

Committee: Finance & Administration

Agenda Item

Date: 28 January 2010

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Title: 2010/11 Finance & Administration
Committee Revenue Budget

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Item for decision

Summary

1. The Committee is requested to approve its 2010/11 revenue budget, which shall be subject to final determination by the Council on 18 February.
2. All committees' budgets will be collated and reviewed by the Finance & Administration Committee on 9 February ahead of final determination.
3. Care has been taken to ensure that budgets reflect contractual commitments to staff, suppliers and service users. The budget includes realistic estimates of non-contractual expenditure required to deliver existing levels of service. Income budgets have been based upon realistic estimates of activity levels and the fees & charges considered earlier by this Committee.
4. Significant matters specific to this Committee's budget are detailed below.

Recommendations

5. The Committee is recommended to approve its 2010/11 revenue budget as set out in Appendix A.

Background Papers

[2010/11 Budget Strategy](#) – report to Finance & Administration Committee 12 October 2009.

Impact

Communication/Consultation	Parish councils, local businesses and the public have been consulted as part of the budget process and the results will be reported to Finance & Administration Committee and Full Council.
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	No specific implications.
Sustainability	No specific implications.
Ward-specific impacts	No specific implications.
Workforce/Workplace	No specific implications.

Finance & Administration Committee budget – specific issues

6. An adjustment to the Land Charges budget has been made for the reasons detailed in a report elsewhere on tonight's agenda.
7. Housing & Council Tax Benefits budgets are forecasted to be approximately £230,000 higher next year due to increased caseload and refined assumptions about the proportion of expenditure recoverable from Government grant. There is no provision for any DWP clawback of grant already paid.
8. The IT budget includes the costs of implementing the corporate scanning project. It is proposed that these costs be funded by a transfer from the Change Management Reserve elsewhere within the budget.
9. The Communications budget includes provision for the Place Survey and new Citizens Panel initiative.
10. The budget relating to the Business Improvement & Performance Team are now separately analysed. It was previously part of "Corporate Management". Some costs relating to Central Services, Communications, Customer Services and Telephony have been reallocated to the IT budget. Comparative figures are represented so that all figures are presented on a consistent basis.

Risk Analysis

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.	2 (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.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

APPENDIX A

FINANCE & ADMINISTRATION COMMITTEE BUDGET

£000	2008/09 Actual	2009/10 Original Budget	2009/10 Current Budget	2009/10 Forecast Outturn	2010/11 Draft budget
Benefit Administration	-254	-217	-217	-248	-228
Business Improvement & Performance Team	150	195	195	176	200
Central Services	160	177	175	173	174
Committee Administration	88	92	91	88	95
Communications	150	150	149	148	161
Conducting Elections	7	32	32	-2	2
Corporate Management	691	875	967	901	989
Council Tax Benefits	-126	-54	-54	-29	7
Customer Services Centre	308	341	337	324	347
Democratic Representation	337	372	372	368	367
Electoral Registration	91	106	105	103	111
Enforcement	146	163	161	156	167
Financial Services	809	898	898	887	882
Housing Benefits	26	21	21	201	202
Human Resources	108	172	165	129	161
Information Technology	713	783	778	764	927
Internal Audit	105	117	116	115	117
Land Charges	-46	-67	-68	-47	113
Legal Services	117	146	144	130	145
Local Tax Collection	-118	-120	-120	-120	-118
Non Domestic Rates	-98	-91	-91	-91	-93
Office Services	56	62	62	60	74
Offices Dunmow	30	35	35	25	24
Offices Saffron Walden	294	308	308	288	270
Resources Miscellaneous	-52	-52	-52	-52	-52
Revenues Administration	810	862	854	887	887
Committee Total	4,502	5,306	5,363	5,334	5,931