

**Committee: Cabinet**

**Agenda Item**

**Date: 19 February 2013**

**12**

**Title: General Fund and Council Tax 2013/14**

**Portfolio Holder: Councillor Robert Chambers**

Item for decision

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### **Summary**

1. This report presents the 2013/14 General Fund budget for consideration by the Cabinet ahead of final determination by Full Council on 28 February.
2. This budget must be considered alongside the report made by the Assistant Chief Executive - Finance under Section 25 of the Local Government Act 2003, to be received by the Cabinet earlier in today's agenda. The budget is consistent with the Medium Term Financial Strategy also to be considered earlier on the agenda.
3. The Scrutiny Committee reviewed the report on 7 February and unanimously approved the recommendations. In so doing, they discussed the sustainability of the cut in Council Tax, and examined the extent to which larger cuts had been considered.
4. The report has been updated to include:
  - Finalised New Homes Bonus (no change) and Local Government Finance Settlement (additional one off grants totalling £58,000)
  - Consultation response from the Federation of Small Businesses, on which the Cabinet's comments are invited
  - Consultation response from the Liberal Democrat Group with budget proposals for Cabinet's consideration
  - Latest forecasts of reserves balances.

### **Recommendations**

5. The Cabinet is requested to recommend that the Full Council approves the General Fund Budget and Council Tax Requirement of £4,646,960, as summarised in paragraph 25 and detailed in Appendices A to D.
6. The Cabinet is recommended to approve the schedule of fees and charges at Appendix E.

### **Background Papers**

7. None.

## Impact

Communication/Consultation	Consultation carried out is summarised below.
Community Safety	No specific implications
Equalities	No specific implications
Finance	Detailed in the report
Health and Safety	No specific implications
Human Rights	No specific implications
Legal implications	The recommendations fulfil the legal requirement to set a balanced budget.
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

## Introduction

8. This report provides detailed revenue estimates for the General Fund and Council Tax for 2013/14.
9. The estimates, as summarised in Appendix A, show a Council Tax Requirement of £4,646,960, which balances to level of Council Tax income, assuming a 1% cut in Council Tax.
10. The Cabinet is required to determine a recommended budget for consideration by the Council on 28 February.
11. The estimates in this report are based on the recommended Capital Programme, Treasury Management Strategy and Housing Revenue Account budget for 2013/14 that were considered earlier in today's agenda. Any changes may have a marginal effect on the revenue estimates and these will be reflected in the material that is prepared for Full Council.

## 2013/14 Budget Strategy

12. On 20 November, the Cabinet determined its strategy for the 2013/14 budget. The table below summarises these and indicates that the draft 2013/14 budget fulfils the Cabinet's strategy.

Budget Strategy objective	Achievement of objective
Take account of consultation results	Yes – see below.
Seek views of business community	Yes – see below.
To update the Corporate Plan and align financial resources to support the priorities it sets out.	Yes – the budget supports Corporate Plan priorities and is consistent with the “Low Tax High Quality” theme. The UDC Council Tax will continue to be the lowest in Essex.
Financial discipline to be maintained, and Strategic Solutions efficiency savings workstreams to continue.	Yes – Budget provides for continued work on efficiency savings programme, and makes appropriate and sustainable use of reserves, with a net replenishment. Investment made in areas that will provide benefit to the district consistent with priorities identified by the public.
To plan on the basis that the UDC Council Tax will reduce by 1% in 2013/14.	Yes. A 1% cut has been included in the budget.
To develop a plan for the use of New Homes Bonus funding.	Yes. This is discussed in the Medium Term Financial Strategy.
Maintain and seek opportunities to enhance support for the voluntary sector	Yes. Budget for voluntary sector support increased.
To implement the Local Council Tax Support scheme, and other benefit reforms as they fall due, including Universal Credit.	Yes. LCTS scheme approved by Full Council in December. The budget contains provision for ongoing benefits change project management.
Not to review second homes and empty homes Council Tax discounts for 2013/14, but to plan to review them for 2014/15.	Yes. This was endorsed by Full Council in December. A review will be carried out during 2013.
Continue to implement the HRA Business Plan.	Yes. See separate HRA Budget Report.
Unless there is a significant change in circumstances, not to require any cuts in services to make financial savings, although efficiency savings will continue to be sought.	Substantially achieved. The budget includes £14,000 of savings relating to service reductions at the Museum, in line with the established Medium Term Financial Strategy and previous consultation outcomes. Otherwise, service cuts have been avoided.
Each line in the budget to be scrutinised by the responsible manager and service accountant with subsequent review by the Assistant Chief Executive – Finance and Corporate Management Team.	Yes. This was done.

## Consultation.

### Residents Consultation

13. In July 2012 consultation on the Council's budget priorities was completed via a questionnaire in Uttlesford Life and a survey of the e-citizens panel. The results were reported in full to the Cabinet on 20 November. The table below sets out the respondents' highest priorities, and how the draft 2013/14 budget relates to them.

	Survey respondents' priority	Consistency with budget
Highest Priority	Continuing with sound financial management to ensure continued stability of the council and its services in difficult times	Yes. A balanced budget has been produced with no significant cuts in services and a net increase in reserves. The budget provides for work to continue on the efficiency savings programme. There is a commitment to review LCTS and Council Tax Discounts to ensure ongoing financial sustainability of these arrangements.
Second Highest	Reducing crime and anti social behaviour in partnership with the police and others.	Yes. The budget maintains funding for the ASBO officer, PCSOs and special constables training. There is an increase in the Community Safety budget.
Third Highest	Keeping our streets and open spaces clean.	Yes. The budget increases funding for street cleaning.
Don't do	Giving responsibility to local communities to run services where appropriate.	Partly. This response is somewhat contradictory with the desire to see continued sound financial management. The budget continues agreed arrangements for devolution of responsibility for asset management with the associated agreed funding. The budget does not assume that new transfers will arise however further opportunities will be explored where appropriate.

