



MEETING : JOINT MEETING OF SCRUTINY COMMITTEES
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 15 JANUARY 2013
TIME : 7.00 PM

MEMBERS OF CORPORATE BUSINESS SCRUTINY COMMITTEE:

Councillors D Andrews (Chairman), E Bedford, G Jones, J Mayes, W Mortimer, T Page, M Pope, J Ranger, G Williamson, J Wing.

Substitutes:

Conservatives:	Councillors S Bull and K Crofton.
Liberal Democrat:	Councillor M Wood.

MEMBERSHIP OF COMMUNITY SCRUTINY COMMITTEE:

Councillors G McAndrew (Chairman), R Beeching, S Bull, T Herbert, D Hollebon, D Hone, J Mayes, N Symonds, C Woodward, M Wood.

Substitutes:

Conservatives:	Councillors N Poulton and C Rowley.
Liberal Democrat:	Councillor J Wing.

MEMBERSHIP OF ENVIRONMENT SCRUTINY COMMITTEE:

Councillors D Abbott (Chairman), W Ashley, S Basra, R Beeching, E Buckmaster, P Gray, N Poulton, C Rowley, B Wrangles, J Wyllie.

Substitutes:

Conservatives:	Councillors M Pope and A Dearman
Independent:	M Newman.

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting).

CONTACT OFFICER: PETER MANNINGS
01279 502174

DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
 - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
 - participate in any discussion or vote on a matter in which a Member has a DPI;
 - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

AGENDA

1. Appointment of Chairman

2. Apologies

To receive apologies for absence.

3. Minutes - 14 February 2012

To confirm the Minutes of the meeting of the Committee held on Tuesday 14 February 2012 (Previously circulated as part of the Council Minute book for 22 February 2012).

4. Chairman's Announcements

5. Declarations of Interest

To receive any Members' declarations of interest and party whip arrangements.

6. Capital Programme 2012/13 (Revised) to 2015/16 (Pages 1 - 24)

7. Fees and Charges 2013/14 (Pages 25 - 84)

8. Service Estimates - Revenue Budget Probable 2012/13 - Estimate 2013/14 (Pages 85 - 134)

9. Consolidated Budget Report and 2013/14 – 2016/17 Medium Term Financial Strategy - 'To Follow'

10. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

EAST HERTS COUNCIL

JOINT SCRUTINY COMMITTEE – 15 JANUARY 2013

EXECUTIVE – 5 FEBRUARY 2013

REPORT BY EXECUTIVE MEMBER FOR FINANCE

7. CAPITAL PROGRAMME 2012/13 (REVISED) TO 2015/16

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- The report sets out proposals for the Council's Capital Programme for the period 2012/13 (Revised) to 2015/16.

<u>RECOMMENDATIONS FOR JOINT MEETING OF SCRUTINY COMMITTEES:</u> that	
(A)	The draft Capital Programme 2012/13 (Revised) to 2015/16 (as amended by the proposals set out in paragraph 2.4) be scrutinised; and
(B)	The Executive be advised of any recommendations.
<u>RECOMMENDATIONS FOR THE EXECUTIVE:</u> that	
(A)	Any comments made by the Joint Meeting of Scrutiny Committees on 15 January 2013 be considered; and
(B)	The new Capital Programme for the period 2012/13 (Revised) to 2015/16 be recommended to Council.

1.0 **Background**

- 1.1 The capital programme approved by the Council in February 2012 has subsequently been updated and amended initially by items of slippage and other re-phrasings following the 2011/12 Capital Out-turn position.

- 1.2 A number of further amendments to the Programme have since been approved through the Council's monthly Health check process.
- 1.3 In line with current annual budgetary processes a complete review of the current programme has been undertaken and a new draft programme is now proposed for the period 2012/13 (Revised) to 2015/16. Lead officers have submitted proposals for new schemes to be included within the Programme. The Council's latest approved Financial Strategy Statement places a £1m ceiling (for planning purposes) on the 2015/16 programme for projects to be funded from the Council's available capital resources. A similar ceiling was also applied to the 2014/15 Programme approved last year. Further projects can be included where external contributions are anticipated. Investment requirements linked to invest to save schemes have also been encouraged and identified through the MTFP process.

2.0 Report

- 2.1 As a medium term Investment Plan, the Programme will continue to be developed in response to the Council's priorities set out in changing strategies and service plans.
- 2.2 The Draft Programme is attached at **Essential Reference Paper 'B'**. The Programme is presented with various detailed schemes having been combined which will continue to facilitate the overall management of resources. CMT will continue to manage projects at an individual level where appropriate. Following the approach adopted in recent years, the aggregate of proposed spend on individual schemes has again been adjusted by a provision for slippage to produce a programme total against which total spending will be performance managed. The adjusted figures have been assumed for estimating the financing implications within the MTFP.
- 2.3 The Executive will note that the revised budget for the current year of £4.178m reflects a reduction of £400k compared to the original estimate approved in February 2012. A number of schemes have been re-profiled into 2013/14 and approved as part of the monthly Health check process.
- 2.4 With the exception of support for affordable housing existing rolling programmes of work have been presented as continuing up to 2015/16. These programmes provide funding in areas such as

private sector renovation grants, the provision of play equipment, various community grant funding streams, information technology upgrades as well as various environmental initiatives.

Officers are again not requesting a budget for affordable housing in 2015/16. (Members will recall that no provision was included last year for the “new” 2014/15 Programme year). Members will note that the draft Programme for 2015/16 is £1.138m. Assuming Government grant of £175k for disabled facility grants this will leave £963k to be met from the Council’s own resources. This is within the £1m limit (for projects to be funded from the Council’s own resources i.e. excluding external funding) set out within the Council’s financial strategy.

- 2.5 The Draft Programme at Essential Reference Paper ‘B’ (Pages *), includes proposals for some new schemes. These mainly relate to essential works to pools and offices (in line with the Property Maintenance Plan). An “invest to save” scheme proposes the acquisition of new pool covers for Hartham and Grange Paddocks pools which will reduce energy bills and deliver an estimated return on capital within around 4 years. The acquisition of a vehicle is also proposed in order to increase operational efficiency within the parking service. Proposed new schemes total £729k (including an indicative £500k for IT investment – see below) and are shown in bold typeface and summarised separately for ease of reference.

The proposed new schemes have been scrutinised in detail by the Corporate Management Team to ensure that projects are aligned to the Council’s corporate priorities and that the phasing of the projects is appropriate having regard to available resources and project lead in times.

Members should note that the current Programme **does not** currently include any provision for capital investment in respect of changes to the Council’s recycling arrangements which is the subject of a separate report to Members. Additional provision for investment in Information Technology is also likely to be needed should the Council agree in the future to proceed with further shared service arrangements. An indicative sum of £500k has been included in the programme for 13/14 but will be subject to a more detailed report and confirmation of the exact budget that will be required.

Members should note that, due to accounting requirements for asset valuations, some capital expenditure incurred will not

necessarily result in an equivalent increase to the value of the Council's assets (as will be reflected in the year end accounts). Expenditure will often extend the operational life of assets or facilitate or enhance an assets use in meeting the operational service needs.

2.6 Resources / Long Term Strategy

2.7 It is intended that some 26% of the proposed Programme will be funded from available Capital Receipts. Specific Government Grants (reflecting a reduced trend in line with funding expectations) are anticipated in respect of Housing grant schemes as well as funding from a number of third party "partner" contributions.

2.8 Available capital receipts arising from the 2002 LSVT of the Council's housing stock are currently assumed to continue. Together with receipts arising from the disposal of surplus assets an estimated £2.84m is anticipated over the duration of the programme.

2.9 A breakdown of the new receipts anticipated is shown at **Essential Reference Paper 'C' (Confidential paper)**.

2.10 Resources

	£000's	£000's
Usable receipts 1 April 2012	0	
Estimated new receipts to 31 March 2016	<u>2,835</u>	2,835
Government grants	891	
Third party contributions	148	
Revenue contribution	<u>100</u>	<u>1,139</u>
Total Estimated Resources		3,974
Capital Programme presented		10,929
Estimated internal borrowing (disinvestment)		6,955

2.11 Members will note that the Programme will require the Council to continue to undertake "internal" borrowing in order to fund the programme. The Council has received advice that it may apply

internal borrowing until such time as its currently negative Capital Financing Requirement is reduced to nil.

2.13 Prudential Code

The Executive will be aware that a prudential framework for local authority capital investment was introduced through the Local Government Act 2003.

A number of statutory prudential indicators which relate to the Capital Programme are required to be approved annually by the Council. These are included as part of the overall Treasury Management Report which appears separately on the agenda.

It is considered that the proposed Programme is affordable and sustainable in terms of capital resource requirements and revenue impact. Financial implications are reflected within the Council's Medium Term Financial Plan (MTFP).

3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

Report to Executive 10 July 2012.

Contact Member: Councillor Michael Tindale – Executive Member for Finance.

Contact Officer: Adele Taylor – Director of Finance and Support Services, Extn: 1401. adele.taylor@eastherts.gov.uk

Report Author: Simon Chancellor – Head of Finance and Performance, Extn: 2050.
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ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p>People This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</p> <p>Place This priority focuses on the standard of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean.</p> <p>Prosperity This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities.</p>
Consultation:	The draft Programme has been prepared in conjunction with Project control officers, Heads of Service and reviewed by the Corporate Management Team
Legal:	None
Financial:	As set out within the report
Human Resource:	Staff resources will need to be available in order to manage the delivery of the Programme
Risk Management:	It is considered that there is some risk in capital resource terms although assumptions around asset disposals are considered to be prudent. Future year's assumptions around levels of Government grant are subject to future announcements. From a service perspective there are risks around the delivery of certain schemes within the timescales anticipated as certain issues are not directly within the control of this Council.

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CAPITAL PROGRAMME SUMMARY 2013/14

SUMMARY

	2012/13 Original Estimate	2012/13 Revised Estimate	2013/14 Original Estimate	2014/15 Original Estimate	2015/16 Original Estimate
	£	£	£	£	£
<u>EXISTING SCHEMES</u>					
PEOPLE	3,003,400	2,081,710	2,131,670	661,000	661,000
PLACE	824,600	629,310	664,810	224,000	224,000
PROSPERITY	1,000,150	1,466,610	950,900	252,500	252,500
SUB-TOTAL	4,828,150	4,177,630	3,747,380	1,137,500	1,137,500
RE-PROFILING POTENTIAL SLIPPAGE (71264/7501)	(250,000)		(250,000)	250,000	0
SUB-TOTAL	4,578,150	4,177,630	3,497,380	1,387,500	1,137,500
<u>NEW SCHEMES</u>					
PEOPLE	0	0	159,000	0	0
PROSPERITY	0	0	570,000	0	0
SUB-TOTAL	0	0	729,000	0	0
GRAND TOTAL	4,578,150	4,177,630	4,226,380	1,387,500	1,137,500

CAPITAL PROGRAMME 2013/14

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PEOPLE

	Project Control Officer	2012/13 Original Estimate £	2012/13 Revised Estimate £	2013/14 Original Estimate £	2014/15 Original Estimate £	2015/16 Original Estimate £
Leventhorpe Pool *						
72348	- Replacement Gym Equipment	M. Kingsland	29,000	26,780	0	0
72338	- Renew Air Handling Plant	S. Whinnett	0	2,200	22,800	0
Hartham						
72328	- Re-coating of pools & replacement boom	S. Whinnett	0	6,660	0	0
72339	- Replacement Fire Exit Doors & Frames	S. Whinnett	20,000	0	20,000	0
72340	- Replace Main Pool Circulating Pumps	S. Whinnett	20,000	20,000	0	0
72341	- Replace Learner Pool Circulating Pumps	S. Whinnett	12,000	12,000	0	0
Grange Paddocks						
72342	- Replace Calorifiers to Football Pavilion	S. Whinnett	12,000	0	12,000	0
72343	- Renew Pool Calorifiers	S. Whinnett	0	0	20,000	0
72344	- Renew Roof Covering To Pool Hall	S. Whinnett	75,000	0	75,000	0
Fanshawe Pool *						
72335	- Replace Main Pool Air Handling Plant	S. Whinnett	0	0	0	0
72345	- Refurbish or Replace Pool Filters	S. Whinnett	20,000	20,000	0	0
72346	- Replace Pool Circulating Pumps	S. Whinnett	0	0	20,000	0
72337	- Replacement Gym Equipment	W. O'Neill	0	84,000	0	0
Ward Freman Pool*						
72347	- External Repairs & Decorations	S. Whinnett	10,000	6,140	0	0
Hillcrest Hostel						
72596	Fire Alarm	S. Whinnett	15,000	14,740	0	0
72597	Fire Escape Upgrade	S. Whinnett	15,000	13,100	0	0
72599	Scotts Grotto Renovation	J. Earley	10,000	10,000	0	0

CAPITAL PROGRAMME 2013/14

Exp. Code	PEOPLE	Project Control Officer	2012/13 Original Estimate £	2012/13 Revised Estimate £	2013/14 Original Estimate £	2014/15 Original Estimate £	2015/16 Original Estimate £
	Private Sector Improvement Grants						
72602	- Disabled Facilities	S. Winterburn	560,000	460,000	660,000	355,000	355,000 <small>Note 1</small>
72605	- Disabled Facilities - Discretionary	S. Winterburn	60,000	10,000	110,000	60,000	60,000
72606	- Decent Home Grants	S. Winterburn	200,000	0	120,000	120,000	120,000
72604	Energy Grants	S. Winterburn	20,000	15,000	20,000	20,000	20,000
72685	Future Social Housing Schemes	S. Drinkwater	700,000	0	827,900	0	0
72607	Local Authority Mortgage Scheme	S. Drinkwater	1,000,000	1,000,000	0	0	0 <small>Note 2</small>
71201	Capital Salaries	S. Chancellor	25,400	25,400	26,000	26,000	26,000
72442	Community Capital Grants	C. Pullen	100,000	147,700	140,900	80,000	80,000
72582	LSP Capital Grants	W. O'Neill	0	7,990	47,670	0	0 <small>Note 3</small>
72578	Drill Hall	W. O'Neill	100,000	200,000	0	0	0
72545	Presdales - Replace Pavilion	W. O'Neill	0	0	9,400	0	0
TOTAL EXISTING SCHEMES			3,003,400	2,081,710	2,131,670	661,000	661,000

CAPITAL PROGRAMME 2013/14

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PEOPLE	Project Control Officer	2012/13 Original Estimate £	2012/13 Revised Estimate £	2013/14 Original Estimate £	2014/15 Original Estimate £	2015/16 Original Estimate £
NEW SCHEMES						
Hartham Pool - Pool Hall Air Handling Renewal	S. Whinnett	0	0	100,000	0	0
Pool Covers at Hartham & Grange Paddocks	S. Whinnett	0	0	59,000	0	0
TOTAL NEW SCHEMES		0	0	159,000	0	0
GRAND TOTAL		3,003,400	2,081,710	2,290,670	661,000	661,000

New schemes in bold

- * Expenditure on Joint Use Pools 40% funding sought from HCC/schools as appropriate.
- Note 1. Government funding of £288,000 in 12/13 assumed funding of £228,000 in 13/14, £200,000 in 14/15 & £175,000 in 15/16
- Note 2. This funding will be returned as a capital receipt at the end of the guarantee period.
- Note 3. Expenditure to be funded from PRG

CAPITAL PROGRAMME 2013/14

Exp. Code	PLACE	Project Control Officer	2012/13 Original Estimate £	2012/13 Revised Estimate £	2013/14 Original Estimate £	2014/15 Original Estimate £	2015/16 Original Estimate £
	Hertford Theatre:-						
72586	Renew Fire Alarm	S. Whinnett	0	20,000	0	0	0
72587	McMullen Gates Refurbishment	S. Whinnett	0	35,000	0	0	0
72594	Renew Boilers	S. Whinnett	50,000	40,000	0	0	0
72589	Renew Roof Covering	S. Whinnett	30,000	84,600	0	0	0
72595	Ventilation Improvements to Café Kitchen	S. Whinnett	10,000	0	0	0	0
72579	Remodelling & Refurbishment Works	S. Whinnett		27,030	0	0	0
71271	Castle Gardens B/S - Resurface Footpaths	S. Whinnett	0	0	30,000	0	0
71272	Castle Gardens Bungalow - Replace Roof Covering	S. Whinnett	7,500	17,500	0	0	0
74102	Historic Building Grants	K. Steptoe	51,800	52,660	35,000	35,000	35,000
75165	Containers Replacement Programme	C. Cardoza	100,000	112,300	100,000	100,000	100,000
75145	Standardise Litter Bins	C. Cardoza	5,500	5,500	5,500	5,500	5,500
75152	Commercial Waste	C. Cardoza	33,500	33,500	33,500	33,500	33,500
75167	Provision for containers - ARC for Communal Props	C. Cardoza	0	5,000	0	0	0

Note 7

CAPITAL PROGRAMME 2013/14

	PLACE	Project Control Officer	2012/13 Original Estimate £	2012/13 Revised Estimate £	2013/14 Original Estimate £	2014/15 Original Estimate £	2015/16 Original Estimate £
72504	Provision of Play Equipment	C. Cardoza	50,000	50,000	50,000	50,000	50,000
72506	Art in Parks Project	C. Cardoza	5,000	0	5,000	0	0 Note 1
72584	Sacombe Road, Hertford - Play Area Development Programme	C. Cardoza	0	10,000	0	0	0 Note 2
72585	The Bourne, Ware - Play Area Development Programme	C. Cardoza	40,000	0	40,000	0	0
72507	Pishiobury Park Wetland Habitat Project	C. Cardoza	20,000	20,000	0	0	0 Note 3
72508	Hartham Common-Parks Development Plan Project	C. Cardoza	25,000	0	25,000	0	0 Note 4
75168	Energy Efficiency & Carbon Reduction Measures	C. Cardoza	45,000	45,000	0	0	0 Note 5
72591	Castle Weir Micro Hydro Scheme	C. Cardoza	219,000	8,790	210,210	0	0
74105	Town Centre Environmental Enhancements	P. Pullin	132,300	50,000	85,300	0	0
74106	Heart of B/S - Market Improvement Scheme	W. O'Neill	0	1,000	45,300	0	0

CAPITAL PROGRAMME 2013/14

Exp. Code	PLACE	Project Control Officer	2012/13 Original Estimate £	2012/13 Revised Estimate £	2013/14 Original Estimate £	2014/15 Original Estimate £	2015/16 Original Estimate £
72701	Hartham Art Project	W. O'Neill	0	10,000	0	0	0 Note 6
72592	New Stall Covers for Hertford & Ware Markets	T. Andrews	0	1,430	0	0	0
TOTAL EXISTING SCHEMES			824,600	629,310	664,810	224,000	224,000

Note 1. Provision to attract external funding.

Note 2. Reflects the minimum sum needed to bring the site up to standard. Will be used to bid for external funding to raise standards at the site.

Note 3. This project will require match funding to maximise the potential of this project and this sum reflects provision for this.

Note 4. Development of this site will require significant external investment and this sum represents provision to support bids for external funding.

Note 5. Relates to provision for energy efficiency measures following C3W. This is subject to bids for grant funding.

Note 6. Fully funded from Sainsbury's S106 monies

Note 7. £8k funding available in 2012/13 from Watton at Stone S106 agreement.

