>Community Engagement</b></p> <p>The Community Centres' reactive maintenance budget has shown itself to be insufficient to meet demand over a number of years and it is no longer possible to contain the pressure.</p>	<b>10</b>		
<p><b>ICT</b></p> <p>There is a need for an additional post within the Corporate ICT Systems team to support growth in infrastructure and more complex systems.</p> <p>The infrastructure has grown across all Departments and upgrades are continually required of some very complex systems. In the near future the ICT Systems team will also be taking on the responsibility for the hosting of the Public Health service which supports Berkshire Local Authorities and the NHS. There will also be an increase in infrastructure systems and services to support both electronic document management and flexible working solutions.</p>	<b>45</b>		
<b>CORPORATE SERVICES/CHIEF EXECUTIVE TOTAL</b>	<b>137</b>		

## COUNCIL WIDE

<b>Description Impact</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>
<b>ICT</b>  New maintenance and security products procured as part of the capital programme will have revenue implications from 2013/14.	<b>50</b>		
<b>COUNCIL WIDE TOTAL</b>	<b>50</b>		

## CORPORATE SERVICES/CHIEF EXECUTIVE

Description Impact	2013/14 £'000	2014/15 £'000	2015/16 £'000
<p><b>Finance</b></p> <p>The new external audit contract awarded by the Audit Commission to Ernst and Young has meant that a saving is achievable in this area.</p>	-92		
<p><b>Property Services</b></p> <p>The new Home to School Transport contract awarded has resulted in a saving of £0.050m.</p> <p>In addition due to the newer, more reliable and fuel efficient Youth Services vehicles additional savings of £0.002m can be achieved.</p>	-52		
<p><b>Democratic &amp; Registration Services</b></p> <p>The income budgets for the Registrars; Marriage, Nationality Checking and Settlement Checking services have been increased to reflect the demand experienced in recent years. Any future fall in demand for these services could result in a pressure.</p>	-22		
<p><b>Human Resources</b></p> <p>Due to the increased demand from customers for the range and type of courses offered by the Unified Training team it has been possible to increase the income budget for the service.</p>	-18		
<p><b>ICT</b></p> <p>The decommissioning of the current phone system will result in the cancellation of the current contract and data line and the annual support for the CIBER Helpdesk incident logging system.</p>	-16		
<p><b>Democratic &amp; Registration Services</b></p> <p>Following changes to Members Allowances Scheme as a result of the Independent Remuneration Panel's recommendations, the Members mileage budget will be reduced by £0.014m to reflect the reduced claims.</p> <p>There will also be a £0.002m reduction in the Civic Service budget.</p>	-16		
<p><b>Community Safety</b></p> <p>Contractual changes mean that savings can be made in this area. The Department is aiming to build on the current plans to install mobile cameras.</p>	-5		

Description Impact	2013/14 £'000	2014/15 £'000	2015/16 £'000												
<p><b>Democratic &amp; Registration Services</b></p> <p>The Electoral Registration team will reduce the number of hours casual staff are employed for. The section's ability to recruit additional temporary staff at times of significant pressure may however mean work will not be processed to required timescales or could result in a pressure if statutory deadlines must be met.</p>	-3														
<p><b>Chief Executive &amp; Support</b></p> <p>The costs of producing the Town and Country publication have fallen and the budget will be reduced to reflect this.</p>	-5														
<p><b>Legal Services</b></p> <p>The increased income target is based on the assumption that income from highways, drainage agreements and on the grant of leases will be maintained at current levels. However, this is a demand led service and there can be no assurance that the existing levels of income will continue.</p>	-11														
<p><b>Human Resources</b></p> <p>By reducing the number of hard copy recruitment advertisements placed a saving will be achieved. Recruitment will be by using the Jobs Go Public website only; this will mean that any posts requiring hard copy advertising in specialist publications will need to be funded by the Service.</p>	-16														
<p><b>Departmental Agency Costs</b></p> <p>The new Comensura Agency contract builds in a guaranteed saving on all Agency staff contracts.</p>	-1														
<p><b>Departmental Posts</b></p> <p>The Department will reduce it's establishment by the following posts:</p> <table border="0" data-bbox="146 1713 949 1848"> <tr> <td>Finance – Trainee Accountant</td> <td>FTE 1.0</td> <td>£0.034m</td> </tr> <tr> <td>Property Services – Senior Valuer</td> <td>FTE 1.0</td> <td>£0.041m</td> </tr> <tr> <td>Customer Services – Business Analyst</td> <td>FTE 0.3</td> <td>£0.011m</td> </tr> <tr> <td>Revenue Services – Cashier</td> <td>FTE 0.5</td> <td>£0.016m</td> </tr> </table> <p>FTE stands for Full Time Equivalent</p> <p>These vacant posts currently help the Department achieve its managed vacancy target. By reducing the number of vacancies held there will be a need to slow the recruitment process generally and there will be less flexibility to enable the</p>	Finance – Trainee Accountant	FTE 1.0	£0.034m	Property Services – Senior Valuer	FTE 1.0	£0.041m	Customer Services – Business Analyst	FTE 0.3	£0.011m	Revenue Services – Cashier	FTE 0.5	£0.016m	-102		
Finance – Trainee Accountant	FTE 1.0	£0.034m													
Property Services – Senior Valuer	FTE 1.0	£0.041m													
Customer Services – Business Analyst	FTE 0.3	£0.011m													
Revenue Services – Cashier	FTE 0.5	£0.016m													