### Business consultation

14. In lieu of writing to all business rate payers, the following organisations were invited to comment on the council's priorities and the Cabinet's budget strategy:

- Saffron Walden Initiative
- Business Xchange networking group
- Federation of Small Businesses
- Saffron Walden Friends
- Bishops Stortford Breakfast Club
- Dunmow & District Chamber of Trade
- Newport Business Association
- Stansted Airport Chamber of Commerce
- Stansted Airport Regional Business Association

15. A response was received from the Federation of Small Businesses and is reproduced below. The Cabinet is invited to comment on this response.

a) The contextual statements [in the draft Corporate Plan] include the aim of 'improving the prosperity' of the district yet there is no reference to any business related budget decisions which would help realize this goal.

b) There is mention of the Localism Act. Will UDC ring fence any Business Rates retained under the Act to be used solely for economic development and regeneration? Will such funds be spent only after consultation with local businesses?

c) How is UDC to use its increased discretionary powers in relation to Business Rates and what policies has UDC put in place to enable this to happen?

d) The Council is reliant on car parking revenue which as you are aware has caused considerable debate in the local press particularly over the Christmas period.

I would like to think it possible to address these issues well in advance so that they do not arise as a direct dispute between retail businesses and the UDC.

I am aware that other DC's have undertaken an audit of their car parking spaces in order to determine the optimum charge appropriate to the car park locality. This approach would no doubt provide some credence to both business and customers alike.

### **Liberal Democrat Group proposals**

16. On 7 February a consultation response was received from the Liberal Democrat group, in the form of a budget proposal for consideration by the Cabinet:

**Budget proposal from the Liberal Democrat Group**

This budget proposal meets the Council's twin objectives of Prosperity through business success and job creation– a corporate plan priority - and its long-standing commitment to carbon/energy reduction.

**Background**

Business growth and job creation can be achieved by companies in Uttlesford through cutting their energy costs. This has the added benefit of reducing the district's carbon footprint. A [survey in 2009](#) showed that 42% of businesses in the district are in premises built before 1950. Many are poorly insulated. Uttlesford is a district high on the league table for new business start-ups. In recent years there has been a small reduction in the availability of business premises through conversion to housing. This trend could be reversed by the creation of a business incubator in Uttlesford.

**Proposal**

The investment of £150,000 in a scheme to provide grants of up to 50% of the cost of energy efficiency improvements for business premises to a maximum value of £7,000 for any one business or premises.

The investment of £1.2 million over two years to establish business incubator premises in the district in the next two years based on an initiative by Braintree District Council, but modelled to meet this district's needs. The Braintree proposal is to create six industrial units and six office units with shared communal facilities, supported by business advisers and administrative staff.

Continues....

The two elements of these budget proposals could come together as there is a demand by people entering the industries that will deliver the coalition's Green Deal/Energy Company Obligation programmes.

**Financing**

£150,000 from reserves to fund the energy efficiency grant scheme.

£1.2 million capital investment from reserves, mainly expended in 2014/15. Cost of land not assessed as this will depend on the site chosen. Running costs (net costs after rental income) of approximately £20,000 would be wholly incurred from 2014/15.

The general fund revenue budgets and capital budgets will need to be adjusted accordingly.

**2013/14 resources available**

17. By law the budget (Council Tax Requirement) has to balance to the expected Council Tax income receivable.
18. The Assistant Chief Executive - Finance, under delegated authority, has approved the Council Taxbase to be used when setting the 2013/14 Council Tax. The Taxbase, expressed in Band D equivalents, is 34,389, an increase of 1.9% on the 2012/13 figure of 33,732. Deducted from the 34,389 figure is a new adjustment requirement to reflect the introduction of Local Council Tax Support Discounts, which replace Council Tax Benefit. The estimate value of these discounts in Band D equivalent terms is 2,549.6. This produces a Taxbase for budget setting purposes of **31,839.4**.
19. The 2012/13 UDC Band D Council Tax was £147.42. In accordance with the approved budget strategy, a 1% cut has been assumed for the purpose of preparing this report, so the 2013/14 is **£145.95**. Multiplied by the taxbase, this would produce a Council Tax yield of **£4,646,960**.
20. The Council is therefore required to balance its net budget to a Council Tax Requirement of £4,646,960.
21. This figure is smaller than the equivalent sum for 2012/13, as explained below:

	£000	£000
<b>2012/13 Council Tax Requirement</b>		<b>4,973</b>
Additional income arising from taxbase increase	97	
Income lost because of 1% cut	-51	
Income lost because of new LCTS discounts	<u>-372</u>	
Net reduction in council tax income		<u>-326</u>
<b>2013/14 Council Tax Requirement</b>		<b>4,647</b>

22. The £4,646,960 figure represents estimated Council Tax income but for budget purposes it is treated as a UDC levy on the Collection Fund and is therefore a reliable figure. Inevitably the actual amount of Council Tax income will differ from the assumed amount. This will give rise to a surplus or deficit on the Collection Fund which will be taken into account as part of next year's budget setting.