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PROSPERITY

Project Control Officer	2012/13 Original Estimate £	2012/13 Revised Estimate £	2013/14 Original Estimate £	2014/15 Original Estimate £	2015/16 Original Estimate £
P. Bowler	0	7,000	0	0	0
D. Frewin	30,000	10,000	50,000	30,000	30,000
P. Bowler	0	0	2,500	0	0
P. Bowler	31,000	0	31,000	0	0
P. Bowler	0	3,470	2,000	0	0
P. Bowler	18,000	17,070	11,000	0	0
S. Tarran	0	15,200	16,100	0	0
P. Bowler	0	(5,300)	10,000	0	0
D. Frewin	90,000	57,180	140,000	110,000	110,000
P. Bowler	55,000	78,850	55,000	55,000	55,000
B. Simmonds	0	0	15,000	0	0
J. Petrie	30,000	20,000	10,000	0	0
J. Petrie	20,000	20,000	0	0	0
K. Steptoe	60,000	0	60,000	0	0
K. Steptoe	20,000	20,000	0	0	0
A. Taylor	50,000	50,000	50,000	0	0

CAPITAL PROGRAMME 2013/14

Exp. Code	PROSPERITY	Project Control Officer	2012/13 Original Estimate £	2012/13 Revised Estimate £	2013/14 Original Estimate £	2014/15 Original Estimate £	2015/16 Original Estimate £
71423	Replacement Condensers to Server Room	S. Whinnett	20,000	20,000	0	0	0
71362	Capital Salaries	S.Chancellor	107,000	107,000	109,000	0	0
Car Parks:-							
75240	Bircherley Green MSCP - Major Refurb. & Repairs	S. Whinnett	0	400,800	0	0	0
75242	Bircherley Green MSCP - Upgrade Lift Cars	S. Whinnett	0	100	0	0	0
75241	Gascoyne Way MSCP - Major Refurb. & Repairs	S. Whinnett	0	4,580	0	0	0
75237	Buntingford Car Park - Imp. To Surface Water Drainage	S. Whinnett	0	70	0	0	0
75258	Grange Paddocks Overspill Refurbishment	S. Whinnett	0	(320)	0	0	0
75263	Apton Road - Resurfacing & Lining	S. Whinnett	53,050	100,550	0	0	0
75268	Northgate End - Resurfacing & Lining	S. Whinnett	0	0	50,000	0	0
75269	Bell Street - Resurfacing & Lining	S. Whinnett	0	0	25,000	0	0
75259	Grange Paddocks New Pedestrian Bridge	S. Whinnett	0	1,340	0	0	0
75267	Old London Road Refurbishment	S. Whinnett	100,000	99,380	0	0	0
71267	Upgrade Pedestrian Route Grange Paddocks to Causeway	S. Whinnett	0	21,800	0	0	0
75166	Replace Footbridge Library Car Park, Ware	G. Field	0	133,000	7,200	0	0
75265	Grange Paddocks Project - 8 new P & D machines	N. Sloper	36,000	35,700	0	0	0
75266	Grange Paddocks Project - purchase of tariff boards/signs	N. Sloper	3,000	3,300	0	0	0
75270	On-street P & D Charges	N. Sloper	48,200	0	0	0	0
Council Offices:-							
71273	Fire Alarm Upgrade to Old Building	S. Whinnett	20,000	20,000	0	0	0
71274	Replacement of Radiators	S. Whinnett	0	0	60,000	0	0
71269	Wallfields Security Gates & Fencing to Boiler House	S. Whinnett	0	0	15,000	0	0
71270	Wallfields Upgrade Car Park Lighting	S. Whinnett	10,000	10,000	0	0	0
72590	Vantorts Open Space - Resurface Footpaths	S. Whinnett	0	0	0	0	0
72598	Cricketfield Lane-Resurface Footpath & Retainment Works	S. Whinnett	75,000	0	75,000	0	0

CAPITAL PROGRAMME 2013/14

Exp Code	PROSPERITY	Project Control Officer	2012/13 Original Estimate £	2012/13 Revised Estimate £	2013/14 Original Estimate £	2014/15 Original Estimate £	2015/16 Original Estimate £
71202	Elizabeth Road Shops - Renew Water Main	S. Whinnett	0	0	0	0	0
71203	Replacement of Chairs & Desks	R. Crow	10,000	15,670	10,000	10,000	10,000
71268	Stevenage BC Shared Service, Furniture & Equipment		0	680	0	0	0
75157	New Footbridge over the River Stort	M. Shrosbree	0	48,500	46,000	0	0
72568	North Drive - reconstruct road & drainage	M. Shrosbree	0	17,500	0	0	0
75160	River & Watercourse Structures	G. Field	47,500	67,090	47,500	47,500	47,500
71266	Capital Salaries	S. Chancellor	53,600	53,600	53,600	0	0
71251	Automated Telling Machines at Hertford & B/S	N. Sloper	12,800	12,800	0	0	0
TOTAL EXISTING SCHEMES			1,000,150	1,466,610	950,900	252,500	252,500
NEW SCHEMES							
Provisional IT Investment			0	0	500,000	0	0
Wallfields & Charringtons-Server Room Fire Suppression Systems			0	0	20,000	0	0
Wallfields - Equality Access & Card Control to Doors			0	0	40,000	0	0
Parking Services - Operational Vehicle			0	0	10,000	0	0
TOTAL NEW SCHEMES			0	0	570,000	0	0
GRAND TOTAL			1,000,150	1,466,610	1,520,900	252,500	252,500

New schemes in bold

By virtue of paragraph(s) 7a of Part 1 of Schedule 12A
of the Local Government Act 1972.

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EAST HERTS COUNCIL

JOINT MEETING OF SCRUTINY COMMITTEES – 15 JANUARY 2013

EXECUTIVE – 5 FEBRUARY 2013

REPORT BY THE EXECUTIVE MEMBER FOR FINANCE

8. FEES AND CHARGES 2013/14

WARD(S) AFFECTED: ALL

Purpose/Summary of Report:

- The purpose of this report is to detail the additional income to the Council that could be generated by increasing discretionary fees and charges in 2013/14 for a variety of services.

RECOMMENDATIONS FOR JOINT MEETING OF SCRUTINY COMMITTEES:

(A)	The proposals for increases in fees and charges, as detailed in Essential Reference Paper 'B' be scrutinised; and
(B)	The Executive be advised of any recommendations.

RECOMMENDATIONS FOR THE EXECUTIVE:

(A)	Any comments made by the Joint meeting of Scrutiny Committees on the 15 January 2013 be considered; and
(B)	The increases in fees and charges as detailed in Essential Reference Paper 'B' be recommended to Council.

1.0 Background

1.1 Members will recall that the Council has now adopted a fees and charges strategy and a set of key principles on which fees and charges should be set, rather than just a percentage increase.

1.2 These include:

- Any subsidy from Council Tax payers should be deliberate choice

- Discretionary fees should generate income to help deliver improvements in priority services
- Discretionary fees and charges should support the MTFP
- A measure of consistency in setting charges for similar services
- Levels should be set to avoid unnecessary subsidies from the council taxpayer to commercial operations
- If the impact of the increase is likely to be high then consideration be given to the phasing in of changes

1.3 Officers were requested to bring forward proposals for 2013/14 having regard to the principles of the strategy. A proportionate approach having regard to the level of income generated within each service area has also been advocated.

2.0 Report

2.1 Officers have prepared proposals for increasing fees and charges for 2013/14, the details of which are set out in **Essential Reference Paper 'B'**. Comments relating to individual service areas are set out below.

2.2 Proposals for increasing car parking pay and display charges and identifying options for changes to the operating terms and charging structures at some car parks were considered by the Executive on 4 December and are brought forward as a separate report. However, proposals for residents parking scheme permits and other miscellaneous permits are considered as part of this report and will generate an additional £2,000.

2.3 New charges are being introduced for vehicle removal, vehicle storage and vehicle disposal. Revenue generated from these charges will offset the cost of providing the service. The true cost is unlikely to be confirmed until up to one year of operation has been completed. The parking service will monitor the cost of providing the service against revenue raised to ensure it remains compliant with Statutory Guidance.

2.4 Whilst it is not proposed to increase hostel rents for 2013/14, it is proposed to increase the weekly charges for Bed and Breakfast accommodation by 3%. This will bring the two charges into alignment with each other.

2.5 Few changes are recommended for Planning and Building Control fees for the 2013/14 year. There were significant increases to the

Pre-Application fees two years ago and further increases now are not considered to be justified. Misc charges are proposed to remain unchanged to reflect the Information Commissioner requirements that costs should reflect those involved only in the provision of the information requested.

- 2.6 The self-setting of Development Control fees remains under consideration by the Government. No decision has been made whether these will proceed. In the interim, fees have been increased nationally by 15% in November 2012. It is suggested that, because of this increase applied nationally, any further local increase in fees would be unreasonable at this time.
- 2.7 The report proposes to increase Legal fees in line with inflation for 2013/14 generating an additional £1,400.
- 2.8 There are no proposals to increase Land Charges fees in 2013/14 in line with statutory requirements.
- 2.9 With regard to Markets and Farmers Markets it is proposed to increase in line with inflation the Licences fees and Farmers Markets fees, leaving market pitch fees at the current rate.
- 2.10 In order not to be priced out of the market and continue to offer good value it is proposed not to increase room hire rates at Hertford Theatre for 2013/14.
- 2.11 It is proposed to increase non – statutory Environmental Health Licences in line with inflation for 2013/14. The charges relating to the food register are reduced to fit in line with FOI/ EIR charges and to reflect use of electronic systems to compile reports.
- 2.12 Hackney Carriage charges are proposed to increase in line with inflation generating an additional £3,400.
- 2.13 It is proposed to make a small increase to pest control charges. There is no price increase for wasps due to competitive pressures.
- 2.14 The report proposes to increase Bulky Waste charges in line with inflation for 2013/14.
- 2.15 Clinical Waste charges have been increased to reflect the higher cost of disposal from HCC, this will generate an additional £8,000 that will offset the increased expenditure incurred.

- 2.16 The increase in commercial waste charges reflects the additional cost of disposal from the rising landfill tax, which increases £8 per tonne each year. This is a Government tool to encourage diversion from landfill to other forms of waste treatment and reduce the impact on the environment.
- 2.17 The table below summarises the assumptions for additional income from fees and charges in the MTFP and the Officer proposals based on 2013/14 expected income levels. It shows that current proposals will generate an additional £47,000 which will result in a favourable effect of £11,000 per annum on the current MTFP income assumptions. The figures below show the income excluding VAT. Any additional expenditure that has generated the requirement to increase income will be shown in other financial reports.

Service	2012/13 Estimate £	2013/14 Estimate (Excluding Officer Proposals) £	MTFP £	Officer Proposals £
Hertford Theatre	90,000	102,300	2,470	0
Pest Control	38,650	36,650	890	450
Clinical Waste	64,000	69,600	1,680	*8,000
Domestic Waste	38,000	33,000	800	800
Commercial Waste	404,000	467,600	11,290	*30,000
Env Health Promotions	2,800	2,800	70	0
Licences Env Health	13,900	15,400	370	350
Hackney Carriage	128,000	136,200	3,290	3,400
Development and Building Control Misc	4,650	3,650	90	0
Legal Fees	56,000	57,000	1,380	1,400
Land Charges	219,000	219,000	5,290	0
Markets	140,800	132,650	3,200	300
Farmers Markets	7,150	7,300	170	150
Hostels	120,000	120,000	2,900	0
Bed and Breakfast	6,500	6,850	160	150
Residents Parking	73,250	80,850	1,950	2,000
Total	1,406,700	1,490,850	36,000	47,000

* Note: Income increases are affected by the increase in expenditure on these services

3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None.

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS:

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p>People This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</p> <p>Place This priority focuses on the standard of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean.</p> <p>Prosperity This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities.</p>
Consultation:	Directors and Heads of Service.
Legal:	The Council has the power to set the charges described in the report.
Financial:	The financial implications are contained within the report.
Human Resource:	None.
Risk Management:	Additional income has been estimated on current levels of service. In some instances there could be commercial risk of decrease in service following any price increases.

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EAST HERTFORDSHIRE DISTRICT COUNCIL

SCALE OF CHARGES

The fees and charges shown overleaf are for 2013/14

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Environmental Health Licences					
386.00 + vet fees	n/a + VAT	Riding Establishments	per annum	396.00 + vet fees	n/a + VAT
1,862.00 + vet fees	n/a + VAT	Zoos - New Licence	per 4 year registration	1,909.00 + vet fees	n/a + VAT
1,440.00 + vet fees	n/a + VAT	Zoos - Year 6 renewal licence inspection	per 6 years	1,476.00 + vet fees	n/a + VAT
627.00 + vet fees	n/a + VAT	Zoos - Transfer of Licence	per transfer	643.00 + vet fees	n/a + VAT
837.00 + vet fees	n/a + VAT	Zoos - Year 3 interim licence inspection inspection		858.00 + vet fees	n/a + VAT
527.00 + vet fees	n/a + VAT	Dangerous Wild Animals	per annum	541.00 + vet fees	n/a + VAT
228.00 + vet fees	n/a + VAT	Dog breeding establishments	per annum	234.00 + vet fees	n/a + VAT
228.00 + vet fees	n/a + VAT	Animal boarding establishments	per annum	234.00 + vet fees	n/a + VAT
107.00 + vet fees	n/a + VAT	Home boarding establishments	per annum	110.00 + vet fees	n/a + VAT
186.00 + vet fees	n/a + VAT	Pet Shops	per annum	191.00 + vet fees	n/a + VAT
182.00	n/a	Registration for Skin Piercing (Static / Home Business)	per business	187.00	n/a
115.00	n/a	Registration for Skin Piercing (Person)	per person or premises change	118.00	n/a
182.00	n/a	Registration for Peripatetic Skin Piercing (includes one operator)	per business	187.00	n/a
115.00	n/a	Update to an existing skin piercing registration (Business)	per update	118.00	n/a
53.00	n/a	Street trading Occasional Registered Charity (up to one month)	per month	55.00	n/a
105.00	n/a	Street trading Occasional (up to one month)	per month	108.00	n/a

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Environmental Health Licences (contd)					
310.00	n/a	Street trading Peripatatic (eg ice cream van)	per annum	313.00	n/a
305.00	n/a	Street trading Static (eg burger van)	per annum	318.00	n/a
20.00	n/a	Additional Licence fee for second reminder letter	per letter	21.00	n/a
45.00	n/a	Additional Licence fee for chasing applications after the expiry of current licence	per licence	47.00	n/a
110.70	n/a	Motor Salvage Operators Registration	per registration	114.00	n/a
74.83	n/a	Motor Salvage Operators Renewal	per 3 years	77.00	n/a
18.45	n/a	Copy of each MSO entry (1-5 copies)		19.00	n/a
Training Courses					
65.00	n/a	Level 2 Food Safety Training	per person,per course	65.00	n/a
65.00	n/a	Level 2 Health & Safety Training	per person,per course	65.00	n/a
33.00	n/a	Level 2 Food Safety Refresher Training	per person,per course	41.00	n/a
33.00	n/a	Level 2 Health & Safety Refresher Training	per person,per course	41.00	n/a
620.00	n/a	Level 2 Food Hygiene Training (up to 14 places at customer's premises)	per course	620.00	n/a
-	-	Level 2 Food Hygiene Refresher Training (up to 14 places at customer's premises)	per course	380.00	n/a
100% of fee paid		Cancellation Fee (less than 10 working days before course)	per person,per course	100% of fee paid	

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Miscellaneous Fees & Charges					
11.00	n/a	Food register	per single entry	12.00	n/a
48.00	n/a	Food register	per category	25.00	n/a
603.00	n/a	Food register	per full copy	75.00	n/a
89.18	n/a	Air quality data enquiries	per hour or part	60.00	n/a
89.18	n/a	Additional Land charge enquiries	per hour or part	60.00	n/a
45.00 + disposal costs	n/a + VAT	Issue of certificate following surrender of food	per hour or part	47.00 + disposal costs	n/a + VAT
45.00	n/a	Food export health certificate	per hour or part	47.00	n/a
35.00	42.00	Replacement 'Scores on Doors' certificate	each	36.00	43.20
45.00	54.00	Replacement of any environmental health licence or registration documents	each	47.00	56.40
45.00	54.00	Statement of fact for civil cases	per hour	47.00	56.40
104.00	124.80	Standards inspection for immigration	per inspection	107.00	128.40
256.00	307.20	Housing Notices	fixed charge	263.00	315.60
35.00	42.00	Letter confirming food premises registration	per letter	36.00	43.20
45.00	54.00	Attendance at Exhumations	per hour (or part)	47.00	56.40

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Private Water Supplies					
314.00	n/a	Risk Assessment (smaller supplies - Regulation 10)	per assessment	322.00	n/a
410.00	n/a	Risk Assessment (larger supplies - Regulation 9)	per assessment	421.00	n/a
105.00	n/a	Risk Assessment (Desktop)	per assessment	108.00	n/a
83.33	100.00	Sampling Visit	per visit	83.33	100.00
+ analysis costs				+ analysis costs	
83.33	100.00	Investigation	per investigation	83.33	100.00
+ analysis costs				+ analysis costs	
100.00	n/a	Granting of Authorisation	per authorisation	100.00	n/a
up to £25	n/a	Analysis Costs (Regulation 10)	per set of samples	up to £25	n/a
up to £100	n/a	Analysis Costs (Check Monitoring)	per set of samples	up to £100	n/a
up to £500	n/a	Analysis Costs (Audit Monitoring)	per set of samples	up to £500	n/a

LAPPC (Local Authority Pollution Prevention and Control)

For PPC fees and charges search the DEFRA website (<http://www.defra.gov.uk/>) for 'ppc fees and charges'

HMO Licensing Fees					
666.00	n/a	Licence for standard 5 bedroom HMO (initiated by applicant without LA intervention)		683.00	n/a
902.00	n/a	Licence for standard 5 bedroom HMO (initiated by applicant with LA intervention)		925.00	n/a
12.00	n/a	Additional bedrooms	each	13.00	n/a
45.00	n/a	Production of drawings		47.00	n/a
23.00	n/a	Resolve application queries on site		24.00	n/a
12.00	n/a	Request and checking missing information	per item	13.00	n/a
45.00	n/a	Additional costs		47.00	n/a
112.00	n/a	Variation of licence		115.00	n/a
55.00	n/a	Fee reduction for additional HMO's with same applicant / landlord		55.00	n/a
554.00	n/a	Renewal of HMO Licence		568.00	n/a
-	-	Confirmation of empty home status for VAT reduction		75.00	n/a

