
**REVIEW OF THE MEDIUM TERM FINANCIAL PLAN
FEBRUARY 2005**

**Responsible Cabinet Member(s) - Councillor John Williams,
Leader and all Cabinet Members**

Responsible Director(s) - Corporate Management Team

Purpose of Report

1. To review the Council's Revenue Medium Term Financial Plan (MTFP) in light of changes since its approval in March 2004 and consider approval of the detailed budget for 2005/06, together with the Council Tax level for 2005/06.

Background

2. The Council has operated a medium term approach to its financial planning since 2000/01. In line with such an approach, the Council reviews the plan at least on an annual basis when it firms up the following year, by approving a detailed budget and Council Tax level for the year. In doing this, the Council also takes due consideration of future year demands on its resources and establishes its firm proposals for the coming year with due regard to prudent financial management in the medium term. The Council has a successful track record of managing its resources in such a manner.
3. The Councils existing MTFP, as approved by Council in March 2004, is attached at **Appendix 1**. The plan identifies the resources the Council anticipated receiving from the Government and Council Tax yield together with indicative plans of where resources would be allocated. In summary, the plan assumed continued growth in Education, sustained investment in Social Services and increases in other service areas of 3%. Resources were based on anticipating the results of the Spending Review 2004 (SR 2004), and Council Tax rises of 7.5% in 2005/06 and 5% in the following two years. The projected resources had been pitched to enable the Councils existing services to be funded into the future and to allow headroom in the region of £1m each year to cover potential budget pressures, reductions in projected Government grants and service improvements.

SECTION ONE

Review of 2004/05 Budget

4. Before considering future year budgets it is essential to review progress in the current year to understand its impact on future years.
5. The most significant amendment to the 2004/05 budget was the finalisation of the financial impact of the Equal Pay dispute. Members will recall as part of the budget setting process they agreed to leave revenue balances at £7.3m and earmark in year headroom of £0.5m to

fund the equal pay dispute. In May this year Council agreed the detailed settlement and established a financial provision of £4m. The provision was set to cover settlement payments to staff who signed a compromise agreement with the Council and a sum set aside to meet the potential cost of Employment Tribunal cases already lodged plus national insurance and income tax costs in both cases should the Inland Revenue deem the payments to be taxable.

6. To date 98% of employees offered a settlement have signed compromise agreements, however, there remain some areas of dispute where the Councils legal advice is not to make an offer as no potential liability exists. Some of these employees covered by this advice have made/are considering making Employment Tribunal applications. Some employees who have signed a compromise agreement with the Council and have received a payment have applied to the Employment Tribunal, supported by the legal firm who instigated the original claims, seeking further compensation. The Councils legal advice is clear on these cases that the agreements signed means the employees have no rights to appeal to the Tribunal, however, these cases will be heard in due course.
7. In terms of the original cases lodged at tribunal although initial direction hearings have taken place, the cases will not be determined until September 2005.
8. Members will recall that the question of tax liability was raised in the report to Council on 27th May, 2004. The agreement with employees made offers of payments net of tax, with the understanding that should there be a liability, the Council would pay. The established provision includes a sum to pay 100% liability. Officers have been in discussion with the Inland Revenue Policy Unit and have put forward a case that the amounts should not be taxable. To date, the liability for tax has not been confirmed.
9. In summary at this time, the £4m provision is still required in full and is subject to review following resolution of the outstanding tribunal cases and the tax liability.
10. Attached at **Appendix 2** is the budget monitoring report for November 2004 which gives the latest projection of expenditure and income for 2004/05. The report highlights a considerable net underspend on budget due to significant changes and improvements made to the Treasury Management budget (£1m) and reductions in the provision required for Section 117 social services clients as established as part of the last budget cycle (£0.300m).
11. Attached at **Appendices 3 to 8** are detailed reports from each department and as part of these they identify resources to be carried forward to 2005/06 in line with the Councils established practice, if they are approved the following will be the departmental positions :-

Department	Surplus c/fwd £000's
Community Services	183
Corporate Services	189
Chief Executive	0
Development and Environment	0
Education	0
Social Services	150
TOTAL	522