## Indicative Council Tax for 2013/14

23. Assuming 1% cut in Council Tax, the amount of Uttlesford DC Council Tax, by each Council Tax band, is shown below.

Band	Dwellings		Proportion of Band D	2012/13 UDC Council Tax £	2013/14 UDC Council Tax £	Decrease (1%) £/year
	No.	%				
A	1,098	3.3	6/9ths	98.28	<b>97.30</b>	-0.98
B	3,704	11.1	7/9ths	114.66	<b>113.52</b>	-1.14
C	7,839	23.4	8/9ths	131.04	<b>129.73</b>	-1.31
D	6,486	19.4	9/9ths	147.42	<b>145.95</b>	-1.47
E	5,821	17.4	11/9ths	180.18	<b>178.38</b>	-1.80
F	4,106	12.3	13/9ths	212.94	<b>210.82</b>	-2.12
G	3,986	11.9	15/9ths	245.70	<b>243.25</b>	-2.45
H	414	1.2	18/9ths	294.84	<b>291.90</b>	-2.94
<b>Total</b>	<b>33,454</b>	<b>100.0</b>				

## General Fund Budget

24. Appendix A is a summary of the budget for 2013/14, showing a budget requirement of £4,646,960 in line with the resources available detailed above.
25. A summary of the 2013/14 General Fund budget is shown in the table below. Further details are set out in Appendix B.

£000	2012/13	2013/14	Bottom line Increase / decrease (-)
<b>Net Service Expenditure</b>	<b>8,513</b>	<b>8,548</b>	<b>35</b>
Recharge to HRA	-1,254	-1,204	50
LCTS subsidy	0	406	406
Capital programme funding	999	1,525	526
Corporate items (net)	653	482	-171
<b>Sub total - General Fund Expenditure</b>	<b>8,911</b>	<b>9,757</b>	<b>846</b>
LCTS Government funding	0	-526	-526
Formula Grant	-2,766	-2,673	93
New Homes Bonus	-1,208	-2,042	-834
Council Tax Freeze Grant	-248	-173	75
Other one off funding items	0	-58	-58
<b>Net Operating Expenditure</b>	<b>4,689</b>	<b>4,285</b>	<b>-404</b>
Transfers to Reserves	778	590	-188
Transfers from Reserves	-383	-450	-67
Transfer to/from(-) Budget Equalization Reserve	-111	222	333
<b>Council Tax Requirement</b>	<b>4,973</b>	<b>4,647</b>	<b>-326</b>
<b>District Council Precept on Collection Fund</b>	<b>-4,973</b>	<b>-4,647</b>	<b>326</b>
	<b>0</b>	<b>0</b>	<b>0</b>

26. A subjective analysis of net service expenditure is below.

£000	2012/13	2013/14	Increase / Decrease (-)
Employees	8,212	8,709	497
Premises	703	743	40
Transport	708	651	-58
Supplies & Services	4,570	4,693	123
Third Party Payments	233	309	76
Transfer Payments (mainly Benefits)	19,515	17,020	-2,495
<b>Sub total - expenditure</b>	<b>33,941</b>	<b>32,125</b>	<b>-1,816</b>
External Funding	-1,218	-1,318	-100
Specific Government Grants (mainly Benefits)	-20,062	-17,534	2,528
Fees & Charges Income	-3,955	-4,253	-298
Other Income	-193	-472	-279
<b>Sub total - income</b>	<b>-25,428</b>	<b>-23,577</b>	<b>1,851</b>
<b>Net service expenditure</b>	<b>8,513</b>	<b>8,548</b>	<b>35</b>

27. The following table is a reconciliation of the movement from the 2012/13 budget to the 2013/14 estimates. Details of all adjustments are given in Appendix C.

<b>2012/13 Council Tax Requirement</b>			<b>4,973</b>
<u>Service budget changes</u>			
Loss of external funding	58		
Inescapable growth	239		
Service investment	716		
Efficiency savings	-463		
Service reductions	-14		
Changes to income	-135		
Removal of one off Jubilee Fund Budget	-500		
Other adjustments	134		
			35
<u>Corporate items</u>			
Capital financing costs increase	526		
Removal of one off Revs & Bens partnership budget	-250		
New budgets for LCTS subsidy	406		
Community budgets contribution	50		
Increase in share of collection fund	-16		
Increase in corporate pension contributions	25		
			741
<u>Funding items</u>			
Increase in New Homes Bonus	-834		
Local Council Tax Support Grant Funding	-526		
Efficiency Support for Services in Sparse Areas funding	-31		
New Homes Bonus Adjustment Grant (NB - this is not NHB)	-11		
Community Right to Bid/Challenge funding	-16		
Reduction in Formula Grant	93		
Reduction in Council Tax Freeze Grant	75		
			-1,250
Increase in the net transfer to reserves			88
Other net adjustments			60
<b>Net adjustments</b>			<b>-326</b>
<b>2013/14 Council Tax Requirement</b>			<b>4,647</b>



## Local Government Finance Settlement

28. On 20 December the Council received provisional notification of the Settlement for 2013/14. Final confirmed figures were received on 4 February, and were £489 less than the provisional figure. Indicative figures for 2014/15 were also provided.

29. The Settlement comprises the following:

Formula Grant

Localised Business Rates

2011/12 Council Tax Freeze Grant (previously separate)

Homelessness Grant (previously separate)

30. The 2013/14 figure is **£2,881,369**, which represents a 3% cut on the 2012/13 figure, and brings the cumulative cut in annual funding since 2010/11 to 31%.

£000	2010/11	2011/12	2012/13	2013/14	2014/15 provisional
Formula Grant	4,106	3,206	2,767	2,673	2,250
Area Based Grant	39*	-	-	-	-
Homelessness grant (rolled into Formula Funding from 2013/14)	61*	85*	85*	85	85
Council Tax Freeze Grant 2011/12 (Rolled into Formula Funding from 2012/13)	-	123*	123	123	123
<b>Total</b>	<b>4,206</b>	<b>3,414</b>	<b>2,975</b>	<b>2,881</b>	<b>2,458</b>
Cut compared with previous year	-	792 (19%)	439 (13%)	94 (3%)	423 (15%)
Cumulative annual cut since 2010/11	-	792 (19%)	1,231 (29%)	1,325 (31%)	1,748 (42%)
Cumulative loss of funding since 2010/11	-	792	2,023	3,348	5,096

\*included to ensure like-for-like comparison.