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
TAXI LICENSING					
267.00	n/a	Hackney Carriage Vehicle/Proprietor (renewal)	per licence	274.00	n/a
300.00	n/a	Hackney Carriage Vehicle/Proprietor (new vehicle)	per licence	308.00	n/a
267.00	n/a	Private Hire Vehicle / Proprietor Licence (renewal)	per licence	274.00	n/a
300.00	n/a	Private Hire Vehicle / Proprietor Licence (grant)	per licence	308.00	n/a
103.00	n/a	Private Hire drivers licence (renewal)	per licence	106.00	n/a
206.00	n/a	Private Hire drivers licence (grant)		211.00	n/a
Private Hire Business Operator					
213.00	n/a	- up to 6 vehicles	per licence	218.00	n/a
29.00	n/a	- additional vehicles	per vehicle	30.00	n/a
103.00	n/a	Dual Driver (Hackney/Private Hire) (renewal)	-	106.00	n/a
206.00	n/a	Dual Driver (Hackney/Private Hire) (Grant)		211.00	n/a
76.00	n/a	Change of vehicle	-	78.00	n/a
206.00	n/a	Initial Application for a drivers licence (reimbursed on grant of application)		211.00	n/a
Change of Licence Details					
44.00	n/a	Change of Vehicle DVLA registration number		45.00	n/a
44.00	n/a	Change of Vehicle licence designation - Hackney to Private		45.00	n/a
83.00	n/a	- Private to Hackney		85.00	n/a
44.00	n/a	Change of vehicle proprietor with unexpired licence		45.00	n/a
44.00	n/a	Convert drivers licence to dual driver		45.00	n/a

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
TAXI LICENSING					
Ancillary Charges					
89.00	n/a	Knowledge Test	per test	91.00	n/a
Ancillary Items					
66.67	80.00	Roof light (complete)		68.33	82.00
35.83	43.00	Roof light (cover or base plate separate)		36.67	44.00
15.83	19.00	Charge for unusable/damaged returned roof light to be discounted from any refund		15.83	19.00
21.67	26.00	Replacement badge		22.50	27.00
35.83	43.00	Replacement plate/trailer plate		36.67	44.00
2.50	3.00	Roof light bulb		2.08	2.50
6.67	8.00	Magnets (sold as pair)		6.67	8.00
10.83	13.00	Executive Private Hire Disc		10.83	13.00
		Table of fares/windscreen badge		Free	
27.50	33.00	Distribution of free literature		28.33	34.00
OTHER LICENCES					
4,950.00	n/a	Sex Establishments	per annum	4,950.00	n/a
4,950.00	n/a		per renewal	4,950.00	n/a
910.00	n/a		transfer	910.00	n/a
Hypnotism Act 1952:-					
140.00	n/a	Occasional licensed premises		140.00	n/a
540.00	n/a	Occasional unlicensed premises		540.00	n/a
Miscellaneous Engineering Fees					
free		Street parties (non-commercial)		free	
25.00	n/a	Sewer Records/Plans	per item	25.63	n/a

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Gambling Act 2005					
26,250.00	n/a	Bingo Premises	Licence	26,775.00	n/a
1,313.00	n/a		Variation	1,339.00	n/a
900.00	n/a		Transfer	918.00	n/a
750.00	n/a		Annual Fee	765.00	n/a
1,500.00	n/a	Adult Gaming Centre Premises	Licence	1,530.00	n/a
750.00	n/a		Variation	765.00	n/a
900.00	n/a		Transfer	918.00	n/a
750.00	n/a		Annual Fee	765.00	n/a
1,875.00	n/a	Betting Premises (Track)	Licence	1,913.00	n/a
938.00	n/a		Variation	957.00	n/a
713.00	n/a		Transfer	727.00	n/a
750.00	n/a		Annual Fee	765.00	n/a
225.00	n/a	Betting Premises (Other)	Licence	230.00	n/a
1,125.00	n/a		Variation	1,148.00	n/a
900.00	n/a		Transfer	918.00	n/a
450.00	n/a		Annual Fee	300.00	n/a
1,500.00	n/a	Family Entertainment Centre Premises	Licence	1,530.00	n/a
750.00	n/a		Variation	765.00	n/a
713.00	n/a		Transfer	727.00	n/a
563.00	n/a		Annual Fee	574.00	n/a
375.00	n/a	Temporary Use Notices	Fee	500.00	n/a
18.75	n/a		Copy	25.00	n/a

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Misc Building Control and Development Control Charges					
		Copies of any documents - A4 size			
0.10	n/a	- Black & White	per page	0.10	n/a
0.20	n/a	- Colour	per page	0.20	n/a
		Copies of any documents - A3 size			
0.20	n/a	- Black & White	per page	0.20	n/a
0.40	n/a	- Colour	per page	0.40	n/a
		Copies of any documents - A2 size			
1.00	n/a	- Black & White	per page	1.00	n/a
2.00	n/a	- Colour	per page	2.00	n/a
		Copies of any documents - A1 size			
1.50	n/a	- Black & White	per page	1.50	n/a
3.00	n/a	- Colour	per page	3.00	n/a
		Copies of any documents - A0 size			
2.00	n/a	- Black & White	per page	2.00	n/a
4.00	n/a	- Colour	per page	4.00	n/a
15.00	n/a	Copies of documents provided on an electronic disc	per disc provided	15.00	n/a
25.00	n/a	Ordnance Survey Extracts	up to 6 copies	25.00	n/a
75.00	n/a	Historical Research (where records available)	per hour (or part)	75.00	n/a
300.00	n/a	Legal obligation agreements - clause monitoring fee	per obligation issue	300.00	n/a
75.00	n/a	Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid	per hour (or part of) after first hour	75.00	n/a
35.00	n/a	Certificate of no outstanding Building control regulated work or letter of comfort	per certificate / letter	35.00	n/a
35.00	n/a	Letter confirming exemption from Building Control regulations	per letter	35.00	n/a
50.00	n/a	Rejuvenation of closed Building Control file (not previously approved)	per file	50.00	n/a
500.00	n/a	High Hedge consultation and investigation		500.00	n/a

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
25.00	n/a	Fee for discharge of or compliance with a condition	per request (any number of conditions) relating to works of extension or alteration to an existing dwelling	25.00	n/a
85.00	n/a	Fee for discharge of or compliance with a condition	per request (any number of conditions)	85.00	n/a
4.50	n/a	Retrieval of externally stored microfilmed records	per microfilmed	4.50	n/a
PRE-APPLICATION ADVICE					
Householder proposals					
25.00	30.00		Initial fee	25.00	30.00
12.50	15.00		Secondary fee	12.50	15.00
30.00	n/a	Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	per request	30.00	n/a
Major development proposals					
583.33	700.00		Initial fee	583.33	700.00
291.66	350.00		Secondary fee	291.66	350.00
Minor development proposals					
333.33	400.00		Initial fee	333.33	400.00
166.66	200.00		Secondary fee	166.66	200.00
Any development where affordable housing is required by virtue of the Councils planning policies and is to be provided					
83.33	100.00		Initial fee	83.33	100.00
Commercial, office, retail or industrial development where the use is already in place and the proposals do not result in the creation of new floorspace					
83.33	100.00		Initial fee	83.33	100.00
41.67	50.00		Secondary fee	41.67	50.00
Advertisement proposals					
41.67	50.00		Initial fee	41.67	50.00
20.83	25.00		Secondary fee	20.83	25.00

		Heritage advice			
41.67	50.00		Initial fee	41.67	50.00
20.83	25.00		Secondary fee	20.83	25.00

NEIGHBOURHOOD SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
HOSTELS					
Hillcrest					
195.00	n/a	Single Room	per week	195.00	n/a
+ service charges				+ service charges	
220.00	n/a	Double Room	per week	220.00	n/a
+ service charges				+ service charges	
230.00	n/a	Family Room	per week	230.00	n/a
+ service charges				+ service charges	
Bed & Breakfast					
92.40	n/a	Single person	per week	95.20	n/a
13.65	n/a		per day	13.60	n/a
122.85	n/a	Single person and one child	per week	126.56	n/a
17.85	n/a		per day	18.08	n/a
133.35	n/a	Single person and two children	per week	137.34	n/a
19.95	n/a		per day	19.62	n/a
122.85	n/a	Couple	per week	126.56	n/a
17.85	n/a		per day	18.08	n/a
143.85	n/a	Couple and one child	per week	148.19	n/a
21.00	n/a		per day	21.17	n/a
155.40	n/a	Couple and two children	per week	160.09	n/a
23.10	n/a		per day	22.87	n/a
12.60	n/a	Additional children up to 16	per week	12.95	n/a
2.10	n/a		per day	1.85	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
HIRE CHARGES FOR HERTFORD THEATRE					
WEEKDAYS					
248.00	n/a	Auditorium	am (9am to 1pm)	248.00	n/a
62.00	n/a		am per hour	62.00	n/a
375.00	n/a		pm (1pm to 6pm)	375.00	n/a
77.00	n/a		pm per hour	77.00	n/a
522.00	n/a		Evening (6pm to midnight)	522.00	n/a
87.00	n/a		Evening per hour	87.00	n/a
533.00	n/a		9am-6pm (discounted rate)	533.00	n/a
757.00	n/a		1pm-midnight (discounted rate)	757.00	n/a
955.00	n/a		9am-midnight (discounted rate)	955.00	n/a
84.00	n/a	Studio	am (9am to 1pm)	84.00	n/a
21.00	n/a		am per hour	21.00	n/a
130.00	n/a		pm (1pm to 6pm)	130.00	n/a
26.00	n/a		pm per hour	26.00	n/a
216.00	n/a		Evening (6pm to midnight)	216.00	n/a
36.00	n/a		Evening per hour	36.00	n/a
184.00	n/a		9am-6pm (discounted rate)	184.00	n/a
296.00	n/a		1pm-midnight (discounted rate)	296.00	n/a
360.00	n/a		9am-midnight (discounted rate)	360.00	n/a
84.00	n/a	River Room	am (9am to 1pm)	84.00	n/a
21.00	n/a		am per hour	21.00	n/a
130.00	n/a		pm (1pm to 6pm)	130.00	n/a
26.00	n/a		pm per hour	26.00	n/a
216.00	n/a		Evening (6pm to midnight)	216.00	n/a
36.00	n/a		Evening per hour	36.00	n/a
184.00	n/a		9am-6pm (discounted rate)	184.00	n/a
296.00	n/a		1pm-midnight (discounted rate)	296.00	n/a
360.00	n/a		9am-midnight (discounted rate)	360.00	n/a
124.00	n/a	Foyer	am (9am to 1pm)	124.00	n/a
31.00	n/a		am per hour	31.00	n/a
255.00	n/a		pm (1pm to 6pm)	255.00	n/a
51.00	n/a		pm per hour	51.00	n/a
372.00	n/a		Evening (6pm to midnight)	372.00	n/a
62.00	n/a		Evening per hour	62.00	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
HIRE CHARGES FOR HERTFORD THEATRE					
WEEKENDS					
308.00	n/a	Auditorium	am (9am to 1pm)	308.00	n/a
77.00	n/a		am per hour	77.00	n/a
435.00	n/a		pm (1pm to 6pm)	435.00	n/a
87.00	n/a		pm per hour	87.00	n/a
738.00	n/a		Evening (6pm to midnight)	738.00	n/a
123.00	n/a		Evening per hour	123.00	n/a
643.00	n/a		9am-6pm (discounted rate)	643.00	n/a
1,023.00	n/a		1pm-midnight (discounted rate)	1,023.00	n/a
1,281.00	n/a		9am-midnight (discounted rate)	1,281.00	n/a
132.00	n/a	Studio	am (9am to 1pm)	132.00	n/a
33.00	n/a		am per hour	33.00	n/a
180.00	n/a		pm (1pm to 6pm)	180.00	n/a
36.00	n/a		pm per hour	36.00	n/a
276.00	n/a		Evening (6pm to midnight)	276.00	n/a
46.00	n/a		Evening per hour	46.00	n/a
282.00	n/a		9am-6pm (discounted rate)	282.00	n/a
406.00	n/a		1pm-midnight (discounted rate)	406.00	n/a
518.00	n/a		9am-midnight (discounted rate)	518.00	n/a
132.00	n/a	River Room	am (9am to 1pm)	132.00	n/a
33.00	n/a		am per hour	33.00	n/a
180.00	n/a		pm (1pm to 6pm)	180.00	n/a
36.00	n/a		pm per hour	36.00	n/a
276.00	n/a		Evening (6pm to midnight)	276.00	n/a
46.00	n/a		Evening per hour	46.00	n/a
282.00	n/a		9am-6pm (discounted rate)	282.00	n/a
406.00	n/a		1pm-midnight (discounted rate)	406.00	n/a
518.00	n/a		9am-midnight (discounted rate)	518.00	n/a
188.00	n/a	Foyer	am (9am to 1pm)	188.00	n/a
47.00	n/a		am per hour	47.00	n/a
310.00	n/a		pm (1pm to 6pm)	310.00	n/a
62.00	n/a		pm per hour	62.00	n/a
432.00	n/a		Evening (6pm to midnight)	432.00	n/a
72.00	n/a		Evening per hour	72.00	n/a
WEEKLY					
5,125.00	n/a	Auditorium	Mon - Sunday (amateur)	5,125.00	n/a
6,400.00	n/a		Mon - Sunday (professional)	6,400.00	n/a
2,050.00	n/a	Studio	Mon - Sunday	2,050.00	n/a
2,050.00	n/a	River Room	Mon - Sunday	2,050.00	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
HIRE CHARGES FOR HERTFORD THEATRE					
EQUIPMENT HIRE PRICES					
Pianos					
125.00	150.00	Concert Grand Piano	per 3 hours	125.00	150.00
62.50	75.00	Piano Tuning		62.50	75.00
37.50	45.00	Electric Piano		37.50	45.00
Projection					
29.17	35.00	LCD Projector & Screen		29.17	35.00
Public Address System					
42.55	51.06	Portable PA Unit		42.55	51.06
30.00	36.00	Lapel Mic		30.00	36.00
30.00	36.00	Hand Radio Mic		30.00	36.00
Cinema Prices					
5.42	6.50	Adults		5.42	6.50
3.75	4.50	Concessions		3.75	4.50

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF	2013/14	
Exc. VAT £	Inc. VAT 20% £		CHARGE	Exc. VAT £	Inc. VAT 20% £
CAR PARKS					
Off Street Resident Season Ticket					
222.08	266.50	Port Vale		229.17	275.00
1,025.00	1,230.00	Crown Terrace		1,026.00	1,231.20
On Street Resident Season Ticket					
35.00	n/a	1st Permit		36.00	n/a
70.00	n/a	2nd Permit		72.00	n/a
18.00	n/a	Motorcycle permit		19.00	n/a
20.00	n/a	Contractor permit	per week	21.00	n/a
307.50	n/a	Business permit	per annum	315.00	n/a
35.00	n/a	Carers/ Special permits	admin charge (discretionary)	36.00	n/a
0.10	n/a	Visitors Vouchers	per hour	0.10	n/a
0.05	n/a		per hour pensioners	0.05	n/a
12.00	n/a	Charge for Temporary Dispensation from Parking Restrictions		15.00	n/a
On Street Residents Parking Permits					
53.00	n/a	Folly Island - 2nd Permit		55.00	n/a
1.67	2.00	Elm Road Car Park	up to 5 hrs	1.67	2.00
2.50	3.00		5 hrs +	2.50	3.00
Penalty Charges issued under Regulation 9 of the General Regulations.					
Higher Level Penalty Charge					
35.00	n/a	Paid within 21 days		35.00	n/a
70.00	n/a	Paid after 21 days		70.00	n/a
105.00	n/a	Paid after service of charge certificate		105.00	n/a
Lower Level Penalty Charge					
25.00	n/a	Paid within 21 days		25.00	n/a
50.00	n/a	Paid after 21 days		50.00	n/a
75.00	n/a	Paid after service of charge certificate		75.00	n/a
Penalty Charges issued under Regulation 10 of the General Regulations.					
Higher Level Penalty Charge					
35.00	n/a	Paid within 21 days		35.00	n/a
70.00	n/a	Paid after 21 days		70.00	n/a
105.00	n/a	Paid after service of charge certificate		105.00	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT	Inc. VAT	PARKING		Exc. VAT	Inc. VAT
£	£			£	£
		Penalty Charges issued under Regulation 10 of the General Regulations			
		Lower Level Penalty Charge			
25.00	n/a	Paid within 21 days		25.00	n/a
50.00	n/a	Paid after 21 days		50.00	n/a
75.00	n/a	Paid after service of charge certificate		75.00	n/a
		Wallfields Visitor			
		Short stay			
0.00	0.00		0 - 2 hrs	0.00	0.00
0.67	0.80		2 - 3 hrs	0.67	0.80
1.25	1.50		3 - 4 hrs	1.33	1.60
1.83	2.20		4 - 5 hrs	2.00	2.40
		Bishop's Stortford market traders' tariff			
2.92	3.50	Link Road	Thurs & Sat	3.00	3.60
2.92	3.50	Northgate End	Thurs & Sat	3.00	3.60
2.92	3.50	Apton Road	Thurs & Sat	3.00	3.60
		Old London Road - Hertford			
12.50	15.00	Coach / Lorry tarriff	per visit	12.50	15.00
-	-	Vehicle Removal	per removal	105.00	n/a
-	-	Vehicle Storage	per day	12.00	n/a
-	-	Vehicle Disposal	per disposal	50.00	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS		UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £				Exc. VAT £	Inc. VAT 20% £
ANIMAL CONTROL						
25.00	n/a	Stray dog with ID chip	**		25.00	n/a
25.00	n/a	Stray dog without ID chip	set by statute		25.00	n/a
21.00	n/a	Stray dog collected	admin charge		21.00	n/a
15.00	n/a	Kennel Charges	per night		15.00	n/a
17.50	21.00	ID chipping dogs (Ind)	per dog		17.50	21.00
9.17	11.00	ID chipping dogs (Campaign)	per dog		9.17	11.00
31.66	38.00	Small dead animal removal	per animal		33.33	40.00
26.66	32.00	Assistance to third party organisations	per hour		28.33	34.00
-	-	Provision of dog waste bag	per box 5000		28.33	34.00
-	-	Dog Fouling Sign	per sign		8.00	8.20
** unless first offence and dog is collected the same day						
Allotments						
3.20	n/a	Allotments	(per year)	per 25.3m ²	3.30	n/a
Outdoor Exercise Group Activities *						
-	-	Organisations - per site			1,200.00	n/a
-	-	Personal Trainers - per trainer			450.00	n/a

* Charges for personal trainers and organisations are levied to commercial organisations and individuals using EHC owned land for organised group activities where a charge is levied to participants either directly or through a membership scheme. These are ceiling prices and may be reduced at the discretion of the Head of Environmental Services for shorter time periods or where activities are undertaken in partnership with the Council in pursuit of corporate objectives relating to health and well being. These charges do not apply to the Council's own Leisure Services contractor.

