

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO HEALTH AND HOUSING COMMITTEE

DECISION

Agenda Item No

meeting date: 21 JANUARY 2010
title: REVISED REVENUE BUDGET 2009/10 AND ORIGINAL ESTIMATE 2010/11
submitted by: DIRECTOR OF RESOURCES
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1 PURPOSE

- 1.1 To agree a revised revenue budget for 2009/10, together with a draft revenue budget for 2010/11, for submission to Policy and Finance Committee.

2 BACKGROUND

- 2.1 In preparing the budget the committee will have to review the following matters:
- ❖ The current year's revenue budget
 - ❖ The draft budget for 2010/11
 - ❖ Fees and charges.

3 REVIEW OF 2009/10 REVENUE BUDGET

- 3.1 When the budget was prepared for the current year provision was made for increases in pay and prices of 2%. The national pay award was finally settled this year in September 2009 at the following rates.
- ❖ 1.25% for spinal column point 4 to 10
 - ❖ 1.00% for spinal column points 11 to 49
 - ❖ No pay award for chief officers
 - ❖ Staff with less than five years continuous service receive one extra day holiday.
- 3.2 There are very few salary or wage costs charged directly to this Committees cost centres the only one being the Market. This is mainly for temporary staff for which the budget is £5,180. Most of the charges made to these accounts are made through the recharge system and any savings are made at the source of the recharge.
- 3.3 The revised budget is **£57,950** higher than the original estimate. A comparison between the original and revised budgets for each cost centre is shown below.

Cost Centre	Cost Centre Name	Original Estimate 2008/09 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2009/10 £
CTBEN	Council Tax Benefits Admin	37,850	122,000	-131,540	1,540	0	29,850
HGBEN	Housing Benefits Admin	50,390	808,530	-801,820	7,750	0	64,850
COMNL	Common Land	12,480	-600	0	-1,220	0	10,660
CLCEM	Clitheroe Cemetery	10,920	29,650	5,550	3,290	-10	49,400
ENVGR	Grants & Subscriptions	1,810	290	0	-40	0	2,060
CLAIR	Clean Air	3,360	600	0	20	0	3,980
DOGWD	Dog Warden & Pest Control	81,000	23,110	-1,220	5,860	0	108,750
ENVHT	Environmental Health	311,380	1,140	4,260	-6,85	0	309,930
CLAND	Contaminated Land	8,890	0	-800	-3,280	0	4,810
HSASS	Housing Associations	13,460	0	0	-170	0	13,290
HSADV	Housing Advances	980	-150	0	-270	0	560
SUPPE	Supporting People	7,730	27,000	-27,200	-2,040	0	5,490
CLMKT	Clitheroe Market	-31730	2,870	8,990	5,610	0	-14,260
JARMS	Joiners Arms	620	-500	-2,000	10	0	-1,870
HOMEQ	Homelessness General	62,030	-700	0	-13,820	0	47,510
HOMES	Homelessness Strategy	-10,460	0	-1,000	-80	0	11,540
IMPGR	Improvement Grants	47,620	-4,000	-5,500	-7,040	0	31,080
HOMEE	Home Energy Conservation	22,840	-460	0	460	0	22,840
GRAGE	Non-Dwelling Rents	-26,870	0	1,440	7,520	0	-17,910
HSTRA	Housing Strategy	52,220	640	0	2,130	0	54,990
NET COST OF SERVICES		656,520	1,009,420	-950,840	-620	-10	714,470
NET EXPENDITURE		656,520	1,009,420	-950,840	-620	-10	714,470

3.4 The difference between the revised and original estimate is an estimated increase in costs of £57,950. This will mainly arise because of the factors shown below:

	£	£
MOVEMENT IN EXPENDITURE		
Increased Costs		
As a result of the economic downturn there has been an increase in the number of benefit claimants. Council tax and housing benefit payments have increased accordingly	919,880	
Associated with the additional volume of benefits payments some other costs have increased. These are payments for overtime working to clear backlogs and extra postage costs	13,950	

	£	£
There has been a reassessment of the charges made to this Committee by grounds maintenance staff for work undertaken by them at the cemetery and for the dog warden service. This has resulted in an increase in charges.	59,830	
A new service has been set up by Lancashire County Council. This is the handyman service and is managed by St Vincent's HA. The costs of £27,200 are offset by income received from LCC.	27,200	
The costs of the Flare software system were underestimated when the original estimates were prepared and one package was not provided for.	1,290	
Utility costs at the Market have increased beyond expectations.	3,120	
Kennelling fees for dogs are likely to exceed the budget by £730. Some of these fees may be recoverable from owners.	730	
The budget for clean air analyst fees has been increased to reflect the actual cost of this service.	600	
Extra grounds maintenance costs have been incurred as a result of work carried out at Fairsnape Road, Longridge before this property is sold (compulsory purchase property).	640	
		1,021,720
Reduced costs		
There are a number of budgets that are contingency provisions. These are mainly for equipment, materials and conference expenses across a number of services. Some of these will not be required this year and have been taken out of the revised estimate.	-7,700	
A provision made for consultancy services associated with improvement grants will be less than estimated.	-4,000	
Following the transfer of the management of the Joiners Arms to RVH, a landlord's provision for repairs and maintenance was made in the estimates. This is not all required.	-500	
		-12,200
Net increase in costs		1,009,550
MOVEMENT IN INCOME		
Increased income		
As a result of the increase in benefit payments, additional grant will be received to cover the costs incurred. This will include an element of extra admin grant.	-933,460	
Income is being received from LCC to fund the cost of the handyman service provided by St Vincent's	-27,200	
The DCLG homelessness grant income is higher than expected	-1,000	
Fee income from improvement grant work is higher than expected.	-5,500	