Projected Revenue Balances at 31st March, 2005

12. Taking account of the changes identified in the previous section projected balances are as follows :-

Opening balances at 1st April, 2004	£000'S 4,523 ⁽¹⁾
Less	
in year approvals	(39)
Equal pay provision to be established in 2005/06	(800)
Add	
Projected Corporate Underspends	1,089
Section 117 provision	300
Headroom	<u>468</u>
Projected balances at 31st March, 2005	<u>5,541</u>

13. Members will be aware that revenue balances can be utilised to reduce net expenditure and therefore the demand on council tax payers. However, the main purpose of revenue balances is to be available in the future to cover unforeseen budget pressures and liabilities as demonstrated last year by the equal pay dispute. Members have previously agreed that the minimum level of balances to be retained for such purposes should be £4m, a figure set in 2001. Having reviewed potential risks and discussed the issue with the Councils external auditor, the sum should be increased to £4.2m, this would mean balances available for reducing expenditure in future years would be £1.3m. This figure represents the first component in revising the MTFP.

SECTION TWO

Revision to the Medium Term Financial Plan - Context

14. Since being established as a Unitary Authority the Council has faced considerable financial challenges. At its inception the authority received a poor settlement from Durham County Council and this was followed by a period of pre signalled council tax capping which meant the Councils resources were restricted to allocated grant plus limited council tax increases. The result of this was the need to reduce expenditure and the inability to fully fund new initiatives whilst at the same time having to utilise revenue balances to keep to government targets.
15. Following a change of Government pre signalled council tax capping was removed and Councils were given more freedom to balance service needs against the level of council tax it raised. In Darlington, the balance between service needs and council tax was not balanced as demonstrated by the exceptionally low level of the council tax in the Borough which meant funding was not adequate to meet the demands of the public for service provision. Previous revisions to the MTFP have sought to redress the balance which has led to the Council improving its resource base, however, the Council does remain relatively lowly funded. This is best demonstrated by the fact that the Council has the lowest council tax in the North East region and the 38th lowest out of 354 nationally.

⁽¹⁾ Provision of £3.2m for equal pay was made in the 2003//04 final accounts

16. The Government, as part of last years budget cycle, changed its emphasis on Local government funding in terms of council tax levels and for the first time, used its retrospective capping powers and limited increases in council tax for a small number of authorities who had exceeded a number of criteria. In summary, the headline was that local authorities with increases in excess of 8.5% were capped, different levels were used for Fire and Police authorities. Early in the budget setting round, the Government had pre-signalled its intention to use its capping powers and called for increases in low single figures. The result of this was an average increase for 2004/05 of 5.9%.
17. The change of approach by the Government last year has continued and again they are seeking low single figure increases in 2005/06. This change puts a different emphasis on the budget process as rather than considering service levels first, Council's must anticipate their resources and then plan accordingly. Under the regime in the 1990's this was the case, however, each authority was allocated a maximum spending allowance as part of the Local Government finance settlement so they knew their limits before starting the budget cycle. The situation Councils now find themselves in means they have to second guess what the potential capping limit will be and take this into account when setting budgets.
18. Clearly, the Council does not wish to be capped as the consequences of this are financially unsatisfactory e.g. rebilling costs of £0.250m and the impact on the collection of council tax can be even more costly as people pay later due to uncertainty and therefore interest gained is reduced and arrears tend to increase. In addition, unless the Council has the ability to absorb the loss in revenue due to capping, it would need to make some instant in year decisions to reduce expenditure to balance the budget.
19. The level of council tax is a significant issue for Darlington. The Council has low council tax and spends below its Formula Spending Share (FSS) which is the Governments spending assessment that a Council should spend at to provide a common level of service across all local authorities. The majority of upper tier local authorities (71%) spend in excess of their FSS. If Darlington does not raise its council tax by the maximum it is permitted it will continue to fall behind other local authorities in terms of resources and will therefore be limited in the future in terms of services it can provide to the public.
20. On the basis of the actions of the Government last year and signals this year it is officers view that a rise of 4.8% would avoid capping, however, there is no guarantee that this will be the case. If Members accept this approach, the resources available in 2005/06 and subsequent years will be reduced by £0.8m pa as the MTFP assumed a 7.5% increase in 2005/06.
21. The remainder of this report is based on the assumption that a 4.8% increase in council tax for 2005/06 is acceptable and for following years a 4.5% indicative increase has been assumed. Clearly, if Members chose to select a lower increase, there would be a subsequent reduction in resources.

