

**RIBBLE VALLEY BOROUGH COUNCIL**  
**REPORT TO POLICY AND FINANCE COMMITTEE**

DECISION

Agenda Item No 9

meeting date: 25 JANUARY 2011  
title: REVISED REVENUE BUDGET 2010/11 AND ORIGINAL ESTIMATE 2011/12  
submitted by: DIRECTOR OF RESOURCES  
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2010/11, together with a draft revenue budget for 2011/12, for submission to Policy and Finance Committee, subject to the consideration of savings for 2011/12 by Budget Working Group.

2 BACKGROUND

- 2.1 The much awaited grant settlement for the next financial year was published on the 13 December 2010. Overall, the total amount of funding for Local Government for 2011/12 will fall by 12.1%.
- 2.2 After allowing for adjustments to Formula Grant to allow for the transfer of concessionary travel responsibilities to Lancashire County Council, this council will receive a reduction in Formula Grant funding of 14.8%, or £558,000 for 2011/12 and £948,000 in 2012/13.
- 2.3 The settlement for this council was notably worse than had been anticipated and was particularly due to the introduction of a new transitional grant by the government to assist councils in the management of issues relating to the ending of the Working Neighbourhood Fund, which is funding that this Council does not receive.
- 2.4 Inevitably this results in the need for the Council to identify substantial savings in our base budget. As members will be aware a management restructure of the council has been carried out and Heads of Service are currently reviewing their service areas with a view to reducing costs.
- 2.5 The management structure review has resulted in some large savings and we intend to identify further savings from the review of our services.
- 2.6 As a result of ongoing reviews, the proposed budget within this report for the next financial year 2011/12 represents the base budget for this committee and does not account for any service or structure changes that have been identified to date. All saving proposals will be put forward and considered by the Budget Working Group in order for the council to reach a sustainable and affordable budget over the longer term.
- 2.7 Therefore, this report seeks approval by committee of the revised budget for 2010/11 and of the draft base budget position for 2011/12, subject to the further review of all savings proposals by Budget Working Group.

### 3 REVIEW OF 2010/11 REVENUE BUDGET

3.1 When the budget was prepared for the current year provision was made for increases in prices of 1.5%. There was no pay award for the current financial year.

3.2 The revised budget is £186,290 lower 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 2010/11 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2010/11 £
CEXEC	Chief Executives Department	-1,960	2,530	0	-570	0	0
HRDEV	Human Resources Development	37,270	510	0	2,980	0	40,760
OMDEV	Organisation & Member Development	-3,860	2,620	480	760	0	0
LSERV	Legal Services	-3,610	12,420	-17,900	9,090	0	0
CSERV	Corporate Services	195,620	7,090	-110	1,210	0	203,810
STRAH	Strategic Housing Section	-1,620	-4,280	0	5,900	0	0
CORPM	Corporate Management	419,280	0	0	-23,920	0	395,360
EPROC	E Procurement	45,330	0	0	-45,330	0	0
GOVTE	E Government	29,560	-18,000	0	-90	-11,470	0
CIVST	Civic Suite	-2,670	-890	0	3,810	-250	0
CLOFF	Council Offices	-570	2,620	90	-6,630	4,490	0
EMERG	Community Safety	62,420	0	0	1,940	0	64,360
CLTAX	Council Tax	406,440	-2,940	5,160	-15,470	180	393,370
NNDRC	National Non Domestic Rates	47,890	-560	-9,860	-10,890	0	26,580
DISTC	District Elections	2,080	0	0	10,770	0	12,850
ELECT	Register of Electors	71,470	1,610	-1,070	920	0	72,930
EUROP	European Elections	2,400	0	0	-2,370	0	30
LANCS	Lancashire County Elections	2,400	0	0	-2,390	0	10
PARIS	Parish Elections	1,000	0	0	60	0	1,060
PARLI	Parliamentary Elections	32,530	128,820	-128,820	-9,040	0	23,490
ATTEN	Mayor's Attendant	-170	-140	0	310	0	0
CIVCF	Civic Functions	56,140	4,500	-210	-20	0	60,410
COSDM	Cost of Democracy	456,700	-2,180	0	-39,690	0	414,830
MAYCR	Mayoral Transport	0	-10	0	10	0	0
LICSE	Licensing	52,540	2,380	-2,240	-1,180	0	51,500
LANDC	Land Charges	39,680	-2,820	2,040	2,020	0	40,920
FGSUB	Grants and Subscriptions	151,950	-13,820	0	50	0	138,180
ESTAT	Estates	25,330	8,530	-8,430	-560	0	24,870

Cost Centre	Cost Centre Name	Original Estimate 2010/11 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2010/11 £
VARIOUS	Meals on Wheels & Luncheon Clubs	25,760	230	-1,030	160	0	25,120
FMISC	Policy & Finance Miscellaneous	166,520	1,270	-37,180	-230	0	130,380
PERFM	Performance Reward Grants	0	394,030	0	0	0	394,030
LONGR	Longridge Grants	0	10,000	0	0	0	10,000
SUPDF	Superannuation Deficiency Payments	123,340	-5,500	0	0	0	117,840
CONTC	Contact Centre	158,730	1,740	0	2,140	0	162,610
COMPR	Computers	-2,480	-17,400	-50	8,520	11,410	0
FSERV	Financial Services	-7,990	6,380	140	1,470	0	0
REVUE	Revenues and Benefits	-8,260	-7,750	-170	16,180	0	0
CONCS	Concessionary Travel	444,550	5,820	-400	-7,110	0	442,860
<b>NET COST OF SERVICES</b>		<b>3,023,740</b>	<b>516,810</b>	<b>-199,560</b>	<b>-97,190</b>	<b>4,360</b>	<b>3,248,160</b>
<b>ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES</b>							
FNBAL H230	Election Fund	4,290	0	0	0	0	4,290
FNBAL H237	Single Status Reserve Fund	0	0	-1,510	0	0	-1,510
FNBAL H255	Concurrent Function Reserve	-14,140	0	-1,820	0	0	-15,960
FNBAL H262	IT Reserve	0	0	-1,340	0	0	-1,340
FNBAL H263	Government Connect	0	0	-4,510	0	0	-4,510
CPBAL H259	Longridge Grants Reserve Fund	0	0	-5,000	0	0	-5,000
FNBAL H266	Civic Regalia Reserve	0	0	-4,500	0	0	-4,500
FNBAL	Valuation of assets Reserve	0	2,000	0	0	0	2,000
FNBAL H326	Performance Reward Grants Reserve	0	0	-394,030	0	0	-394,030
<b>NET BALANCES AND RESERVES</b>		<b>-9,850</b>	<b>2,000</b>	<b>-412,710</b>	<b>0</b>	<b>0</b>	<b>-420,560</b>
<b>NET EXPENDITURE</b>		<b>3,013,890</b>	<b>518,810</b>	<b>-612,270</b>	<b>-97,190</b>	<b>4,360</b>	<b>2,827,600</b>

- 3.4 The difference between the revised and the original estimate is an estimated net underspend of £186,290. This will mainly arise because of the factors shown below:

	£	£
<b>MOVEMENT IN EXPENDITURE</b>		
<b>Increased Costs</b>		
<u>Staffing Costs:</u>		
On a number of services the original estimate allowed approximately 2% of the total staff budget as a provision for staff turnover, there has been a lower level of staff turnover within these services.	20,580	
Contact Centre_ – There has been a movement in the number of staff who have joined the pension scheme.	900	
Council Offices – There has been an increase in temporary cover for cleaners due to long term sickness	2,050	
<u>Software Support:</u>		
National non-domestic rates – the government has introduced changes to the small business rate relief for which an upgrade was needed to the current software to take account of these changes. A grant has been received to cover the additional costs incurred by the council.	4,000	
<u>Other increases</u>		
Civic regalia – towards the end of 2009/10 the mayoral chains required a major refurbishment. Savings were found from last year's budgets and a reserve fund established to fund the expenditure. This amount will be drawn from the reserve in 2010/11.	4,500	
Parliamentary election costs –costs of parliamentary elections are initially borne by the council and then the total cost is recharged to the Government. This represents the costs incurred which are reclaimed.	128,820	
Computer services – tuition fees / government connect costs – Following the publication of the “local government data handling requirements”, this council adopted the government connect secure data transfer system. A budget is required to fund an annual health check and professional feed for the system. Savings were identified at the end of 2009/10 and set aside in a reserve fund to fund a course that had been delayed until the new financial year and the initial cost of the government connect system	5,850	
Concessionary travel – In 2009/10 Cumbria County Council increased the administration charge of the now-card system by more than inflation. This charge is only made at the year-end and therefore estimates did not reflect the increased charge. The budget therefore needs to be increased to take account of the increased cost. There has also been an increase in community transport costs due to increased usage.	5,820	
Estates – Following a review of the rent payable by the over 60's club for use of Townley buildings in Longridge, the club approached the council for a grant towards the rent and this was approved by this committee in June 2010.	7,750	