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS		UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £				Exc. VAT £	Inc. VAT 20% £
REFUSE COLLECTION						
Commercial Refuse Collection						
69.20	83.04	Paid Collections	medium		71.00	85.20
142.80	171.36	" (Plus HCC disposal costs)	large		146.50	175.80
Mixed Heriditaments charged according to the proportion of trade waste collected						
Domestic Refuse Collection						
22.50	n/a	Bulky Waste Collection	1 Item		23.00	n/a
32.50	n/a	"	2 Items		33.50	n/a
42.50	n/a	"	3 Items		43.50	n/a
52.50	n/a	"	4 Items		54.00	n/a
62.50	n/a	Bulky Waste Collection - Load	small		64.00	n/a
90.00	n/a	"	medium		92.50	n/a
135.00	n/a	"	large		138.50	n/a
10.00	n/a	Bulky Collection Cancellation Fee	per collection		10.00	n/a
Commercial Events						
70.00	84.00	Cleansing / Refuse Collection	per hour		71.75	86.10
Cleansing Private Land						
22.00	26.40	Cleansing private land (Performance area - regular schedule)	per linear metre per annum		22.55	27.06
69.00	82.80	Ad - hoc litter picking	per hour		70.73	84.87
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA						
39.17	47.00	Vehicle	per vehicle		40.00	48.00
59.17	71.00	Caravan	per caravan		60.66	72.79
Clinical Waste						
13.33	15.99	Charge per site	per visit (max 26)		13.66	16.39
7.18	8.62	Sharps containers	per container		8.00	9.60
4.30	5.16	Sacks - trade (infectious waste)	per sack		4.80	5.76
0.60	n/a	Sacks - domestic (infectious waste)	per sack		0.65	n/a
2.60	3.12	Sacks - trade (Offensive waste)	per sack		2.90	3.48
0.60	n/a	Sacks - domestic (Offensive waste)	per sack		0.65	n/a
25.00	n/a	Extra Sacks delivery charge	per occasion		25.00	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
REFUSE COLLECTION					
Graffiti Removal					
50.00	n/a	Cleaning graffiti on private land*	per sqm	51.25	n/a
30.00	n/a	Cleaning graffiti - small items (single tag)	per item	30.75	n/a
*chemical cleaning only. Subject to damage waiver from land owner and site survey. Graffiti removal from private land is at the discretion of the Head of Environmental Services and will not be undertaken where there is a risk of damaging surfaces, traffic management requirements or significant health and safety implications. Individual charges may be waived at the discretion of the Head of Environmental Services as part of campaigns or in the interests of preventing or discouraging significant levels of crime and disorder.					
COMMERCIAL WASTE					
Commercial Waste Collection Services					
75.00	n/a	sacks	per 50	82.00	n/a
344.00	n/a	240 litres	per bin p.a.	366.00	n/a
392.00	n/a	340 litres	per bin p.a.	422.00	n/a
663.00	n/a	660 litres	per bin p.a.	716.00	n/a
812.00	n/a	1,100 litres	per bin p.a.	892.50	n/a
Prescribed Waste Collection Service					
47.00	n/a	Sacks	per 50	48.00	n/a
278.00	n/a	240 litres	per bin p.a.	285.00	n/a
296.00	n/a	340 litres	per bin p.a.	304.00	n/a
497.00	n/a	660 litres	per bin p.a.	510.00	n/a
538.00	n/a	1,100 litres	per bin p.a.	550.00	n/a
Prescribed Waste for Educational Establishments					
75.00	n/a	Sacks	per 50	48.00	n/a
314.00	n/a	240 litres	per bin p.a.	259.00	n/a
357.00	n/a	340 litres	per bin p.a.	289.00	n/a
602.00	n/a	660 litres	per bin p.a.	472.00	n/a
734.00	n/a	1,100 litres	per bin p.a.	510.00	n/a
25.00	n/a	Bin removal & re-delivery charge following non-payment	per occasion	25.00	n/a
25.00	n/a	Extra sacks delivery charge	per occasion	25.00	n/a

- 1) Note: The above are 'ceiling' prices and subject to the discretion of the Head of Environmental Services
- 2) For these commercial waste collection services the minimum contract period is 3 months. A minimum of 3 months notice must be given by the customer to cancel the contract. In the event of the customer cancelling the contract or the Council terminating the contract for non-payment, no refund will be given for the service not supplied during the notice period

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS		UNIT OF CHARGE		2013/14	
Exc. VAT £	Inc. VAT 20% £					Exc. VAT £	Inc. VAT 20% £
PEST CONTROL							
Commercial Premises							
57.60	69.12	Rats & Mice	per hour or part hour			59.00	70.80
		OR					
		Contract service available	per annum				
47.00	56.40	Wasps	one nest job			48.20	57.84
47.00	56.40	Ants	one nest job			48.20	57.84
16.40	16.98	Additional nests	per add. nest			16.80	20.16
57.20	68.64	Bed Bugs	per hour or part hour			58.60	70.32
57.20	68.64	Fleas	per hour or part hour			58.60	70.32
57.20	68.64	Cockroaches	per hour or part hour			58.60	70.32
57.20	68.64	Squirrels	per hour or part hour			58.60	70.32
57.20	68.64	Cluster Fly Infestation	per hour or part hour			58.60	70.32
57.20	68.64	Visit for Advice ONLY	per hour or part hour			58.60	70.32
Domestic Premises *							
18.33	22.00	Rats	# call out charge			19.17	23.00
43.75	52.50	Mice	per job			44.58	53.50
41.67	50.00	Wasps	one nest job			41.67	50.00
43.75	52.50	Ants	one nest job			44.58	53.50
16.67	20.00	Additional nests	per add. nest			16.67	20.00
56.25	67.50	Cluster Fly Infestation	one job (up to 3 visits)			57.50	69.00
158.33	190.00	Bed Bugs	one job (up to 3 visits)			162.50	195.00
58.33	70.00	Bed Bugs	additional visits			59.17	71.00
64.17	77.00	Squirrels	per job			75.00	90.00
46.67	56.00	Fleas	per hour			47.50	57.00
46.67	56.00	Cockroaches	per hour			47.50	57.00
18.33	22.00	Visit for Advice ONLY	per half hour			19.17	23.00
58.33	70.00	Return Visit Charge (rats & mice)	per job			59.17	71.00

* Concession for residents in receipt of income related benefit - £10 per job, waived in cases of hardship at the discretion of the Head of Environmental Services

A call out charge of £22 per job will be levied irrespective of whether rats are found. A 'job' can include up to 3 visits included in the call out price. Customers in receipt of income related benefits will pay £10. This may be waived in cases of hardship at the discretion of the Head of Environmental Services. No charge is recoverable where rats are reported in public places.

Payment is to be made by card at the time of booking. Cash/cheque payments are only to be offered if resident is unable to pay by card. Payment at the time of treatment is to be discouraged. This is due to the high cost of

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Markets - Hertford & Bishop's Stortford					
21.80	n/a	Standard pitch 3m x 2.1m (10' x 7')	per pitch	21.80	n/a
		Incentive for above (Bishop's Stortford only)	5 consecutive weeks - 5th week free		
26.00	n/a	Casual Trader pitch 3m x 2.1m (10' x 7')	per pitch	26.00	n/a
1.20	n/a	Additional space	per 0.3m (per sq ft)	1.20	n/a
Markets - Ware					
14.00	n/a	Standard pitch 3m x 2.1m (10' x 7')	per pitch	14.00	n/a
		Incentive for above	5 consecutive weeks - 5th week free		
15.60	n/a	Casual Trader pitch 3m x 2.1m (10' x 7')	per pitch	15.60	n/a
1.20	n/a	Additional space	per 0.3m (per sq ft)	1.20	n/a
10.90	n/a	Charity Stall - Any Market		10.90	n/a
Market Licence					
30.75	n/a	Commercial - up to 10 stalls		31.50	n/a
51.25	n/a	Commercial - up to 11 - 30 stalls		52.50	n/a
106.60	n/a	Commercial - up to 31plus stalls		109.25	n/a
21.55	n/a	Charity		22.10	n/a
Farmers Markets					
109.70	n/a	Village		112.45	n/a
22.35	n/a	Hertford (own stall)		23.00	n/a
27.00	n/a	Hertford (East Herts stall)		27.00	n/a
1,332.50	n/a	Jackson Square	per quarter	1,365.80	n/a

CUSTOMER & COMMUNITY SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005 / Data Protection Act 1998					
Freedom of Information / Data Protection					
		First 2.5 days free			
450.21	540.25	After 2.5 days		450.21	540.25
25.00	30.00		+ per hour	25.00	30.00
Environmental Information Regulations 2004					
25.00	30.00	Staff time	per hour	25.00	30.00
Reuse of Public Sector Information Regulations 2005					
25.00	30.00	Staff time	per hour	25.00	30.00
Information that has a commercial value - a charge will be determined on a case-by-case basis					
Freedom of Information / Environmental Information Regulations / Reuse of Public Sector Information Regulations					
Charges for materials -					
0.10	0.12	Photocopying (black & white)	A4 sheet	0.10	0.12
0.20	0.24		A3 sheet	0.20	0.24
1.10	1.32		A0 sheet	1.10	1.32
0.20	0.24	Photocopying (colour)	A4 sheet	0.20	0.24
0.50	0.60		A3 sheet	0.50	0.60
1.70	2.04		A0 sheet	1.70	2.04
45.11	54.13	Printing (black & white)	per hour	45.11	54.13
45.11	54.13	Printing (colour)	per hour	45.11	54.13
24.68	29.62	CD's	per hour	24.68	29.62
(if information is held electronically)					
actual cost		Converting to electronic or microfiche		actual cost	
actual cost		Postage		actual cost	
REVENUES					
70.00	n/a	Council Tax penalty for failure to promptly notify or provide information	1st offence	70.00	n/a
280.00	n/a		subequent offences	280.00	n/a
40.00	n/a	Issue of Summons		-	-
40.00	n/a	Charge for Liability Order		-	-
-	-	Summons and Liability Order		80.00	n/a
Letting of Council Offices					
30.00	n/a	Council Chamber - Hertford	per hour	30.00	n/a
20.00	n/a	Other Rooms - Hertford	per hour	20.00	n/a

INTERNAL SERVICES

2012/13		DETAILS	UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
LAND CHARGES					
Local Land Charges					
Statutory Charges					
67.00	n/a	Registration of a charge in Part II of the register	per charge	67.00	n/a
2.50	n/a	Filing a definite certificate of the Lands Tribunal under rule 10 (3)	per certificate	2.50	n/a
7.00	n/a	Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	per item	7.00	n/a
2.50	n/a	Inspection of documents filed in the register under rule 10, in respect of each parcel of land	per parcel of land	2.50	n/a
Various	n/a	Office copy of any plan or other document filed pursuant to the rules	per copy	Various	n/a
Non Statutory Charges					
5.00	n/a	Personal Search inclusive of printout	for print out	5.00	n/a
21.00	n/a	Official search (including issue of official certificate of search) in: the whole of the register	per search	21.00	n/a
5.00	n/a	And in addition, in respect of each parcel of land above one, where under rule 11 (3) more than one parcel is included in the same requisition (for a search in the whole or part of the register), subject to a maximum of £16.00	per additional search	5.00	n/a
Answering form of enquiry					
Part I Enquiries -					
66.00	n/a	One parcel of land - Residential / Commercial	per enquiry	66.00	n/a
20.00	n/a	- Commercial each additional parcel	per enquiry	20.00	n/a

INTERNAL SERVICES

2012/13		DETAILS		UNIT OF CHARGE	2013/14	
Exc. VAT £	Inc. VAT 20% £				Exc. VAT £	Inc. VAT 20% £
Non Statutory Charges						
Part II Enquiries						
Where relating to one parcel of land only or to several parcels and delivered on a single form -						
Each printed enquiry						
12.00	n/a	numbered in the form 4 - 21	per enquiry	12.00	n/a	
20.00	n/a	numbered in the form 22	per enquiry	20.00	n/a	
25.00	n/a	Any and each further enquiry added by solicitors	per enquiry	25.00	n/a	
15.40+	n/a	Abstract of Title		15.40+	n/a	
21p	n/a			21p	n/a	
per sheet copied				per sheet copied		
LEGAL CHARGES						
102.50	123.00	Notice of Transfer	per hour	105.00	126.00	
102.50	123.00	Deed of Variation	per hour	105.00	126.00	
102.50	123.00	Deed of Covenant Copy	per hour	105.00	126.00	
102.50	123.00	" Engrossment	per hour	105.00	126.00	
102.50	123.00	Postponement of Charge	per hour	105.00	126.00	
102.50	123.00	Litigation, Conveyancing and Planning matters	per hour	105.00	126.00	
102.50	n/a	Sale of Council Minutes	per civic year	105.00	n/a	
Extract of Electoral Register						
20.50 + 1.50	n/a	Fee for sale of the Register	data	20.50 + 1.50	n/a	
per thousand entries or part				per thousand entries or part		
10.00 + 5.00	n/a		printed	10.00 + 5.00	n/a	
per thousand entries or part				per thousand entries or part		
20.50 + 1.50	n/a	Fee for sale of the list of Overseas Electors	data	20.50 + 1.50	n/a	
per hundred entries or part				per hundred entries or part		
10.00 + 5.00	n/a		printed	10.00 + 5.00	n/a	
entries or part				entries or part		

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EAST HERTS COUNCIL

JOINT MEETING OF SCRUTINY COMMITTEES – 15 JANUARY 2013

EXECUTIVE – 5 FEBRUARY 2013

REPORT BY THE EXECUTIVE MEMBER FOR FINANCE

9. SERVICE ESTIMATES – REVENUE BUDGET PROBABLE 2012/13 – ESTIMATE 2013/14

WARD(S) AFFECTED: ALL

Purpose/Summary of Report:

- The report sets out proposals for the Council's Service estimates for the 2012/13 (Revised) and 2013/14 Estimates.

RECOMMENDATIONS FOR JOINT MEETING OF SCRUTINY COMMITTEES:

(A)	The proposals for the Council's Service Estimates, as detailed in Essential Reference Paper 'B1' and Essential Reference Paper 'B2' be scrutinised; and
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(B)	The Executive be advised of any recommendations.
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RECOMMENDATIONS FOR THE EXECUTIVE: that

(A)	Any comments made by Joint Scrutiny Committee on the 15 January 2013 be considered; and
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(B)	The Probable Revenue Estimates for 2012/13 and the draft Revenue Estimates for 2013/14 be recommended to Council.
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1.0 Background

1.1 The process and timetable for the preparation and presentation of the Council's Revenue Estimates aimed to ensure appropriate consultation with Officers and Members as well as linkages with the Council's service planning process.

1.2 The Strategy to be adopted in preparing the 2013/14 Estimates was set by the Executive at its meeting on 4 September 2012.

1.3 The budget process links service demand with the Council's Priorities and the Community Strategy using an integrated service planning and financial management framework. The process allows for separate consideration of service enhancements and proposals for efficiency savings which are not included within the base budgets which are presented within the report. These are set out within the consolidated budget report.

2.0 Report

2.1 The summarised estimates in respect of all General Fund Services are attached at **Essential Reference Paper 'B1'**. The Director of Finance and Support Services and her team have been available to advise Directors on the contents of their budgets.

2.2 Price Levels

2.3 The Probable Estimates for 2012/13 are based on actual payments to date plus anticipated expenditure to the end of the financial year.

2.4 The Estimates for 2013/14 are the projected outturns including anticipated inflation.

2.5 The Salary estimates for 2013/14 include the following:

- A 1% pay award, reduced by the changes to Terms and Conditions for staff whereby there is a corresponding 1% reduction in the 5% supplement where applicable.
- An assumption that vacancies arising from turnover will produce savings equating to 3% of the total pay bill across virtually all cost centres.
- Increments and 4% supplements as appropriate
- The financial effects of any job evaluations/redundancies/restructuring.

2.6 Income Estimates do not yet reflect increases in fees and charges in line with the recommendations included elsewhere on the Agenda.

2.7 Recharges of Divisional and Support Costs

2.8 In line with the strategy this year Estimates presented do not show recharges of Divisional and Support costs.

2.9 Comments on the Estimates presented

Budgets excluding Capital Financing Costs

2.10 Overall the Probable Estimates for services, show a circa £524k favourable variance from the Original 2012/13 Estimate.

2.11 The 2013/14 Estimate shows a decrease of £525k over the 2012/13 Estimate.

2.12 Savings, one off savings, growth and special items identified in the Medium Term Financial Plan have yet to be built into the 2013/14 estimate. These will be detailed in the separate Consolidated Budget Report.

2.13 Capital Financing Costs

2.14 To facilitate year on year comparisons the estimates presented do not include Capital Costs at this stage. These costs represent the depreciation charge for assets. Where external funding has been received towards capital expenditure, this is credited to the service in a likewise approach. Capital financing costs do not flow through to net expenditure used to determine council tax. Capital financing costs decrease from £4,488 in 2012/13 to £4,479 in 2013/14. The summarised estimates in respect of all Capital Financing costs are attached at **Essential Reference Paper 'B2'**.

Service Estimates

2.15 The following comments aim to provide Members with an insight into the significant underlying movements within the service budgets that support the Estimates presented. Members should note that commentaries exclude the impact of variances to salary budgets which are reported corporately.

2.16 As a result of the Senior Management Restructuring Review, changes have occurred to cost centres for this year.

Salary Estimates

2.17 *Probable-* The probable estimate shows a favourable position of £75k from the original estimate.

Estimate- Initiatives on restructuring and reduced officer hours reflects a £20k favourable position from estimate to estimate.

3.0 Chief Executive Division

3.1 Chief Executive and Corporate Support Team

3.2 *Probable/Estimate* – There has been a restructuring at senior management level which results in changes across both probable and estimate.

4.0 Neighbourhood Services

4.1 Development Control Section

4.2 *Probable/Estimate* – Supplies and Services budgets within the Development Control Section are estimated to under spend by £20k. This is principally, in the areas of advertising and postage. Advertising is in line with last year's expenditure and other forms of communication are being used resulting in reduced postage costs.

4.3 Development Plans Service

4.4 *Probable* – Re-profiling of the timing of work on the production of the District Plan, with consultation to be undertaken in 2013/14, has resulted in a £10k under spend in the current years Local Development Framework upkeep budget.
Estimate – No variances to report.

4.5 Building Control Service

4.6 *Probable* – Building Control income is expected to be £150k less. Processes to introduce a new structure and service delivery model are being progressed.
Estimate - No variances to report.

4.7 Development Control Service

4.8 *Probable* – There will be a net adverse variance in income of £45k. £80k adverse is a consequence of only small scale activity in the Development Control charges area, but there is considerable interest in receiving pre-planning advice which is generating an additional £35k of income.
Estimate – No variances to report.

4.9 Emergency Planning

- 4.10 *Probable*- The £5k budget for Emergency Planning equipment will not be required in 2012/13.
Estimate- No variances to report.

4.11 Community Safety

- 4.12 *Probable* – Only £28k was received from Herts County Council for Safer Stronger Communities against a budgeted figure of £55k. A proportion of this was to fund Police Community Support Officers. This scenario will result in an adverse 2012/13 estimate to 2012/13 probable position of £22k.
Estimate - To date no funding from Herts County Council has been proffered to fund Safer Stronger Communities. As a consequence a one off growth item of £27,500 is being requested to support funding for Police Community Support Officers.

4.13 Engineering and Transport Functions

- 4.14 *Probable/Estimate* – The Environment Agency has withdrawn the funding for the land drainage work East Herts has carried out on their behalf. A contribution of around £35k towards the Council's staffing costs will be lost in both 2012/13 and 2013/14. The Service will redesign its work so this does not negatively impact on the Council.

4.15 Improvement Grants

- 4.16 *Probable*- Predicted windfall sums totalling £7k are expected as recipients of Improvement Grants repay them according to the terms and conditions on which they were awarded.
Estimate – No variances to report.

4.17 Environmental Pollution

- 4.18 *Probable/Estimate*- Funding from Defra (held in an earmarked reserve) of £27k and £35k for the probable and estimate respectively will be used to support the service.