	£	£
A months income from LCC in respect of supporting people has been omitted from the original estimate.	-2,000	
Income from the treatment of wasps nests is higher than anticipated.	-1,220	
DEFRA grant in respect of contaminated land.	-800	
		-971,080
Reduced income		
Income from the sale of plots for exclusive rights of burial at the cemetery is continuing to decline and expectations are for a reduction to the budget of £3,500. Also as the arboretum is full, the sale of trees will decline and income will reduce by £1,100 this year.	4,600	
Improvements to companies performance have resulted in annual permit fees being reduced.	3,400	
It is anticipated that course fees will be less than budgeted.	1,000	
Income from stalls at the market has declined.	10,000	
As a result of increasing repair costs at garages managed by RVH, the Councils proportion of rent income collected is declining.	1,500	
		20,500
Net increase in income		-950,580
MOVEMENT IN SUPPORT SERVICES		
Overall the costs of support services are broadly the same but within the recharges there has been some movement. The main changes are increased charges from Revenue Services (in respect of increased benefit services work), from Development (in respect of the Dog Warden service) offset by reduced charges from Financial Services and Strategic Housing.		-620
Other minor variations.		-400
OVERALL OVERSPENDING		57,950

4 2010/11 DRAFT REVENUE BUDGET

- 4.1 My three year forecast to Policy and Finance Committee in September suggested next year's base budget could be approximately £7.720 million, compared with the current year of £7.679 million, an increase of £41,000 (0.5%). This forecast indicated that savings of £246,210 would be required to produce an affordable budget. However the real budgetary problems are likely to be in future years when it is almost certain there will be severe reductions in public sector funding. My forecast indicated that from 2011/12 savings of £695,000 will be required to produce a balanced budget.
- 4.2 In addition, as always, there are a number of potential problems that could have a significant impact on the budget for 2010/11 and beyond. The immediate ones are:
- ❖ The effect of the economic downturn on service income levels
 - ❖ The level of investment income received
 - ❖ Public sector funding
 - ❖ Pension fund contributions
 - ❖ Increase in national insurance contributions
 - ❖ Pay awards
 - ❖ Transfer of administration of concessionary travel scheme to upper tier authority
- 4.3 My forecast did not include any additional items that might be requested by committees or take account of the revenue implications of the capital programme.
- 4.4 As far as your budget is concerned, the estimates have been prepared on the current levels of service and include provision for pay and price increases of 1.5%. However, where possible budgets have been cash limited.
- 4.5 In view of the amount of savings required the Budget Working Group and Policy and Finance Committee have asked committees/officers to:
- ❖ Find savings in the revenue budget.
 - ❖ Consider any growth items very carefully
- 4.6 In considering savings, committees and officers are asked to be mindful that whilst the savings required for 2010/11 may appear modest based on the assumptions of the budget forecast, substantial savings will be required from 2011/12 and this must be addressed in any considerations for 2010/11.

5 COMMITTEE SERVICE ESTIMATES

The following section summarises the budget impact of changes on each of this Committees cost centres at the foot of which is a resume of the cause of change.

5.1 COUNCIL TAX BENEFITS ADMINISTRATION							
Service Description							CTBEN
<i>District councils have a statutory duty to administer claims for Council Tax benefit. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all income and savings have been verified. We are also required to investigate suspected fraudulent claims.</i>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Transfer Payments	2,076,000	0	31,140	2,000	-9,140	0	2,100,000
Support Services	120,560	0	0	0	0	12,190	132,750
TOTAL EXPENDITURE	2,196,560	0	31,140	2,000	-9,140	12,190	2,232,750
Government Grants	-2,158,710	0	-31,140	-2,000	2,140	0	-2,189,710
TOTAL INCOME	-2,158,710	0	-31,140	-2,000	2,140	0	-2,189,710
NET	37,850	0	0	0	-7,000	12,190	43,040
Comments							
An increase in DSS Administrative support grant and an increase in the cost of financial and revenue Support Services have resulted in a net increase in the costs of this service.							

5.2 HOUSING BENEFITS ADMINISTRATION

Service Description

HGBEN

District councils have a statutory duty to administer claims for Housing benefit. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all rental income and savings have been verified. We are also required to investigate suspected fraudulent claims.