31. The 2013/14 Formula Grant figure includes £1,356,046 of localised business rates which is a variable figure dependent upon many factors as set out in the preceding report. The downside risk is moderated by the Safety Net which is £1,254,343 (£101,703 reduction).

32. The 2014/15 provisional figures continue the trend of cutting 'core funding' which over four years will reach around 42% or an average of 10.5% per year. There are no indications of what funding councils will receive after April 2015. This is discussed in the Medium Term Financial Strategy.

33. Accompanying the Settlement was a separate funding figure relating to the Local Council Tax Support scheme and the fact that the new LCTS discounts result in a lower level of Council Tax income. The advised figure is £513,000. On top of this will be an additional £13,000, representing the UDC share of Transition Grant, to be confirmed in March. This will bring total LCTS funding to £526,000. The UDC cost of LCTS discounts is estimated at £372,000 plus an element relating to Town & Parish Councils which totals £194,000, giving a total cost of £566,000. The gap of £40,000 will be funded from the LGRR reserve together with the estimated subsidy of £212,000 for County, Police and Fire, giving a total one off cost of £252,000. A review of LCTS will be undertaken during 2013, together with a review of second homes and empty homes discounts, with a view to ensuring ongoing financial stability from 2014/15.
34. During the week commencing 4 February the DCLG placed information on its website which indicated that UDC is to receive the following one off grant payments. Formal notifications, including details of any conditions that may apply have yet to be received.

<b>Grant</b>	<b>Amount</b>	<b>Comment</b>	<b>Treatment in 2013/14 budget</b>
Efficiency Support	£30,719	This appears to be in response to SPARSE lobbying for a fairer settlement for predominantly rural councils. A total of £8.5m was allocated of which this is the UDC share. Probably intended to help fund "spend to save" projects.	Equivalent sum placed in Change Management Reserve.
Community Right to Bid	£7,855	Presumably to meet any implementation costs.	Equivalent sum placed in Planning Reserve.
Community Right to Challenge	£8,547	Presumably to meet any implementation costs.	Equivalent sum placed in Planning Reserve.
New Homes Bonus Adjustment	£11,494	Despite the name, this is not New Homes Bonus money. It is a one off top up to Formula Grant, using monies that DCLG was holding back to fund NHB payments, if needed.	Equivalent sum placed in Budget Equalization Reserve.
<b>Total</b>	<b>£58,615</b>		

## Council Tax Freeze Grant

35. The Government has announced that funding will be made available to Councils who freeze their Council Tax in 2013/14. (A cut will also trigger entitlement to grant.) The funding will be equivalent to a rise of 1% and paid for two years, 2013/14 and 2014/15. The figure for 2013/14 is estimated at £50,000 and is subject to confirmation. Like the one-off funding for the 2012/13 freeze, this sits outside of the main Local Government Finance Settlement. The table below shows the 'extra-Settlement' Freeze Grant receivable since the funding stream was first announced.

£000	2012/13	2013/14	2014/15	2015/16
2012/13 Freeze	124	-	-	-
2013/14 Freeze	-	50	50	-
<b>Total</b>	<b>124</b>	<b>50</b>	<b>50</b>	<b>-</b>

36. The possibility exists that Council Tax Freeze Grant may be "rolled up" into the base from 2015/16, but this cannot be assumed.

## New Homes Bonus

37. 2013/14 is the third year of New Homes Bonus. The sum of £2,042,429 has been allocated to UDC (confirmed figure).

£000	2011/12 Financial Year	2012/13 Financial Year	2013/14 Financial Year
New Homes Bonus Year 1	714	714	714
New Homes Bonus Year 2	-	534	534
New Homes Bonus Year 3	-	-	794
<b>Total</b>	<b>714</b>	<b>1,248*</b>	<b>2,042</b>

\*£40,000 allocated to Housing Revenue Account, £1,208,000 to General Fund

38. The total amount of New Homes Bonus over the 3 year period it has existed for is £4 million. This compares with the cumulative loss in 'core' formula funding of £3.35m in the same period. UDC has therefore been a net 'beneficiary' of the shift in the local government finance system towards rewarding councils where there has been housing growth in their administrative area.
39. This trend will continue: there are strong indications of continuing cuts in formula funding, with councils increasingly dependent upon New Homes Bonus to support core services. UDC shall be no exception to this.

## General Fund Reserves

40. The report made by the Assistant Chief Executive - Finance under Section 25 of the Local Government Act 2003, received earlier in today's agenda, recommended that the Working Balance be maintained at a minimum of £1,189,000. The forecast balance on the Working Balance as at 31 March 2013 is £1,214,000, £25,000 above the recommended minimum level. The 2013/14 budget therefore includes no provision to increase the Working Balance, in line with the recommendations in the Section 25 report.

41. Proposed reserves transfers are as follows:

Budget Equalization	Reserve increased by £222,000	To alleviate financial pressures in future years, and smooth impacts of volatile Government funding levels
Change Management	Withdrawal from reserve of £57,000	To meet costs of Corporate Team work on Strategic Solutions efficiency savings programme.
	Reserve increased by £31,000	To reflect anticipated receipt of one off Efficiency Support for Rural Areas grant.
Elections	Reserve increased by £20,000	To spread the costs of the 2015 District Council Election
Homelessness	Reserve increased by £20,000	To meet expected additional demand for homelessness service.
Insurance	New Reserve of £100,000	To settle small value claims and larger excess payments in order to achieve a better balance of risk sharing between the Council and its insurers. The expectation is that this will reduce the cost of insurance contracts when they are retendered later in 2013.
Licensing	Withdrawal from reserve of £55,000	To offset deficit in taxi licensing budgets. The reserve will reduce to a figure close to zero in 2013/14, following which fees will be increased to ensure ongoing balance between costs and income, as agreed with taxi trade representatives and the Cabinet.
Local Government Resource Review	Withdrawal from reserve of £252,000	To meet gap between estimated cost of new LCTS discounts and the available Government funding for the scheme. £212,000 for County, Police and Fire and £40,000 for town & parish councils. Review to be completed in 2013 to ensure ongoing financial sustainability from 2014/15.
New Homes Bonus	Withdrawal from reserve of £40,000	In line with approach agreed by the Council in the 2012/13 budget, to meet the second year's costs of employing an Economic Development Officer. The intention is that this will be funded from the base budget from 2014/15.