	£	£
Performance reward grants – In 2009/10 this council received £478k from Lancashire County Council to assist in achieving the objectives from the sustainable community strategy for Lancashire. In March 2010 this committee received a report identifying schemes that would take place over the next few years. This expenditure represent year 1 of these schemes, which will be funded from a reserve fund established at the end of 2009/10.	394,030	
Longridge grants – In March 2007 six projects were approved through the Longridge grant scheme. Due to delays in the Longridge football club pavilion and community rooms scheme, the grant funding has been withheld until this financial year. This expenditure represents the final payment funded from the Longridge grant scheme.	10,000	
Legal services – There has been an increase in the amount of legal fees paid to the courts in respect of court action taken on debtors. Such costs are normally recovered	8,110	
Human resource development – consultants fee in respect of equal pay claims (funded from reserves)	1,510	
Other increased costs	950	
<b>Reduced Costs</b>		
<u>Staffing costs:</u>		
Civic suite – In October the town hall attendant post became vacant after allowing for temporary cover during the vacancy there is estimated to be a small decrease in staffing costs.	-650	
Computer services – In September the manager of the section retired, a restructuring of section took place, which has resulted in a reduction in staffing costs.	-23,070	
Corporate services – In August the assistant corporate policy officer post became vacant. There has also been savings from reduced hours being worked by the principal communication officer	-6,500	
Revenues – In August the recovery and NNDR officer post became vacant.	-6,680	
Strategic housing – During the maternity leave of the Housing strategy manager, the Housing assistant post was left vacant.	-3,300	
<u>Other reductions</u>		
Council tax – A budget provision was included in the original estimate to pay for the issuing of warrants. This has not been required to date. In addition a budget provision was introduced to cover for the cost of offering Allpay cards to our residents after the mobile office ceased operating, the cost has been less than initially estimated	-2,530	
Cost of democracy – In the original estimate a provision was allowed for members allowances to increase in 2010. No increase took place.	-2,180	
Corporate services – Subscription payable to north west e-government group have been terminated from 2010/11	-2,030	

	£	£
Grants & subscriptions – A budget provision of £30k is included in the estimate to pay parish councils for the concurrent functions they carry out. Approximately half of this provision was paid to parish councils in this financial year and some of the budget vired to community committee to fund increase expenditure at the Castle Museum.	-14,500	
Financial services / Revenue services – There has been a reduction in staff taking professional qualifications during the year.	-4,880	
Legal services – The Law society have reduced the professional subscription payable for our solicitors	-1,510	
National non domestic rates – There is a reduced provision for discretionary rate relief due to changes in the small business non-domestic multiplier in 2010/11	-4,730	
Superannuation deficiency costs - end of contribution towards termination and enhanced pension costs of staff employed by East Lancashire partnership and reduced contribution to Tameside MBC	-5,500	
		<b>516,810</b>
<b>MOVEMENT IN INCOME</b>		
<b>Increased Income</b>		
Estates – Following a review of the rent payable by the over 60's club for use of the Towneley Building, Longridge the rent was increased. This is offset by a grant we make to the Over 60's club.	-7,850	
Parliamentary election costs – costs of parliamentary elections are initially borne by the council and then the total cost is recharged to the Government. This income represents the reimbursement of costs incurred.	-128,820	
Licences – In August the council began collecting a criminal record bureau fee from taxi drivers. We are invoiced for the checks carried out.	-2,240	
Policy and finance miscellaneous – In recompense for administering the performance reward grants scheme the council retained 7.5% of the grant.	-36,000	
National non-domestic rates – the government has introduced changes to the small business rate relief for which an upgrade was needed to the current software. A grant has been received to cover the additional costs incurred by the council.	-8,420	
Legal services – Increased action has been taken to refer debtors to court. Legal fees have been added to the sums outstanding. If all debts are paid this would result in extra income to the Council of £18,650. It is highly unlikely we would receive the whole of this amount.	-18,650	
Other increased income	-3,580	
<b>Reduced Income</b>		
Council tax / Non domestic rates – summonses income	3,960	
Land charges – Due to the economic climate, and no longer being able to charge for personal searches, there is anticipated to be a reduction in income from local land charges search fees.	2,040	
		<b>-199,560</b>

	£	£
<b>MOVEMENT IN SUPPORT SERVICES</b>		
<b>Increased Support Services from</b>		
Community services – there has been an increase in the charge made from community mainly to civic suite and council offices as a result of changes in time allocations.	14,710	
<b>Reduced Support Services from</b>		
Development department – mainly due to Corporate Management and Cost of Democracy time allocation reviews in line with the Service Reporting Code of Accounting Practice	-73,220	
Increased Income from Recharges to other services due to increased service costs:	-38,680	
		<b>-97,190</b>
<b>MOVEMENT IN CAPITAL COSTS – Increased Capital Costs</b>		
Increase in the depreciation charged as a result of revaluation of assets that took place in 2009/10		<b>4,360</b>
<b>MOVEMENT IN RESERVES – Increases in use of reserve funds</b>		<b>-410,710</b>
<b>OVERALL NET UNDERSPEND</b>		<b>-186,290</b>

#### 4 2011/12 DRAFT REVENUE BUDGET

- 4.1 My five year forecast to Policy and Finance Committee in September highlighted the uncertainty at that time surrounding the level of formula grant that would be received by the Council in coming years and most importantly what levels of savings would need to be identified going forward, as it was clear at that point that there would be a reduction.
- 4.2 This uncertainty continued until the announcement of the settlement for this Council on 13 December 2010, with cuts to funding higher than had been anticipated. Compared to the adjusted Formula Grant for the current financial year, the reduction in funding in 2011/12 for this Council is 14.8%, or £558,000 and 25% or £948,000 in 2012/13.
- 4.3 Following the grant settlement updated budget forecast the estimated amount of savings needed as £660,000 for 2011/12 and £1,043,000 in 2012/13. These figures will be updated as detailed estimates are agreed by committees. It has therefore been paramount that the council prepare now for the future need to reduce budgets, and as such the second phase of the council's structure review is underway following the identification of savings from the review of the council's management structure.
- 4.5 In addition, as always, there are a number of potential problems that will have a significant impact on the budget for 2011/12 and beyond. The immediate ones are:
- ❖ The effect of the economic downturn on service income levels
  - ❖ The level of investment income received
  - ❖ Future public sector funding
  - ❖ Pension fund contributions
- 4.6 As far as your budget is concerned, the estimates have been prepared on the current levels of service and include provision for price increases of 3% and pay increases in

line with government pay policy for public sector workers. Where possible budgets have been cash limited. Any pay award for local government will be determined solely by the Local Government Employers Association and is still being negotiated.

- 4.7 In view of the amount of savings needed, the budget requiring approval for 2011/12 represents the draft base budget for this committee and does not account for any service or structure changes that have been identified to date. All savings will be put forward and considered by the Budget Working Group in order for the council to reach an affordable and achievable budget for 2011/12.
- 4.8 Members are also asked in the approval of this base budget to consider any potential areas for savings which they may be able to identify and to put these forward for consideration by the Budget Working Group, be they for the 2011/12 budget or as proposals for any future years.



<b>5.1 CHIEF EXECUTIVE'S DEPARTMENT</b>			
<b>The department consists of staff employed on:</b>	<b>2010</b>	<b>2011</b>	<b>Reasons for Changes</b>
Chief Executive	1.0	1.0	
Management & Administration	1.0	7.0	Increase in posts following the restructuring and the loss of the development services department
Regeneration	0.0	2.0	
Community Safety	0.0	1.0	Transferred from community services as part of the senior management restructure
Lancashire strategic partnership	0.0	1.0	Funded from LSP
Policy	0.0	1.0	Funded from planning delivery grant
Housing	0.0	4.0	Transferred from strategic housing section services as part of the senior management restructure
Environmental Health	0.0	6.0	Increase in posts following the restructuring and the loss of the development services department
Dog Warden / Pest Control	0.0	2.0	Increase in posts following the restructuring and the loss of the development services department
Building Control	0.0	7.0	Increase in posts following the restructuring and the loss of the development services department
	<b>2.0</b>	<b>32.0</b>	
<b>Service Description</b>			<b>CEXEC</b>
<p><i>Following the restructuring of senior management the Chief Executive's Department is to be divided into three service units: Regeneration and Housing, Legal and Democratic Services and Environmental Health.</i></p> <p><i>Regeneration and Housing section is responsible for providing support for regeneration in the area, community safety, planning policy and providing the council mandatory housing functions.</i></p> <p><i>Legal and Democratic services provide the council with advice on legal issues and support to the democratic process, it also has responsibility for the Committee Services section, which prepares and distributes agendas, and offers support to the Borough Mayor. The costs for staffing for this section are shown in a separate paragraph 5.4.</i></p> <p><i>Environmental Health provides commercial and domestic environmental health support and also the building control function within the area.</i></p>			
<b>Link to Ambitions</b>			
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>			

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	133,550	0	3,970	-3,920	843,900	0	977,500
Premises Costs	0	0	0	0	510	0	510
Transport Costs	7,490	0	220	-200	22,710	0	30,220
Supplies and Services	8,180	0	240	-150	16,930	0	25,200
Support Services	25,770	0	0	0	0	117,960	143,730
<b>TOTAL EXPENDITURE</b>	<b>174,990</b>	<b>0</b>	<b>4,430</b>	<b>-4,270</b>	<b>884,050</b>	<b>117,960</b>	<b>1,177,160</b>
Customer & Client Receipt	0	0	0	0	-20	0	-20
Recharges to other General Fund Services	-176,950	0	0	0	0	-1,000,190	-1,177,140
<b>TOTAL INCOME</b>	<b>-176,950</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-20</b>	<b>-1,000,190</b>	<b>-1,177,160</b>
<b>NET</b>	<b>-1,960</b>	<b>0</b>	<b>4,430</b>	<b>-4,270</b>	<b>884,030</b>	<b>-882,230</b>	<b>0</b>

### Comments

The large 'unavoidable changes to service costs' largely relates to the restructuring of senior management and particularly the loss of the development services department.