<b>Description Impact</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>	<b>2015/16 £'000</b>
recruitment to critical service posts which may need to be held vacant for longer leading to potential non-delivery of key objectives.			
<b>Departmental Third Party Payments</b>  The costs of the Lord Lieutenants Office and Molly Millars Joint Arrangements with Wokingham and Reading Councils have fallen and savings to budgets have been made to reflect this.	<b>-19</b>		
<b>Departmental Staff Expenses and Room Hire</b>  Reduction in public transport and the occasional hire of premises budgets within Committee Services and the Chief Executives Office.	<b>-3</b>		
<b>Departmental Indirect Employee Costs</b>  Reduction in training, seminar, subsistence and recruitment budgets across the Department. This may result in some staff not being able to attend some training or external workshops resulting in a delay in meeting identified training needs and a reduction in the level of development.	<b>-11</b>		
<b>Departmental Supplies and Services</b>  Reduction in the various supplies and services budgets across the Department. Any future developments requiring external consultants may result in overspends and/or requests for contingency.	<b>-44</b>		
<b>CORPORATE SERVICES/CHIEF EXECUTIVE TOTAL</b>	<b>-436</b>		

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

## 2013/14 PROPOSED FEES &amp; CHARGES

Service: Legal &amp; Surveyors' Fees

Purpose of the Charge: To contribute to the costs of the service

	2012/13 Budget £'000	Proposed 2013/14 Budget £'000
Income the proposed fees will generate:	73	75

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	%

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

New Lease	415.00	425.00	2.4
Licence to Assign	310.00	320.00	3.2
Lease Renewal	210.00	215.00	2.4
Contracted Out Lease	150.00	155.00	3.3
License to Alter - fee is dependant upon complexity	175 / 310	180 / 315	2.2
Deed of Variation	290.00	300.00	3.4
Sale of Garages & Freehold Reversions	250.00	260.00	4.0
Letter/Deed of Postponement	105.00	110.00	4.8
Transfer (or hourly rate as appropriate)	290.00	300.00	3.4
Section 106 Agreements-£110 per hour	900.00**	925.00**	2.8

\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £425, at a rate of £155 per hour.

\*\* With discretion for the Borough Solicitor to increase if time recorded costs exceed £925, at a rate of £155 per hour.

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

## 2013/14 PROPOSED FEES &amp; CHARGES

## Service: Electoral Registration

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

	2012/13 Budget £'000	Proposed 2013/14 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	19.00	20.00	5.3
Request for a confirmation letter - fee (1 hour)	57.00	59.00	3.5
Certificate of current register	19.00	20.00	5.3

**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)#1	20.00	20.00	0.0
In paper format (plus £5 for each 1000 entries (or part thereof)#1	10.00	10.00	0.0
Sale of Overseas Electors#1			
In data format (plus £1.50 for every 100 entries (or part thereof)#1	20.00	20.00	0.0
In paper format (plus £5 for each 100 entries (or part thereof)#1	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)#1	10.00	10.00	0.0
In printed format (plus £2 for each 1000 entries (or part thereof)#1	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 2013/14.

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	0.10	0.11	10.0	0.13
Band B properties - per leaflet/property	0.11	0.12	9.1	0.14
Band C properties - per leaflet/property	0.12	0.13	8.3	0.16
Band D properties - per leaflet/property	0.14	0.15	7.1	0.18
Band E properties - per leaflet/property	0.17	0.18	5.9	0.22
<i>Charges can vary depending upon size and weight of documents</i>				

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

## 2013/14 PROPOSED FEES &amp; CHARGES

## Service: Registration of Births, Deaths and Marriages

<b>Purpose of the Charge: To Contribute to the costs of the service</b>		
	<b>2012/13 Budget £'000</b>	<b>Proposed 2013/14 Budget £'000</b>
<b>Income the proposed fees will generate:</b>	147	171

**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

<b>Change of Name Service</b>				
Adult	34.58	35.83	3.6	43.00
- Additional deed purchased at time of appointment	5.42	5.84	7.7	7.00
- Copy of archived deed	10.84	11.25	3.8	13.50
Child	39.17	40.42	3.2	48.50
- Additional deed purchased at time of appointment	5.42	5.84	7.7	7.00
- Copy of archived deed	10.84	11.25	3.8	13.50
Family	112.50	115.41	2.6	138.50

**Marriage and Civil Partnership Ceremonies**

All fees are liable to be increased on or after 1 April each year. Any increase in fees will apply to any ceremonies due to take place on or after 1 April even though a reservation fee/ceremony fee has already been paid.

Notice of Intent Fee for each person, for all Marriage and Civil Partnership Ceremonies #1	33.50	35.00	4.5	
Licensing of premises as venues for marriages:-				
Licence (three years)	1,250.00	1,280.00	2.4	
Attendance of Superintendent Registrar at approved premises:-				
Monday - Friday	290.00	300.00	3.4	
Saturday	360.00	370.00	2.8	
Sunday	420.00	430.00	2.4	
Registrar's fee for attending a marriage or civil partnership at a registered building or of housebound or detained person #1				
Registered Building	80.00	84.00	5.0	
Housebound Person	n/a	79.00		
Detained Person	n/a	86.00		
Superintendent registrar's fee for attending the marriage of housebound or detained person #1				
Housebound Person	85.00	82.00	-3.5	
Detained Person	n/a	93.00		
Superintendent registrar's fee for attendance away from office for the purpose of being given notice of marriage or civil partnership of housebound or detained person #1				
Housebound Person	49.00	46.00	-6.1	
Detained Person	n/a	67.00		
Entry in marriage notice book	33.50	35.00	4.5	
Formation of Marriage or Civil Partnerships in the Register Office or Syrett Blue Room #1	40.00	45.00	12.5	
#1 These are statutory charges that are determined nationally through legislation, the current fees are those published in the 2012/13 Financial Plans and Budgets Supporting Information. The proposed fees are those currently being charged following a fee amendment order from the Home Office, there is currently no indication that these will be subject to any further changes in 2013/14.				