Planning	Withdrawal from reserve of £17,000  Reserve increased by £266,000	To fund scanning work necessary for service improvements.  Replenishment following loss of appeals in 2012 and to ensure adequate provision for future major planning issues. Includes £16,000 reflecting anticipated receipt of one off grants for Community Right to Buy / Challenge.
Waste Management	Withdrawal from reserve of £50,000  Reserve increased by £184,000	To fund the contribution to the capital cost of installing in-cab technology.  To replenish reserve back up to the £200,000 level in order to provide contingency against volatile expenditure and income budgets (see preceding report).

### **Fees and Charges review**

42. Service managers have reviewed fees & charges in line with the Council's Pricing and Concessions policy and Cabinet decisions where relevant (e.g. car parks, trade waste). A schedule of proposed charges is included at Appendix E.

### **Outstanding Issues**

43. As at 8 February, the following issues were outstanding; the updated position will be reported verbally.
- Confirmation of 2013/14 Council Tax Freeze Grant and LCTS Transition Grant.
  - Final formal notifications of the formal precept figures from Essex County Council, Essex Police and Essex Fire, and town and parish councils.
  - Production of formal council tax resolution.
44. A final budget report, based upon the Cabinet's recommendations, will be presented to the Council on 28 February, together with the formal Council Tax Resolution.

## Risk Analysis

45. The formal risk analysis of the budget is set out in the report earlier on today's agenda, "Robustness of Estimates and Adequacy of Reserves".

Risk	Likelihood	Impact	Mitigating actions
Actual events may differ from the assumptions and estimates used to produce the draft budget, which will lead to variances from the budget.	3 (some risk that variances will occur requiring action to be taken)	3 (potential impact which could adversely affect the council's financial position if not managed)	Budget monitoring and corrective action taken as necessary.

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- APPENDIX G Council Tax Resolution (Full Council only)

APPENDIX A

GENERAL FUND SUMMARY

£000	2012/13 Original Budget	2012/13 Restated Budget	2013/14 Original Budget	Increase / (Decrease)
Community Partnerships & Engagement - Cllr H Rolfe	1,609	2,264	2,028	-236
Community Safety - Cllr A Walters	316	311	378	67
Environmental Services - Cllr S Barker	1,796	1,744	1,554	-190
Finance & Administration - Cllr R Chambers	4,372	4,313	4,653	340
Housing (General Fund) - Cllr J Redfern	-56	-119	-65	54
<b>Sub-total – Portfolio and Committee budgets</b>	<b>8,037</b>	<b>8,513</b>	<b>8,548</b>	<b>35</b>
Pension Fund	463	463	488	25
Capital Financing Costs	999	999	1,525	526
New Homes Bonus - Community Projects 12/13	708	0	0	0
Revenues & Benefits Implementation	250	250	0	-250
Collection Fund Balance	10	10	-6	-16
Contribution to Community Budgets	0	0	50	50
Local Council Tax Support - UDC Subsidy of Preceptors	0	0	212	212
Local Council Tax Support - UDC LCTS Parishes Grant	0	0	194	194
Recharge to HRA	-1,121	-1,054	-995	59
HRA share of corporate core	-200	-200	-209	-9
Investment Income	-70	-70	-50	20
Council Tax Freeze Grant - 11/12 (year 3 of 4)	-123	-123	-123	0
Council Tax Freeze Grant - 12/13	-125	-125	0	125
Council Tax Freeze Grant - 13/14 (year 1 of 2)	0	0	-50	-50
Formula Grant	-2,766	-2,766	-2,673	93
New Homes Bonus	-1,248	-1,208	-2,042	-834
New Homes Bonus Adjustment Grant	0	0	-11	-11
Efficiency Support for Services in Sparse Areas	0	0	-31	-31
Community Right to Bid	0	0	-8	-8
Community Challenge	0	0	-8	-8
Local Council Tax Support Funding	0	0	-513	-513
Local Council Tax Support - LCTS Transition Grant	0	0	-13	-13
<b>Sub-total – Net Operating Expenditure</b>	<b>4,814</b>	<b>4,689</b>	<b>4,285</b>	<b>-404</b>
Transfer to (+) / from (-) Change Management Reserve	-250	-250	-26	224
Transfer to (+) / from (-) Council Tax Freeze Reserve	125	125	0	-125
Transfer to (+) / from (-) Elections Reserve	20	20	20	0
Transfer to (+) / from (-) Homelessness Reserve	20	20	20	0
Transfer to (+) / from (-) Insurance Reserve	0	0	100	100
Transfer to (+) / from (-) LGRR Contingency Reserve	0	0	-252	-252
Transfer to (+) / from (-) Licensing Reserve	-51	-51	-55	-4
Transfer to (+) / from (-) NHB Contingency Reserve	540	580	-40	-620
Transfer to (+) / from (-) Planning Reserve	-29	-12	249	261
Transfer to (+) / from (-) Waste Reserve	-70	-70	134	204
Transfer to (+) / from (-) Working Balance	33	33	0	-33
Draw down from Section 106 Reserve	0	0	-10	-10
<b>Sub-total - Net Expenditure</b>	<b>5,152</b>	<b>5,084</b>	<b>4,425</b>	<b>-659</b>
Transfer to (+) / from (-) Budget Equalisation Reserve	-179	-111	222	333
<b>BOTTOM LINE</b>	<b>4,973</b>	<b>4,973</b>	<b>4,647</b>	<b>-326</b>
<b>Funding Available</b>				
Council Tax	-4,973	-4,973	-4,647	326
<b>Total Funding Available</b>	<b>-4,973</b>	<b>-4,973</b>	<b>-4,647</b>	<b>326</b>
<b>OVERALL NET POSITION</b>				<b>0</b>