This is reflected in increased recharges to other services.

## 5.2 HUMAN RESOURCES DEVELOPMENT

### Service Description

HRDEV

*This is a central budget used to support organisation wide training and development which has been identified as a corporate need, such as equalities training and performance management training. Also covered here is Member development activity. The costs have been transferred to the organisation & member development section to ensure that the costs are included in the recharges of that section and are not shown as a corporate cost.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	11,000	0	330	-330	-11,000	0	0
Supplies and Services	3,830	0	110	-110	-3,830	0	0
Support Services	22,440	0	0	0	0	-22,440	0
<b>TOTAL EXPENDITURE</b>	<b>37,270</b>	<b>0</b>	<b>440</b>	<b>-440</b>	<b>-14,830</b>	<b>-22,440</b>	<b>0</b>
<b>NET</b>	<b>37,270</b>	<b>0</b>	<b>440</b>	<b>-440</b>	<b>-14,830</b>	<b>-22,440</b>	<b>0</b>

### Comments

All costs related to corporate training have been transferred to the Organisation and Member Development section see paragraph 5.3.

### 5.3 ORGANISATION AND MEMBER DEVELOPMENT

The section consists of staff employed on:	2010	2011	Reasons for Changes
Administration	3.5	2.5	Transferred to Legal Services as part of the Management Restructuring Exercise
Typing/Printing Services	3.5	3.5	
Personnel	2.5	2.5	
Health & Safety	0.0	1.0	Transferred from Corporate services as part of the Management Restructuring Exercise
Corporate Policy & Communication	0.0	3.0	Transferred from Corporate services as part of the Management Restructuring Exercise
Modern Apprenticeship	0.5	0.5	
	<b>10.0</b>	<b>13.0</b>	

#### Service Description

OMDEV

*Following the restructuring of senior management this budget covers human resources and central administration functions and corporate services.  
Human resources provide the personnel function and organisation wide training.  
The central administration function provides level B reception, typing and corporate printing.  
Corporate services provide advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications.*

#### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	261,660	0	7,840	-6,060	113,750	0	377,190
Transport Costs	4,920	0	150	-10	1,130	0	6,190
Supplies and Services	38,230	0	1,160	-150	2,960	0	42,200
Support Services	56,150	0	0	0	0	-2,470	53,680
Depreciation & Impairment	4,630	0	0	0	0	0	4,630
<b>TOTAL EXPENDITURE</b>	<b>365,590</b>	<b>0</b>	<b>9,150</b>	<b>-6,220</b>	<b>117,840</b>	<b>-2,470</b>	<b>483,890</b>
Customer & Client Receipt	-3,660	0	-110	0	-10	0	-3,780
Recharges to other General Fund Services	-365,790	0	0	0	0	-114,320	-480,110
<b>TOTAL INCOME</b>	<b>-369,450</b>	<b>0</b>	<b>-110</b>	<b>0</b>	<b>-10</b>	<b>-114,320</b>	<b>-483,890</b>
<b>NET</b>	<b>-3,860</b>	<b>0</b>	<b>9,040</b>	<b>-6,220</b>	<b>117,830</b>	<b>-116,790</b>	<b>0</b>

#### Comments

The large 'unavoidable changes to service costs' largely relate to the restructuring of senior management, and particularly in this instance to corporate services staff.

Decreases in support service costs are again as a result of the restructuring exercise.

## 5.4 LEGAL SERVICES

The section consists of staff employed on:	2010	2011	Reasons for Changes
Legal Services	6.5	8.5	Transferred from Organisation and Member Development (1) and Development Department (1)
Land Registry	1.5	1.5	
Modern Apprentice	0.5	0.5	
	<b>8.5</b>	<b>10.5</b>	

### Service Description

**LSERV**

*The Legal Services Section provides legal advice to all departments of the council and represents the council in court proceedings and conveyancing, or other non-contentious transactions.*

*The section also provides Land registry and licensing service and support to the democratic service.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	249,270	0	7,470	-6,090	55,440	0	306,090
Premises Costs	810	0	20	20	520	0	1,370
Transport Services	5,720	0	170	-110	1,320	0	7,100
Supplies and Services	39,570	0	1,190	-130	1,010	0	41,640
Support Services	73,580	0	0	0	0	6,900	80,480
<b>TOTAL EXPENDITURE</b>	<b>368,950</b>	<b>0</b>	<b>8,850</b>	<b>-6,310</b>	<b>58,290</b>	<b>6,900</b>	<b>436,680</b>
Customer & Client Receipts	-2,270	0	-70	10	320	0	-2,010
Recharges to other services	-370,290	0	0	0	0	-64,380	-434,670
<b>TOTAL INCOME</b>	<b>-372,560</b>	<b>0</b>	<b>-70</b>	<b>10</b>	<b>320</b>	<b>-64,380</b>	<b>-436,680</b>
<b>NET</b>	<b>-3,610</b>	<b>0</b>	<b>8,780</b>	<b>-6,300</b>	<b>58,610</b>	<b>-57,480</b>	<b>0</b>

### Comments

The large 'unavoidable changes to service costs' relates to the transfer of staff from development department who provide licensing support and staff transferred from Organisation and Member Development who provide support to the democratic and support to the Borough Mayor. This is a result of the senior management restructure. Movements in support service costs are as a result of the management restructure.

## 5.5 CORPORATE SERVICES

The section consists of staff employed on:	2010	2010	Reasons for Changes
Policy and Performance	3.0	0.0	Transferred to Organisation and Member Development
Health and Safety	1.0	0.0	Transferred to Organisation and Member Development
	<b>4.0</b>	<b>0.0</b>	

### Service Description

**CSERV**

*A small team (within the Resources Department) providing corporate support, advice and services including health and safety issues, strategic planning, performance management, policy development and review, consultation and communications. As a result of the restructuring of senior management costs associated with the staffing of this section have been transferred to the Organisation & member development section see paragraph 5.3*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	128,650	0	3,860	-3,560	-128,950	0	0
Transport Costs	1,530	0	50	-50	-1,530	0	0
Supplies and Services	24,730	0	740	-100	10,790	0	36,160
Support Services	41,860	0	0	0	0	141,380	183,240
<b>TOTAL EXPENDITURE</b>	<b>196,770</b>	<b>0</b>	<b>4,650</b>	<b>-3,710</b>	<b>-119,690</b>	<b>141,380</b>	<b>219,400</b>
Customer & Client Receipts	-1,150	0	-30	30	0	0	-1,150
<b>TOTAL INCOME</b>	<b>-1,150</b>	<b>0</b>	<b>-30</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>-1,150</b>
<b>NET</b>	<b>195,620</b>	<b>0</b>	<b>4,620</b>	<b>-3,680</b>	<b>-119,690</b>	<b>141,380</b>	<b>218,250</b>

### Comments

The large 'unavoidable changes to service costs' relates to the transfer of staff from corporate services to Organisation and Member Development and can be seen at paragraph 5.3, and also subscription for consultation transferred from E Government costs as shown at paragraph 5.9.

Movements in support service costs are again as a result of the management restructure.

Supplies and service costs have been reduced, as we no longer subscribe to the North West e-government group and due to reduced postage costs.

## 5.6 STRATEGIC HOUSING SECTION

	2010	2011	Reasons for Changes
Housing	4.0	0.0	Transferred to Chief Executive's department
	<b>4.0</b>	<b>0.0</b>	

**Service Description** **STRAH**

*A small team that provides the mandatory housing function for the Authority.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	109,420	0	3,270	-2,960	-109,730	0	0
Transport Costs	3,020	0	90	0	-3,110	0	0
Supplies & Services	3,270	0	110	-80	-3,300	0	0
Support Services	19,700	0	0	0	0	-19,700	0
<b>TOTAL EXPENDITURE</b>	<b>135,410</b>	<b>0</b>	<b>3,470</b>	<b>-3,040</b>	<b>-116,140</b>	<b>-19,700</b>	<b>0</b>
Recharges to other General Fund Services	-137,030	0	0	0	0	137,030	0
<b>TOTAL INCOME</b>	<b>-137,030</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>137,030</b>	<b>0</b>
<b>NET</b>	<b>-1,620</b>	<b>0</b>	<b>3,470</b>	<b>-3,040</b>	<b>-116,140</b>	<b>117,330</b>	<b>0</b>

### Comments

Following the restructuring of senior management the costs of the small team have been transferred to the Chief Executive Department paragraph 5.1

## 5.7 CORPORATE MANAGEMENT

### Service Description

CORPM

Corporate management concerns those activities and costs that provide the infrastructure that allows services to be provided and the information that is required for public accountability.

This budget includes staff indirectly employed on corporate issues such as corporate planning, council and corporate policy making meetings, preparation of published accounts, publicity and work on standard spending assessments, estimating and accounting for precepts.