SECTION THREE

Available Resources

22. As indicated in the previous section, preparation needs to be resource availability led therefore Members need to look at the financial settlement and revenue balances utilisation prior to service demand.

Local Government Finance Settlement 2005/06

23. This settlement represents the first under the latest Comprehensive Spending review announced in the Summer of 2004 (CSR2004) which indicates the Government spending plans for the next three years. When preparing the MTFP last March, Officers had to anticipate the Governments spending plans for local government and clearly the best that could be done was to assume that the plans in CSR2001 would continue. This has not proved to be totally the case. Although support in terms of increased FSS continues for Education and Social Services, other areas such as Highways Maintenance and other services do not fair as well as expected in the period covered by the CSR2004.

Revenue Balances - Availability to Support Expenditure

24. Earlier in this report, balances available to support expenditure were identified to be £1.3m, however, there are opportunities to enhance this amount in two ways as explained below.
25. The Council has taken a prudent approach to providing for contributions to the superannuation fund and as part of the last triannual review of the fund agreed to set aside additional contributions in a reserve to offset further increases anticipated in the next review in 2004/05. The increase in contributions required by the 2004 revaluation is not as large as anticipated and therefore it can be covered by what is provided within the MTFP without using the reserve which amounts to £1.7m including other charges made to the accounts in respect of early retirements. This amount can therefore either be paid into the superannuation fund to reduce future rates or be transferred to revenue balances. The impact of the payment into the fund is marginal and given the potential medium term pressures the transfer of the £1.7m to balances would give the Council maximum financial flexibility in the medium term.
26. The MTFP also provides for continuing contributions to the reserve, which are not now required, thus freeing resources of £0.500M in 2005/06, £0.650M in 2006/07 and £0.800M in 2007/08 and 2008/09.
27. Members will recall that last years budget report identified that a request had been made to the ODPM to capitalise the equal pay costs but that this had been refused and therefore revenue balances had to be earmarked for the costs. Officers throughout the region affected by equal pay have continued to discuss this situation with ODPM and on 22nd November, 2004 Darlington received approval to capitalise its costs therefore, allowing them to be spread over a number of years. The impact of this approval would be to increase balances by £3.8m (£200K will still be required to fund costs), however, there would be a subsequent increase in revenue expenditure to allow the debt to be repaid at a cost of £284,000 pa. Once again, taking account of the medium term financial position and to maintain maximum flexibility, it would be appropriate to utilise the approval given by the OPDM. In summary, available balances would be as follows, subject to Members approving the

approach outlined above. The remainder of the report assumes Members support the approach of maximising financial flexibility.

Revenue balances available to reduce expenditure

	£m's
Available at 1st April, 2005	1.3
<u>Add</u>	
Equal pay provision	3.8
Superannuation reserve	<u>1.7</u>
	<u>6.8</u>

28. The utilisation of the £6.8m clearly needs to be handled in a responsible manner underpinned by a medium term plan to reduce reliance on balances, otherwise the Council will have significant problems in matching resources with demand in future years e.g. if the Council were to utilise the full £6.8m to reduce expenditure in 2005/06, it would face a gap of £6.8m in 2006/07 which would clearly mean massive reductions in services. Set out below is a potential use of balances that would represent a responsible approach.

Financial Year	Revenue Balances utilised £m's
2005/06	1.2
2006/07	2.0
2007/08	1.5
2008/09	0.9
2009/10	0.4
TOTAL	6.0

29. The above approach would give the Council adequate time to plan to realign its expenditure with resources by implementing new approaches to service delivery.

Available Resources Summary

30. Before looking at expenditure requirements, it is appropriate to summarise available resources in the MTFP.

	2005/06 £m's	2006/07 £m's	2007/08 £m's
Resources as per MTFP March 2004	112.606	118.495	124.200
<u>Changes</u>			
Reduction in council tax levels	-0.594	-0.840	-1.266
Government grant changes	-0.154	-0.401	-0.139
Government council tax assumptions	+0.044	-0.429	-0.815
Revised Resources	111.902	116.825	121.980
<u>ADD</u> Use of Balances	1.200	2.000	1.500
TOTAL RESOURCES	113.102	118.825	123.480