**APPENDIX B**

<b>COMMUNITY PARTNERSHIPS AND ENGAGEMENT PORTFOLIO</b>						
<b>£000</b>	<b>2011/12 Actual</b>	<b>2012/13 Original Budget</b>	<b>2012/13 Original (Restated) Budget</b>	<b>2013/14 Original Budget</b>	<b>Increase / (Decrease)</b>	<b>Comments</b>
Assisted Travel	3	3	3	0	-3	
Committee Administration	159	143	143	174	31	Additional capacity
Communications	128	137	179	177	-2	
Community Information Centres	56	69	69	66	-3	
Community & Leisure Management	47	47	47	45	-2	
Customer Services Centre	273	286	286	288	2	
Democratic Representation	333	350	350	351	1	
Economic Development	29	30	75	153	78	Investment in economic development projects and rate relief
Grants & Contributions	208	227	227	368	141	Includes £150k growth item
Leisure & Administration	37	98	98	97	-1	
Leisure PFI	-108	-30	-30	-26	4	
Museum Saffron Walden	244	197	197	190	-7	Includes service reductions
New Homes Bonus 12/13 - Jubilee Fund	0	0	500	0	-500	One off scheme in 2012/13
New Homes Bonus 12/13 - Other	0	0	88	88	0	£2,000 per Member retained for 2013/14
Sports Development & Health	25	52	32	57	25	Including £25k re health & wellbeing commitments
<b>Portfolio Total</b>	<b>1,434</b>	<b>1,609</b>	<b>2,264</b>	<b>2,028</b>	<b>-236</b>	



**APPENDIX B (continued)**

<b>COMMUNITY SAFETY PORTFOLIO</b>						
<b>£000</b>	<b>2011/12 Actual</b>	<b>2012/13 Original Budget</b>	<b>2012/13 Original (Restated) Budget</b>	<b>2013/14 Original Budget</b>	<b>Increase / (Decrease)</b>	<b>Comments</b>
Community Safety	111	172	162	197	35	Includes £10k special constables, £25k for new projects
Emergency Planning	42	42	42	42	0	
Enforcement	162	172	172	216	44	£40k for additional planning enforcement
Highways	0	0	5	-10	-15	Adjustment to ensure overheads covered. No service reduction.
Licensing	-87	-70	-70	-67	3	
<b>Portfolio Total</b>	<b>228</b>	<b>316</b>	<b>311</b>	<b>378</b>	<b>67</b>	

**APPENDIX B (continued)**

<b>ENVIRONMENTAL SERVICES PORTFOLIO</b>						
<b>£000</b>	<b>2011/12 Actual</b>	<b>2012/13 Original Budget</b>	<b>2012/13 Original (Restated) Budget</b>	<b>2013/14 Original Budget</b>	<b>Increase / (Decrease)</b>	<b>Comments</b>
Animal Warden	30	30	30	30	0	
Car Parking	-494	-566	-566	-566	0	
Conservation & Enhancement	88	79	99	101	2	
Depots	55	54	54	50	-4	
Development Control	47	-229	-191	-252	-61	More income due to higher statutory fees
Environmental Management & Admin	85	97	89	98	9	
Grounds Maintenance	206	179	179	168	-11	
Housing Strategy	75	103	103	101	-2	
Land Drainage	70	47	47	0	-47	Deletion of redundant post
Local Amenities	10	46	16	16	0	
Pest Control	25	22	22	23	1	
Planning Access	15	28	28	29	1	
Planning Grants	5	5	0	0	0	
Planning Management & Admin	400	542	475	466	-9	
Planning Policy	318	271	271	247	-24	
Planning Research	12	38	38	38	0	
Public Health	381	358	358	406	48	Investment in capacity to deal with empty homes
Street Cleansing	283	288	288	320	32	Additional post
Street Services Management & Admin	280	292	292	338	46	New Operations Manager post
Vehicle Management	362	313	313	295	-18	
Waste Management - Expenditure	2,206	1,714	1,714	1,871	157	Full year effect of service changes
Waste Management - Income	-1,993	-1,915	-1,915	-2,225	-310	Full year effect of service changes
<b>Portfolio Total</b>	<b>2,466</b>	<b>1,796</b>	<b>1,744</b>	<b>1,554</b>	<b>-190</b>	

**APPENDIX B (continued)**

<b>FINANCE &amp; ADMINISTRATION PORTFOLIO</b>						
<b>£000</b>	<b>2011/12 Actual</b>	<b>2012/13 Original Budget</b>	<b>2012/13 Original (Restated) Budget</b>	<b>2013/14 Original Budget</b>	<b>Increase / (Decrease)</b>	<b>Comments</b>
Benefit Administration	-337	-328	-328	-293	35	Cut in DWP funding
Business Improvement & Performance Team	142	176	155	155	0	
Central Services	335	321	329	400	71	Increase to ensure budget realistic
Conducting Elections	53	4	4	1	-3	
Conveniences	40	39	39	48	9	
Corporate Management	866	908	942	1,010	68	Includes assumed 1% staff pay award
Electoral Registration	23	23	23	22	-1	
Financial Services	851	898	873	822	-51	Transfer of costs to HR
Housing Benefits	-170	261	261	194	-67	
Human Resources	168	190	190	244	54	Transfer of costs from Finance
Information Technology	904	952	968	974	6	
Internal Audit	93	104	104	109	5	
Leased Cars	0	0	0	0	0	
Legal Services	104	105	105	103	-2	
Local Council Tax Support	-29	-58	-58	3	61	Reflects transition from CTB to LCTS
Local Tax Collection	-101	-145	-145	-73	72	Bad debt provisions for court costs write off
Non Domestic Rates	-39	-74	-74	-67	7	
Offices	286	314	314	326	12	£20k growth for cleaning costs
Resources Miscellaneous	-62	-50	-50	-27	23	Reflects revised income sharing deal with ECC
Revenues Administration	845	732	661	702	41	Includes benefits changes project management
<b>Portfolio Total</b>	<b>3,972</b>	<b>4,372</b>	<b>4,313</b>	<b>4,653</b>	<b>340</b>	