Link to Ambitions

To be a **well managed** council providing **efficient services** based on **identified customer needs**

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Employee Costs	3,450	0	40	-40	-400	0	3,050
Supplies and Services	37,440	0	560	-150	-2,050	0	35,800
Transfer Payments	4,942,570	0	74,140	4,740	595,150	0	5,616,600
Support Services	213,100	0	0	0	0	19,980	233,080
TOTAL EXPENDITURE	5,196,560	0	74,740	4,550	592,700	19,980	5,888,530
Government Grants	-5,146,170	0	-74,140	-4,740	-580,650	0	5,805,700
TOTAL INCOME	-5,146,170	0	-74,140	0	-580,650	0	-5,805,700
NET	50,390	0	600	-190	12,050	19,980	82,830

Comments

An increase in financial and revenue service support costs reflecting an added commitment to this service due to increased volumes, have resulted in an increase in the costs of this service.

5.3 COMMON LAND

Service Description

COMNL

The Council has a responsibility for the management of the common land at Salesbury and Copster Green, and an overseeing role regarding common land in general.

Link to Ambitions

To **protect and enhance** the existing **environmental quality** of our area

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Premises	1,180	0	20	0	0	0	1,200
Supplies and Services	540	0	0	0	0	0	540
Support Services	10,760	0	0	0	0	-1,140	9,620
TOTAL EXPENDITURE	12,480	0	20	0	0	-1,140	11,360
NET	12,480	0	20	0	0	-1,140	11,360

Comments

This service is expected to continue at a similar level to the previous year but recharges from Community Services are less this year.

5.4 CLITHEROE CEMETERY

Service Description

CLCEM

The Council provides a high quality municipal cemetery service at Clitheroe cemetery, primarily for the residents of Ribble Valley. This includes traditional lawn burials and interment of ashes, woodland burial and also a remembrance arboretum.

The Council is also responsible for several closed churchyards that have been entrusted to the Council within 12 months of their closure. These are St Bartholomew's at Chipping, St Mary Magdalene's and St James' at Clitheroe and a portion of St Mary's in Gisburn. This includes the grounds maintenance, upkeep of walls, fences, paths and the safety of headstones.

Link to Ambitions

To protect and enhance the existing environmental quality of our area

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Premises Costs	23,790	0	200	0	380	29,930	54,300
Supplies and Services	9,310	0	130	-130	-2,580	0	6,730
Transfer Payments	460	0	0	0	-460	0	0
Support Services	24,030	0	0	0	0	7,070	31,100
Depreciation & Impairment	2,930	0	0	0	0	-10	2,920
TOTAL EXPENDITURE	60,580	0	330	-130	-2,660	36,990	95,050
Customer & Client Receipts	-49,600	0	-550	0	5,550	0	-44,600
TOTAL INCOME	-49,600	0	-550	0	5,550	0	-44,600
NET	10,920	0	-220	-130	2,890	36,990	50,450

Comments

A fall in income is forecast as the trend in recent years has been a reduction in exclusive burial rights and interment fees. There will also be an increase in the recharge from Grounds Maintenance (following a review of the time spent on all services) and Development Services to this service.

5.5 GRANTS AND SUBSCRIPTIONS

Service Description ENVGR

The Council pays several subscriptions to maintain membership of a number of organisations, such as ROSPA and UK Council's Against Fluoridation

Link to Ambitions

To help make people's lives **safer & healthier**

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Transfer Payments	510	0	0	0	290	0	800
Support Services	1,300	0	0	0	0	-40	1,260
TOTAL EXPENDITURE	1,810	0	0	0	290	-40	2,060
NET	1,810	0	0	0	290	-40	2,060

Comments

This service is expected to continue at a similar level to the previous year.

5.6 CLEAN AIR

Service Description CLAIR

The Council is required to undertake periodic screening and assessment of local air quality. To meet the requirements, the Council undertakes local air quality monitoring. The last assessment identified the need to undertake further localised monitoring of NOx on Whalley Road, Clitheroe associated with traffic congestion.

Link to Ambitions

To help make people's lives **safer & healthier**

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Supplies and Services	900	0	10	-10	600	0	1,500
Support Services	2,460	0	0	0	0	210	2,670
TOTAL EXPENDITURE	3,360	0	10	-10	600	210	4,170
NET	3,360	0	10	-10	600	210	4,170

Comments

This service is expected to continue at a similar level to the previous year. An adjustment has been made to the cost of analyst fees to account of the total cost of localised monitoring on Whalley Road.

5.7 DOG WARDEN AND PEST CONTROL

Service Description

DOGWD

A dedicated pest control and dog warden service is provided in the Borough. The pest control service deals with the control and eradication of a range of public health pests in private residential and commercial premises and also the control and eradication of rodents within the public sewer system. The dog warden service deals with dog-related complaints, including stray dogs, dog fouling and noise arising from barking dogs. .