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11	Transfers / Non Recurring Items	Inflation at 3.0%	Inflation above or below 3.0%	Unavoidable Changes to Service Cost	Support Services & Capital	Original Estimate 2011/12
	£	£	£	£	£	£	£
Support Services	419,280	0	0	0	0	-130,270	289,010
<b>TOTAL EXPENDITURE</b>	<b>419,280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-130,270</b>	<b>289,010</b>
<b>NET</b>	<b>419,280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-130,270</b>	<b>289,010</b>

### Comments

Following a review of time charged to corporate management in line with the Service Reporting Code of Practice, there has been a reduction in the level of support services charged here.

## 5.8 E PROCUREMENT

### Service Description

EPROC

This budget includes staff indirectly employed on e-Procurement initiatives

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11	Transfers / Non Recurring Items	Inflation at 3.0%	Inflation above or below 3.0%	Unavoidable Changes to Service Cost	Support Services & Capital	Original Estimate 2011/12
	£	£	£	£	£	£	£
Support Services	45,330	0	0	0	0	-45,330	0
<b>TOTAL EXPENDITURE</b>	<b>45,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-45,330</b>	<b>0</b>
<b>NET</b>	<b>45,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-45,330</b>	<b>0</b>

### Comments

Support costs are now allocated to departments based on service delivered. This cost centre is no longer in use.

## 5.9 E GOVERNMENT

### Service Description

GOVTE

*This budget shows the costs associated with e-Government including the subscription to the east Lancashire E Government partnership.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Supplies & Services	18,000	0	540	-540	-18,000	0	0
Support Services	90	0	0	0	0	-90	0
Depreciation & Impairment	11,470	0	0	0	0	-11,470	0
<b>TOTAL EXPENDITURE</b>	<b>29,560</b>	<b>0</b>	<b>540</b>	<b>-540</b>	<b>-18,000</b>	<b>-11,560</b>	<b>0</b>
<b>NET</b>	<b>29,560</b>	<b>0</b>	<b>540</b>	<b>-540</b>	<b>-18,000</b>	<b>-11,560</b>	<b>0</b>

### Comments

Subscriptions to the collaborative research and consultation service have been transferred to corporate services see paragraph 5.5

Depreciation on software purchased as part of the e-government capital programme transferred to IT services. This cost centre is no longer in use.



## 5.10 CIVIC SUITE

### Service Description

CIVST

All running costs for the civic suite are shown here, including staffing and cleaning of the facility. On occasions the civic suite is hired out to external organisations, for which a charge is made. Council departments are also charged a proportion of the running costs to reflect the level of usage that they have had of the facility during the year.

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	11,470	0	340	-140	-480	0	11,190
Premises Costs	24,400	0	740	-350	-100	0	24,690
Supplies and Services	2,000	0	60	-50	0	0	2,010
Third Party Payments	100	0	0	0	-100	0	0
Support Services	15,480	0	0	0	0	5,000	20,480
Depreciation & Impairment	15,230	0	0	0	0	-250	14,980
<b>TOTAL EXPENDITURE</b>	<b>68,680</b>	<b>0</b>	<b>1,140</b>	<b>-540</b>	<b>-680</b>	<b>4,750</b>	<b>73,350</b>
Customer & Client Receipts	-3,910	0	-120	0	0	0	-4,030
Recharges to other General Fund Services	-67,440	0	0	0	0	-1,880	-69,320
<b>TOTAL INCOME</b>	<b>-71,350</b>	<b>0</b>	<b>-120</b>	<b>0</b>	<b>0</b>	<b>-1,880</b>	<b>-73,350</b>
<b>NET</b>	<b>-2,670</b>	<b>0</b>	<b>1,020</b>	<b>-540</b>	<b>- 680</b>	<b>2,870</b>	<b>0</b>

### Comments

The main movement on this service has been an increase in support costs, particularly from Community services following a review of the time allocations by property services staff.

As a consequence of the increased costs of the site there has been an increase in recharges to other services.

## 5.11 COUNCIL OFFICES

### Service Description

CLOFF

*This budget is for the cost of our Council offices in Clitheroe. All running costs are collated under this budget and then recharged to the services that use the building at the end of the financial year.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	38,560	0	1,160	-470	1,020	0	40,270
Premises Costs	126,660	0	3,740	-140	1,720	30	132,010
Supplies and Services	8,940	0	260	-200	-130	0	8,870
Third Party Payments	2,300	0	70	-60	-1,020	0	1,290
Support Services	39,500	0	0	0	0	6,660	46,160
Depreciation & Impairment	37,520	0	0	0	0	7,350	44,870
<b>TOTAL EXPENDITURE</b>	<b>253,480</b>	<b>0</b>	<b>5,230</b>	<b>-870</b>	<b>1,590</b>	<b>14,040</b>	<b>273,470</b>
Customer & Client Receipts	-9,800	0	-290	290	90	0	-9,710
Recharges to other General Fund Services	-244,250	0	0	0	0	-19,510	-263,760
<b>TOTAL INCOME</b>	<b>-254,050</b>	<b>0</b>	<b>-290</b>	<b>290</b>	<b>90</b>	<b>-19,510</b>	<b>-273,470</b>
<b>NET</b>	<b>-570</b>	<b>0</b>	<b>4,940</b>	<b>-580</b>	<b>1,680</b>	<b>-5,470</b>	<b>0</b>

### Comments

Premises costs have risen due to increasing gas and metered water costs.

There is an increase in support costs mainly due to inflationary increases on the individual support services.

Depreciation charges have increased as a result of capital schemes at the site and following the revaluation of all council assets at the end of 2009/10.

There is an increase in recharges to other general fund services as a result of overall increased site cost.

## 5.12 COMMUNITY SAFETY

### Service Description

EMERG

*The Council is designated as a Category 1 responder under the Civil Contingency Act and as such is required to work with other agencies to develop and provide a suitable robust response to a range of identified local civil emergency situations.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Supplies and Services	14,260	0	410	-360	0	130	14,440
Support Services	48,160	0	0	0	0	-6,790	41,370
<b>TOTAL EXPENDITURE</b>	<b>62,420</b>	<b>0</b>	<b>410</b>	<b>-360</b>	<b>0</b>	<b>-6,660</b>	<b>55,810</b>
<b>NET</b>	<b>62,420</b>	<b>0</b>	<b>410</b>	<b>-360</b>	<b>0</b>	<b>-6,660</b>	<b>55,810</b>

### Comments

There has been a reduction in support service costs, largely as a result of the restructuring exercise.

## 5.13 COUNCIL TAX

### Service Description

CLTAX

*The administration and collection of council tax*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Supplies and Services	56,800	0	1,530	-420	-1,780	970	57,100
Support Services	412,780	0	0	0	0	-19,810	392,970
Depreciation & Impairment	7,930	0	0	0	0	180	8,110
<b>TOTAL EXPENDITURE</b>	<b>477,510</b>	<b>0</b>	<b>1,530</b>	<b>-420</b>	<b>-1,780</b>	<b>-18,660</b>	<b>458,180</b>
Customer & Client Receipts	-71,070	0	-2,130	2,130	5,160	0	-65,910
<b>TOTAL INCOME</b>	<b>-71,070</b>	<b>0</b>	<b>-2,130</b>	<b>2,130</b>	<b>5,160</b>	<b>0</b>	<b>-65,910</b>
<b>NET</b>	<b>406,440</b>	<b>0</b>	<b>-600</b>	<b>1,710</b>	<b>3,380</b>	<b>-18,660</b>	<b>392,270</b>

### Comments

Supplies and services costs have reduced, as the initial provision for the all pay service appears to have been too high. This reduction is offset by an increase in the allocation of bank charges, which is based on usage.

The decrease in support costs is mainly due to the restructuring exercise in the computer section.

A fall in summonses income is anticipated.

## 5.14 NATIONAL NON DOMESTIC RATES

Service Description							NNDRC
<i>The administration and collection of national non-domestic rates</i>							
Link to Ambitions							
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Supplies and Services	1,580	0	30	0	170	180	1,960
Transfer Payments	28,680	0	860	-140	-4,730	0	24,670
Support Services	107,140	0	0	0	0	-6,200	100,940
<b>TOTAL EXPENDITURE</b>	<b>137,400</b>	<b>0</b>	<b>890</b>	<b>-140</b>	<b>-4,560</b>	<b>-6,020</b>	<b>127,570</b>
Government Grants	-83,910	0	0	0	-290	0	-84,200
Customer & Client Receipts	-5,600	0	-170	170	-1,150	0	-6,750
<b>TOTAL INCOME</b>	<b>-89,510</b>	<b>0</b>	<b>-170</b>	<b>170</b>	<b>-1,440</b>	<b>0</b>	<b>-90,950</b>
<b>NET</b>	<b>47,890</b>	<b>0</b>	<b>720</b>	<b>30</b>	<b>-6,000</b>	<b>-6,020</b>	<b>36,620</b>
Comments							
Transfer payments have decreased due to a reduction in the provision for discretionary grants to reflect actual grants paid in 2009/10 plus inflation.							
The decrease in support service costs is largely due to the restructuring exercise.							