SECTION FOUR - EXPENDITURE ANALYSIS

Detailed Estimate Preparation - Appendices 3 to 9

31. Estimates have been prepared on existing levels of service with no allowance for growth or service improvements built into them. However, unavoidable budget pressures to retain existing levels of service have been included and are identified within Departmental reports at **Appendices 3 to 8**. All departments estimates are detailed in Appendix 9.
32. The reports also identify service planning issues that Members need to consider, these represent issues that officers wish to draw to Members attention for consideration in the budget process and these are summarised later in this report.
33. The reports also contain budget reduction proposals which are summarised in the table below. The table demonstrates that nearly £1.3M of efficiency savings have been achieved in preparing the budget. The proposals are aimed at keeping departmental budgets with resource allocation and where possible, contributing to the overall corporate need to reduce expenditure in light of reduced resources.

SAVINGS IN 2005-06 REVENUE BUDGET	Efficiency Savings £000	Impact on Service Levels £000	Additional Income £000	Total £000
Education				466
School reorganisations	260			
Early Years - cash limit Nursery Grant		22		
Director early retirement	54			
School Effectiveness Service	120			
Education Psychology Service	10			
Social Services				374
Westfields House - security & maintenance	30			
Staff turnover	55			
Non contractual inflation	32			
Children's external placements	100			
Vacant AD post	72			
Review of services commissioned under SLA	50			
Reprovision of transport	25			
Increased charges			10	
Community Services				193
DLO profits - to corporate resources	120			
Budget pressures contained within existing resources	73			
Development & Environment				227
Non-contractual inflation	50			
Advertising on street lighting columns	38			
Administration savings	42			
Reduced maintenance on Industrial Estates		15		
Increase Building Control fee earning work			15	
Park Lane long stay car park income			15	
Cemeteries & Crematorium fees			52	
Corporate Services				120
Accounting Services restructure	30			
Payroll centralise / rationalise	17			
Town Hall cleaning	12			
Non-contractual inflation	30			
Staff Turnover	31			
TOTAL	1,251	37	92	1,380

34. As required by the Local Government Act 2003 - Part 2, the Director of Corporate Services, as the Council's Responsible Financial Officer, has to inform Members of the robustness of the proposed estimates and he makes the following comment :-

“The estimates presented to Council have been prepared on the most up to date information available and within the guidance I have set out. For 2005/06 I am satisfied that these represent a fair view of the Council’s ongoing plans and commitments, however, Members will appreciate that some budgets more than others are subject to volatility and therefore we will continue to monitor budgets closely and take remedial action when appropriate. The estimates for 2006/07 and beyond have also been prepared in detail but clearly although they are our best estimate of future commitments, they become less certain the further into the future they are. In terms of future grant projections these assume increases of 4%. Clearly such projections will also be subject to variation as they are based on current data which is subject to change in the coming years”.

*Paul Wildsmith
Director of Corporate Services*

35. Set out below is the analysis of expenditure requirement for each department to continue existing levels of service offset by recommended savings.

	2005/06	2006/07	2007/08	2008/09
	£m	£m	£m	£m
Education	55.734	59.127	62.227	65.369
Social Services	24.334	25.177	26.077	26.941
Community Services	9.830	10.183	10.544	10.845
Development and Environment	9.389	9.857	10.251	10.761
Chief Executive	0.890	0.929	0.962	0.997
Corporate Services	7.097	7.199	7.552	7.745
Joint Bodies and Levies	0.548	0.581	0.616	0.661
Financing Costs	2.947	3.902	4.479	4.862
PFI	0.040	0.094	0.115	0.134
Total Expenditure	110.809	117.049	122.823	128.315

Headroom

36. Headroom has been a feature of the Council’s MTFP, this is an allowance built into future years to take account of unquantified pressures, resource reductions and to cope with increased service demands from the public. The role played by headroom in this budget is far more high profile than in previous years as the Council has not yet agreed the Single Status agreement with the workforce, this is planned to be completed by the end of March. There are significant issues with potential cost implications which are subject to negotiations which are listed below.

Cost of pay protection

Increased salary costs of equalisation

Harmonisation of terms and conditions of employment

Potential loss of productivity due to the inability to have productivity schemes due to equal pay claims

37. Clearly, it is not possible to put exact figures on these costs at this stage and therefore it will need to be included in overall headroom.