Link to Ambitions

To help make people's lives **safer & healthier**

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Premises Costs	12,180	0	0	0	0	23,590	35,770
Transport Costs	3,680	0	40	0	0	0	3,720
Supplies and Services	3,850	0	60	-60	0	0	3,850
Third Party Payments	4,470	0	70	0	660	0	5,200
Support Services	62,900	0	0	0	0	8,220	71,120
Depreciation & Impairment	3830	0	0	0	0	0	3,830
TOTAL EXPENDITURE	90,910	0	170	-60	660	31,810	123,490
Customer & Client Receipts	-9,910	0	-150	0	-160	0	-10,220
TOTAL INCOME	-9,910	0	-150	0	-160	0	-10,220
NET	81,000	0	20	-60	500	31,810	113,270

Comments

An increase in the cost of Grounds Maintenance staff (following a review of time spent on all services) is the principal reason for the increase in costs. There is also an additional charge from Development Services.

5.8 ENVIRONMENTAL HEALTH

Service Description

ENVHT

These functions are principally regulatory and consist mainly of staff time spent on food control, health and safety work, nuisance complaint investigation, private water supply regulation, infectious diseases, Local Authority Pollution Prevention Control, air quality pollution problems and licensing enforcement and associated registration of premises.

Link to Ambitions

To help make people's lives **safer & healthier**

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Supplies and Services	7,930	0	130	-30	1,630	0	9,660
Support Services	324,670	0	0	0	0	-7,800	316,870
TOTAL EXPENDITURE	332,600	0	130	-30	1,630	-7,800	326,530
Customer & Client Receipts	-21,220	0	-290	0	3,460	0	-18,050
TOTAL INCOME	-21,220	0	-290	0	3,460	0	-18,050
NET	311,380	0	-160	-30	5,090	-7,800	308,480

Comments

Improvements to companies' environmental performance have resulted in annual permit fees being progressively reduced. Support Service costs have been reduced as a result of a reallocation of Strategic Housing costs.

5.9 CONTAMINATED LAND

Service Description **CLAND**

The authority has a statutory duty under Part IIA of the Environmental Protection Act 1990 to produce a contaminated land strategy, setting out how it intends to identify and subsequently see remedied any land in its area that is considered to be contaminated.

Link to Ambitions

To help make people's lives **safer & healthier**

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Support Services	8,940	0	0	0	0	-3,340	5,600
TOTAL EXPENDITURE	8,940	0	0	0	0	-3,340	5,600
Customer & Client Receipts	-50	0	0	0	0	0	-50
Grant income	0	0	0	0	-800	0	-800
TOTAL INCOME	-50	0	0	0	-800	0	-850
NET	8,890	0	0	0	-800	-3,340	4,750

Comments

Some DEFRA grant is anticipated. The other reason for a reduction in costs is a lesser recharge from Community Services.

5.10 HOUSING ASSOCIATIONS

Service Description **HSASS**

Enabling the delivery of affordable housing, working in partnership with Housing Associations to identify potential sites and support bids to assist delivery. Maintaining up to date housing needs surveys to ensure the correct tenure and type of housing is developed to meet housing need with appropriate Section 106 agreements to ensure they remain affordable.

Link to Ambitions

To match the **supply of homes** in our area with the **identified housing needs**.

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Support Services	13,460	0	0	0	0	-200	13,260
TOTAL EXPENDITURE	13,460	0	0	0	0	-200	13,260
NET	13,460	0	0	0	0	-200	13,260

Comments

This service is expected to operate at a similar level to previous years.

5.11 HOUSING ADVANCES

Service Description **HSADV**

The council maintains a relatively small mortgage portfolio and this number is decreasing as mortgages are redeemed. Here are shown the software maintenance costs and support service costs associated with the administration of the Housing Advances.

Link to Ambitions

To match the **supply of homes** in our area with the **identified housing needs**

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Supplies and Services	300	0	0	0	-150	0	150
Support Services	1,770	0	0	0	0	-310	1,460
TOTAL EXPENDITURE	2,070	0	0	0	-150	-310	1,610
Interest	-1,090	0	0	0	0	0	-1,090
TOTAL INCOME	-1,090	0	0	0	0	0	-1,090
NET	980	0	0	0	-150	-310	520

Comments

This service is expected to operate at a similar level to previous years.

5.12 SUPPORTING PEOPLE

Service Description **SUPPE**

Supporting People is the funding stream which funds the support element of any supporting housing scheme. The service looks to ensure existing schemes continue to receive appropriate financial support and seeks to identify new areas of need and submit appropriate bids for new allocations.

Link to Ambitions

To match the **supply of homes** in our area with the **identified housing needs**.

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Employee Costs	300	0	0	0	-200	0	100
Third party payments	0	0	0	0	28,300	0	28,300
Support Services	7,430	0	0	0	0	-2,000	5,430
TOTAL EXPENDITURE	7,730	0	0	0	28,100	-2,000	33,830
Grant income	0	0	0		-28,300	0	-28,300
TOTAL INCOME	0	0	0	0	-28,300	0	-28,300
NET	7,730	0	0	0	-200	-2,000	5,530

Comments

A new handyman service is to be provided through St Vincent's HA the funding for which is provided by Lancashire County Council. In addition there has been a reduction of the allocation of costs from Strategic Housing.