## 5.15 DISTRICT ELECTIONS

Service Description							DISTC
<i>The cost of administering elections to the council.</i>							
Link to Ambitions							
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Support Services	2,080	0	0	0	0	14,830	16,910
<b>TOTAL EXPENDITURE</b>	<b>2,080</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,830</b>	<b>16,910</b>
<b>NET</b>	<b>2,080</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,830</b>	<b>16,910</b>
Comments							
An increase in support costs needs to be brought in to our estimates for next year to reflect the forthcoming local elections.							

## 5.16 REGISTER OF ELECTORS

Service Description							ELECT
<i>The council has a statutory duty to compile and maintain a register of all those entitled to vote</i>							
Link to Ambitions							
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	11,570	0	350	-350	0		11,570
Supplies & Services	29,060	0	870	30	1,930	0	31,890
Support Services	31,900	0	0	0	0	1,180	33,080
<b>TOTAL EXPENDITURE</b>	<b>72,530</b>	<b>0</b>	<b>1,220</b>	<b>-320</b>	<b>1,930</b>	<b>1,180</b>	<b>76,540</b>
Government grants	0	0	0	0	0	0	0
Customer & Client Receipts	-1,060	0	-30	30	-100	0	-1,160
<b>TOTAL INCOME</b>	<b>-1,060</b>	<b>0</b>	<b>-30</b>	<b>30</b>	<b>-100</b>	<b>0</b>	<b>-1,160</b>
<b>NET</b>	<b>71,470</b>	<b>0</b>	<b>1,190</b>	<b>-290</b>	<b>1,830</b>	<b>1,180</b>	<b>75,380</b>
Comments							
Increased supplies and services reflect increased costs of printing the electoral register, data protection costs and an above inflationary increase for software maintenance. The increase in support costs is mainly as a result of the restructuring exercise.							

## 5.17 EUROPEAN ELECTIONS

Service Description							EUROP
<i>The cost to the council of administering European elections.</i>							
Link to Ambitions							
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Support Services	2,400	0	0	0	0	-2,370	30
<b>TOTAL EXPENDITURE</b>	<b>2,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-2,370</b>	<b>30</b>
<b>NET</b>	<b>2,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-2,370</b>	<b>30</b>
Comments							
Decrease in support costs to reflect that there is no European Election anticipated.							

## 5.18 LANCASHIRE COUNTY ELECTIONS

Service Description							LANCS
<i>The cost to the council of administering the County Council elections.</i>							
Link to Ambitions							
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Support Services	2,400	0	0	0	0	-2,390	10
<b>TOTAL EXPENDITURE</b>	<b>2,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-2,390</b>	<b>10</b>
<b>NET</b>	<b>2,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-2,390</b>	<b>10</b>
Comments							
Decrease in support costs to reflect that there is no County Election anticipated.							

## 5.19 PARISH ELECTIONS

Service Description							PARIS
<i>The council organises elections on behalf of Parish Councils</i>							
Link to Ambitions							
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Support Services	1,000	0	0	0	0	50	1,050
<b>TOTAL EXPENDITURE</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>1,050</b>
<b>NET</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>1,050</b>
Comments							
The service costs are anticipated to remain at a similar level to the 2010/11 financial year.							

## 5.20 PARLIAMENTARY ELECTIONS

### Service Description

PARLI

*The council is responsible for administering Parliamentary elections in our area.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Support Services	32,530	0	0	0	0	-12,980	19,550
<b>TOTAL EXPENDITURE</b>	<b>32,530</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-12,980</b>	<b>19,550</b>
<b>NET</b>	<b>32,530</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-12,980</b>	<b>19,550</b>

### Comments

Reduction in support costs to reflect that there is no parliamentary election anticipated in 2011.

## 5.21 MAYOR'S ATTENDANT

### Service Description

ATTEN

*Costs of the mayor's attendant are shown here. These costs are then charged to Civic Functions and the Civic Suite*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	14,030	0	410	-200	-140	0	14,100
Supplies and Services	340	0	10	-10	0	0	340
Support Services	4,990	0	0	0	0	-310	4,680
<b>TOTAL EXPENDITURE</b>	<b>19,360</b>	<b>0</b>	<b>420</b>	<b>-210</b>	<b>-140</b>	<b>-310</b>	<b>19,120</b>
Recharges to other General Fund Services	-19,530	0	0	0	0	410	-19,120
<b>NET INCOME</b>	<b>-19,530</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>410</b>	<b>-19,120</b>
<b>NET</b>	<b>-170</b>	<b>0</b>	<b>420</b>	<b>-210</b>	<b>-140</b>	<b>100</b>	<b>0</b>

### Comments

The service is expected to continue at the same level as the current financial year.

## 5.22 CIVIC FUNCTIONS

### Service Description

CIVCF

*Costs of all mayoral events and functions are shown here.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Premises Costs	360	0	10	0	0	0	370
Transport Costs	8,720	0	0	0	0	0	8,720
Supplies and Services	21,460	0	650	-400	0	0	21,710
Support Services	25,600	0	0	0	0	40	25,640
<b>TOTAL EXPENDITURE</b>	<b>56,140</b>	<b>0</b>	<b>660</b>	<b>-400</b>	<b>0</b>	<b>40</b>	<b>56,440</b>
<b>NET</b>	<b>56,140</b>	<b>0</b>	<b>660</b>	<b>-400</b>	<b>0</b>	<b>40</b>	<b>56,440</b>

### Comments

The movement on supplies and services reflects an inflationary increase on mayoral allowances.

## 5.23 COST OF DEMOCRACY

### Service Description

COSDM

*This budget includes member allowances, special responsibility allowances, member travel expenses, council meeting expenses and miscellaneous costs relating to members.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	7,800	0	230	-120	-730	0	7,180
Transport Costs	100	0	0	0	0	0	100
Supplies and Services	209,420	0	6,290	-3,000	-1,480	0	211,230
Support Services	239,400	0	0	0	0	-39,040	200,360
<b>TOTAL EXPENDITURE</b>	<b>456,720</b>	<b>0</b>	<b>6,520</b>	<b>-3,120</b>	<b>-2,210</b>	<b>-39,040</b>	<b>418,870</b>
Customer & Client Receipts	-20	0	0	0	0	0	-20
<b>TOTAL INCOME</b>	<b>-20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-20</b>
<b>NET</b>	<b>456,700</b>	<b>0</b>	<b>6,520</b>	<b>-3,120</b>	<b>-2,210</b>	<b>-39,040</b>	<b>418,850</b>

### Comments

Members allowances froze in 2010/11 an increase in allowances has been allowed for from October 2011 in the above estimate.

There has been a reduction in support costs mainly due to the restructuring exercise and following a review of the time allocated to corporate management in line with the Service Reporting Code of Practice.



## 5.24 MAYORAL TRANSPORT

### Service Description

MAYCR

All costs associated with the mayor's car are shown here, including the lease of the vehicle, cleaning, servicing, insurance and fuel. Costs for the driver are shown under the Mayor's Attendant heading. All these costs are charged on to Civic Functions.

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Transport Costs	8,310	0	240	-180	0	0	8,370
Support Services	410	0	0	0	0	-60	350
<b>TOTAL EXPENDITURE</b>	<b>8,720</b>	<b>0</b>	<b>240</b>	<b>-180</b>	<b>0</b>	<b>-60</b>	<b>8,720</b>
Miscellaneous Recharges	-8,720	0	0	0	0	0	-8,720
<b>TOTAL INCOME</b>	<b>-8,720</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-8,720</b>
<b>NET</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>-180</b>	<b>0</b>	<b>-60</b>	<b>0</b>

### Comments

This service is expected to continue at the same level as the current financial year.

## 5.25 LICENSING

### Service Description

LICSE

The council has a statutory duty to licence premises, which serve alcohol or provide regulated entertainment, gambling, and issue personal licenses to individuals. In addition the council licenses hackney and private hire drivers, vehicles and operators.

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	0	0	0	0	1,800	0	1,800
Supplies and Services	21,880	0	660	-260	580	0	22,860
Support Services	139,310	0	0	0	0	-830	138,480
<b>TOTAL EXPENDITURE</b>	<b>161,190</b>	<b>0</b>	<b>660</b>	<b>-260</b>	<b>2,380</b>	<b>-830</b>	<b>163,140</b>
Customer & Client Receipts	-108,650	0	-3,270	3,270	-1,920	0	-110,570
<b>TOTAL INCOME</b>	<b>-108,650</b>	<b>0</b>	<b>-3,270</b>	<b>3,270</b>	<b>-1,920</b>	<b>0</b>	<b>-110,570</b>
<b>NET</b>	<b>52,540</b>	<b>0</b>	<b>-2,610</b>	<b>3,010</b>	<b>460</b>	<b>-830</b>	<b>52,570</b>

### Comments

There has been a provision allowed for criminal record bureau checks on taxi drivers. This is offset by income collected for these checks from the taxi drivers.

Above inflationary increase for Lalpac software maintenance in 2011/12.

There has been a reduction in support costs reflecting the restructuring of senior management.