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

## 2013/14 PROPOSED FEES &amp; CHARGES

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p
<b>Marriage and Civil Partnership Ceremonies (Cont)</b>				
Syrett Ceremonial Room Marriage & Civil Partnerships Bookings (including room hire, Registrar's attendance): -				
Monday - Thursday	120.00	123.00	2.5	
Friday	140.00	145.00	3.6	
Saturday	160.00	165.00	3.1	
Saturday pm	270.00	275.00	1.9	
Sunday / Bank Holidays	360.00	370.00	2.8	
<b>Service enhancements</b>				
Friday	30.00	30.00	0.0	
Saturday	40.00	40.00	0.0	
Saturday pm	50.00	50.00	0.0	
Pre-ceremony chat appointments (1/2 hour) for Syrett Suite ceremonies:				
Monday - Friday	12.92	13.33	3.2	16.00
Saturday am	17.50	17.92	2.4	21.50
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>	154.16	158.33	2.7	190.00
Double Naming	191.66	196.67	2.6	236.00
Triple Naming	216.66	222.09	2.5	266.50
<b>Other Approved Premises</b>	162.92	167.08	2.6	200.50
Double Naming	200.00	205.00	2.5	246.00
Triple Naming	233.33	239.16	2.5	287.00
Certificate of birth (short and long), deaths, marriages and civil partnerships (extracts or full) #1				
At time of registration	3.50	4.00	14.3	
After registration but in current register	7.00	7.00	0.0	
After registration and after register closed	9.00	10.00	11.1	
Civil Partnership certificates full or extract, at time of ceremony#1	3.50	4.00	14.3	
Civil Partnership certificates full or extract, at any other time#1	9.00	10.00	11.1	
#1 These are statutory charges that are determined nationally through legislation, the current fees are those published in the 2012/13 Financial Plans and Budgets Supporting Information. The proposed fees are those currently being charged following a fee amendment order from the Home Office, there is currently no indication that these will be subject to any further changes in 2013/14.				
<b>Citizenship Ceremonies and Nationality Checking Service</b>				
<i>Nationality Checking Service</i>				
Single (adult) Application	45.00	46.67	3.7	56.00
Single (adult) Application - Saturdays	60.00	61.67	2.8	74.00
1 Adult and 1 Child	54.17	55.83	3.1	67.00
1 Adult and 1 Child - Saturdays	69.17	70.83	2.4	85.00
1 Adult and 2 Children	60.00	61.67	2.8	74.00
1 Adult and 2 Children - Saturdays	74.17	76.66	3.4	92.00
Joint Husband and wife	64.17	65.83	2.6	79.00
Joint Husband and wife - Saturdays	80.00	82.50	3.1	99.00
1 Adult and 3 Children	69.17	70.83	2.4	85.00
1 Adult and 3 Children - Saturdays	83.33	85.83	3.0	103.00
Husband, wife and up to 2 Children	79.16	81.67	3.2	98.00
Husband, wife and up to 2 Children - Saturdays	93.33	95.83	2.7	115.00
Additional children on parents application	15.83	16.67	5.3	20.00
Additional children on parents application - Saturdays	43.34	45.00	3.8	54.00
One or more children under 18 who apply separately from their parents	15.83	16.67	5.3	20.00
One or more children under 18 who apply separately from their parents - Saturdays	25.00	25.84	3.3	31.00
<i>Settlement Checking Fees</i>				
1 Adult and up to 2 Dependants	62.50	64.16	2.7	77.00
Additional Dependants	16.67	17.50	5.0	21.00
<i>Individual Citizenship Ceremonies</i>				
Monday - Friday (Syrett Blue Room)	55.00	56.67	3.0	68.00
Saturday (Syrett Ceremonial Room)	231.67	237.50	2.5	285.00

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

## 2013/14 PROPOSED FEES &amp; CHARGES

Service: Democratic Services

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

	2012/13 Budget £'000	Proposed 2013/14 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**

Agendas/Minutes, etc	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
Council agenda – Charge per Annum (Based on 8 per Annum)	155.00	159.00	2.6	
Executive Agenda – Charge per Annum (based on 11 per Annum)	233.00	239.00	2.6	
Planning Committee (based on 12 per Annum)	233.00	239.00	2.6	
Any other Committee or Sub Committee Agendas	111.00	114.00	2.7	
Charge per Annum (Based on 4 per annum)	0.00	0.00		
Charge per single copy	27.00	28.00	3.7	
Part extract (any Committee) including background papers - administration fee plus....	11.00	11.00	0.0	
Photocopying Charges				
A4 B&W	0.22	0.23	4.5	0.28
A3 B&W	0.36	0.37	2.8	0.44
A4 Colour	0.74	0.76	2.7	0.91
A3 Colour	1.38	1.41	2.2	1.69

Service: Democratic Services

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

	2012/13 Budget £'000	Proposed 2013/14 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
	£.p	£.p	%

**STANDARD OTHER CHARGES**

These are chargeable in addition or as default to recover actual costs for services	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
Invoice Charge	20.00	21.00	5.0
Hourly Rate	52.00	53.00	1.9
Minimum Charge	26.00	27.00	3.8

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

## 2013/14 PROPOSED FEES &amp; CHARGES

## Service: Education Transport

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

	2012/13 Budget £'000	Proposed 2013/14 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.

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

	2012/13 Budget £'000	Proposed 2013/14 Budget £'000
Income the proposed fees will generate:	88	73

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.