4.19 Housing Options Section

- 4.20 *Probable* – The Housing Options Section's Transport Related Expenses and Supplies and Services budgets are expecting to under spend by £16k.

Estimate- No variances to report.

4.21 Housing Options Service

4.22 *Probable* –Service budgets are expected to underspend in total by £33k. £5k will be spent on preventing re-possession which will be funded from an earmarked reserve.

Estimates- £10k of funds will be required to support the prevention of re-possession in 2013/14. To be drawn from the earmarked reserve. In addition the £50k Preventing Homelessness Grant will now be rolled into the Business Rate Retention Scheme. This is a change to the funding mechanism and not the grant.

5.0 Customer and Community Services

5.1 Playgrounds

5.2 *Probable* – No variances to report.

Estimate – There is an increase in the number of playground inspections resulting in an increase in costs of £13k

5.3 Public Conveniences

5.4 *Probable* – A large credit of £19k has been received from Veolia Water following a leak at Bircherley Green car park.

Estimate – No variances to report.

5.5 Refuse Collection - Domestic

5.6 *Probable* – The transition costs of the contract are £200k lower than estimated.

Estimate – The estimate reflects contract indexation.

5.7 Refuse Collection - Commercial

5.8 *Probable* – There are lower disposal costs of £29k and additional income of £21k offset by £10k of additional contract costs.

Estimate – No variances to report.

5.9 Street Cleansing and Litter Control

5.10 *Probable* – There is £4k additional street cleansing income and £50k under spend on the street cleansing contract due to lower than expected ad-hoc cleansing work. This could vary according

to weather conditions, particularly if there is the need for ad-hoc work in the winter months.

Estimate – The contract sum is estimated to be £37k less in 2013/14.

5.11 Recycling

5.12 *Probable* – Income from the Alternative Financial Model is £22k less than estimated and transport subsidy is £33k less. There is an under spend of £7k on the materials handling budget at the Service Centre.

Estimate – The Alternative Financial Model is down by £128k. Transport subsidy is down by £33k. There is £57k less income and £60k additional expenditure from recyclables.

5.13 Parks and Open Spaces

5.14 *Probable* – Following a review of Section 106 receipts held by the Council CMT recommended on the 25 September 2012 a sum of £62,634.64 be added to the General Reserve as the Council's obligations are deemed to have been met.

Estimate – The net £20k increase in the budget reflects indexation of the Grounds Maintenance contract offset by £16k additional income.

5.15 Service Centre

5.16 *Probable* – The sum estimated to be owed for electricity in 2011/12 was too high by £13k. A saving of £7k on materials handling is expected.

Estimate- No variances to report.

5.17 Leisure Provision

5.18 *Probable* – The Contractor has reduced its expenditure therefore the sums recovered from the Joint Use Pools has reduced by £24k. Utility costs recharged to EHDC have reduced by £7k. Insurance has increased by £4k.

Estimate – There is an increase in the Leisure contract as per the business plan of £29k. The income as outlined above is down by £23k.

5.19 Car Park Service

- 5.20 *Probable* – There is additional Pay and Display income, due to increased throughput, of £91k. The Parking Enforcement contract will be under spent by £86k. This is largely due to two projects (mobile camera enforcement and vehicle removals) which are now going live next financial year, so operational costs will not be incurred this financial year. There is also a contract under spend relating to vacancies in management which the Council benefits from. Penalty Charge Notice income shows an adverse variance of £149k due to lower operational performance of the contractor resulting from contractor equipment failure and contractor management issues, now resolved. Additional income of £10k from other Authorities is anticipated.
Estimate- No variances to report.

5.21 Engagement and Partnership Section

- 5.22 *Probable*- No variances to report.
Estimate – The Residents bi-annual survey is scheduled for 2013/14 costing circa £18k.

5.23 Community Planning

- 5.24 *Probable* – Income of £53,800 was received in 2011/12 for Community Planning Resource Mapping, but the final payment of £11k was not made until 2012/13. £25k of Performance Reward grant, drawn from the earmarked reserve, will be utilised for Local Strategic Partnership initiatives.
Estimate – Performance Reward grant of £40k will be drawn from the reserve in 2013/14.

5.25 Community Projects

- 5.26 *Probable*- No variances to report.
Estimate- The 2012/13 budget includes an item (Artsbus) carried forward from 2011/12 of £10k together with special items totalling £9k which are not repeated in 2013/14.

5.27 Revenue Contributions and Grants to Voluntary Bodies

- 5.28 *Probable* – No variances to report..
Estimate – The 2012/13 Community Revenue grant budget contains a £15k virement, £10k from Priority Spend and £5k from

Christmas parties. The Grants to support Christmas parties is restored to £5k from £3k.

5.29 Hertford Theatre

- 5.30 *Probable* – There has been additional hire income of £30k. Café Supplies are £8k more than estimated and there has been a small reduction of running costs of £4k.
Estimate – Additional income of £58k identified from the business plan has yet to be included in the 2013/14 estimate.

6.0 Internal Services

6.1 IT Services

- 6.2 *Probable*- No variances to report.
Estimate - On the 22 May 2012 the Executive agreed a carry forward under spend from 2011/12 into 2012/13 of £50k from the IT licences budget to be applied to improvements to ICT resilience and business continuity and roll out of the new telephone system. This sum is not repeated in the 2013/14 estimate. Although, the actual cost of IT licences is showing an increase of £24k in 2013/14.

6.3 Wallfields - Administrative building

- 6.4 *Probable/Estimate* – The Executive on 22 May 2012 agreed a carry forward under spend of £44k from 2011/12 into 2012/13 on property budgets to be applied to a programme of refurbishment of toilets at Wallfields. This sum is not repeated in 2013/14. A successful challenge to the Rateable Value of Wallfields has resulted in a net back dated reduction of £26k in the sum paid as National Non Domestic Rates in 2012/13. In 2013/14 there is an £8k reduction in the sum paid.

6.5 Internal Audit Service

- 6.6 *Probable/Estimate* - The Shared Internal Audit Service Board agreed on the 7 December 2011 to increase the daily charge rate for Audit services from £240 per day to £255 per day, an increase of 6.25%, resulting in an increase of £7k.

6.7 Electoral Registration

- 6.8 *Probable* – No variances to report.

Estimate - The Electoral Registration budget is likely to be £12k overspent reflecting, amongst other things, increased postal charges and costs associated with postal voting administration.

6.9 Revenues and Benefits Service

6.10 The effect of the Localisation of Council Tax Support and Business Rates Retention Scheme announced in the 2010 Spending Review will materialise through the Local Government Finance Act 2012 and become effective in 2013/14.

6.11 *Probable* – The Revenues and Housing Benefits Section shows a net adverse £21k as a consequence of finalising the 2011/12 outturn position regarding the Shared Service with Stevenage Borough Council. Summons costs recovered due to non payment of Council Tax and National Non Domestic Rates is expected to be £14k less than the original estimate.

The net overall position on the Housing Benefits Service is a favourable £106k. This is based on subsidy being greater than that estimated and in line with the 2011/12 actual.

Estimate – It is assumed that £130k of Discretionary Rate Relief borne by EHDC traditionally within these estimates will now be incorporated elsewhere in the estimates as part of the Business Rate Retention Scheme.

£54k of Council Tax New Burdens grant is budgeted for in 2013/14.

The Government will reduce the Administrative Subsidy grant in 2013/14 by £41k.

6.12 Corporate and Democratic Core

6.13 *Probable/Estimate* – There is a reduction in core external Audit fees of £72k due to the demise of the Audit Commission. As a consequence of withdrawing investment income from the Council's fund managers and re-investing in fixed term deposits, fees for managing these funds will reduce by £30k. Expenditure relating to the Democratic Core projects an under spend of £22k. This is primarily due to savings on Members Expenses (£17K) and Allowances (£5k).

6.14 Other Expenses

6.15 *Probable* – Sums relating to additional Employers National Insurance Contributions (£25k), Priority Spend (£35k), and Cost of Change Contingency (£30k) are now incorporated elsewhere

within the overall estimates. Income from the New Homes Bonus Grant is anticipated to be £35k greater than that estimated in part due to timings in payments made to East Herts Council.

Estimate – It is estimated that the 2013/14 additional New Homes Bonus Grant will be £553k, in line with the latest Medium Term Financial Plan assumptions, of which an additional £138k would be made available to Parish/Town Councils.

The sum relating to Employers National Insurance contributions (£25k) is now incorporated elsewhere within the overall estimates. The Cost of Change Contingency (£118k) was a Special Item for two years 2011/12 and 2012/13. However there is still £400k in a Reserve.

6.16 Capital Salaries

6.17 *Probable*- No variations to report.

Estimate – There is a reduction of £38k in the value of IT salaries to be capitalised.

7.0 Implications/Consultations

7.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None.

Contact Member: Councillor Michael Tindale, Executive Member for Finance. michael.tindale@eastherts.gov.uk

Contact Officer: Adele Taylor – Director of Finance and Support Services, Extn: 1401. adele.taylor@eastherts.gov.uk

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p>People This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</p> <p>Place This priority focuses on the standard of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean.</p> <p>Prosperity This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities.</p>
Consultation:	Not Applicable.
Legal:	None.
Financial:	See body of the report
Human Resource:	None.
Risk Management:	As outlined in the report.

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ALL DIVISIONS

	2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF ESTIMATES				
CHIEF EXECUTIVE	243,740	218,860	99,040	103,620
NEIGHBOURHOOD SERVICES	3,178,539	3,183,560	3,349,470	3,337,670
CUSTOMER & COMMUNITY SERVICES	5,804,842	5,655,070	5,394,540	5,962,800
FINANCE & SUPPORT SERVICES	5,261,822	5,035,470	4,725,560	4,126,020
CAPITAL SALARIES	-186,000	-226,000	-226,000	-188,000
NET EXPENDITURE	<u>14,302,943</u>	<u>13,866,960</u>	<u>13,342,610</u>	<u>13,342,110</u>

CHIEF EXECUTIVE

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF CHIEF EXECUTIVE ESTIMATES

SERVICE

CE1	Chief Executive & Corp Support Team	243,740	218,860	99,040	103,620
	NET EXPENDITURE	<u>243,740</u>	<u>218,860</u>	<u>99,040</u>	<u>103,620</u>

NEIGHBOURHOOD SERVICES

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF ESTIMATES

SERVICE

NS1	Director of Neighbourhood Services	125,908	124,390	123,050	119,540
NS2	Planning & Building Control	1,321,050	1,176,780	1,365,590	1,157,480
NS3	Community Safety & Health	1,295,633	1,398,190	1,429,210	1,511,630
NS4	Housing Services	435,948	484,200	431,620	549,020
NET EXPENDITURE		<u>3,178,539</u>	<u>3,183,560</u>	<u>3,349,470</u>	<u>3,337,670</u>

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF PLANNING & BUILDING CONTROL ESTIMATES

SERVICE

NSP1	Development Plans	246,721	255,900	288,640	256,160
NSP2	Building Control Section	714,526	690,770	715,290	686,450
NSP3	Development Control Section	1,346,241	1,412,410	1,359,460	1,397,170
NSP5	Development Plans Service	17,063	131,600	121,600	131,600
NSP6	Building Control Service	-569,486	-673,900	-523,900	-673,900
NSP7	Development Control Service	-435,015	-642,000	-596,500	-642,000
NSP8	Conservation Service	1,000	2,000	1,000	2,000
NET EXPENDITURE		<u>1,321,050</u>	<u>1,176,780</u>	<u>1,365,590</u>	<u>1,157,480</u>

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF COMMUNITY SAFETY & HEALTH ESTIMATES

SERVICE

NSS1	Community Protection	292,518	295,270	293,920	301,520
NSS2	Hackney Carriages	-125,587	-127,200	-128,200	-126,700
NSS3	Gambling & Other Licensing	-12,005	-16,000	-20,000	-16,000
NSS4	Alcohol & Entertainment Licensing	-117,337	-108,000	-108,000	-108,000
NSS5	Emergency Planning	47,507	31,450	26,450	31,460
NSS6	Community Safety Section	44,054	40,820	39,220	40,890
NSS7	Community Safety Projects	-203	0	0	0
NSS8	Community Safety Service	159,101	162,030	184,040	161,890
NSS9	Engineering & Drainage	44,245	133,090	130,100	133,250
NSS10	Engineering & Transport	31,428	24,040	57,350	61,640
NSS11	Environmental Health	986,973	905,970	884,950	940,600
NSS12	Private Sector Housing Grants	-19,534	0	-6,700	0
NSS12	Landlord Forum	482	500	500	500
NSS12	Houses in Multiple Occupation	-869	0	-4,000	0
NSS13	Env Health Licences	-15,308	-14,600	-14,600	-14,600
NSS13	Sampling	246	1,820	-3,080	920
NSS14	Food & Health Safety	-7,592	3,640	3,840	3,840
NSS15	Environmental Health Promotions	49,734	52,990	54,050	53,050
NSS16	Environmental Pollution	-62,220	12,370	39,370	47,370
NSS17	Env Health Work	0	0	0	0
NET EXPENDITURE		1,295,633	1,398,190	1,429,210	1,511,630

NEIGHBOURHOOD SERVICES

NS4

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF HOUSING ESTIMATES

SERVICE

NSH1	Housing Options Section	389,524	394,410	375,450	398,960
NSH3	Private Sector Housing	92	50	100	100
NSH3	Other Private Sector Housing	0	0	0	0
NSH3	Other Housing	-504	2,450	1,560	1,560
NSH4	Enabling	71,899	37,300	37,500	37,500
NSH5	Housing Options	49,892	106,240	78,550	166,240
NSH6	Hillcrest Hostel	-74,955	-56,250	-61,540	-55,340
NET EXPENDITURE		435,948	484,200	431,620	549,020

CUSTOMER & COMMUNITY SERVICES

		2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF ESTIMATES					
SERVICE					
CC1	Director of Customer & Community	107,867	106,020	137,990	134,010
CC2	Environmental Services	5,146,604	5,334,490	4,994,390	5,648,640
CC3	Customer Services & Parking Communications, Engagement &	-735,094	-821,830	-857,970	-920,980
CC4	Cultural Services	1,160,486	956,510	990,000	1,008,060
CC5	Economic Development	124,979	79,880	130,130	93,070
NET EXPENDITURE		<u>5,804,842</u>	<u>5,655,070</u>	<u>5,394,540</u>	<u>5,962,800</u>

CUSTOMER & COMMUNITY SERVICES

CC2

		2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF ENVIRONMENTAL SERVICES ESTIMATES					
SERVICE					
CCE1	Environmental Services	1,030,485	987,180	991,550	975,110
CCE2	Allotments	131	100	100	100
CCE3	Playgrounds	120,158	121,050	121,050	133,950
CCE4	Public Conveniences	103,036	99,350	79,370	98,290
CCE5	Refuse Collection - Domestic	1,091,488	1,149,850	947,850	1,170,050
CCE6	Refuse Collection - Commerical	-142,681	-100,650	-140,900	-106,550
CCE7	Clinical Waste	-39,246	-28,300	-41,100	-35,700
CCE8	Street Cleansing & Litter Control	866,490	960,450	907,250	923,010
CCE9	Recycling	546,517	570,100	618,900	848,300
CCE10	Parks & Open Spaces	1,082,386	1,115,590	1,047,710	1,137,860
CCE11	Buntingford Service Centre	221,977	236,140	215,950	229,350
CCE12	Animal Control	25,942	30,770	26,100	30,940
CCE13	Pest Control	45,322	53,040	60,290	53,180
CCE14	Environmental Co-Ordination Section	57,913	30,390	30,980	29,390
CCE15	Herts Environmental Forum	-650	400	0	0
CCE16	Environmental Co-Ordination Service	23,678	39,550	39,500	39,550
CCE17	Leisure Services	49,871	48,200	49,890	48,540
CCE18	Leisure Development	2,237	2,220	2,220	2,220
CCE19	Leisure Provision	49,349	-5,020	15,810	46,950
CCE20	Customer & Community Admin	12,201	24,080	21,870	24,100
NET EXPENDITURE		5,146,604	5,334,490	4,994,390	5,648,640

CUSTOMER & COMMUNITY SERVICES

CC3

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF CUSTOMER SERVICES & NEW MEDIA ESTIMATES

SERVICE

CCS1	Head of Customer Relations	147,450	132,800	127,390	131,610
CCS2	External Customer Services	387,232	360,750	354,630	348,060
CCS3	Web Team	104,069	102,640	110,970	133,560
CCS4	Information Management	28,878	29,190	29,760	23,890
CCS5	Car Parking	352,040	362,240	367,010	362,010
CCS6/13	Car Parks	-1,754,763	-1,809,450	-1,847,730	-1,920,110
NET EXPENDITURE		-735,094	-821,830	-857,970	-920,980

CUSTOMER & COMMUNITY SERVICES

CC4

		2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF COMMUNICATIONS, ENGAGEMENT & CULTURAL SERVICES ESTIMATES					
SERVICE					
	Head of Communications,				
CCC1	Engagement & Cultural Services	82,419	78,480	80,950	77,550
CCC2	Communications	228,092	152,080	143,690	142,000
CCC3	Engagement & Partnership Team	160,831	122,750	147,070	140,420
CCC4	MOWs	60,984	15,270	15,060	15,270
CCC4	CABs	129,000	129,000	129,000	129,000
CCC5	Community Planning	12,528	23,300	59,470	65,800
CCC6	Concessionary Transport	-19,363	0	0	0
CCC6	Transportation	72,301	87,710	87,710	86,650
CCC7	Community Projects	70,329	86,600	86,510	68,010
CCC8	Revenue Contributions & Grants to Voluntary Bodies	21,789 0	23,040 0	23,040 0	10,040 0
CCC9	Hertford Theatre & Café	341,576	238,280	217,500	273,320
	NET EXPENDITURE	<u>1,160,486</u>	<u>956,510</u>	<u>990,000</u>	<u>1,008,060</u>

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF ECONOMIC DEVELOPMENT ESTIMATES

SERVICE

CCD1	Economic Development Section	115,212	89,660	111,210	89,710
CCD2	Markets	-33,545	-45,280	-31,520	-32,310
CCD3	Big Lottery	-2,665	0	0	0
CCD4	Tourism	2,678	3,090	3,160	3,290
CCD5	Economic Development	43,299	32,410	47,280	32,380
CCD6	Town Centre Enhancements	0	0	0	0
CCD7	Rural Development	0	0	0	0
NET EXPENDITURE		<u>124,979</u>	<u>79,880</u>	<u>130,130</u>	<u>93,070</u>

FINANCE & SUPPORT SERVICES

		2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF ESTIMATES					
SERVICE					
IS1	Director of Internal Services	143,619	81,770	151,720	131,800
IS2	Programme Director	92	0	0	0
IS3	People, ICT & Property Services	2,818,370	2,502,020	2,495,040	2,421,180
IS4	Financial Services & Performance	709,932	595,910	550,440	568,890
IS5	Corporate Risk	377,882	347,780	345,860	352,880
IS6	Governance Support	568,741	589,180	573,320	606,260
IS7	Revenues & Benefits Shared Service	232,995	300,630	255,150	131,680
IS8	Other	410,191	618,180	354,030	-86,670
NET EXPENDITURE		<u>5,261,822</u>	<u>5,035,470</u>	<u>4,725,560</u>	<u>4,126,020</u>