5.13 CLITHEROE MARKET

Service Description

CLMKT

The market site was redeveloped in 1995 to provide a modern facility with adjacent car parking. The market redevelopment reflected the Council's ongoing commitment to the importance of the market and recognising its supporting role in the continuing attraction of Clitheroe as a shopping centre. General retail markets are held on three days per week (Tuesday, Thursday and Saturday) with a collectors market held on Friday. Cabins, stalls and pitches are rented to market traders under contract arrangements.

Link to Ambitions

To protect and enhance the existing environmental quality of our area

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Employee Costs	6,680	0	90	0	-270	0	6,500
Premises Costs	37,670	0	480	-10	2,230	0	40,370
Supplies and Services	4,050	0	60	-50	0	0	4,060
Support Services	48,640	0	0	0	0	8,290	56,930
Depreciation & Impairment	5,780	0	0	0	0	0	5,780
TOTAL EXPENDITURE	103,440	0	630	-60	1,960	8,290	113,640
Customer & Client Receipts	-128,440	0	-1,820	0	11,590	0	-118,670
Miscellaneous Recharges	-6,110	0	0	0	-860	0	-6,970
TOTAL INCOME	-134,550	0	-1,820	0	10,730	0	-125,640
NET	-31,110	0	-1,190	-60	12,690	8,290	-12,000

Comments

Income from the letting of stalls has been falling in the past year and it is expected that this will continue into the near future. There have also been increases in the costs of energy and support services (Development and Community Services).

5.14 JOINERS ARMS HOMELESSNESS UNIT

Service Description

JARMS

The Joiners Arms provides seven units of temporary accommodation; five of which are family units. The service, as with Bleasdale Court, oversees the allocation of the units and the ongoing engagement to ensure households do not remain in temporary accommodation for longer than the target length of stay of 7 weeks.

Link to Ambitions

To match the supply of homes in our area with the identified housing needs.

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Premises Costs	1,860	0	20	0	20	0	1,900
Transfer payments	8,000	0	120	0	0	0	8,120
Support services	0	0	0	0	0	10	10
Capital charges	6,100	0	0	0	0	0	6,100
TOTAL EXPENDITURE	15,960	0	140	0	20	10	16,130
Miscellaneous Recharges	-15,340	0	0	0	10,000	0	-5,340
TOTAL INCOME	-15,340	0	0	0	10,000	0	-5,340
NET	620	0	140	0	10,020	10	10,790

Comments

Although management of this service has been transferred to Ribble Valley Homes, the Council retain responsibility for certain landlord costs, which are provided for in the 2010/11 budget. Income from Lancashire County Council for supporting people will finish in July 2010. It may be replaced by a similar grant a decision on which is awaited.

5.15 HOMELESSNESS GENERAL

Service Description

HOME G

The Housing Needs Service provides advice and assistance to households that are facing homelessness. The advice is offered on an appointment basis available 9 till 5 Monday to Friday. It is often appropriate for home visits to be made to undertake the initial interview.

Link to Ambitions

To match the supply of homes in our area with the identified housing needs.

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Supplies and Services	1,400	0	20	-20	-500	0	900
Support Services	60,630	0	0	0	0	-8,540	52,090
TOTAL EXPENDITURE	62,030	0	20	-20	-500	-8,540	52,990
NET	62,030	0	20	-20	-500	-8,540	52,990

Comments

There has been a reallocation of support service costs reducing the costs to this service.

5.16 HOMELESSNESS STRATEGY

Service Description

HOMES

The service provides the homeless prevention work, which includes provision of the tenancy protection scheme, referrals to floating support and mediation. Also included is the strategic work of the section in the development of the Homelessness Strategy, maintaining Homeless Forum and achievements towards the action plan.

Link to Ambitions

To match the supply of homes in our area with the identified housing needs.

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Supplies and Services	19,000	0	300	0	0	0	19,300
Support Services	540	0	0	0	0	900	1,440
TOTAL EXPENDITURE	19,540	0	300	0	0	900	20,740
Other Grants and Reimbursements	-30,000	0	0	0	-1,000	0	-31,000
TOTAL INCOME	-30,000	0	0	0	-1,000	0	-31,000
NET	-10,460	0	300	0	-1,000	900	-10,260

Comments

Additional DCLG grant is offset by the costs of inflation and support services cost increases.

5.17 IMPROVEMENT GRANTS

Service Description

IMPGR

The service administrates and oversees the delivery of the disabled facilities grant, landlord tenant grant, warm front top up grant and equity release loan. All of these products enable homeowners and tenants to live in homes that meet the Decent Homes Standard and allow them to remain in their own home despite a decrease in mobility. Delivery of disabled facilities grants and equity release loans require the greatest input from the service.