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

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

## 2013/14 PROPOSED FEES &amp; CHARGES

Service: Print Unit

Purpose of the Charge: To recover costs

	2012/13 Budget £'000	Proposed 2013/14 Budget £'000
Income the proposed fees will generate:	20	20

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	%

External Customer Printing			
Charge for individual print job	Quotation based on individual job requirements	Quotation based on individual job requirements	2.5%

**TO: THE EXECUTIVE  
11 DECEMBER 2012**

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**CAPITAL PROGRAMME 2013/2014 - 2015/2016  
(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 2013. 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 2013/14-2015/16 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2013/14, 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 report 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 **Recommends to the Council that the funding of £3.000m for the accommodation works at Time Square be approved to enable the contract be awarded in the current financial year.**
- 2.2 **Recommends to the Council that the allocation and associated virements resulting from additional grants received in year as noted in paragraph 5.31 and Annex G be approved.**
- 2.3 **Approves, for consultation, an initial Council funded capital programme (excluding the accommodation works at Time Square) of £9.190m for 2013/14 summarised in Annex A, including the schemes listed in Annexes B – F.**
- 2.4 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest to Save schemes.**
- 2.5 **Approves, for consultation, the inclusion of £1.350m of expenditure to be funded from S106 as outlined in para 5.22.**
- 2.6 **Approves, for consultation, the inclusion of £9.922m of expenditure to be externally funded as outlined in para 5.22.**

### **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 31<sup>st</sup> March 2013 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. Historically 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 2013/14 will amount to £5.0m.

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 to repay this internal borrowing. 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 2013/14 has been developed, therefore, on the assumption that it will be funded by a combination of Government grants, other

## Unrestricted

external contributions and some internal borrowing in addition to the £5.0m 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 2013/14 – 2015/16. 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 & 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 2012/13 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 rolling programme of 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.

### **Time Square**

- 5.10 The Accommodation Strategy is underpinned by a programme of reducing the number of buildings across the Council estate. Some of these are dependent on the improvements to Time Square to accommodate the vast majority of Town Centre staff in that building. To maximise the capacity of the building and reduce the maintenance back-log additional funding of £3m (on top of the £1.22m currently provided for in 2012/13) will be required which will increase significantly the useful life of the building. By accommodating additional staff in Time Square annual savings of £156,000 are predicted from the release of two town centre buildings which will fund a significant proportion of this additional investment and the associated financing costs over a 17 year period (approximately £1.9m). The remaining funding of £1.1m will be financed from revenue balances.
- 5.11 In order to secure the current tendered prices and to avoid incurring the full cost of scoping and procurement for a second works programme, a request is made for the Executive to approve the £3m request in advance of the main consultation exercise. Providing this funding to complete a works programme will secure the envelope of the building, consolidate Customer Services and Registrars on one site improving service to the public, allow for works to heating, cooling & infrastructure and allow some office remodelling to accommodate 162 additional staff. It is also planned to achieve further efficiency savings where functions can be streamlined.

**Town Centre Highway Works**

- 5.12 In order to facilitate transport movements around the Borough, including in the medium term the planned Town Centre redevelopment, it is necessary to fund a number of highway schemes. In particular works required on the Twin Bridges site. As such a funding need of £2.5m has been identified in the 2013/14 proposals with further commitments required in 2014/15 and 2015/16.

**Maintenance (Improvements and capitalised repairs)**

- 5.13 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. 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>	
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.	
<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.

- 5.14 The figures below are based on the information held in the Building Group's property system as of the 30 November 2012. The system has been continually updated to take into account works that are already budgeted for within existing 2012/13 schools and corporate planned maintenance programmes:

**Maintenance Backlog**

		£ (000)	£ (000)
Schools	Priority 1C & 1D	1,439	
	Priority 2C & 2D	4,914	
	Lower Priorities	4,180	10,533
Corporate Properties	Priority 1C & 1D	2,074	
	Priority 2C & 2D	9,006	
	Lower Priorities	4,915	15,995
Total			<b>26,528</b>

**Schools**

- 5.15 Historically the Schools Maintenance Programme has been funded from the Capital Maintenance grant allocation from the Department for Education. The Council has been notified by the Department that the provisional allocation for 2013/14 will not be announced until January 2013 at the earliest. The 2012/13 allocation amounted to £1.89m and the assumption has been made at this stage in the budget process that the amount of grant funding will support the level of 1C and 1D liabilities identified above. This will be reviewed upon receipt of the final grant allocation.

**Non-schools**

- 5.16 For all non-schools property and in line with the policy adopted in previous years, the Asset Management Group has considered only those works that fall within categories 1C and 1D. From an analysis of the work required it is clear that a significant proportion of the works, whilst urgent, cannot be legitimately capitalised under the accepted accounting principles and must be met from a revenue budget. An allowance of £200,000 is available in the 2013/14 Revenue Budget proposals to meet such liabilities. However this will not be sufficient to meet the level of works identified within the 1C and 1D categories. Approximately £500,000 of the highest priority works can be legitimately capitalised and it is proposed to review the most effective way for the Council to fund any additional revenue works at the end of the current financial year as part of the 2012/13 Out-Turn Report.
- 5.17 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.

**Rolling programmes**

- 5.18 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**

- 5.19 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**

- 5.20 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 2013/14 capital programme for potential Invest to Save schemes.

**Capital Programme 2013/14 – 2015/16**

- 5.21 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 capital funding requested is £12.190m in 2013/14 (including £3m for the works to Time Square)

<b>Capital Programme 2013/14-2015/16</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2013/14 £000</b>	<b>2014/15 £000</b>	<b>2015/16 £000</b>
B	Council Wide	5,555	1,910	1,623
C	Corporate Services	118	70	0
D	Children, Young People & Learning	7,834	6,565	2,565
E	Adult Social Care & Health	2,180	3,935	2,240
F	Environment Culture & Communities	7,775	6,762	6,511
	<b>Total Capital Programme</b>	<b>23,462</b>	<b>19,242</b>	<b>12,939</b>
	<b>Externally Funded</b>	<b>11,272</b>	<b>10,239</b>	<b>6,008</b>
	<b>Total request for Council funding</b>	<b>12,190</b>	<b>9,003</b>	<b>6,931</b>

### **Externally Funded Schemes**

- 5.22 A number of external funding sources are also available to fund schemes within the capital programme, amounting to £11.272m of investment in 2013/14. External support has been identified from two main sources:

#### Government Grants (Estimated to be £9.922m)

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.