APPENDIX B (continued)

HOUSING GENERAL FUND PORTFOLIO						
£000	2011/12 Actual	2012/13 Original Budget	2012/13 Original (Restated) Budget	2013/14 Original Budget	Increase / (Decrease)	Comments
Building Surveying	83	-99	-95	-67	28	Reflects expected income trends
Day Centres	41	52	52	59	7	
Energy Efficiency	44	49	49	48	-1	
Homelessness	78	80	38	85	47	Includes investment in Domestic Violence Outreach
Housing Grants	11	10	10	10	0	
Land Charges	-85	-52	-52	-65	-13	
Life Line	-94	-96	-121	-135	-14	
<b>Portfolio Total</b>	<b>78</b>	<b>-56</b>	<b>-119</b>	<b>-65</b>	<b>54</b>	

## APPENDIX C

### SCHEDULE OF BUDGET ADJUSTMENTS

<b>INESCAPABLE GROWTH</b>					
	<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£000</b>	<b>One off or Ongoing</b>
1.	Finance & Admin	Corporate Management	Staff Pay Award	70	Ongoing
2.	Finance & Admin	Revenues Admin	Establishment increase arising from Revenues & Benefits restructure	57	Ongoing
3.	Environmental	Vehicle Maintenance	Shire Hill workshop running costs	27	Ongoing
4.	Finance & Admin	Offices	Costs of bringing cleaning in-house	20	Ongoing
5.	Finance & Admin	Conveniences	Margaret Street Public Conveniences - Tapered Grant to Thaxted Town Council for transfer of asset	14	One-off
6.	Environmental	Public Health	Net cost to UDC for employment of H&S co-ordinator	13	Ongoing
7.	Finance & Admin	Information Technology	Contractual inflation on support costs	8	Ongoing
8.	Community Safety	Economic Development	Increase in payments to Greater Cambridge & Greater Peterborough LEP	7	Ongoing
9.	All portfolios	Various services	Business rates increases	6	Ongoing
10.	Community Partnerships & Engagement	Leisure PFI	Leisure PFI contractual inflation (net rise for unitary payments/rental income)	4	Ongoing
11.	Finance & Admin	Human Resources	Contractual inflation on ECC HR contract	4	Ongoing
12.	Community Partnerships & Engagement	Grants & Contributions	Grants payable increase	3	Ongoing
13.	Finance & Admin	Financial Services	Consultancy increase	3	Ongoing
14.	Environment	Car Parks	Inflation on fees payable	1	Ongoing
15.	Environment	Development Management	Consultancy increase	1	Ongoing
16.	Community Safety	Community Safety	Community Support Officers	1	Ongoing
<b>Total</b>				<b>239</b>	

<b>LOSS OF EXTERNAL FUNDING</b>					
	<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£000</b>	<b>One off or Ongoing</b>
1.	Finance & Admin	Benefits Admin	Reduction in DWP funding	35	Ongoing
2.	Finance & Admin	Second Homes Discount	Decrease in ECC funding	23	Ongoing
<b>Total</b>				<b>58</b>	

## APPENDIX C (CONTINUED)

SERVICE INVESTMENT				
Portfolio	Service	Description	£000	One off or Ongoing
1. Community Partnerships & Engagement	Grants & Contributions	Additional support for voluntary sector subject to VFM and service level agreements	150	Ongoing
2. Community Safety	Economic Development	Additional budget resource including car parking capacity review etc	70	Ongoing
3. Various	Various	Training budget increase to address staff developmental needs	61	Various
4. Finance & Admin	Corporate Project Team	Temporary capacity to progress Strategic Solutions & efficiency savings projects	57	One Off
5. Environmental	Street Services	Waste Management Capacity	47	Ongoing
6. Finance & Admin	Revenues Admin	LCTS Scheme - Revenues Officer – support & recovery	40	Ongoing
7. Community Safety	Enforcement	Temporary resource to increase capacity available to deal with planning enforcement cases	40	One Off
8. Environmental	Public Health	Empty Homes post to target problematic long term empty properties	31	One Off (2 years)
9. Community Partnerships & Engagement	Committee Administration	Additional full time officer required to cope with volume of meetings	27	Ongoing
10. Finance & Admin	Financial Services	Accountancy capacity to cope with business rates and council tax changes	25	Ongoing
11. Community Safety	Community Safety	Community Safety Budget increase	25	One Off
12. Community Partnerships & Engagement	Sports Development	New Health & Wellbeing commitments	25	Ongoing
13. Environmental	Street Cleansing	Additional capacity to respond to demand	23	Ongoing
14. Housing	Homelessness	Domestic Violence Outreach Service (grant)	18	Ongoing
15. Finance & Admin	Mailroom	Planning scanning – to be funded from Planning Reserve	17	One Off
16. Environmental	Waste Management	Green Waste weekend scheme - 25% subsidy from UDC	14	One Off
17. Environmental	Environmental Management	Budget for Environmental Health Admin Support	11	One Off
18. Finance & Admin	Revenues Admin	Benefits changes project management costs	10	One Off
19. Finance & Admin	Local Council Tax Support	LCTS Scheme - Exceptional circumstances hardship relief	10	Ongoing
20. Community Safety	Community Support Officers	Special Constables recruitment & training	10	One Off
21. Community Safety	Licensing	Licensing officer post increased to 37 hours (extra 5 hours)	4	Ongoing
22. Environmental	Public Health	Annual retainer fee for drug & alcohol tester	1	Ongoing
<b>Total</b>			<b>716</b>	