## 5.26 LAND CHARGES

### Service Description

LANDC

*The council holds and compiles the register of charges affecting properties, which then forms the basis of the local land charges search.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	5,980	0	180	-50	-1,660	0	4,450
Supplies and Services	13,460	0	410	-40	-1,160	0	12,670
Support Services	95,500	0	0	0	0	3,680	99,180
Depreciation and Impairments	1,680	0	0	0	0	-1,680	0
<b>TOTAL EXPENDITURE</b>	<b>116,620</b>	<b>0</b>	<b>590</b>	<b>-90</b>	<b>-2,820</b>	<b>2,000</b>	<b>116,300</b>
Customer & Client Receipts	-76,940	0	-2,310	2,310	3,640	0	-73,300
<b>TOTAL INCOME</b>	<b>-76,940</b>	<b>0</b>	<b>-2,310</b>	<b>2,310</b>	<b>3,640</b>	<b>0</b>	<b>-73,300</b>
<b>NET</b>	<b>39,680</b>	<b>0</b>	<b>-1,720</b>	<b>2,220</b>	<b>820</b>	<b>2,000</b>	<b>43,000</b>

### Comments

There has been a reduction in the recharge of employee related insurance to the service under employee costs.

Supplies and services shows a reduction in a 3-year average number of Highway enquiries made to LCC offset by slight increase in average number of common land enquiries, which has resulted in a lower charge to the service.

There has been an increase in support costs reflecting the restructuring of senior management and increased costs within those sections

There is no future depreciation charge in 2011/12 as the Land charges IT system will be fully depreciated in 2010/11.

Reduced income from personal searches is shown above, as the council will no longer be able to charge for this service.

## 5.27 GRANTS AND SUBSCRIPTIONS

Service Description							FGSUB
<i>Within this budget are various Grants, Contributions and Subscriptions paid by the Council from this committee. The major payments under this budget are to Citizen's Advice Bureau, Ribble Valley Crossroads, Local Government Association (subscription) and Ribble Valley Strategic Partnership</i>							
Link to Ambitions							
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Supplies and Services	28,860	0	860	30	680	0	30,430
Transfer Payments	122,010	0	3,660	-910	-450	0	124,310
Support Services	1,080	0	0	0	0	40	1,120
<b>TOTAL EXPENDITURE</b>	<b>151,950</b>	<b>0</b>	<b>4,520</b>	<b>-880</b>	<b>230</b>	<b>40</b>	<b>155,860</b>
<b>NET</b>	<b>151,950</b>	<b>0</b>	<b>4,520</b>	<b>-880</b>	<b>230</b>	<b>40</b>	<b>155,860</b>
Comments							
The increase on this service is largely inflation. The service is expected to continue at its current level.							

## 5.28 ESTATES

Service Description							ESTAT
<i>The council has many assets, which include land, and property, which are managed in accordance with the council's Asset Management Strategy.</i>							
Link to Ambitions							
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Premises Costs	3,090	0	90	-90	0	0	3,090
Supplies and Services	1,220	0	40	0	0	0	1,260
Transfer Payments	0	0	0	0	7,650	0	7,650
Support Services	27,330	0	0	0	0	270	27,600
<b>TOTAL EXPENDITURE</b>	<b>31,640</b>	<b>0</b>	<b>130</b>	<b>-90</b>	<b>7,650</b>	<b>270</b>	<b>39,600</b>
Customer & Client Receipts	-6,310	0	-190	160	-7,930	0	-14,270
<b>TOTAL INCOME</b>	<b>-6,310</b>	<b>0</b>	<b>-190</b>	<b>160</b>	<b>-7,930</b>	<b>0</b>	<b>-14,270</b>
<b>NET</b>	<b>25,330</b>	<b>0</b>	<b>-60</b>	<b>70</b>	<b>-280</b>	<b>270</b>	<b>25,330</b>
Comments							
Provision for grant payment to over 60's club is shown on transfer payments. Increase in support costs reflecting a slight change in time allocations.							
The increase in customer and client receipts reflects increased income from the rent particularly of Towneley buildings.							

## 5.29 MEALS ON WHEELS AND LUNCHEON CLUBS

### Service Description

### VARIOUS CODES

*The Women's Royal Voluntary Service (WRVS) have been delivering Meals on Wheels in the Ribble Valley for around forty years for people who are unable to prepare or heat meals on their own. Vegetarian, Halal, Kosher, low salt and any other dietary requirements are catered for with meals available on a regular basis. Not only does the service provide a hot meal, it also keeps a vital, caring eye on the recipients and provides them with regular social contact. On occasions the service has raised the alarm about a person in distress.*

*The service is provided through commissioning arrangements with private providers and local voluntary groups, and is based on an assessment of an individual's need. People who receive meals are required to contribute towards the cost.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Transport Costs	3,330	0	100	-90	-990	0	2,350
Supplies and Services	11,080	0	330	-60	-500	0	10,850
Third Party Payments	40,110	0	1200	-90	1,510	0	42,730
Transfer Payments	1,220	0	30	-30	-10	0	1,210
Support Services	5,110	0	0	0	0	110	5,220
<b>TOTAL EXPENDITURE</b>	<b>60,850</b>	<b>0</b>	<b>1,660</b>	<b>-270</b>	<b>10</b>	<b>110</b>	<b>62,360</b>
Other Grants and Reimbursements	-23,250	0	-700	700	-870	0	-24,120
Customer & Client Receipts	-11,840	0	-350	350	-160	0	-12,000
<b>TOTAL INCOME</b>	<b>-35,090</b>	<b>0</b>	<b>-1,050</b>	<b>1,050</b>	<b>-1,030</b>	<b>0</b>	<b>-36,120</b>
<b>NET</b>	<b>25,760</b>	<b>0</b>	<b>610</b>	<b>780</b>	<b>-1,020</b>	<b>110</b>	<b>26,240</b>

### Comments

There has been a reduction in number of rounds which has resulted in reduced transport costs, but also less income from sales.

Higher third party payments reflects the increased costs of providing meals.

The reduction in grants and reimbursements is due to a lower grant from LCC for provision of meals on wheels and luncheon club service based on a per capita rate.

### 5.30 POLICY AND FINANCE MISCELLANEOUS

#### Service Description

FMISC

*Included in this budget are the council's external audit fees and charges for the council's bank accounts. Bank account charges are recharged to services at the end of the financial year.*

#### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	540	0	20	0	200	0	760
Premises Costs	900	0	30	-20	-200	0	710
Supplies and Services	139,540	0	4,190	-360	6,690	0	150,060
Support Services	11,300	0	0	0	0	2,120	13,420
Debt Management Expenses	31,190	0	0	0	0	320	31,510
<b>TOTAL EXPENDITURE</b>	<b>183,470</b>	<b>0</b>	<b>4,240</b>	<b>- 380</b>	<b>6,690</b>	<b>2,440</b>	<b>196,460</b>
Customer & Client Receipts	-400	0	-10	0	0	0	-410
Interest	-360	0	0	0	-480	0	-840
Miscellaneous Recharges	-16,190	0	0	0	0	-1,810	-18,000
<b>TOTAL INCOME</b>	<b>-16,950</b>	<b>0</b>	<b>-10</b>	<b>0</b>	<b>-480</b>	<b>-1,810</b>	<b>-19,250</b>
<b>NET</b>	<b>166,520</b>	<b>0</b>	<b>4,230</b>	<b>-380</b>	<b>6,210</b>	<b>630</b>	<b>177,210</b>

#### Comments

Increased supplies and services reflects an above inflationary increase in Audit fees experienced in 2010/11.

Increase support services are a result of changes to staff time allocations.

Increase in recharges to other services as a result of increases in bank charges.

### 5.31 PERFORMANCE REWARD GRANTS

#### Service Description

PERFM

*In March 2010 the Council was awarded £478k from Lancashire County Council towards the cost of delivering improved services to the communities of Lancashire.*

#### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Supplies and Services	0	0	0	0	52,690	0	52,690
<b>TOTAL EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,690</b>	<b>0</b>	<b>52,690</b>
<b>NET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,690</b>	<b>0</b>	<b>52,690</b>

#### Comments

Whilst the majority of the performance reward grant will be distributed in 2010/11, there is some remaining budget provision for ongoing projects to be completed by 2011/12. This is funded from earmarked reserves.

### 5.32 SUPERANNUATION DEFICIENCY PAYMENTS

#### Service Description

SUPDF

*Costs here relate to unfunded pension costs incurred during the financial year*

#### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	5,480	0	160	10	0	0	5,650
Third Party Payments	117,730	0	3,530	-30	-4,910	0	116,320
Support Services	130	0	0	0	0	20	150
<b>TOTAL EXPENDITURE</b>	<b>123,340</b>	<b>0</b>	<b>3,690</b>	<b>-20</b>	<b>-4,910</b>	<b>20</b>	<b>122,120</b>
<b>NET</b>	<b>123,340</b>	<b>0</b>	<b>3,690</b>	<b>-20</b>	<b>-4,910</b>	<b>20</b>	<b>122,120</b>

#### Comments

The service is expected to continue at a similar level to the current financial year.