38. Other key issues that will need to be covered by headroom :-

- Grant loss
- Reduced council tax income
- Loss of specific grants if the Council wishes to continue with services
- Citizens priorities
- Costs associated with prudential borrowing should the Council have inadequate capital resources
- Legislative requirements
- Waste disposal fines and taxation
- Unknown pressures

39. Taking the above into account, the following headroom is recommended :-

	Headroom £m's
2005/06	1.600
2006/07	2.100
2007/08	1.900
2008/09	1.500
2009/10	1.500

Service Planning Issues

40. Set out below is a summary table identifying the service planning issues recommended to Members by Directors in their reports at **Appendices 3 to 8**. The remainder of the report assumes Directors recommendations are supported by Members.

Description	2005/06 £000's	2006/07 £000's	2007/08 £000's	2008/09 £000's
Neighbourhood Management	68	55	63	65
Social Inclusion Strategy	20	5	20	5
Community Partnerships	0	127	132	136
Dolphin Centre Refurbishment	220	(150)	(150)	(150)
HR Support	50	0	0	0
Community Legal Service	12	28	29	30
Total	370	65	94	86

SECTION FIVE - EXPENDITURE AND RESOURCES ANALYSIS

41. In this section, the issues raised in the previous sections are brought together in the table below :-

Detail	2005/06 £m's	2006/07 £m's	2007/08 £m's	2008/09 £m's
Service Expenditure	110.809	117.049	122.823	128.315
Headroom	1.600	2.100	1.900	1.500
Service Planning	0.370	0.065	0.094	0.086
Development Fund	0.325	-	-	-
Total Expenditure	113.104	119.214	124.817	129.901
Resources including revenue balances	113.104	118.825	123.480	127.731
Gap - Surplus / (deficit)	0.000	(0.389)	(1.337)	(2.170)

42. The above demonstrates the Council faces significant financial challenges in the short to medium term and a balanced budget for 2005/06 can only be achieved by significant reliance on revenue balances. Given the financial position faced this is a legitimate use of balances as long as the Council takes appropriate action in the medium term to match expenditure with resources. As identified earlier in this report it is officers opinion that in the medium term the ability to raise income from Council Tax above inflationary levels will be very limited therefore the Council is faced with the need to review its expenditure levels.

SECTION SIX – REVIEW OF EXPENDITURE

43. The Council is able to bridge its financial shortfall in the short term thus giving it the time to strategically review the services it delivers and how they are delivered. Rather than having to make quick decisions, it has the ability to consider all options in a rational and controlled manner in the coming twelve months during which time it can formulate specific plans that will bring resources in-line with expenditure and service aspirations for the future. This will entail a significant strategic review for the Council which will lead to a significant change agenda.

44. The Council is currently facing significant changes and challenges in the next financial year e.g. Children's Services, Single Status, in addition to continuing to deliver mainstream services. The scale of input needed to deliver a significant strategic shift of resources cannot be effectively delivered from within existing staffing levels and resources. It is therefore suggested that a development fund of £325,000 be established to enable the change programme to be delivered. The detailed use of the provision will be determined by Corporate Management Team in consultation with Cabinet based on prepared business cases which will demonstrate the potential to makes savings.

45. During the next twelve months the Council will also be able to gain a better knowledge about significant variables within the budget such as waste disposal costs and the outcome of single status which will enable a clearer picture to be considered as part of next year's MTFP review giving a better background against which to consider the strategic options to be developed over the next twelve months.

Outcome of Consultation

46. Consultation has taken place with employees, Trade Unions, Headteachers, Darlington Partnership and the Chamber of Commerce. Support for the proposed approach to the budget was received in all consultation meetings.

Legal Implications

47. This report has been considered by the Borough Solicitor for legal implications in accordance with the Council's approved procedures. There are no issues which the Borough Solicitor considers need to be brought to the specific attention of Members, other than those highlighted in the report.

Section 17 of the Crime and Disorder Act 1998

48. The contents of this report have been considered in the context of the requirements placed on the Council by Section 17 of the Crime and Disorder Act 1998, namely, the duty on the Council to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area. It is not considered that the contents of this report have any such effect.

Council Policy Framework

49. The issues contained within this report do not represent change to Council policy or the Council's policy framework.

Decision Deadline

50. For the purpose of the 'call-in' procedure this does not represent an urgent matter. The report will be considered by Resources Scrutiny as part of the budget process.