Link to Ambitions

To match the supply of homes in our area with the identified housing needs.

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Supplies and Services	6,000	0	60	0	0	0	6,060
Support Services	48,120	0	0	0	0	-7,230	40,890
TOTAL EXPENDITURE	54,120	0	60	0	0	-7,230	46,950
Customer & Client Receipts	-6,500	0	0	0	0	0	-6,500
TOTAL INCOME	-6,500	0	0	0	0	0	-6,500
NET	47,620	0	60	0	0	-7,230	40,450

Comments

Reduced service costs from finance and organisational and member development, account for the reduction in costs.

5.18 HOME ENERGY CONSERVATION

Service Description **HOMEE**

The service provides energy efficiency advice to households as to how to improve the energy efficiency of their home and reduce CO2 emissions. Grant assistance is available for households on income related benefit to top up the Warm Front grant scheme. Village purchasing of oil is to be piloted to reduce the cost and number of deliveries made to rural communities.

Working in partnership with installers and energy providers, households in the borough are able to receive discounts on energy saving measures to their home. The service aims to raise the profile of renewable energy sources and their benefits, particularly in new build developments.

Link to Ambitions

To make people's lives **safer and healthier**.

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Supplies and Services	2,400	0	30	-30	-460	0	1,940
Support Services	20,440	0	0	0	0	-1,500	18,940
TOTAL EXPENDITURE	22,840	0	30	-30	-460	-1,500	20,880
NET	22,840	0	30	-30	-460	-1,500	20,880

Comments

This service is expected to operate at a similar level to previous years.

5.19 Non-Dwelling Rents

Service Description **GRAGE**

This budget represents income received from ground rents and garage rents

Link to Ambitions

To be a **well managed** council providing **efficient services** based on **identified customer needs**

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Premises costs	3,820	0	40	0	0	0	3,860
Support services	0	0	0	0	0	8,190	8,190
TOTAL EXPENDITURE	3,820	0	40	0	0	8,190	12,050
Customer and client receipts	-29,350	0	-380	0	1,760	0	-27,970
Interest	-1,340	0	0	0	0	0	-1,340
TOTAL INCOME	-30,690	0	-380	0	1,760	0	-29,310
NET	-26,870	0	-340	0	1,760	8,190	-17,260

Comments

There has been a reduction of the share of the garage income due to the increasing costs of repairs. Support service costs (financial and legal) have been charged for the first time.

5.20 HOUSING STRATEGY

Service Description

HSTRA

The 'Moving on' Housing Strategy document sets out a delivery plan with six main objectives. The service works to achieve these objectives, which are all linked to two of the Council's ambitions – making people's lives safer and healthier & matching the supplies of homes in our area with the identified housing needs. The plan is updated regularly and the section achievements against the objectives are reported to the Housing Forum twice a year. The Strategy is in the process of being refreshed.

Link to Ambitions

To match the supply of homes in our area with the identified housing needs.

Budget Analysis	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Third party costs	4,740	0	70	0	0	0	4,810
Support Services	46,800	0	0	0	0	990	47,790
Capital charges	680	0	0	0	0	0	680
TOTAL EXPENDITURE	52,220	0	70	0	0	990	53,280
NET	52,220	0	70	0	0	990	53,280

Comments

This service is expected to operate at a similar level to previous years

6 SUMMARIES

6.1 The draft budget is summarised in two ways. First the analysis is by the cost of the service (objective) provided by the Committee and is shown in table (a) below. The second is by the type of expenditure and income (subjective) and is shown in table (b).

a) *Cost of Services Provided (Objective)*

Cost Centre	Service Name	BUDGET ANALYSIS							LINK TO AMBITIONS			
		Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Increase in Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £	To help make people's lives safer and healthier	To protect and enhance the existing environmental quality of our area	To match the supply of homes in our area with the identified housing needs	To be a well managed council providing efficient services based on identified customer needs
CTBEN	Council Tax Benefits Admin	37,850	0	0	0	-7,000	12,190	43,040				✓
HGBEN	Housing Benefits Admin	50,390	0	600	-190	12,050	19,980	82,830				✓
COMNL	Common Land	12,480	0	20	0	0	-1,140	11,360		✓		
CLCEM	Clitheroe Cemetery	10,920	0	-220	-130	2,890	36,990	50,450		✓		
ENVGR	Grants & Subscriptions	1,810	0	0	0	290	-40	2,060	✓			
CLAIR	Clean Air	3,360	0	10	-10	600	210	4,170	✓			
DOGWD	Dog Warden & Pest Control	81,000	0	20	-60	500	31,810	113,270	✓			
ENVHT	Environmental Health	311,380	0	-160	-30	5,090	-7,800	308,480	✓			
CLAND	Contaminated Land	8,890	0	0	0	-800	-3,340	4,750	✓			
HSASS	Housing Associations	13,460	0	0	0	0	-200	13,260			✓	