A significant element 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 2013/14 through the grant allocation process, based on the 2012/13 allocation. The actual level of grant received by the authority will not be known until January 2013 at the earliest. As such there is a presumption that the final agreed programme will be re-prioritised based on the level of funding actually received.

A second key constituent of capital grant funding relates to the Highway Maintenance and Integrated Transport Block. The Council's 2013/14 allocation was provisionally announced as part of a two-year settlement last year, and the Council

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expects this to be confirmed as part of the Provisional Local Government Settlement in December 2012.

### Section 106 (£1.350m)

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 £5.1m, 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 2013/14, where funding becomes available. These are summarised below

Department	Schemes	Budget £000
CYPL	Schools	250
ECC	Parks & Open Spaces	100
ECC	Local Transport Plan	1,000
	<b>Total</b>	<b>1,350</b>

The level of new funding available through Section 106 will reduce significantly in the future following the introduction of the Community Infrastructure Levy (CIL). However the more flexible CIL funding should offset this reduction.

### **On-going Revenue Costs**

- 5.23 A number of schemes have associated on-going revenue costs relating primarily to maintenance and support costs (particularly IT schemes). These costs tend to become payable in the year after implementation and as such will be included within the Council's Commitment Budget for 2014/15. These are summarised below;

Department	Scheme	Budget
Corporate	Property & Asset Management System	£5,000
Council Wide	Citrix Licensing	£10,000
Council Wide	Power Generator	£9,000
Council Wide	EDRMS Scanning	£3,000
Council Wide	Phone System Replacement	£3,000
Council Wide	Server & Server Component Refresh	£20,000
Council Wide	Desktop & Laptop Refresh	£15,000
ECC	Library Management System	£4,000
ECC	Linking CONFIRM to EDRMS	£2,000
	<b>Total</b>	<b>£71,000</b>

### **Funding Options**

- 5.24 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 estimated to be in the region of £5.0m.
- 5.25 The proposed capital programme for 2013/14 has been developed, therefore, on the assumption that it will be funded by a combination of £5.0m of capital receipts,

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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.

- 5.26 Should any additional capital receipts be generated in 2013/14 the interest earned on these will be used to mitigate the revenue cost of the capital programme.
- 5.27 For 2013/14 it is unlikely that the Council will need to resort to external borrowing as it will be able to utilise 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.
- 5.28 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.
- 5.29 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 2013/14 to 2015/16 in February 2013, alongside its consideration of the specific budget proposals for 2013/14 and the Council's medium-term financial prospects.
- 5.30 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 2014/15 onwards, will need to be undertaken during next summer.

### **Virements in 2012/13 Capital Programme**

- 5.31 A number of additional grants have been received following the setting of the 2012/13 Budget and the Council's financial regulations require these allocations to be approved by Council. The grants received are specific in nature and include bid-based funding for new recycling initiatives and for improvements to transport management. In addition a number of virements are requested to the Schools Primary and Secondary Programme. Allocations for 2012/13 were received very late in the year and followed closely on the back of additional 2011/12 allocations. As such the Education Capital Programme Board has continually reviewed the Council's school places programme and its alignment with available funding. Annex G sets out the virements requested.

## **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 2013/14 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 2013/14, 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 Over 50's 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

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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 2013/14 Budget is as follows

Executive agree proposals as basis for consultation	11 December 2012
Consultation period	12 December 2012 - 22 January 2013
Executive considers representations made and recommends budget.	13 February 2013
Council considers Executive budget proposals	27 February 2013

### Background Papers

None

### Contact for further information

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## CAPITAL PROGRAMME - 2013/14 to 2015/16

	Council Wide £000	Corporate £000	CYPL £000	ASCHH £000	ECC £000	TOTAL £000
Committed	400	0	0	2,000	623	3,023
Unavoidable	1,141	43	0	0	751	1,935
Town Centre Highway Works	0	0	0	0	2,500	2,500
Time Square	3,000	0	0	0	0	3,000
Maintenance	525	0	0	0	300	825
Rolling Programme / Other Desirable	489	75	0	180	163	907
<b>Total Council Funding</b>	<b>5,555</b>	<b>118</b>	<b>0</b>	<b>2,180</b>	<b>4,337</b>	<b>12,190</b>
Total External Funding	0	0	7,834	0	3,438	11,272
<b>Total Capital Funding</b>	<b>5,555</b>	<b>118</b>	<b>7,834</b>	<b>2,180</b>	<b>7,775</b>	<b>23,462</b>