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF PEOPLE, ICT AND PROPERTY SERVICES ESTIMATES

SERVICE

ISP1	People & Organisational Services	305,430	323,020	325,560	324,780
ISP2	Head of Business Support Services	133,255	0	0	0
ISP3	IT Services	1,314,365	1,308,710	1,329,840	1,287,100
ISP4	Facilities Management	325,964	284,530	274,720	275,330
ISP5	Courier	15,646	26,050	24,910	25,120
ISP6	Asset Management	135,209	127,810	134,550	116,250
ISP7	Miscellaneous Properties	-566,973	-494,490	-497,680	-495,830
ISP8	Footpath Lighting	761	410	400	0
ISP9	Corporate Resource Unit	0	119,540	123,500	125,410
ISP10	Document Management	0	77,860	78,510	76,160
ISP11	Desk Top Publishing	47,034	26,140	30,170	26,400
ISP12	Printing	130,273	0	0	0
ISP13	WP Hertford	19,486	0	0	0
ISP14	WP Bishops Stortford	21,142	0	0	0
ISP15	Microfilming	11,791	0	0	0
ISP16	Admin & Post	24,466	0	0	0
ISP17	Wallfields - Hertford	469,243	512,780	476,980	466,200
ISP18	Charrington House (Part)	194,058	189,660	193,580	194,260
ISP19	Causeway - Bishop's Stortford	237,220	0	0	0
NET EXPENDITURE		2,818,370	2,502,020	2,495,040	2,421,180

	2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF FINANCIAL SERVICES & PERFORMANCE ESTIMATES

SERVICE

ISF1	Accountancy	498,510	484,790	475,520	482,050
ISF2	Performance	211,422	111,120	74,920	86,840
NET EXPENDITURE		<u>709,932</u>	<u>595,910</u>	<u>550,440</u>	<u>568,890</u>

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF CORPORATE RISK

SERVICE

ISR1	Corporate Risk & Insurance	162,447	172,470	175,370	170,440
ISR2	Internal Audit Services	146,148	115,600	122,800	122,800
ISR3	Procurement	69,287	59,710	47,690	59,640
NET EXPENDITURE		<u>377,882</u>	<u>347,780</u>	<u>345,860</u>	<u>352,880</u>

FINANCE & SUPPORT SERVICES

CE3

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF GOVERNANCE SUPPORT ESTIMATES

SERVICE

ISG1	Democratic Services	348,379	308,990	303,860	307,070
ISG2	Land Charges & LLPG	128,368	124,940	114,700	127,510
ISG3	Legal	147,484	275,020	269,100	275,920
ISG4	Burials	4,591	1,000	1,000	1,000
ISG5	Elections	140,203	62,500	65,000	75,000
ISG6	Land Charges Service	-197,808	-183,270	-180,340	-180,240
ISG6	Street Naming	-2,476	0	0	0
NET EXPENDITURE		568,741	589,180	573,320	606,260

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF REVENUES & BENEFITS ESTIMATES

SERVICE

ISR1	Revenues & HB Section	758,925	-152,580	-111,250	-329,250
ISR2	Revenues & HB Section - Transitional	0	0	0	0
ISR3	Revenues & HB - Shared Service	525,517	1,341,040	1,360,230	1,317,390
ISR4	Benefits Service	-1,051,447	-887,830	-993,830	-856,460
ISR4	Revenues Service	0	0	0	0
NET EXPENDITURE		<u>232,995</u>	<u>300,630</u>	<u>255,150</u>	<u>131,680</u>

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF OTHER ESTIMATES

SERVICE

ISO1	Corporate & Democratic Core	734,232	801,760	674,490	672,510
ISO2	Other Expenses	-324,041	-183,580	-320,460	-759,180
NET EXPENDITURE		<u>410,191</u>	<u>618,180</u>	<u>354,030</u>	<u>-86,670</u>

ALL DIVISIONS**Essential Reference Paper B2**

	2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF CAPITAL CHARGES				
SERVICE				
CHIEF EXECUTIVE	12,737	19,710	3,110	3,080
NEIGHBOURHOOD SERVICES	1,968,033	1,958,530	742,260	2,077,430
CUSTOMER & COMMUNITY SERVICES	7,334,398	1,924,590	1,717,160	1,835,490
FINANCE & SUPPORT SERVICES	3,070,101	585,320	822,980	563,430
CAPITAL CHARGES	<u>12,385,269</u>	<u>4,488,150</u>	<u>3,285,510</u>	<u>4,479,430</u>

CHIEF EXECUTIVE

	2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
Service				

SUMMARY OF CHIEF EXECUTIVE ESTIMATES

CE1	Chief Executive & Corp Support Team	12,737	19,710	3,110	3,080
		<hr/>	<hr/>	<hr/>	<hr/>
	CAPITAL CHARGES	12,737	19,710	3,110	3,080
		<hr/>	<hr/>	<hr/>	<hr/>

NEIGHBOURHOOD SERVICES

Service	2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF ESTIMATES

SERVICE

NS1	Director of Neighbourhood Services	38,857	51,130	41,120	41,700
NS2	Planning & Building Control	88,496	108,030	117,630	111,970
NS3	Community Safety & Health	703,750	1,039,870	528,330	1,033,460
NS4	Housing Services	1,136,930	759,500	55,180	890,300
CAPITAL CHARGES		<u>1,968,033</u>	<u>1,958,530</u>	<u>742,260</u>	<u>2,077,430</u>

NEIGHBOURHOOD SERVICES

NS2

	2011/12	2012/13	2012/13	2013/14
Service	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
	£	£	£	£

SUMMARY OF PLANNING & BUILDING CONTROL ESTIMATES

SERVICE

NSP1	Development Plans	8,437	8,390	9,650	7,290
NSP2	Building Control Section	13,628	22,480	15,080	20,090
NSP3	Development Control Section	32,288	42,160	40,240	49,590
NSP7	Conservation Service	34,143	35,000	52,660	35,000
CAPITAL CHARGES		<u>88,496</u>	<u>108,030</u>	<u>117,630</u>	<u>111,970</u>

NEIGHBOURHOOD SERVICES

NS3

		2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF COMMUNITY SAFETY & HEALTH ESTIMATES					
SERVICE					
NSS1	Community Protection	5,180	7,740	6,990	8,430
NSS6	Community Safety Section	1,031	780	1,550	770
NSS8	Community Safety Service	53,580	53,710	53,710	53,700
NSS9	Engineering & Drainage	0	2,340	2,330	2,310
NSS10	Engineering & Transport	200,440	234,360	217,570	235,010
NSS11	Environmental Health	21,871	24,760	22,700	24,470
NSS12	Private Sector Housing Grants	420,998	715,400	222,700	708,000
NSS15	Environmental Health Promotions	650	780	780	770
CAPITAL CHARGES		703,750	1,039,870	528,330	1,033,460

NEIGHBOURHOOD SERVICES

NS4

		2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF HOUSING ESTIMATES					
SERVICE					
NSH1	Housing Section	19,765	24,330	20,010	21,880
NSH2	Other Housing	1,082,000	700,000	0	827,900
NSH4	Housing Options	14,925	14,930	14,930	14,130
NSH5	Hillcrest Hostel	20,240	20,240	20,240	26,390
CAPITAL CHARGES		<u>1,136,930</u>	<u>759,500</u>	<u>55,180</u>	<u>890,300</u>

CUSTOMER & COMMUNITY SERVICES

		2011/12	2012/13	2012/13	2013/14
		ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
Service		£	£	£	£
SUMMARY OF ESTIMATES					
SERVICE					
CC1	Director of Customer & Community	38,854	51,130	50,270	50,200
CC2	Environmental Services	1,297,520	955,380	860,120	883,470
CC3	Customer Services & Parking	5,644,283	508,980	444,130	464,910
	Communications, Engagement &				
CC4	Cultural Services	222,399	202,050	208,720	252,430
CC5	Economic Development	131,342	207,050	153,920	184,480
CAPITAL CHARGES		<u>7,334,398</u>	<u>1,924,590</u>	<u>1,717,160</u>	<u>1,835,490</u>

CUSTOMER & COMMUNITY SERVICES

CC2

		2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF ENVIRONMENTAL SERVICES ESTIMATES					
SERVICE					
CCE1	Environmental Services	27,064	43,450	39,190	41,170
CCE3	Playgrounds	121,450	133,210	127,540	136,540
CCE4	Public Conveniences	62,683	28,480	23,780	22,550
CCE5	Refuse Collection - Domestic	39,936	97,960	45,570	57,350
CCE6	Refuse Collection - Commerical	16,280	19,630	19,080	22,430
CCE9	Recycling	178,759	98,920	98,420	98,910
CCE10	Parks & Open Spaces	40,050	40,050	40,050	40,420
CCE11	Buntingford Service Centre	29,475	20,150	20,140	16,680
CCE12	Animal Control	650	780	780	770
CCE13	Pest Control	1,300	1,560	1,550	1,540
CCE14	Environmental Co-Ordination Section	650	780	780	770
CCE15	Herts Environmental Forum	650	780	780	770
CCE16	Environmental Co-Ordination Service	1,170	1,020	1,020	0
CCE17	Leisure Services	650	780	780	770
CCE19	Leisure Provision	776,753	467,830	440,660	442,800
CAPITAL CHARGES		<u>1,297,520</u>	<u>955,380</u>	<u>860,120</u>	<u>883,470</u>

CUSTOMER & COMMUNITY SERVICES

CC3

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF CUSTOMER SERVICES & NEW MEDIA ESTIMATES

SERVICE

CCS1	Head of Customer Relations	1,300	1,560	1,550	1,540
CCS2	External Customer Services	31,527	30,020	36,350	32,090
CCS3	Web Team	1,940	2,340	2,330	2,310
CCS4	Information Management	650	780	780	770
CCS5	Car Parking	6,557	8,380	9,130	9,000
CCS6/13	Car Parks	5,602,309	465,900	393,990	419,200
CAPITAL CHARGES		<u>5,644,283</u>	<u>508,980</u>	<u>444,130</u>	<u>464,910</u>

CUSTOMER & COMMUNITY SERVICES

CC4

		2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF COMMUNICATIONS, ENGAGEMENT & CULTURAL SERVICES ESTIMATES					
SERVICE					
	Head of Communications,				
CCC1	Engagement & Cultural Services	650	780	780	770
CCC2	Communications	2,265	2,340	2,330	2,310
CCC3	Engagement & Partnership Team	2,590	3,120	2,330	2,310
CCC5	Community Planning	18,024	20,000	0	0
CCC7	Community Projects	24,130	1,070	9,060	47,670
CCC8	Revenue Contributions & Grants to Voluntary Bodies	127,506	120,000	147,700	140,900
CCC9	Hertford Theatre & Café	47,234	54,740	46,520	58,470
	CAPITAL CHARGES	<u>222,399</u>	<u>202,050</u>	<u>208,720</u>	<u>252,430</u>

CUSTOMER & COMMUNITY SERVICES

CC5

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF ECONOMIC DEVELOPMENT ESTIMATES

SERVICE

CCD1	Economic Development Section	2,590	2,340	4,660	2,310
CCD2	Markets	14,540	20,390	15,320	12,930
CCD5	Economic Development	0	600	220	220
CCD6	Town Centre Enhancements	114,212	183,720	133,720	169,020
CAPITAL CHARGES		<u>131,342</u>	<u>207,050</u>	<u>153,920</u>	<u>184,480</u>

FINANCE & SUPPORT SERVICES

		2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
SUMMARY OF ESTIMATES					
SERVICE					
IS1	Director of Finance & Support Services	38,856	51,150	41,120	41,710
IS3	People, ICT & Property Services	2,847,065	320,980	559,250	300,600
IS4	Financial Services & Performance	10,238	11,900	12,710	14,560
IS5	Corporate Risk	4,461	4,190	5,020	5,760
IS6	Governance Support	27,177	25,790	26,320	22,440
IS7	Revenues & Benefits Shared Service	91,171	113,470	120,030	121,010
IS8	Other	51,133	57,840	58,530	57,350
CAPITAL CHARGES		<u>3,070,101</u>	<u>585,320</u>	<u>822,980</u>	<u>563,430</u>

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF PEOPLE, ICT AND PROPERTY SERVICES ESTIMATES

SERVICE

ISP1	People & Organisational Services	3,890	21,540	15,300	25,730
ISP3	IT Services	9,710	10,920	10,880	10,780
ISP4	Facilities Management	5,180	5,460	5,440	5,390
ISP5	Courier	0	1,560	1,550	1,540
ISP6	Asset Management	2,824	3,350	3,340	3,310
ISP7	Miscellaneous Properties	1,115,643	83,290	372,400	105,440
ISP9	Corporate Resource Unit	0	1,560	1,550	1,540
ISP10	Document Management	0	4,680	3,100	3,080
ISP11	Desk Top Publishing	1,300	780	770	770
ISP12	Printing	1,940	0	0	0
ISP13	WP Hertford	650	0	0	0
ISP14	WP Bishops Stortford	650	0	0	0
ISP15	Microfilming	650	0	0	0
ISP16	Admin & Post	650	0	0	0
ISP17	Wallfields - Hertford	1,697,258	182,420	139,500	137,600
ISP18	Charrington House (Part)	5,420	5,420	5,420	5,420
ISP19	Causeway - Bishop's Stortford	1,300	0	0	0
CAPITAL CHARGES		<u>2,847,065</u>	<u>320,980</u>	<u>559,250</u>	<u>300,600</u>

FINANCE & SUPPORT SERVICES

IS4

Service	2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF FINANCIAL SERVICES & PERFORMANCE ESTIMATES

SERVICE

ISF1	Accountancy	7,823	9,410	11,010	12,140
ISF2	Performance	2,415	2,490	1,700	2,420
CAPITAL CHARGES		<u>10,238</u>	<u>11,900</u>	<u>12,710</u>	<u>14,560</u>

FINANCE & SUPPORT SERVICES

IS4

Service	2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF CORPORATE RISK

SERVICE

ISR1	Corporate Risk & Insurance	3,811	3,410	4,250	4,220
ISR3	Procurement	650	780	770	1,540
CAPITAL CHARGES		<u>4,461</u>	<u>4,190</u>	<u>5,020</u>	<u>5,760</u>

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF GOVERNANCE SUPPORT ESTIMATES

SERVICE

ISG1	Democratic Services	11,827	9,570	9,910	7,160
ISG2	Land Charges & LLPG	8,242	7,740	7,950	6,870
ISG3	Legal	4,321	5,890	5,870	5,820
ISG5	Elections	2,787	2,590	2,590	2,590
CAPITAL CHARGES		<u>27,177</u>	<u>25,790</u>	<u>26,320</u>	<u>22,440</u>

FINANCE & SUPPORT SERVICES

IS7

	2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
Service				

SUMMARY OF REVENUES & BENEFITS ESTIMATES

SERVICE

ISR1	Revenues & HB Section	91,171	113,470	120,030	121,010
	CAPITAL CHARGES	<u>91,171</u>	<u>113,470</u>	<u>120,030</u>	<u>121,010</u>

2011/12 ACTUAL £	2012/13 ESTIMATE £	2012/13 PROBABLE £	2013/14 ESTIMATE £
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SUMMARY OF OTHER ESTIMATES

SERVICE

ISO1	Corporate & Democratic Core	51,133	57,840	58,530	57,350
	CAPITAL CHARGES	<u>51,133</u>	<u>57,840</u>	<u>58,530</u>	<u>57,350</u>

EAST HERTS COUNCIL

JOINT MEETING OF SCRUTINY COMMITTEES – 15 JANUARY 2013

EXECUTIVE – 5 FEBRUARY 2013

REPORT BY THE EXECUTIVE MEMBER FOR FINANCE

10. CONSOLIDATED BUDGET REPORT: PROBABLE OUTTURN 2012/13 REVENUE BUDGET 2013/14 MEDIUM TERM FINANCIAL PLAN 2013/14 TO 2016/17

WARD(S) AFFECTED: ALL

Purpose/Summary of Report:

This report recommends a revenue budget for 2013/14 in the context of:

- the Council's priorities
- the medium term financial plan to 2016/17
- funding the capital programme (subject of a separate report)
- the anticipated revenue budget outturn for 2012/13
- the proposed Treasury Management Strategy for 2013/14 (subject of a separate report to the Audit Committee followed by Executive)
- the council tax base for 2013/14 (to be agreed at Council prior to Executive)
- no council tax increase for 2013/14
- proposals for reserves and balances

<u>RECOMMENDATION FOR JOINT MEETING OF SCRUTINY COMMITTEES:</u> that	
(A)	The Executive be advised of Scrutiny's comments on the proposals detailed in the report including any amendments to the budget which the Committee wish to be considered by the Executive.
<u>RECOMMENDATIONS FOR THE EXECUTIVE:</u>	
(A)	The probable outturn for 2012/13 be approved and it be agreed that any variation at out turn showing an improved position against the £1,006k under spending reported below, be put to the cost of change reserve;

(B)	The revenue budget for 2013/14 be approved;
(C)	The medium term financial plan to 2016/17 be approved; and
(D)	There be no increase in Council Tax for 2013/14.

1.0 Background

- 1.1 The Council continues to set its Medium Term Financial Plans (MTFP) against a backdrop of reducing public expenditure and increasing financial constraints across the sector. The budget for 2013/14 is set in a significantly changed funding regime for Local Government which has the potential to increase the risks for financial planning going forwards. These changes include:
- The cessation of Council Tax Benefit which has been replaced with a locally determined and managed Council Tax support scheme.
 - The localisation of Business Rates which places the risks and rewards for increases and decreases in Business Rate yield with the Council.
- 1.2 The Council's Financial Strategy was updated in September and emphasised its prudent approach to long term commitments and the intention "to maximise the Council's financial resilience". The Strategy included a statement on the policy on general and earmarked reserves emphasising the need to maintain a good level of reserves, particularly given the need to be able to respond to any fluctuations in funding levels presented by the transfer of risk arising from the changes in the way Local Government is funded.
- 1.3 Following on from the Autumn Statement on 5th December 2012, the government announced the provisional Local Government Finance Settlement for 2013/14 and 2014/15 on 19th December. This is subject to consultation and final checks by DCLG of the data they have used, and will not be finalised until the end of January 2013. The provisional settlement for 14/15 will not be finalised until January 2014. The numbers in this report are subject to further revision once the settlement has been finalised.
- 1.4 As part of the announcements, a Comprehensive Spending Review has also been announced which will consider funding for

2015/16 and beyond and will be announced during early 2013 although no specific date has at this stage been announced.

- 1.5 The Office of Budget Responsibility issued a report in December 2012, alongside the Autumn statement. This report stated that growth had been weaker than they had anticipated in their March report and the slower than originally anticipated growth would continue for some time. Concerns around growth in both the UK and wider European and worldwide economies increase the uncertainty for the economy.
- 1.6 It had been anticipated that further shared services for back office support services would be in place to deliver savings from 13/14. However, due to a change in direction on these plans, these savings are at risk. Assumptions have been revised accordingly.
- 1.7 The MTFP updated for planning purposes in September assumed a council tax freeze from April 2013. The government subsequently announced it would pay a one off grant in 2013/14 and 2014/15 equal to the income from a 1% increase in council tax to councils agreeing to freeze their tax.
- 1.8 The impact of the introduction of Council Tax Support in 13/14 was subject to a separate report to Executive on 8th January and Council on 30th January. The scheme design means that a proportion of funding has to be found from other Council resources to be able to protect pensioners. In addition, the government announced a one-off source of funding which we will have to apply for, to be able to limit the liability for other residents entitled to the discount at 91.5% instead of 90%. The confirmation that we will receive this funding will not be until March 2013.