Key Decisions

51. This report does represent a key decision and has been advertised in the Forward Plan.

Conclusion

52. The changing face of Local Government finance has meant that the Council will have less resources than anticipated in the medium term to meet the aspirations of the public of Darlington. The Council will need to review its services in the next year to decide how it will reduce its expenditure in the medium term to match resources. A medium term approach to the budget gap faced by the Council can be achieved by the planned use of revenue balances. A draft MTFP is detailed at Appendix 10.

Recommendation

53. It is recommended that :-

- (a) The superannuation reserve be transferred to revenue balances.

- (b) The capitalisation of the equal pay costs of up to £3.8million be agreed.
- (c) Director's proposals in their reports at Appendices 3 to 8, including carry forward of resources from 2004/05, expenditure reductions and fees and charges be approved.
- (d) A fund of £325,000 for implementing a strategic review of services be approved.
- (e) The revised MTFP as set out in Appendix 10 be approved.
- (f) Council Tax be increased by 4.8% for 2005/06.

Reasons

54. The recommendations are supported to enable the Council to set a budget for 2005/06.

Corporate Management Team

Background Papers

- (i) Local Government Finance Settlement 2005/06
- (ii) Budget working papers.

Paul Wildsmith : Extension 2301
PB

**MEDIUM TERM FINANCIAL PLAN
APPROVED BY COUNCIL - 10TH MARCH, 2004**

	2004/05	2005/06	2006/07	2007/08
	£m	£m	£m	£m
Education	53.469	56.648	59.712	63.001
Social Services	22.673	23.872	24.744	25.583
Community Services	8.336	8.641	8.953	9.203
Development & Environment	8.624	8.903	9.139	9.400
Chief Executive	0.826	0.858	0.891	0.917
Corporate Services	7.247	7.589	7.957	8.163
Pensions contribution increase	0.000	0.000	0.000	0.400
Service Improvements (Appendix 9)	0.385	0.385	0.385	0.385
Joint Bodies and Levies	0.709	0.754	0.802	0.849
Financing Costs	2.827	3.633	4.404	5.080
Headroom	0.468	1.113	1.259	1.238
PFI Affordability Gap	0.000	0.040	0.094	0.115
Contribution to/(from) revenue balances	0.000	0.170	0.155	(0.134)
Total Expenditure	105.564	112.606	118.495	124.200
Balances				
Opening balance	7.317	7.317	7.487	7.642
Contribution to/(from) revenue balances	0.000	0.170	0.155	(0.134)
Closing balance	7.317	7.487	7.642	7.508
Council Tax Increases	7.9%	7.5%	5.0%	5.0%
Weekly Band A Council Tax Increases	£0.87	£0.90	£0.65	£0.68

**REVENUE BUDGET MONITORING REPORT
DECEMBER 2004**

BUDGET MANAGEMENT 2004/05

NOVEMBER 2004

Projected General Fund Balance at 31st March 2005

Medium Term Financial Plan (MTFP): -	£000	
General Fund Opening Balance 1/4/2004	4,523	(1)
Equal Pay Settlement (in addition to £468,000 Headroom)	(332)	(2)
Members Pensions	(16)	(3)
Mobile library replacement (financing cost)	(23)	(3)
S117 Provision	300	(4)
Projected corporate underspends / (overspends) not included above	<u>1,089</u>	
Revised projection of General Fund balances available 1/4/2005	<u><u>5,541</u></u>	

- (1) Audited
 (2) Provision for estimated £0.8m cost in 2004/05
 (3) Approved by cabinet 13th July 2004
 (4) The provision made in 2003/04 has been revised as a result of detailed evaluation.

Departmental Projected Year-end carry-forward Balances

	(a)	(b)	(c) ((a) + (b))	(d)	(e) ((c) + (d))	(f)	(g) ((e) - (f))
	Brought forward	Planned utilisation 2004/05 budget	Total (available)/ to be recovered	2004/05 projected out-turn	Projected 2004/05 (surplus) / deficit	Planned 2004/05 (surplus) / deficit per MTFP	(Improvement) / decline from planned position
	£000	£000	£000	£000	£000	£000	£000
Education	(150)	300	150	(150)	0	150	(150)
Social Services	(3)	(14)	(17)	(133)	(150)	0	(150)
Community Services	(91)	85	(6)	(216)	(222)	(38)	(184)
Development & Environment	44	18	62	(62)	0	90	(90)
Chief Executive	7	0	7	(7)	(0)	5	(5)
Corporate Services	(199)	69	(130)	(59)	(189)	(112)	(77)
TOTAL	<u>(392)</u>	<u>458</u>	<u>66</u>	<u>(627)</u>	<u>(561)</u>	<u>95</u>	<u>(656)</u>