## CAPITAL PROGRAMME - COUNCIL WIDE

	2013/14 £000	2014/15 £000	2015/16 £000
<b>Committed</b>			
Capitalisation of Buildings, Highways and ICT Project management included in Revenue Budget proposals	400	400	400
	<b>400</b>	<b>400</b>	<b>400</b>
<b>Unavoidable</b>			
Desktop & Laptop Refresh	153	81	0
Server and Server Component Refresh	75	75	75
CITRIX licensing	78	45	48
Phone Systems Replacement - Remote Sites	48	0	0
Storage Area Network	450	0	0
ICT Infrastructure Development/Network Refresh	237	0	0
Vasco Token System Replacement	0	10	0
Access Improvement Programme (Equalities Act)	100	100	100
	<b>1,141</b>	<b>311</b>	<b>223</b>
<b>Time Square</b>			
Time Square Accomodation	3,000	0	0
	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>Maintenance</b>			
Improvements & Capitalised Repairs	500	1,000	1,000
Easthampstead House Car Park	25	0	0
	<b>525</b>	<b>1,000</b>	<b>1,000</b>
<b>Rolling Programme / Other Desirable</b>			
Great Hollands Community Centre/Library Phase 2	250	0	0
Power Generator	104	0	0
MFD - Printer Refresh	70	75	0
EDRMS Scanning	40	0	0
Phone Systems Replacement - Libraries	25	0	0
Time Square Meeting Room Display Screens	0	14	0
Wireless Network Security Access Extension	0	30	0
Superfast-Broadband Match Funding	0	80	0
	<b>489</b>	<b>199</b>	<b>0</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>5,555</b>	<b>1,910</b>	<b>1,623</b>
<b>External Funding</b>			
<b>TOTAL EXTERNAL FUNDING</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>5,555</b>	<b>1,910</b>	<b>1,623</b>

## Council Wide Schemes

<b>Capitalisation of Buildings, Highways and ICT Project management included in Revenue Budget</b>	<b>£400,000</b>
<p>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.</p>	
<b>Desktop &amp; Laptop Refresh</b>	<b>£153,000</b>
<p>The purpose of this project is to address the need to refresh 447 PC and 112 Laptop units covering the corporate network. They are not covered in the Desktop refresh/ Mobile and Flexible Working refresh planned for 2012-3. The hardware that requires replacing will be five years old as the warranties were extended from the usual four years.</p> <p>There will also be a requirement to purchase 150 replacement monitors to bring the whole estate up to 19 inches there by removing the older 15 and 17 inch models. This is part of the Desktop Accommodation programme of works. For the laptop replacements to be compliant with the Government Code of Connection we will also need to purchase more licences for the BeCrypt encryption software. This makes sure that if the hard drive is removed from the laptop it is near on impossible to read any information held on the hard drive.</p>	
<b>Server and Server Component Refresh</b>	<b>£75,000</b>
<p>Proposal for budget to cover a number of Server Replacements ensuring that all platforms are supportable and deliver the desired levels of service to the business. This budget will also cover storage replacement and components. Years 2013/14 will require increased funding to replace the main storage area network as this will reach the end of its serviceable life. Server refresh: to cover servers going out of warranty between April 2013 and April 2014.</p>	

<b>CITRIX Licensing</b>	<b>£78,000</b>
<p>Proposal for budget to increase Citrix licenses to support the borough's 'Time for a Change' flexible and mobile working initiative. This group overlaps with the current user base of static (fixed) users who use Citrix locally.</p> <p>Current capacity is for 400 users depending on method of entry. This bid will increase capacity total of 800 users (half the user base)</p> <ul style="list-style-type: none"> <li>• Citrix Licensing - 400 licenses at £300 each costing £120,000</li> <li>• TS/RDS CAL's – Windows Terminal Server 2008 (Covers App-V) – 300 licenses at £50 each costing £15,000</li> <li>• RES Licensing – 400 licenses at £25 each costing £10,000</li> <li>• CAG Licenses (Universal) 400 licenses at £40 each costing £16,000</li> </ul> <p>The total cost required totals £171,000 over 3 years</p>	

<b>Phone Systems Replacement – Remote Sites</b>	<b>£48,000</b>
<p>Proposal to replace telephone systems at remote sites with Internet Phone Telephony (IPT), integrated with the main corporate Cisco IPT system.</p> <p>The procurement of replacement phone systems will provide a common phone experience for users, provide the required functionality for flexible and mobile working, lower Council to Council call costs and lower maintenance/support costs. Many of the phone systems at remote sites are end of life and cannot provide the level of voice communication required to support the business. Sites include Cemetery &amp; Crematorium, Heathlands, Open Learning Centre, Larchwood, and Heathlands Day/Residential Centres</p> <p>The provision of phone systems integrated with the main corporate Cisco IPT system in the eight branch libraries will enable calls to be forwarded internally between all libraries and Time Square/Easthampstead House etc., including Customer Services.</p>	

<b>Storage Area Network</b>	<b>£450,000</b>
<p>The council currently has 20 terabytes of electronic data for critical business systems kept on our Storage Area Network (SAN). This SAN has given us huge savings over the last 5 years in allowing the secure centralisation of data and the support to provide cheaper virtual servers on our estate. The proposal includes the creation of two data sites allowing BFBC to create a cold start disaster recovery room at Easthampstead House.</p> <p>Since the Council bought the SAN 5 years ago technology has moved forward and as well as the advantages the Council has already leveraged it will be able to store data by type –keeping down the amount of expensive storage being used by data rarely accessed kept to the minimum. The Council will also be able to replicate information onto the other site allowing the concept of business continuity if for some reason the Time Square data centre was not available.</p>	