2.0 Report

Opening balances 1 April 2012

- 2.1 The budget for 2012/13 was set in February 2012 with an expectation that 31 March 2012 would see a balance on the general reserve of £3,342k. The final accounts recorded a balance of £4,150k i.e. some £816k higher than expected.
- 2.2 The unallocated general fund balance was £3,854k inclusive of the £321k building control surplus. Earmarked reserves compared as follows:

2.3

Reserve	Expected Balance 31.3.12 £000	Actual Balance 31.3.12 £000
Interest Equalisation	0	434
Insurance Fund	10	10
Emergency Planning	36	36
VAT partial exemption	146	146
Service Improvement	617	610
LDF/Green belt	664	664
Housing condition survey	51	51
Council election	0	0
LABGI	112	110
Leisure utilities/pensions	180	180
Restructure	33	33
Legal fees	0	0
Performance Reward Grant	67	67
Pension strain costs	127	152
Waste recycling	275	275
Footbridge reserve	100	100
Cost of change	400	400
DCLG Preventing Repossession	0	30
DEFRA Env. Pollution	0	62
Total	2818	3360

Taken together the additional general and earmarked reserves at out turn provide the Council with a further degree of resilience to meet short term pressures. The statement on reserves in September noted that the sum of the general reserve and general fund balance was 400k above ceiling. It was agreed that contingency sums of £200k in 13/14 and 14/15 were added into the MTFP to mitigate against the risk of funding reductions in the settlement.

Projected outturn 2012/13

- 2.4 The latest health check report at the time of drafting this report is the November report. This shows favourable variances of £1,636k offset by adverse variances of £630k, a net favourable variance of £1,006k. The health check report includes both service and non service estimates.
- 2.5 The resulting general and earmarked reserves expected to be in hand at the start of 2012/13 are set out below.

Priorities

- 2.6 The Council's priorities against which spending proposals need to be measured have been simplified to the broad strands of People Place and Prosperity.
- 2.7 In summary the key objectives of (and set out in full in) the Corporate Strategic Plan 2012/13 – 2015/16 are

People – Opportunities for everyone to contribute to and access the Council's services

- Support for the vulnerable
- Community engagement
- Health Inequalities
- Satisfaction with the Council

Place – Safe and Clean

- Increased waste recycling
- Satisfaction with cleanliness of the area
- Satisfaction with parks and open spaces
- A sustainable Hertford Theatre
- Reduced council carbon dioxide emissions
- Well managed Council assets
- Reduce fear of crime

Prosperity – Improving the economic and social opportunities to our communities:

- Parking and transport strategy
- Enhance broadband in rural area
- Zero per cent council tax increase

- Development meeting priorities
 - Stream line the Council's back office
 - Office and industrial space
 - Improved economic resilience of market towns
 - Guidance for development in Hertford and Ware
 - Rural business programme
 - Local Development Framework
- 2.8 The proposals in this report are designed to be consistent with achieving the above objectives within the resources available in particular further freezing of council tax.
- 2.9 With spending restraint likely to be with all Councils for some time the budget round has necessarily focussed again on where savings can be made that have least impact on priorities. The overall priority has continued to be the prudent management of the Council's finances to avoid unplanned service reductions.

Financial Strategy

- 2.10 Corporate Business Scrutiny Committee on 21st August 2012 considered a draft updated financial strategy 13/14 to 2016/17 which was subsequently endorsed by the Executive. Key planning assumptions have subsequently been amended to:
- Further reduce the investment income assumptions in the light of evidence from the OBR and MPC of a more sustained period of historically low rates of interest
 - Incorporate more detailed savings identified during the development of service
 - Take into account the increases announced in New Homes Bonus
 - Take account of the council tax freeze grant for 2013/14 and 2014/15
 - Take account of the one-year grant that we will apply for to cap the Council Tax Support impact for all recipients (excluding pensioners) to 8.5%.
- 2.11 The MTFP retains planning contingency sums for 2014/15 and later years. Given the increased uncertainty due to funding changes and in addition the currently unquantifiable impact of Welfare Reform on Council services, these planning sums are felt to be appropriate. This sum would also fund any implications that

arise out of the recent peer review.

- 2.12 The MTFP also contains assumptions around the delivery of efficiency savings and it will be important to ensure that these are closely monitored to ensure that they are delivered on time.
- 2.13 The revised financial model for the MTFP is set out at **Essential Reference Paper B**.

Revenue Support Grant Settlement

- 2.14 The 2013/14 grant settlement was announced in December 2012 but remains provisional until the end of January 2013. Announcements on funding for 2014/15 have also been made, although these remain provisional until January 2014.
- 2.15 This year, the system for financing Local Government has changed. In prior years the way that East Herts was funded was as follows:
- Our share of Council Tax collected which we bill and collect on behalf of ourselves, Hertfordshire County Council, the Police Authority and our towns and Parishes
 - A revenue support grant that was the difference between our assumed level of spending need and our share of Council Tax and Business rates that we collected according to Government calculations.
 - A share of the yield from Business Rates (also known as NNDR) that the District collects on behalf of Government. The amount to be collected is set by the valuation office and we have no influence over the amount that the rates are set at.
 - Other specific grants, usually awarded with specific outcomes expected. Examples of this are Council Tax Freeze and Homeless grants as well as New Homes Bonus.
 - Any income that we are able to raise ourselves through fees and charges or investing the cash that we have in the bank through our treasury management strategy.
- 2.16 From 2013/14 the way we are funded changes in that the business rates that we collect are now used to fund our services.

The main change for 2013/14 and future years is that the funding from Business Rates will no longer be a share of the National Pool and instead the Business Rates that we collect are shared between us as the billing authority, and precepting authorities and Central Government. The actual rates payable by a business are still determined nationally.

- 2.17 In the first year of the new arrangements, 2013/14, there will be a gap between the Government's overall spending control totals and the anticipated level of the local Business Rates share. This difference is made up by Revenue Support Grant (RSG). It is anticipated that the level of RSG will reduce in future years in-line with the forecasts for public spending outlined in the last Spending Review and the 2012 Autumn Statement. Certain special and specific grants for each authority have been amalgamated to give authorities more control over how they may be used.
- 2.18 Monitoring and forecasting the levels of business rate collection in 2013/14 and future years will have a much more increased level of importance than in previous years due to the impact on our funding levels. Accountancy and the Revenue and Benefits service are currently working on an approach to how this monitoring can be put in place.
- 2.19 In addition to the changes in funding, the system by which vulnerable residents are able to receive support to pay their Council Tax bills has changed. Council Tax Benefit which was nationally funded and set, has been replaced by a locally determined Council Tax Support system. Funding for this forms part of the overall budget for 2013/14 and the implications of a reduction in funding of the scheme have been included in the calculation of the overall budget.

The revenue Budget 2013/14

- 2.20 The budget 2013/14 can be summarised as follows:

	£000	£000
Neighbourhood Services	3,338	
Customer and Community Services	5,963	
Finance and Support Services	4,126	
Chief Executive	103	
- capitalised salaries	-188	13,342
Investment income net of interest payable		(309)

Pension costs not chargeable to services (note 1)	1,043
Council Tax Support Scheme - Parishes	255
Further efficiency savings and fees net of growth	(263)
Planning contingency	858
Net Expenditure	14,926

Pensions Reserve (note1)	(550)
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Contributions to reserves	534
Net Expenditure after reserves	14,910

Funded by:

Collection Fund (Surplus)/deficit	(95)
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RSG / Retained NNDR	(5940)
Grant to freeze council tax	(94)
General Revenue Grants	(16)

Leaving:

Demand on Collection Fund	8765
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Band D tax base	55,084
Band D tax	£159.13

Note 1 The service estimate figures exclude capital charges (see separate report) which will be added prior to publication of detailed estimates. Costs to be added relate to pension strain costs and pension contributions to fund the deficit which is not included in current costs.

- 2.21 The MTFP savings are set out at **Essential Reference Paper B**. Total ongoing savings for 2013/14 total £389k of which:

- Additional proposals subject to confirmation £386k
- Savings achieved and included in detailed estimates £3k

- 2.22 In refreshing the MTFP the savings proposals in respect of 2013/14 have been varied from earlier proposals included in the Budget Strategy agreed in September 2012 as follows:

£000

Amended Proposals

Planning and Building Control – reduction of savings by	100
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Environmental Services – waste contract transition	
Reduction of savings by	100
Customer Services and Parking – addition of	(10)
People, ICT and Property (reduction of shared service saving assumptions)	35
Democratic and legal services, savings deferred to 14/15	23
Net reduction of	248

- 2.23 The Planning contingency for 2013/14 at £858k has increased from the figure reported in September at £470k. This increase does not take account of any call on that planning contingency for additional resources to mitigate against increased demand on our services in relation to Welfare reform.

Council Tax

- 2.24 The government has provided funding for a Council Tax freeze equivalent to 1% in 13/14 and 14/15 for those Council's that freeze their Council Tax in 13/14.
- 2.25 A final determination of any surplus or deficit on the Collection Fund was made in mid January. It is assumed there will be a nil contribution in the current year and the residual balance on the Fund at 31 March 2012 that was not taken into account when this year's budget was set will be applied in 2013/14. The implication for the Council is a contribution of £95k from the remaining surplus as shown in the MTFP.

Reserves

- 2.26 The proposals in this budget include no fresh proposals to call on reserves. The General Fund Balance is unchanged at £3854k over this period. There is no planned call on the general reserve in the period 2013/14 to 2016/17.
- 2.27 Movement on the General Reserve in 2012/13 based on the probable outturn is as follows:

	£000
Balance 1 April 2012	4158
Add	
Planned use 2012/13 budget	0
Approval to use some of the 2011/12 under spending	-117
Net variance	608
Estimated balance 31 March 2013	4,649

2.28 In setting the budget for 2012/13 and MTFP it was previously planned to draw on earmarked reserves and these intentions are broadly retained. Some additional appropriations are now anticipated relations to the use of LABGI, Performance Reward Grant, Preventing repossessions and Environmental Pollution.

2.29 The consequent (additions to) and withdrawal from reserves will result in year end balances as set out in the table below.

Reserve	Bal at 31/3/13 £000	Bal at 31/3/14 £000	Bal at 31/3/15 £000	Bal at 31/3/16 £000	Bal at 31/3/17 £000
Interest Equalisation	1,577	2,177	2,177	2,177	2,177
Insurance Fund	10	10	10	10	10
Emergency Planning	36	36	36	36	36
VAT partial exemption	146	146	146	146	146
Service Improvement	610	610	610	610	610
LDF /Green belt	764	754	604	354	404
Housing condition survey	65	79	43	57	71
Council Elections	25	50	75	0	25
LABGI	104	104	104	104	104
Leisure utilities/pensions	240	300	300	300	300
Restructure	33	33	33	33	33
Legal fees	0	0	0	0	0
Performance Reward Grant	42	2	2	2	2
Pension Strain costs	95	25	19	19	19
Waste recycling	275	275	275	275	275

income volatility					
Footbridge River Stort	150	150	150	150	150
Cost of Change	400	400	400	400	400
DCLG Preventing Repossessions	25	15	15	15	15
Environmental Pollution	35	0	0	0	0
Total	4,632	5,166	4,999	4,688	4,777

Robustness of estimates and adequacy of reserves

- 2.30 Section 25 of The Local Government Finance Act 2003 requires the Section 151 Officer to report on the adequacy of reserves and robustness of the estimates. The balance of this section represents the judgement of the Section 151 Officer.
- 2.31 The Council adopted a strategy in regard to reserves in September and the proposals as they currently stand breach that policy. However, given that there are a number of risk areas that need to be considered then it is the judgement of the Section 151 Officer that this level of reserves is adequate and not excessive. The increased level of uncertainty in funding going forward and the impact on the Council's services of the substantial changes in Welfare Reform have added financial risk to the Council. Consideration is also given to the fact that this settlement is based on provisional information from DCLG.
- 2.32 This judgement has regard to the Council's record of containing spending within budget, it having identified saving options in excess of the sum needed to balance the MTFP and its prudent approach to risk management. Consideration has been given to potential calls on reserves to meet external "shocks" – from environmental, economic, and operational uninsured losses having regard to the Council's activities and scale of operations.
- 2.33 The Council retains very substantial investments in relation to its annual spend. With the exception of a £10m structured deposit and a £5m fixed term deposit to August 2014, the Council has adopted a very risk averse investment policy accepting lower

returns. It is prudent to retain above minimum levels of reserves in these circumstances.

- 2.34 The relative risks to budget assumptions are set out below together with a judgement of relative risk of actual experience differing from current assumptions. The potential direction of variance needs to be considered e.g. the risk to pay and inflation assumptions is on balance that current planning assumption may prove optimistic.

Area of Risk	Factor	Comment and Mitigation	Illustrative Cost of variation
Volatility of grant income	Medium/High	Although the RSG element of formula grant is certain for 2013/14 refined business rate grant income is subject to changes in debit collectable.	A 5% reduction in RSG/NNDR Income = £297k
Localisation of council tax support replacing Council Tax Benefit	High	In setting our local scheme there are risks about the increasing needs of our residents and there is a possibility that increasing numbers of individuals may come forward for support	Each 1% increase in spend on CTS would cost East Herts an additional £8k
Discretionary Rate Relief	Low	No provision is made in the MTFP to respond to proposed freedoms to extend	The policy for 2013/14 has now been set.

		discretionary NNDR relief. Any awards now directly impact on the Councils funding	
Income achievement	Medium	Allowance has been made for continuing impact of the recession. It is uncertain that economic recovery will be achieved at the pace expected in the pre budget report	A 5% shortfall on car park income = £160k A 5% shortfall in other income = £76k
Achieving savings	Medium/High	Targets become increasingly challenging over the MTFP and public acceptability of some proposals may be difficult to achieve.	A 10% under achievement of total planned savings to 16/17 = £140k
Interest rates	High	There are divergent views on the direction of short term rates reflecting different assumptions about the impact of markets concerns about sovereign debt and how the UK economy	The £10m structured deposit has a floor rate of 3.7%. Other fixed rate deposits range from 2-3%. With varying terms to August 2014. The

		will respond to public sector spending cuts and increased taxes. The MTFP anticipates investment returns consistent with OBR forecasts.	balabce of funds (c £30m) are anticipated to return between 0-75% and 2.7% over the period of the MTFP. A 0.5% variance on overall investments equates to around £300k.
Compliance with grant requirements	Low	Recent audits record a good performance	Nil
Vacancy saving	Medium	The provision has been reduced to reflect current lower levels of turnover	The factor allowed is 3% a reduction to 2% would cost £120k
Pay and inflation	Medium	A 1% pay award has been assumed ref 1.4.13 with further increases of 1%, 2.5% and 2.5% from April 14, 15 and 16 respectively	A 1% equates to circa £120k per year
Pension costs	Low	Pension contributions reflect the provisional outcome of the 2010 revaluation and so rates for the	Pension costs are not variable in 2013/14. A 1% increase represents £97k p.a.

		next 3 years are unlikely to be further revised. A 1% increase each year from 2014 to 2016 is anticipated further to the 2013 actuarial revaluation.	
Council tax increases	Low	The target for zero increases is determinable by the Council.	A 1% increase = £94k
Changing Council priorities	Low	The Council has refined its key priorities and fine tuning rather than significant revision is likely.	Not quantifiable

2.35 The estimates are considered sufficiently robust for the Council to set a budget and council tax for 2013/14.

2.36 Essential Reference Paper C sets out a stress testing of the MTFP by considering different scenarios by which the Council might be subject to unexpected financial pressures. The intention is to illustrate how resilient the Council's finances would be to a single or series of incidents.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**).

Background Papers

Bank of England Inflation Reports

OBR reports

Local Government Finance Settlement December 2012.

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ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives	The budget and MTFP apply resources to achieve all the Council's priorities
Consultation:	The outcome from consultation will be reported separately as Essential Reference Paper D
Legal:	<p>The Council must set a lawful and balanced budget and subsequently set a council tax for 2013/14 within prescribed time frames.</p> <p>Members should have regard to the advice of the Section 151 but may take decisions at variance with this advice where there are reasonable grounds to do so.</p> <p>It is an offence for any Member with arrears of council tax outstanding for two months or more to attend any meeting of the Council or its committees at which a decision affecting the budget is made unless the Member concerned declares at the outset of the meeting that s/he is in arrears and will not be voting on the decision for that reason.</p>
Financial:	As set out in the report.
Human Resource:	Where savings options may cause redundancy the relevant HR policies will apply and those savings remain subject to the outcome of the application of those policies.
Risk Management:	Contingencies are included and the level of reserves forms part of the corporate approach to mitigation of risk.