### 5.33 CONTACT CENTRE

Staffing of the Contact Centre is as shown below:	2010	2011	Reasons for Changes				
Contact Centre Staffing	3.5	3.5					
	<b>3.5</b>	<b>3.5</b>					
Service Description		CONTC					
<i>The contact centre provides the council's switchboard function and acts as first point of contact for a range of front line services.</i>							
Link to Ambitions							
To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	68,830	0	2060	-980	2,420	0	72,330
Transport Costs	240	0	10	-10	0	0	240
Supplies and Services	600	0	20	-20	180	0	780
Third Party Payments	54,920	0	1,650	20	660	0	57,250
Support Services	34,140	0	0	0	0	5,020	39,160
<b>TOTAL EXPENDITURE</b>	<b>158,730</b>	<b>0</b>	<b>3,740</b>	<b>-990</b>	<b>3,260</b>	<b>5,020</b>	<b>169,760</b>
<b>NET</b>	<b>158,730</b>	<b>0</b>	<b>3,740</b>	<b>-990</b>	<b>3,260</b>	<b>5,020</b>	<b>169,760</b>
Comments							
Increased employee costs are as a result of staff joining the superannuation scheme and also incremental salary increases.							
Increase in support costs due to the senior management restructuring.							

## 5.34 COMPUTER SERVICES

The section consists of staff employed on:	2010	2011	Reasons for Changes
Computer Services	5.0	5.0	
	<b>5.0</b>	<b>5.0</b>	

### Service Description

COMPR

*The Computer (ICT) Section is responsible for the installation and upkeep of the computer based systems of the council*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	167,670	0	5,020	-4,420	-200	0	168,070
Transport Services	4,670	0	130	-130	-870	0	3,800
Supplies and Services	126,250	0	3,790	-410	4,520	0	134,150
Support Services	26,570	0	0	0	0	3,120	29,690
Depreciation & Impairment	28,940	0	0	0	0	-10,030	18,910
<b>TOTAL EXPENDITURE</b>	<b>354,100</b>	<b>0</b>	<b>8,940</b>	<b>-4,960</b>	<b>3,450</b>	<b>-6,910</b>	<b>354,620</b>
Customer & Client Receipts	0	0	0	0	-20	0	-20
Recharges to other General Fund Services	-356,580	0	0	0	0	14,030	-342,550
<b>TOTAL INCOME</b>	<b>-356,580</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-20</b>	<b>14,030</b>	<b>-342,570</b>
<b>NET</b>	<b>-2,480</b>	<b>0</b>	<b>8,940</b>	<b>-4,960</b>	<b>3,430</b>	<b>7,120</b>	<b>12,050</b>

### Comments

Increase in support services due to the senior management restructure.

There is a net decrease in depreciation due to software becoming fully depreciated in 2010/11, partly offset by increased depreciation due to capital expenditure which has taken place in 2010/11.

There are decreased recharges to other services due to decreased costs in the section.



## 5.35 FINANCIAL SERVICES

The section consists of staff employed on:	2010	2011	Reasons for Changes
Director and Personal Assistant	2.0	2.0	
Accountancy, Financial Services & Audit	13.5	13.5	
	<b>15.5</b>	<b>15.5</b>	

### Service Description

**FSERV**

*The Financial Services Section provides the Accountancy and Internal Audit services of the Council. The section crucially is responsible for all matters of financial administration. The section's main tasks are the preparation of budgets, closure of the Council's accounts and also the achievement of the annual internal audit plan.*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	545,750	0	16,380	-14,960	3,360	0	550,530
Premises Costs	130	0	0	10	400	0	540
Transport Costs	13,170	0	390	-300	4,240	0	17,500
Supplies and Services	27,070	0	800	-270	1,620	1,610	27,590
Support Services	39,720	0	0	0	0	3,460	43,180
<b>TOTAL EXPENDITURE</b>	<b>625,840</b>	<b>0</b>	<b>17,570</b>	<b>-15,520</b>	<b>6,380</b>	<b>5,070</b>	<b>639,340</b>
Customer & Client Receipts	-1,210	0	-40	10	40	0	-1,200
Recharges to other services	-632,620	0	0	0	0	140	-632,480
<b>TOTAL INCOME</b>	<b>-633,830</b>	<b>0</b>	<b>-40</b>	<b>10</b>	<b>40</b>	<b>140</b>	<b>-633,680</b>
<b>NET</b>	<b>-7,990</b>	<b>0</b>	<b>17,530</b>	<b>-15,510</b>	<b>6,420</b>	<b>5,210</b>	<b>5,660</b>

### Comments

The increase in employee costs are as a result of incremental salary increases.

There has been an increase in the recharge to the service for premises insurance.

Transport costs have increased due to increased replacement vehicle costs.

On supplies and services there has been reduced costs due to a reduction in the cost of refreshments and also photocopying charges. However, there has also been an increase in this area due to an increase in bank charges allocated to the service, based on usage.

Support costs have increased mainly as a result of the management restructure.

## 5.36 REVENUES AND BENEFITS

The section consists of staff employed on:	2010	2011	Reasons for Changes
Revenues	14.0	14.0	
Benefits	8.5	8.5	
	<b>22.5</b>	<b>22.5</b>	

### Service Description

REVUE

*Income and expenditure that relates to both revenues and benefits, which is then recharged to the individual costs centres*

### Link to Ambitions

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

Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	558,180	0	16,740	-12,540	-2,970	0	559,410
Transport Services	10,540	0	320	-150	-710	0	10,000
Supplies and Services	13,560	0	190	-60	-50	-1,240	12,400
Support Services	79,810	0	0	0	0	9,830	89,640
<b>TOTAL EXPENDITURE</b>	<b>662,090</b>	<b>0</b>	<b>17,250</b>	<b>-12,750</b>	<b>-3,730</b>	<b>8,590</b>	<b>671,450</b>
Customer & Client Receipts	-10	0	0	0	0	0	-10
Recharges to other General Fund Services	-670,340	0	0	0	0	2,690	-667,650
<b>TOTAL INCOME</b>	<b>-670,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,690</b>	<b>-667,660</b>
<b>NET</b>	<b>-8,260</b>	<b>0</b>	<b>17,250</b>	<b>-12,750</b>	<b>-3,730</b>	<b>11,280</b>	<b>3,790</b>

### Comments

The reduction in employee costs is mainly due to a reduced provision for professional training.

Supplies and services costs have reduced due to a reduction in the allocation of bank charges which are based on actual usage.

Support services costs have increased largely due to the restructuring of senior management.

There is an increase in recharges to other services due to an increase in costs in the section.

## 5.37 CONCESSIONARY TRAVEL

Service Description							CONCS
<p>People aged 60 and over and eligible disabled people in England get free off-peak travel on all local buses anywhere in England. The council, along with all other Lancashire Districts, contributes to a pool to fund the scheme.</p>							
Link to Ambitions							
<p>To be a <b>well managed</b> council providing <b>efficient services</b> based on <b>identified customer needs</b></p>							
Budget Analysis	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Transport Services	577,790	0	17,330	-15,840	-528,090	0	51,190
Third Party Payments	15,440	0	460	-460	-15,440	0	0
Support Services	12,860	0	0	0	0	-12,860	0
<b>TOTAL EXPENDITURE</b>	<b>606,090</b>	<b>0</b>	<b>17,790</b>	<b>-16,300</b>	<b>-543,530</b>	<b>-12,860</b>	<b>51,190</b>
Government Grants	-160,740	0	-4,820	4,820	160,740	0	0
Customer & Client Receipts	-800	0	-20	20	800	0	0
<b>TOTAL INCOME</b>	<b>-161,540</b>	<b>0</b>	<b>-4,840</b>	<b>4,840</b>	<b>161,540</b>	<b>0</b>	<b>0</b>
<b>NET</b>	<b>444,550</b>	<b>0</b>	<b>12,950</b>	<b>-11,460</b>	<b>-381,990</b>	<b>-12,860</b>	<b>51,190</b>
Comments							
<p>Following a consultation exercise carried out by the Department for Transport, the administration of the concessionary travel scheme is to be moved to upper tier authorities.</p> <p>The only cost remaining on this service relates to the discretionary element of the concessionary travel scheme, being support to the community transport scheme operated by the little green bus.</p>							

## 6 SUMMARIES

6.1 The draft budget is summarised in two ways. One over the cost of the service (objective) provided by the committee. The other is over the type of expenditure and income (subjective).