<b>ICT Infrastructure Development / Network Refresh</b>	<b>£237,000</b>
<p>Proposal for budget to cover a number of ICT Network infrastructure upgrades to ensure equipment is both current and supportable. The budget is also to maintain network and ensure that it has bandwidth to serve the business in the forthcoming budget year.</p> <p>The main part of the upgrade involves the data centre and core network, which was originally procured in 2005. This infrastructure is vital in providing connectivity between both the services within the data centre, and access by BFC users at all locations. These services include, email, shared drives, major applications such as Agresso, and Internet etc. The upgrades also includes Internet Proxy servers used for all public access from council sites, 29 access switches, a wireless controller, and various other equipment that were all procured prior to 2006 and are now obsolete and out of support. When the above devices go end of life, they will no longer receive any software updates including bug fixes, and no faults will be investigated by the manufacturer or their agents.</p> <p>The Code of Connection forbids the use of unsupported software on our network and therefore we would be at risk of losing our connected status, causing loss of access to services such if these devices are not replaced.</p>	
<b>Access Improvement Programme (Equalities Act)</b>	<b>£100,000</b>
<p>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.</p>	
<b>Time Square Accommodation</b>	<b>£3,000,000</b>
<p>The Accommodation Strategy specified a programme of releasing buildings across the Council estate, some of which have a dependence on the improvements to Time Square to accommodate the vast majority of Town Centre staff in Time Square. To maximise the capacity of the building and reduce the maintenance back-log funding of £3m will be required which will increase significantly the useful life of the building. By amalgamating staff in Time Square annual savings of £156,000 are predicted which will fund a significant proportion of this additional investment and the associated financing costs over a 17 year period (approximately £1.9m). The remaining funding will be found from revenue balances.</p>	
<b>Improvements &amp; Capitalised Repairs</b>	<b>£500,000</b>
<p>See main body of report</p>	
<b>Easthampstead House Car Park</b>	<b>£25,000</b>
<p>Easthampstead House car park contains 100 car parking spaces 26 of which are underground in front of the Library. There are currently 16 Essential Car Users plus 88 people who pay for parking which includes 22 Councillors.</p>	

Following a recent incident of damage to a vehicle it has been noted by the Councils Building Surveyors Team that there is evidence of Calcium Hydroxide solution formation under the soffit of the concrete slab. This is due to water ingress from above into the concrete slab that reacts with calcium oxide in the concrete and when this runs through the joints in the slab it reacts with air and deposits of calcium hydroxide form called stalactites. Water drips off onto vehicles parked below and can cause damage. In order to stop this, the existing surface must be stripped and replaced with new asphalt finish which is estimated to cost £25K.

There is currently an insurance claim being made against the Council for damage to a vehicle as a result of the above and the situation is likely to get worse over subsequent years as water ingress increases. Additionally as part of the Town Centre redevelopment Car Park 7 will be closed and this will increase the pressure on car parking spaces at Easthampstead House.

<b>Great Hollands Community Centre / Library Phase 2</b>	<b>£250,000</b>
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During 2012-13 improvement works are planned at Great Hollands community centre to bring the social club part of the centre back into use as community centre space.

This second phase of the project in 2013-14 has three aims:

- to adapt the community centre to enable the provision of a community cafe
- improve the integration of the community centre and library
- increase the size of the Great Holland's library.

Improving the integration of the community centre and library will enable the library to make use of the community centre for its activities. Great Hollands library is one of the Council's busiest libraries and its numbers of users has significantly increased linked to the development of Jennett's Park, this has placed pressure on the library and increasing its size will help to respond to community demand.

<b>Power Generator</b>	<b>£104,000</b>
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Proposal for a budget to provide off line power to the data centre in the event of a power failure. Currently, the council has a battery back up system that will provide approximately 30 minutes of power – allowing the controlled shutdown of systems. After this time all services and systems will remain off line until normal power is resumed.

The diesel generator would allow the Council to complete critical tasks such as backups and overnight batch processing that would greatly reduce the impact of a power cut and mitigate the risks of shutting down without backing up the data. It would also be possible to keep up the hosted internet services during a power cut so that those outside the affected area can still access them.

<b>MFD – Printer Refresh</b>	<b>£70,000</b>
<p>The introduction of mono only Multi Functional Devices (MFD) for printing and photocopying between 2006 &amp; 2009 has left a number of local &amp; network colour printers still on the estate. These printers are very expensive to replace &amp; toner costs are very high. Cheaper toner does not work in some of these printers. A number of the current MFD's are now coming towards the end of their life both in terms of age and high volume printing. A report on each MFD has identified that 9 MFD's will need refreshing due to high volume printing projected in 2013/14. The current break down of MFD's in Bracknell Forest Council is 55 mono and 30 colour across all Council Buildings (excluding Councillor MFD's)</p> <p>This capital request is also to replace 10 current mono MFD's for colour MFD's due to a business requirement. This would allow the removal of further local &amp; colour network printers from the estate, creating more office space and introducing enhanced secure. In addition to the above a number of the older MFD's (small print capacity) do not have the secure print option. The Council now requires all printers to have an element of secure printing, so these MFD's will need replacing. Current estimates are that 14 MFD's would need replacing.</p>	

<b>Electronic Document and Record Management System (EDRMS) Scanning</b>	<b>£40,000</b>
<p>The Open Text EDRMS, branded within the Council as Smart Office, was agreed at the time of purchase to be the application used when implementing new or replacing existing EDRMS in the Council. A recent purchase of additional licences has enabled further implementations in Children, Young People and Learning and in Environment, Culture and Communities. There are sufficient licences to agree further implementations. As a consequence of the increasing Council-wide use of the application, it has been agreed that the Chief Information Officer will be the system owner and responsible for all software hardware costs associated with this application.</p> <p>There are currently 16 scan stations in Social Care using a range of scanner models and makes. Some of these scanners have been in use since 2004 when the incumbent system was in use, and all of them are now out of the extended maintenance and support contracts that were purchased at the same time as the scanners. Nothing has been put in place to replace this. Users are increasingly reporting problems with these scanners. It is anticipated that at least 10 will need to be replaced in the next financial year. This replacement will also need to include the purchase of on-going support and maintenance of the equipment.</p> <p>The Council if called upon, must demonstrate that this equipment is up-to-date and is regularly cleaned and maintained. This reassurance may be needed under the 2004 Code of Practice for Legal Admissibility. This code may be used should there be a challenge over an electronically stored document which has been reproduced for court. The risk of a challenge is small and more likely in criminal than care proceedings. With the implementation in Environment, Culture and Communities Trading Standards, Environmental Health and Licensing, the likelihood of a criminal proceeding increases.</p>	