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GENERAL FUND - MEDIUM TERM FINANCIAL PLAN						
SUMMARY Model - Dec 12 for Scrutiny						
	2011/12 Actual	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000	£'000
Net Cost of Services	14,464	13,750	13,342	14,833	15,539	16,268
Interest Payments	661	662	662	662	662	662
Interest & Investment Income	-846	-687	-996	-929	-865	-997
Pensions Interest/Return on Assets	401	401	1,043	1,043	1,043	1,043
Fees & Charges			-47	-165	-284	-399
Growth Items			43	114	132	150
Special Items			133			
Efficiency Savings - Existing plans			-386	-804	-1,040	-1,040
Efficiency Savings - New						-385
One off Savings			-6	-15		
Known Changes				1,014	1,402	1,172
Planning Contingency			858	946	483	563
Funding change Contingency				200		
Council Tax Support Scheme: grants to town and parish			255			
RCCO/Internal Interest	25	25	25	25	25	25
Net Expenditure	14,705	14,151	14,927	16,924	17,096	17,062
Contribution to / from Earmarked Reserves	249	171	-66	-167	-311	89
Contribution to/ from Interest Equalisation reserve	434	743	600			
Use of General Reserve	396			-200		
Movement on Pension Reserve	-256	95	-550	-550	-550	-550
Net Expenditure after reserves	15,528	15,160	14,910	16,007	16,235	16,601
Formula Grant/NNDR	-6,079	-5,306	-5,940	-5,174	-5,042	-4,928
Council Tax Freeze Grant	-231	-462	-94	-94		
Other general grants			-16	-16		
New Homes Bonus *				-1,693	-1,893	-2,093
Share of Council Tax support scheme grant (local precepts)						
Transfer (from)/to Collection Fund	31	-62	-95			
Demand on Collection Fund	9,249	9,330	8,765	9,030	9,301	9,581
Council Taxbase	58,123	58,628	55,084	55,359	55,636	55,914
Council Tax at Band D	159.13	159.13	159.13	163.11	167.19	171.36

Percentage Increase

0.00% 0.00% 2.50% 2.50% 2.50%

*New Homes Bonus income of £840k for 2012/13 and £1,393k for 13/14 is already built into Net Cost of Services

GENERAL FUND - MEDIUM TERM FINANCIAL PLAN

SUB - SUMMARY Model - Dec 12 for Scrutiny

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive & PAs	244	219	104	106	109	112
Strategic Direction	440					
Governance Support	421	314	330	342	360	379
Community Engagement	438	634	735	713	734	756
Director of Neighbourhood services	126	124	120	122	126	130
Planning & Building Control	1,321	1,177	1,157	1,209	1,290	1,373
Legal	147	275	276	283	294	305
Housing Services	436	484	549	552	569	586
Community Safety & Health	1,296	1,398	1,512	1,514	1,571	1,630
Director of Customer & Community	108	106	134	136	141	145
Environment	5,172	5,359	5,649	5,805	5,969	6,137
Customer & New Media	-735	-831	-921	-846	-755	-658
Economic Development	170	132	93	108	129	150
Revenues & Benefits	233	301	132	192	258	326
Cultural & Community	82					
Hertford Theatre	342	238	273	294	318	342
Director of Internal Services	144	82	132	134	139	143
People, ICT & Property Services	2,818	2,408	2,421	2,469	2,547	2,628
Financial Support Services	499	596	569	580	598	617
Corporate Risk	378	348	353	362	372	383
Other	410	636	-87	785	796	808
Non Distributed Costs	172					
Capital Salaries *****	-186	-226	-188	-26	-26	-26
Adjustment	-11	-25				
Net Cost of Services	14,464	13,750	13,342	14,833	15,539	16,268
Interest Payments	661	662	662	662	662	662
Interest & Investment Income	-846	-687	-996	-929	-865	-997
Pensions Interest/Return on Assets	401	401	1,043	1,043	1,043	1,043
Known Changes				1,014	1,402	1,172
Contribution to Earmarked Reserves	506	299	149	189	189	189
Contribution to/ from Interest Equalisation reserve	434	743	600			
Contribution from Earmarked Reserves	-257	-128	-215	-356	-500	-100
Funding change Contingency				200		
Council Tax Support Scheme: grants to town and parish			255			
Planning Contingency			858	946	483	563
Savings 2013/14			-386	-386	-386	-386
Savings 2014/15				-418	-418	-418
Savings 2015/16					-236	-236
Savings 2016/17						-385
One Off Savings			-6	-15		
Growth 2013/14			43	43	43	43
Growth 2014/15				71	71	71
Growth 2015/16					18	18
Growth 2016/17						18
Special Item			133			
RCCO/Internal Interest	25	25	25	25	25	25
Use of General Reserve	396			-200		
Movement on Pension Reserve	-256	95	-550	-550	-550	-550
Car Parking Fees & Charges				-80	-160	-235
Other fees & Charges			-47	-85	-124	-164
Net Expenditure	15,528	15,160	14,910	16,007	16,235	16,601

Formula Grant/NNDR	-6,079	-5,306	-5,940	-5,174	-5,042	-4,928
Council Tax Freeze Grant	-231	-462	-94	-94		
Other general grants			-16	-16		
Share of Council Tax support scheme grant (local precepts)						
New Homes Bonus				-1,693	-1,893	-2,093
Transfer (from)/to Collection Fund	31	-62	-95			
Demand on Collection Fund	9,249	9,330	8,765	9,030	9,301	9,581
Council Taxbase	58,123	58,628	55,084	55,359	55,636	55,914
Council Tax at Band D	159.13	159.13	159.13	163.11	167.19	171.36
Percentage Increase		0.00%	0.00%	2.50%	2.50%	2.50%

Pay and Price Assumptions for Medium Term Financial Plan

Data Table	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
Overall salary increase (Inclusive of everything)*	0.65%	1.70%	1.45%	1.75%	1.75%	3.25%	3.25%
Members Allowances	0.00%	2.68%					**
Inflation	2.00%	2.10%	3.00%	2.00%	3.20%	2.70%	2.70%
NNDR	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Fuel	5.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Contract Index - All Contracts	2.00%	2.70%	3.00%	3.20%	2.70%	2.70%	2.70%
Contract Index - Street Cleansing	2.00%	2.70%	3.40%	2.60%	2.20%	2.00%	2.00%
Contract Index - Refuse Only	2.50%	3.20%	3.40%	2.60%	2.20%	2.00%	2.00%
Contract Index - Parking	1.50%	2.20%	3.40%	3.10%	2.70%	3.10%	3.40%
Contract Index - Leisure	1.50%	2.20%	3.40%	3.10%	2.70%	3.10%	3.40%
Income							
Increase for Fees & Charges	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Increase for car parks	5.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

1. Street cleansing / Grounds Maintenance - CPI

2. Refuse & Recycling - CPI

3. Parking - April CPI applied in January

4. Leisure - January RPIx applied in January

*Salary Increase

Pay award	0.00	0.20	0.00	1.00	1.00	2.5	2.5
Pay allowance - increments and local award	0.65	1.50	1.45	0.75	0.75	0.75	0.75
	0.65	1.70	1.45	1.75	1.75	3.25	3.25

** Subject to IRP recommendation

OTHER KNOWN REDUCTIONS AND INCREASES

	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000
Increase in pension costs		97	194	291
Jackson Square Contract - Rent		8	8	8
Income Shortfall (reducing effect)			-50	-50
Changes to Terms and Conditions		-258	-352	-352
Hertford Theatre Hydro Income		-11	-11	-11
National Insurance rebate (exact date uncertain)				222
Waste: Alternate Financial Model (AFM) income reduction		32	32	32
Application of New Homes Bonus - 25% to parish and towns		423	473	523
Application of New Homes Bonus - priority spending capped at 2012/13		210	210	210
LDF Public exam/Green belt review		240	340	40
Housing Condition survey		50		
Future Council elections			100	
Reduction in housing benefit over recovery		81.5	163	244
Adjust council tax admin grant		94	194	294
Causeway lease reversal of accrual				-380
Data Protection Officer - (Salaries - Customer Svs & NM)		-30	-30	-30
Auto Enrolment (pensions)		77	77	77
DCLG New Burdens income (Revs & Bens)			53.5	53.5
Total		1,014	1,402	1,172

Investment Income

Investment Income - from AM 03/08/2012

	2013/14	2014/15	2015/16	2016/17
total cash	62	61	60	59
Fixed term				
Lloyds rate 3.72	10	10	10	10
	372	372		
rolled over rate 2.25			225	225
Natwest rate 2.25	5	5	5	5
to Apr 13				
rolled over rate 2.00	100	100	100	
rolled over rate 2.25				112
Lloyds rate 3%	10	10	10	10
Jul-13				
Income	75			
rolled over rate 2.0	150	200	200	200
Barclays	5	5	5	5
to Aug 14 rate 2%	100	30		
rolled over rate 2%		70	100	100
Short term	32	31	30	29
rate	0.8	1	1.7	2.3
Income	256	310	510	667
total	1053	1082	1135	1304

Investment Income - 12/12/2012

	2013/14	2014/15	2015/16	2016/17
total cash	62	61	60	59
Fixed term				
Lloyds rate 3.72	10	10	10	10
	372	372		

rolled over rate 2.0			200	200
Natwest rate 2.25 to Apr 13	5	5	5	5
rolled over rate 1.5	75	75		
rolled over rate 1.75			88	88
Lloyds rate 3% Jul-13	10	10	10	10
Income	87			
rolled over rate 1.55	103	155		
rolled over rate 1.8			180	180
Barclays to Aug 14 rate 2%	5	5	5	5
	100	30		
rolled over rate 1.5%		44	75	75
Investec	21.8	22	22	22
Rate 0.75%	164	165		
1.00%			220	
1.50%				330
Short term	10	9	8	7
rate	0.7	0.7	0.9	1.2
Income	70	63	72	84
In house cash flow	25	25	30	40
total	996	929	865	997

	£million		Maturity
Lloyds min return	10	3.72%	Apr-15
Nat west	5	2.25%	Apr-13
Lloyds	10	3%	Jul-13
Barclays	5	2%	Aug-14

Using Office Budget Responsibility (OBR)

13/14	0.70%
14/15	0.70%
15/16	0.90%
16/17	1.20%

FORMULA GRANT AND RETAINED NNDR

EHC Summary - Figures from AM 07/08/12

Like for like on formula grant basis

add council tax support grant

total = start up funding allocation

NNDR retained business rates = base line funding level

RSG and central share and ctax support

Settlement December 2012

NNDR

RSG

note-totals include Council Tax Support grant for both EHC and Parishes

Indicative NNDR figures

Billing Authority Baseline

EHC Baseline (80%)

EHC Baseline Funding Level

Tariff

EHC NNDR 1

Billing Authority Baseline

EHC Baseline (80%)

EHC Baseline Funding Level - **Budget Figure**

Tariff (as above)

BUDGET TOTALS

RSG

NNDR

2012/13	2013/14	2014/15	2015/16	2016/17
5537	5321	4851	4678	4678
	674	674	674	674
5537	5995	5525	5352	5352
	2637	2430	2354	2354
	3358	3095	2998	2998
	2377	2450		
	3573	2746		
	5950	5196		
	21556			
	17245			
	2377	2450		
	14868	15324	15783	16256
	21544	22190	22856	23543
	17235	17752	18285	18834
	2367	2428	2502	2578
	14868	15234	15783	16256
	3573	2746	2540	2350
	2367	2428	2502	2578
	5940	5174	5042	4928

New Homes bonus - Income (expenditure shown on known changes sheet)

	2012/13	2013/14	2014/15	2015/16	2016/17
New Homes Bonus 11/12 (to be received 11/12 to 16/17)	-415	-415	-415	-415	-415
New Homes Bonus 12/13 (to be received 12/13 to 17/18)	-425	-425	-425	-425	-425
New Homes Bonus 13/14 (to be received 13/14 to 18/19)		-553	-553	-553	-553
New Homes Bonus 14/15 (to be received 14/15 to 19/20)			-300	-300	-300
New Homes Bonus 15/16 (to be received 15/16 to 20/21)				-200	-200
New Homes Bonus 16/17 (to be received 16/17 to 21/22)					-200
Built into Estimates	840	1393			
	0	0	-1693	-1893	-2093

	10/11 £	11/12 £	12/13 £	13/14 £	14/15 £	15/16 £	
Council Tax Base	57,791	58,123	58,628	58,628	58,774	58,950	
Assume increase of 0.5% per annum				146	176	177	
	57,791	58,123	58,628	58,774	58,950	59,127	
Actual percentage increase		0.57	0.87				
Revised tax base - AM 07/08/12				13/14	14/15	15/16	16/17
Current				58,774	58,950	59,127	59,304
council tax support scheme				-4608	-4608	-4608	-4608
growth in cases 1% 2014/15					-46	-46	-46
Reduction in empty discounts				377	377	377	377
revised tax base				54,543	54,673	54,850	55,027
ST Figures 14/12/12				13/14	14/15	15/16	16/17
Eligible chargeable properties				59,354			
Council tax benefit scheme				(4,639)			
Estimated growth			0.89%	487			
Non collection allowance			1.25%	(690)			
Increase - CT reduction scheme				175			
Increase - Wider CT reforms				397			
Assume increase of 0.5% per annum (SC 18/12/2012)					275	277	278
				55,084	55,359	55,636	55,914

ESSENTIAL REFERENCE PAPER C

Stress testing the MTFP: The Council's ability to withstand significant external shocks

Given that the MTFP is based on less than full knowledge of the future, there will be “events” which cannot be predicted or the impact of which cannot be quantified. It is important to consider the Council's ability to withstand any such events. Following the crisis in financial markets in 2008 major banks and financial institutions have been subject to stress tests to see how they would cope with disruption in financial markets including being subject to loss of value of some of their assets.

Below is set out a similar but internal assessment of the Council's financial position. The Council's external auditors looked at the financial resilience of the Council in 2012 (see Audit Committee 19 September 2012 agenda item 7) covering a wider range of topics than covered here and gave a positive report. A similar external review will be undertaken for 2013/14.

External shocks can be divided between scenarios which trigger unavoidable spending from demand or price pressures and those arising from unforeseen shortfalls in income and might include any of the following:

- The UK being subject to a significant economic downturn such that public spending might be subject to further substantial cuts.
- A loss on investments arising from failure of one or more banks
- Changes in the arrangements for Local Government financing directly impacting on funding levels, including level of localised business rates being much lower than expected
- Failure of a major supplier
- A natural disaster
- Unforeseen additional take up of council tax benefit
- Prolonged pay and/or price inflation above expectation
- Investment returns running below forecast
- Costs arising from litigation

The Council seeks to mitigate the risk of some of the above – for example by insurances, its prudent approach to treasury management and the integration of service and financial planning over the medium term. However, none of the mitigation measures can offer a 100% guarantee the Council will not be subject to a significant financial shock.

The comments here are therefore not about likelihood but only about the ability to cope should any of the scenarios materialise.

The Council's budget requirement for 2013/14 is £14.9m. For the purpose of stress testing the impact of the event(s) is set at "major"- level 1 = 10% of the requirement and "severe" - level 2= 20% of the requirement i.e. circa £1.5m and £3.0m

The tools to cope with such an event are:

- Spendable reserves
- Borrowing and capitalisation including immediate access to cash
- The Bellwin formula
- Emergency increases in fees and charges
- Emergency reduction in spending
- Council tax

Spendable Reserves

The use of reserves is a potential response to meet non-recurrent shocks and potentially to buy time to make adjustment to spending if the shock is of a continuing nature.

The Reserves Policy approved in September 2011 set a minimum balance of £3m and a ceiling of £7.4m. The projected balance at March 2013 currently exceeds the ceiling but is subject to a number of risks as highlighted in the consolidated budget report. Earmarked reserves might be redirected in the short term providing another further coverage over the period of the MTFP if required.

Reserves are adequate to meet:

- Up to 2 level 2 events

- 1 level 2 events and up to 2 level 1 events
- Up to 4 level 1 events

A one off call on reserves of £3m would reduce cash balances and return on investments. By the end of the MTFP period investments are assumed to be achieving a 1.7% return. To offset this loss of income savings of an additional £51k per year would need to be identified.

However, prior to a continuing call on reserves other options as set out below would be applied.

If the event was of a continuing nature the implications would be much more challenging and as noted above. The current MTFP includes a range of savings and to reduce spending by another £3m per year would be extremely difficult being equivalent to over 25% of payroll costs. In such a scenario the council would have to look to a combination of:

- Targeted reductions in staffing
- Renegotiations of terms and conditions
- Significant increases in fees and charges
- Renegotiation of major contracts
- An exceptional increase in council tax

At this stage the benefits of more detailed financial contingency planning in applying the above tools to meet such a challenge is not considered cost effective as no contingency plan can anticipate all circumstances which might be in place. The circumstances are likely to trigger a business continuity event or emergency planning event and contingency planning is focused in these areas of service delivery.

Borrowing and Capitalisation

The council has a negative Capital Finance Requirement estimated at £41m at March 2013 which within the constraints of the Prudential Code permits borrowing to meet capital expenditure in response to shocks. In extremis the Council might seek approval from the Secretary of State to charge revenue cost to capital to spread the cost.

Bellwin Scheme

This refers to the scheme by which DCLG will meet the uninsurable costs of immediate response to an emergency such as caused by bad weather.

The threshold above which grant becomes payable is 0.2% of net revenue expenditure (£30k for East Herts) after which 85% of costs are recoverable. This “insurance policy” is limited to costs of immediate response and not to recovery i.e. costs incurred (within two months of an incident)

- *by a local authority in England on, or in connection with, the taking of immediate action to safeguard life or property or to prevent suffering or severe inconvenience, in its area or among its inhabitants;*
- *as a result of the incident(s) specified in the scheme which involved the destruction of or danger to life or property.*

Emergency Increases in Fees and Charges

The Council accelerated some of its 2011/12 budget saving measures during 2010 in response to the contribution required from local authorities towards short term savings required by the incoming government.

The Council has therefore demonstrated its ability to respond promptly when required to meet unforeseen financial pressures.

Fees and charges which are subject to the Council's discretion raise income of about £4m per year. A 10% across the board increase would generate an extra £400k per year.

Emergency reductions in spending

The Council cannot instantly reduce much of its spending.

Payroll is a significant cost and it takes time to implement staffing reduction if legal challenges to dismissal are to be avoided and changes to terms and conditions by negotiation or imposition are protracted. Not filling vacancies has limited impact when turnover is low.

Contractual payments for outsourced services, rents, business rates, utility costs, licences, postal costs make up a further tranche of spending not able to be turned off at short notice.

A lead in time of 6 to 9 months is indicative of the minimum time to implement significant reductions in spending efficiently and mitigate impact on services.

Exceptional council tax increase

A 1% increase in council tax generates about £93k per year (about the same as the loss of investment income following a single level 2 event).

DCLG has indicated that an increase in Council Tax in excess of 2% for 13/14 would trigger a referendum. There are no indications for 14/15 and beyond as to the level that would trigger a referendum. It would therefore be unlikely that the raising of exceptional Council Tax would be a tool that could be used to mitigate any financial shocks.

Liquidity and Access to Financial Markets

The Treasury Management Strategy ensures the Council always has ready access to cash, with 50% or so of investments currently in realisable short term UK treasury bills and other investments in short dated bank deposits. A £10m structured deposits is the sole illiquid investment.

The Council's major debtors are council tax payers and businesses for business rates and adequate provision is made for bad debts. These sources of income are subject to ongoing monitoring and rates of collection remain high with economic conditions having limited, if any, impact to date.

The Council has no requirement to refinance outstanding debt and capital expenditure will be financed by reduction in investments rather than external borrowing.

The Council is therefore well placed to withstand short term lack of liquidity in financial markets.

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ESSENTIAL REFERENCE PAPER 'D'

East Herts Council Budget Consultation 2012

East Herts Council is committed to effective consultation when setting each year's budget. Detailed consultation was carried out as part of the 2011 budget cycle, with the majority of savings set in that year across the MTFP. This year, consultation concentrated on 2 key areas. The consultation activity with regard to setting the 2013/14 budget is detailed below. The objectives of the exercise were to:

- Consult on the setting of a localised Council Tax Support scheme. The detail of the consultation that was received from this consultation exercise has already formed part of the detailed Council Tax Support Scheme report that was considered at Executive on 8th January 2013.
- Consult with local businesses on issues which affect them.

BUSINESS BUDGET CONSULTATION 2012

This years consultation took place at a Bishops Stortford Chamber of Commerce breakfast on 4th December. Thirty Chamber members were present. Councillor Paul Philips (Executive Member for Economic Development) and Paul Pullin (Economic Development Manager) attended on behalf of East Herts Council.

There were three themes addressed at the consultation:

- Pay on exit parking
- Empty property council tax deductions
- Accessing council services online

Members completed a brief questionnaire about these issues. 19 questionnaires were returned.

There was a broad but not unanimous view that pay on exit would be helpful and would be prepared to pay extra. 11 respondents supported pay on exit at an extra cost of between 10p and 20p, 7 respondents said they would not be prepared to pay any extra.

A stronger view that empty property discounts should be reduced to 50%. 15 respondents thought that the reductions should not continue as at present. 11 respondents thought a reduction to 50% would be appropriate.

Businesses were in favour of reducing costs by increasing online access to services. 12 of the 17 respondents ticked the yes box. There was also a view that the Council website would benefit from becoming more user friendly in general. Specific services mentioned included planning online, domestic services and a what's on in town section.