### a) *Cost of Services Provided (Objective)*

Cost Centre	Service Name	BUDGET ANALYSIS							LINK TO AMBITIONS			
		Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £	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
CEXEC	Chief Executives Department	-1,960	0	4,430	-4,270	884,030	-882,230	0				✓
HRDEV	Human Resources Development	37,270	0	440	-440	-14,830	-22,440	0				✓
OMDEV	Organisation & Member Development	-3,860	0	9,040	-6,220	117,830	-116,790	0				✓
LSERV	Legal Services	-3,610	0	8,780	-6,300	58,610	-57,480	0				✓
CSERV	Corporate Services	195,620	0	4,620	-3,680	-119,690	141,380	218,250				✓
STRAH	Strategic Housing Section	-1,620	0	3,470	-3,040	-116,140	117,330	0			✓	
CORPM	Corporate Management	419,280	0	0	0	0	-130,270	289,010				✓
EPROC	E Procurement	45,330	0	0	0	0	-45,330	0				✓
GOVTE	E Government	29,560	0	540	-540	-18,000	-11,560	0				✓
CIVST	Civic Suite	-2,670	0	1,020	-540	-680	2,870	0				✓
CLOFF	Council Offices	-570	0	4,940	-580	1,680	-5,470	0				✓
EMERG	Community Safety	62,420	0	410	-360	0	-6,660	55,810	✓			
CLTAX	Council Tax	406,440	0	-600	1,710	3,380	-18,660	392,270				✓

Cost Centre	Service Name	BUDGET ANALYSIS							LINK TO AMBITIONS			
		Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £	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
NNDRC	National Non Domestic Rates	47,890	0	720	30	-6,000	-6,020	36,620				✓
DISTC	District Elections	2,080	0	0	0	0	14,830	16,910				✓
ELECT	Register of Electors	71,470	0	1,190	-290	1,830	1,180	75,380				✓
EUROP	European Elections	2,400	0	0	0	0	-2,370	30				✓
LANCS	Lancashire County Elections	2,400	0	0	0	0	-2,390	10				✓
PARIS	Parish Elections	1,000	0	0	0	0	50	1,050				✓
PARLI	Parliamentary Elections	32,530	0	0	0	0	-12,980	19,550				✓
ATTEN	Mayor's Attendant	-170	0	420	-210	-140	100	0				✓
CIVCF	Civic Functions	56,140	0	660	-400	0	40	56,440				✓
COSDM	Cost of Democracy	456,700	0	6,520	-3,120	-2,210	-39,040	418,850				✓
MAYCR	Mayoral Transport	0	0	240	-180	0	-60	0				✓
LICSE	Licensing	52,540	0	-2,610	3,010	460	-830	52,570	✓			
LANDC	Land Charges	39,680	0	-1,720	2,220	820	2,000	43,000				✓
FGSUB	Grants and Subscriptions	151,950	0	4,520	-880	230	40	155,860				✓
ESTAT	Estates	25,330	0	-60	70	-280	270	25,330				✓
VARIOUS	Meals on Wheels & Luncheon Clubs	25,760	0	610	780	-1,020	110	26,240	✓			
FMISC	Policy & Finance Miscellaneous	166,520	0	4,230	-380	6,210	630	177,210				✓

Cost Centre	Service Name	BUDGET ANALYSIS							LINK TO AMBITIONS			
		Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £	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
PERFM	Performance Reward Grants	0	0	0	0	52,690	0	52,690		✓		
SUPDF	Superannuation Deficiency Payments	123,340	0	3,690	-20	-4,910	20	122,120				✓
CONTC	Contact Centre	158,730	0	3,740	-990	3,260	5,020	169,760				✓
COMPR	Computers	-2,480	0	8,940	-4,960	3,430	7,120	12,050				✓
FSERV	Financial Services	-7,990	0	17,530	-15,510	6,420	5,210	5,660				✓
REVUE	Revenues and Benefits	-8,260	0	17,250	-12,750	-3,730	11,280	3,790				✓
CONCS	Concessionary Travel	444,550	0	12,950	-11,460	-381,990	-12,860	51,190				✓
<b>NET COST OF SERVICES</b>		<b>3,023,740</b>	<b>0</b>	<b>115,910</b>	<b>-69,300</b>	<b>471,260</b>	<b>-1,063,960</b>	<b>2,477,650</b>				

ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES								
FNBAL H230	Election Fund	4,290	0	130	450	15,000	0	19,870
FNBAL H255	Concurrent Functions Reserve	-14,140	0	-420	420	14,140	0	0
FNBAL H263	Government Connect Reserve	0	0	0	0	-4,520	0	-4,520
FNBAL	Valuation of Assets Reserve	0	0	0	0	2,000	0	2,000
FNBAL H326	Performance Reward Grants Reserve	0	0	0	0	-52,690	0	-52,690
<b>NET BALANCES &amp; RESERVES</b>		<b>-9,850</b>	<b>0</b>	<b>-290</b>	<b>870</b>	<b>-26,070</b>	<b>0</b>	<b>-35,340</b>
<b>NET EXPENDITURE</b>		<b>3,013,890</b>	<b>0</b>	<b>115,620</b>	<b>-68,430</b>	<b>445,190</b>	<b>-1,063,960</b>	<b>2,442,310</b>

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

	Original Estimate 2010/11 £	Non Recurring Items £	Inflation at 3.0% £	Inflation above or below 3.0% £	Unavoidable Changes to Service Cost £	Support Services & Capital £	Original Estimate 2011/12 £
Employee Costs	2,329,410	0	69,790	-57,140	766,030	0	3,108,090
Premises Costs	156,350	0	4,630	-570	2,850	30	163,290
Transport Costs	649,550	0	19,200	-17,070	-505,900	0	145,780
Supplies and Services	860,070	0	25,400	-7,030	70,400	1,650	950,490
Third Party	233,720	0	7,000	-710	-22,420	0	217,590
Transfer Payments	151,910	0	4,550	-1,080	2,460	0	157,840
Support Services	2,142,830	0	0	0	0	-2,270	2,140,560
Depreciation & Impairment	107,400	0	0	0	0	-15,900	91,500
Debt Management Expenses	31,190	0	0	0	0	320	31,510
<b>TOTAL EXPENDITURE</b>	<b>6,662,430</b>	<b>0</b>	<b>130,570</b>	<b>-83,600</b>	<b>313,420</b>	<b>-16,170</b>	<b>7,006,650</b>
Government Grants	-244,650	0	-4,820	4,820	160,450	0	-84,200
Other Grants and Reimbursements	-23,250	0	-700	700	-870	0	-24,120
Customer & Client Receipts	-304,700	0	-9140	8,780	-1,260	0	-306,320
Interest	-360	0	0	0	-480	0	-840
Recharges to other General Fund Services	-3,040,820	0	0	0	0	-1,045,980	-4,086,800
Miscellaneous Recharges	-24,910	0	0	0	0	-1,810	-26,720
<b>TOTAL INCOME</b>	<b>-3,638,690</b>	<b>0</b>	<b>-14,660</b>	<b>14,300</b>	<b>157,840</b>	<b>-1,047,790</b>	<b>-4,529,000</b>
<b>NET COST OF SERVICES</b>	<b>3,023,740</b>	<b>0</b>	<b>115,910</b>	<b>-69,300</b>	<b>471,260</b>	<b>-1,063,960</b>	<b>2,477,650</b>
<b>ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES</b>							
<b>FNBAL/H230:</b> Election Fund	4,290	0	130	450	15,000	0	19,870
<b>FNBAL/H255:</b> Concurrent Functions Reserve	-14,140	0	-420	420	14,140	0	0
<b>FNBAL/H263:</b> Government Connect Reserve	0	0	0	0	-4,520	0	-4,520
<b>FNBAL/</b> Valuation of assets Reserve	0	0	0	0	2,000	0	2,000
<b>FNBAL/H326:</b> Performance Reward Grants Reserve	0	0	0	0	-52,690	0	-52,690
<b>NET BALANCES &amp; RESERVES</b>	<b>-9,850</b>	<b>0</b>	<b>-290</b>	<b>870</b>	<b>-26,070</b>	<b>0</b>	<b>-35,340</b>
<b>NET EXPENDITURE</b>	<b>3,013,890</b>	<b>0</b>	<b>115,620</b>	<b>-68,430</b>	<b>445,190</b>	<b>-1,063,960</b>	<b>2,442,310</b>

6.2 Net costs for this committee have decreased by £571,580. This is largely due to four main factors:

- ❖ Reduction in net expenditure of £381,990 as a result concessionary travel administration transferring to upper tier authority.
- ❖ There is a large increase forecast for audit fees, above inflation, of £9,000, based on charges for 2010/11.
- ❖ Inflationary increases of £47,190 account for a large proportion of the movement in this committee's budget.
- ❖ There has been a large fluctuation in the level of recharges from this committee to other services. This is due to the movement of staff between departments following the restructuring of senior management.

## 7 FEES AND CHARGES

7.1 Members will recall that some fees and charges for this committee were agreed at the last meeting for implementation from 4 January 2011 at the time of the VAT increase. A separate report is included on the agenda for some further increase in charges from 1 April 2011, the implications of which have not been included in this report.

## 8 GROWTH ITEM

8.1 Government Connect is a Department of Work and Pensions (DWP) led pan-government programme providing a government accredited secure network (GCSX) for all local authorities in England and Wales.

8.2 GCSX connects local authorities to virtually all central government departments, the NHS, police and accredited commercial suppliers, enabling:

- Secure sharing of sensitive personal data and data protectively marked 'RESTRICTED' by central government
- Secure access to central government applications and databases
- Secure email exchange with central government, police, the NHS, other local authorities and commercial suppliers
- Secure bulk file transfer between local and central government

8.3 Ribble Valley BC has been connected to the GCSX network since April 2009. The DWP agreed to fund the initial installation and annual charge for the connection up until March 2011. In order for the council to be connected to the GCSX network a secure connection must be installed.

8.4 As the funding of this connection by the DWP is ending on March 2011 the council will incur a charge for the secure connection after March 2011, which will be approximately **£15,500 annually**. Unfortunately we do not have the ability to choose the supplier of this connection as GCSX stipulate the supplier that must be used.



9 RECOMMENDED THAT COMMITTEE

9.1 Approve the revised budget for 2010/11

9.2 Agree the revenue budget for 2011/12 and growth item, and to submit this to the next Policy and Finance Committee subject to the consideration of savings for 2011/12 by the Budget Working Group

SENIOR ACCOUNTANT

PF5-11/TH/AC  
11 JANUARY 2011