**APPENDIX C (continued)**

<b>EFFICIENCY SAVINGS</b>					
	<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£000</b>	<b>One off or Ongoing</b>
1.	Environment	Waste Management	Net efficiency saving arising from service changes	-167	Ongoing
2.	Finance & Admin	Corporate Management	External audit fees saving	-50	Ongoing
3.	Environment	Land Drainage	Land Drainage manager saving	-47	Ongoing
4.	Environment	Vehicle Maintenance	Reduction in maintenance costs arising from newer fleet	-35	Ongoing
5.	All portfolios	Various services	Lease cars withdrawn	-29	Ongoing
6.	Finance & Admin	Revenues Admin	Cancellation of subsidy support service from Anglia Revenues Partnership	-25	Ongoing
7.	Finance & Admin	Financial Services	Insurance contract	-23	Ongoing
8.	Environment	Planning Policy	Temporary post no longer required	-21	Ongoing
9.	Finance & Admin	Financial Services/Human Resources	Net decrease arising from establishment changes	-15	Ongoing
10.	Finance & Admin	Financial Services/Human Resources	Net saving for new payroll contract	-14	Ongoing
11.	Housing	Land Charges	Reduction in search fees payable	-12	Ongoing
12.	Community Partnerships & Engagement	Grants & Contributions	SWTC amenity areas tapered funding	-10	Ongoing
13.	Finance & Admin	Revenues Admin	Reduction in agency cost requirement	-10	Ongoing
14.	Finance & Admin	Corporate Management	Less requirement for consultancy	-5	Ongoing
			<b>Total</b>	<b>-463</b>	

## APPENDIX C (continued)

SERVICE REDUCTIONS				
Portfolio	Service	Description	£000	One off or Ongoing
1. Community Partnerships & Engagement	Museum	Reduction to Museum Service	-14	Ongoing
<b>Total</b>			<b>-14</b>	

CHANGES TO INCOME				
Portfolio	Service	Description	£000	One off or Ongoing
<b>Increases</b>				
1. Environment	Development Management	Increase in income arising from changes to statutory fees	-50	Ongoing
2. Finance & Admin	Revenues Admin	Additional government funding attributable to statutory changes in Revenues & Benefits	-46	One off
3. Finance & Admin	Revenues Admin	Preceptors contribution towards LCTS recovery costs	-34	One off (up to 3 years)
4. Environment	Public Health	Increase in border inspection fees (rise in throughput at BIP)	-20	Ongoing
5. Housing	Lifeline	Increase in income arising from fee changes	-13	Ongoing
6. Finance & Admin	Local Council Tax Support	Preceptors contribution towards LCTS hardship fund	-7	One off (up to 3 years)
7. Finance & Admin	Local Council Tax Support	ECC contribution towards administration of LCTS hardship fund	-5	One off (up to 3 years)
			<b>-175</b>	
<b>Decreases</b>				
8. Housing	Building Control	Reduced level of income based on current trends	40	Ongoing
<b>Total</b>			<b>40</b>	



**APPENDIX C (continued)**

<b>OTHER ADJUSTMENTS - MATERIAL ITEMS</b>				
<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£000</b>	<b>One off or Ongoing</b>
<b>Increases</b>				
1. Finance & Admin	Local Taxation	Creation of bad debt provision	73	Ongoing
2. Finance & Admin	Local Council Tax Support	Net adjustment to base budget arising from statutory changes	63	Ongoing
3. Finance & Admin	Mailroom	Adjustment to correct historic understatement of postage budget	46	Ongoing
4. Finance & Admin	Revenues Admin	Harlow partnership saving removed from budget	30	Ongoing
5. Housing	Homelessness	Transfer of establishment post from HRA	28	Ongoing
			<b>240</b>	
<b>Decreases</b>				
6. Finance & Admin	Housing Benefits	Net decrease in Housing Benefit expenditure (after subsidy)	-23	Ongoing
7. Finance & Admin	Housing Benefits	Net increase in Housing Benefit overpayment recovery	-45	Ongoing
8. Various	Various	Minor budget adjustments (net)	-38	Various
9. Community Partnerships & Engagements	New Homes Bonus	Removal of one-off Jubilee Fund budget	-500	Ongoing
			<b>-606</b>	

## APPENDIX D

## GENERAL FUND RESERVES

	Estimated	Forecast	Transfers	Forecast	Forecast
Reserve	Balance	Transfer from	between	Transfer to	Balance
£000	01-Apr-13	General Fund	Reserves	General Fund	31-Mar-14
Budget Equalisation	1,251	222			1,473
Economic Development	117				117
Change Management	581	31		-57	555
Council Tax Freeze Grant Reserve	124				124
Elections	47	20			67
Emergency Response	90				90
Hardship Fund	100				100
Homelessness	75	20			95
Insurance	0	100			100
Landsbanki Contingency	121				121
Local Government Resource Review	867			-252	615
Licensing	56			-55	1
New Homes Bonus Community Projects	29				29
New Homes Bonus - Contingency	799			-40	759
Planning Development	320	266		-17	569
Waste Management	66	184		-50	200
Working Balance	1,214				1,214
<b>Total</b>	<b>5,857</b>	<b>843</b>	<b>0</b>	<b>-471</b>	<b>6,229</b>