Cost Centre	Service Name	BUDGET ANALYSIS							LINK TO AMBITIONS			
		Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Increase in Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £	To help make people's lives safer and healthier	To protect and enhance the existing environmental quality of our area	To match the supply of homes in our area with the identified housing needs	To be a well managed council providing efficient services based on identified customer needs
HSADV	Housing Advances	980	0	0	0	-150	-310	520			✓	
SUPPE	Supporting People	7,730	0	0	0	-200	-2,000	5,530			✓	
CLMKT	Clitheroe Market	-31,730	0	-1,190	-60	12,690	8,290	-12,000		✓		
JARMS	Joiners Arms	620	0	140	0	10,020	10	10,790			✓	
HOMEG	Homelessness General	62,030	0	20	-20	-500	-8,540	52,990			✓	
HOMES	Homelessness Strategy	-10,460	0	300	0	-1,000	900	-10,260			✓	
IMPGR	Improvement Grants	47,620	0	60	0	0	-7,230	40,450			✓	
HOMEE	Home Energy Conservation	22,840	0	30	-30	-460	-1,500	20,880	✓			
GRAGE	Non-Dwelling Rents	-26,870	0	-340	0	1,760	8,190	-17,260				✓
HSTRA	Housing Strategy	52,220	0	70	0	0	990	53,280			✓	
NET COST OF SERVICES		656,520	0	-640	-530	35,780	87,460	778,590				

b) *Type of Expenditure/Income (Subjective)*

	Original Estimate 2009/10 £	Less Non Recurring Items £	Inflation at 1.5% £	Inflation above or below 1.5% £	Unavoidable Increase in Service Cost £	Support Services & Capital £	Original Estimate 2010/11 £
Employee Costs	10,430	0	130	-40	-870	0	9,650
Premises Costs	80,500	0	760	-10	2,630	53,520	137,400
Transport Costs	3,680	0	40	0	0	0	3,720
Supplies and Services	74,120	0	1,060	-480	-3,510	0	71,190
Third Party	36,210	0	560	0	28,960	0	65,730
Transfer Payments	7,019,540	0	105,280	6,740	697,860	0	7,717,400
Support Services	1,016,550	0	0	0	0	33,950	1,050,500
Depreciation & Impairment	19,320	0	0	0	0	-10	19,310
TOTAL EXPENDITURE	8,260,350	0	107,830	6,210	613,050	87,460	9,074,900
Government Grants	-7,334,880	0	105,280	-6,740	-692,330	0	-8,027,210
Other Grants and Reimbursements	0	0	0	0	0	0	0
Customer & Client Receipts	-245,070	0	-3,190	0	22,200	0	-226,060
Interest	-2,430	0	0	0	0	0	-2,430
Miscellaneous Recharges	-21,450	0	0	0	-19,160	0	-40,610
TOTAL INCOME	7,603,830	0	-108,470	-6,740	-577,270	0	-8,296,310
NET COST OF SERVICES	656,520	0	-640	-530	35,780	87,460	778,590

6.2 Net costs to this Committee have increased by £122,070 between years. This has been caused by three main factors;

- Following a review of the time allocations by the Grounds Maintenance staff, there has been a reallocation of their costs. This has resulted in an increase in the apportioned charges made to the cemetery and to the dog warden service of £53,520.
- Support service costs have increased by £33,950. Most of this is made up of increased recharges to Council Tax and Housing Benefits and is a consequence of the increased activity in these sections brought about by the recession.
- There has been a falling off of income in some areas. In the market, stalls and pitches income has declined by £11,590, environmental protection fees have fallen by £3,600, at the cemetery fees for exclusive burial rights is anticipated to reduce by £5,550 and there will be a reduction in the proportion of garage fee income of £1,760 due to increased repair costs.

7 **SERVICE PLANS**

- 7.1 As you are aware the service plans for all our major services are in the process of being reviewed. As well as describing the service provided they also contain financial information that links to the budget process.
- 7.2 Service managers are asked, in producing their service plans, to:
- ❖ Identify the cost of the service.
 - ❖ Identify any savings or efficiencies
 - ❖ Identify any growth items.
 - ❖ Identify any opportunities for maximising income.
- 7.3 For this Committee the following service plans are being reviewed.
- ❖ Environmental Services
 - ❖ Housing Services
- 7.4 As part of the service plan reviews, growth and savings are in the process of being identified. However, savings have been identified as part of other service reviews that have been undertaken throughout the year and there is an ongoing process to identify further potential savings.
- 7.5 All identified savings will be considered by the Budget Working Group and the Corporate Management Team in setting an affordable and balanced budget for 2010/11.
- 7.6 Furthermore, as members may be aware an establishment review has been initiated, with work ongoing. Progress on the review is being reported to the Budget Working Group.

8 **FEES AND CHARGES**

- 8.1 A review has been undertaken of the fees and charges operated by this Committee. Where possible this exercise included a comparison of charges to those operated by neighbouring authorities and where applicable, the private sector. Additionally service managers have been asked to examine their services for any areas where charges are not currently made but where they may be applied.
- 8.2 Officers have endeavoured to provide an increase of at least 1.5% on income and the proposed fees and charges for 2010/11 for this Committee are shown at Annex 1.