<b>Phone Systems Replacement – Libraries</b>	<b>£25,000</b>
<p>Proposal to replace telephone systems at Library sites with IPT, integrated with the main corporate Cisco IPT system.</p> <p>The procurement of replacement phone systems will provide a common phone experience for users, provide the required functionality for flexible and mobile working, lower Council to Council call costs and lower maintenance/support costs. The provision of phone systems integrated with the main corporate Cisco IPT system in the eight branch libraries will enable calls to be forwarded internally between all libraries and Time Square/Easthampstead House etc., including Customer Services.</p>	

## CAPITAL PROGRAMME - CORPORATE SERVICES / CHIEF EXECUTIVE

	2013/14 £000	2014/15 £000	2015/16 £000
<b>Committed</b>	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unavoidable</b>			
Council Chamber Audio and Visual Replacement	43	0	0
	<b>43</b>	<b>0</b>	<b>0</b>
<b>Maintenance</b>			
See Council Wide			
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rolling Programme / Other Desirable</b>			
Property & Asset Mgt System - Additional Modules	40	0	0
On-Line Booking Systems	20	10	0
ICT Helpdesk Software Replacement	15	60	0
	<b>75</b>	<b>70</b>	<b>0</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>118</b>	<b>70</b>	<b>0</b>
<b>External Funding</b>			
	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>118</b>	<b>70</b>	<b>0</b>

## Corporate Services / Chief Executive Schemes

<b>Council Chamber Audio Visual Replacement</b>	<b>£43,000</b>
<p>The current audio wired system was installed during the 1990's. A projector and screen has been in place for over 20 years but has been refreshed a number of times.</p> <p>The current audio and visual system is not fit for purpose. Issues reported are not all microphones work, buttons on the devices sticking, sound quality is distorted and exposed cables when tables are required to be moved. The clarity of image from the projector makes images such as photographs for planning meetings &amp; Microsoft Powerpoint presentations difficult to read. Viewers who are located furthest away from the projector screen have their view obscured by other peoples who sit nearer the front. The seats occupied by the Mayor / Deputy Mayor &amp; Chief Executive have their view obscured by the current position of the projector screen. No power is available to the main desks within the Council Chamber. Proposal for budget is to replace the current audio &amp; visual equipment in the Council Chamber with a solution that is fit for purpose based on recommended best-practice and future proofed for the next 10 years of service.</p>	

<b>Property &amp; Asset Management System – Additional Modules</b>	<b>£40,000</b>
<p>In 2012-2013 the Building Group replaced its outdated property maintenance system with a new web based system (Frontline) as the Access based system was over 14 years' old and was no longer maintained. The new Frontline system is now in place and being used by various other Council services, including Customer Services. The initial system replacement saw the replacement of the reactive maintenance and property condition modules only and the intention was to develop the system further adding other necessary modules as funds became available. To enable the Building Group to efficiently manage the Council's statutory obligations for managing Asbestos and Legionella further funding is required.</p> <p>Further development of Frontline will allow the responsible persons on site to view the information held on their property electronically and enable them to update the system as required. In addition the system will also include AutoCAD plans identifying where asbestos is located with any associated photographs, room locations/ numbers and Fire Risk Assessments. Currently the system for managing asbestos and legionella is a paper based system and it is difficult to identify if the asbestos register or if the checks required for legionella are being managed and recorded as required.</p> <p>Part of this development requires the purchasing of additional electronic hardware to ensure future proofing of the service and to allow for future mobile/flexible working. Therefore, electronic Tablets linked to a 3G network for real time updating of the system is required. In addition, Dual screens are required to enable the Surveyors/ Engineers to work on and view AutoCAD plans at the same time as carrying out general computer work.</p>	

<b>On-Line Booking Systems</b>	<b>£20,000</b>
<p>The council's Customer Contact and Channel Migration Strategies include the implementation of online bookings for a number of services, including leisure, bulky waste collections, pest control and responsive repairs (internal). Bookings are also used by other services – e.g. Registrars, Building Control, Libraries – and further requirements may be emerging from other services for telephone or online self-service booking and paying for services.</p> <p>To date, no comprehensive specification of requirements has been produced, and services have procured or developed booking systems independently and without any assessment of whether their systems could meet wider requirements across the organisation. It seems unlikely that a single booking system will be able to meet the requirements of all services in the council, but it is possible that one of the incumbent booking systems could be used more widely than for the purpose it is currently being used. The aim of this project is to define fully the requirements across the organisation for resource and appointment booking, and to establish whether any of the current technologies we use could be extended to deliver to these requirements. If our current technologies cannot meet our wider requirements, our next option to consider will be open source solutions, possibly as part of a new website Content Management System.</p>	

<b>ICT Helpdesk Software Replacement</b>	<b>£15,000</b>
<p>The INFRA Enterprise software has been used by the ICT Helpdesk for over 10 years and is currently running on version 8.</p> <p>Over the last 3 years the product has changed companies three times and is no longer known as the product we use. The upgraded software is now owned by VM Ware who is changing the functionality of the software so that it will no longer offer what we require it to do. Version 8 will go End of Life (EOL) in June 2014.</p> <p>The project is to replace the current Helpdesk Software with a more functional and relevant product in order to maintain issue tracking and service requests. The software is also required for the service improvement plan to help facilitate self service functionality, call logging, automating of call transfers to devolved teams and inter departmental workflow.</p> <p>The new option will only focus on the core functionality of:</p> <p>Call Management – Logging and closing of issues or service requests.  Reporting – Ability to report on various aspects of issues.  Reduced administration – To reduce the amount of times data needs to be entered.  Self Service Web Portal – To allow staff to raise, track and close calls.</p>	