9 **RECOMMENDED THAT COMMITTEE**

- 9.1 Approve the revised budget for 2009/10
- 9.2 Approve the proposed fees and charges as set out in Annex 1.
- 9.3 Agree the revenue budget for 2010/11 and to submit this to the next Policy and Finance Committee.

A handwritten signature in blue ink, reading "Neil Sandiford". The signature is written in a cursive style with a large initial 'N'.

NEIL SANDIFORD

HH2-10/NS/AC
6 January 2010

HEALTH AND HOUSING COMMITTEE

DETAILS OF CHARGES OPERATED BY COMMITTEE

CLITHEROE CEMETERY		Current 2009/10 £	Proposed 2010/11 £
Exclusive Burial Rights	Grave Plot	320.00	325.00
	Ashes Plot	70.00	75.00
Interments	Stillborn to 1 month	No Charge	No charge
	3 depth	280.00	285.00
	2 depth	250.00	255.00
	1 depth	220.00	225.00
	Ashes	75.00	75.00
	Saturday Surcharge - Funeral	150.00	155.25
	- Ashes Interment	75.00	76.00
	Copy of Extract From Burial Register	18.00	18.00
Woodland Burial	Purchase of Exclusive Burial Rights	320.00	325.00
	Interment Single Depth	220.00	225.00
	Ashes Interment	75.00	75.00
	Tree and Wild Flower Planting	No Charge	No charge
Fees for Memorials	Right to Erect Headstone	100.00	103.00
	Provision of Foundation (including vat)	75.00	77.00
	Right to Place Stone Plaque on Ashes Plot	26.50	27.00
	Right to Place Vase on Grave	26.50	27.00
	Removal of Memorial Kerbstone	Cost	Cost
Grave Maintenance – Old Section			
Scheme I	General Tidy Up	23.00	23.00
Scheme II	Spring and Summer Bedding	58.00	59.00
Please Note: <i>Fees are double (for purchase of burial rights and interment) for persons who are non-residents of the Ribble Valley.</i>			

CLITHEROE MARKET		Current 2009/10 £	Proposed 2010/11 £
Cabins	Tuesday, Thursday and Saturday - per week	46.50	48.00
	Use of Cabins (preparation purposes)		
	Non-Market Days	22.00	23.00
	Special Sunday Events	8.00	8.00
Stalls	Tuesday and Saturday - per day		
	10 ft	14.50	15.00
	10 ft Third Stall Reduced Rate	8.00	7.50
	8 ft	12.00	12.00

CLITHEROE MARKET (Continued)		Current 2009/10 £	Proposed 2010/11 £
Stalls (Cont.)	8ft Third Stall Reduced Rate	6.00	6.00
	Sunday events – Regular Contract traders	8.00	8.00
	Sunday events – None Contract traders	15.50	16.00
	Thursday - 10 ft.....	7.00	7.50
	- 10 ft Third Stall Reduced Rate	3.60	3.75
	- 8 ft.....	6.00	6.00
	- 8 ft Third Stall Reduced Rate	3.00	3.00
Pitches	Tuesday and Saturday - per day	12.00	12.00
	Thursday	6.00	6.00
	Flea Market - Friday Only	11.00	10.00
	Special Sunday Events.....	8.00	16.00

DOG WARDEN AND PEST CONTROL		Current 2009/10 £	Proposed 2010/11 £
Commercial (including vat)	Per hour plus Materials - minimum charge 1 hour		
	Single Treatment Charge.....	36.00	38.00
	Annual Contract	30.00	31.00
Domestic		No Charge	No charge
INSECT TREATMENT	During Working hours per visit	30.00	31.00
	For Each Additional Nest Treated on Same Visit	12.00	12.00
	Out of Hours (including vat)	58.00	60.00
	<i>50% Concession if householder is retired</i>		
LICENCES	Animal Boarding Establishments.....	69.00	70.00
	Dog Breeding Establishments *	49.00	50.00
	Pet Shops *	69.00	70.00
* Plus vets fees at cost	Riding Establishments *	69.00	70.00
	Dangerous Wild Animals *	67.00	70.00
	Zoo *	125.00	127.00
	Acupuncture - Ear Piercing.....	85.50	87.00
	Tattooing	85.50	87.00
	Electrolysis.....	85.50	87.00
	Sex Shops.....	798.00	810.00
	Sex Shops - Renewal/Transfer.....	402.00	410.00
	Street Trading Consent - Classes I, II & III per annum ..	566.50	575.00
	- Class IV	No Charge	No charge
	- Class V per Event.....	77.00	77.50

Please Note:

1. All the above licences are discretionary as far as fixing charges are concerned, apart from Dog Breeding Establishments (see Note 2)

2. Charge should be £2 or such charge as the authority deems to be reasonable for a dog-breeding establishment.