Notes

- Column (a) shows total net brought forward departmental balances £392K
 Column (d) shows projected variance against 2004/05 budget

**COMMUNITY SERVICES DEPARTMENT
MEDIUM TERM FINANCIAL PLAN REVIEW**

Purpose of the report

1. To review the Medium Term Financial Plan (MTFP) for the Community Services Department.

Background

2. The department, like all others, operates in a MTFP environment. This enables Medium Term Planning as budgets and indicative resource allocations are pre-signalled three to five years in advance. This report will concentration on 2005/06, but will also have regard to the following years.

Service Outline

3. Set out below for Members information is a review of the Department's budget heads with the estimates for 2005/06.

SERVICE OR ACTIVITY	DESCRIPTION	2005/06 £000
Management and Client Support	Allocations from the departments central management and administration account for Client support including guidance for building repairs and maintenance, electrical checks, quality standards etc along with a customer service provision for handling queries. Allocations also include work of a corporate nature completed by the director of the department which cannot be allocated elsewhere.	159
Arts Collection	For the upkeep of the Borough's Art collection at the Art Centre.	11
Art Centre and Civic Theatre	The Arts Centre is a comprehensive facility with a 230 seat theatre film studio, ballroom, dance studio, bars and a variety of room available for hire. The Civic Theatre has a capacity of 900 and a turnover of around £1.5 million. The budget also includes a significant amount of work in the Community.	1,261

SERVICE OR ACTIVITY	DESCRIPTION	2004/05 £000
Dolphin Centre	The Dolphin Centre provides a full range of wet and dry sports facilities for the town as well as accommodation for meetings and events.	1,609
Outdoor Events	Net cost of providing outdoor events, the main events being the Orange Festival, Lantern Parade and the Rhythm and Blues festival.	50
Sports Development	Development of sports provision through out the Borough, mainly funded by grants.	15
Grants	Grants paid out to various bodies including Northern Arts, Community Leisure Chest payments and the Darlington Play Bus.	110
Stressholme	The Council's municipal golf course, driving range and newly refurbished bar.	(20)
Parks and Open spaces	The budget is for the maintenance of all the Authority's public parks and open spaces, and includes provision for grounds maintenance, playground equipment provision and maintenance and repairs and maintenance etc.	1,759
Sponsorship	The Sponsorship Manager negotiates all the sponsorship deals within the Council. The majority of income generated is passed on to client budgets although a small proportion is retained to finance the post.	(18)
Eastbourne Complex	Sports complex providing track, pitch and gym facilities.	134
Refuse Collection	Collection and removal of household, clinical and bulky household waste.	1,514
Street Cleansing	Cleansing of roads, pavements and precincts, along with gully cleaning, maintenance and cleansing of litter bins and weedkilling.	1,652

SERVICE OR ACTIVITY	DESCRIPTION	2004/05 £000
Public Conveniences	Maintenance and cleaning of the Town's public conveniences.	117
Works Property & Other Expenses	This budget head relates to early retirement pension payments for past employees which must be paid out.	88
Cemeteries	Upkeep and maintenance of the two operational cemeteries and unused churchyards within the borough. Requirement to ensure all persons can be buried but number and location of cemeteries is discretionary.	346
Christmas Lights	Provision and erection of Christmas decorations in the Town Centre.	28
Community Partnerships	The Community Partnership section works across the department and authority. Work areas include lottery bids, consultation and partnership working, beacon status, Community legal service etc. This budget also includes the payment to CVS.	146
Community Safety	Staff from the Darlington Safety community Partnership including the Uniformed Wardens, Operations Manager, Office Manager and anti social Behaviour Co-ordinator. The Wardens are actively engaged with other Partnership Agencies in providing support for the local community, including issuing fines and formal warnings for anti-social behaviour, i.e. littering, dog fouling, youth annoyance.	439
Youth Service	The Youth Service works with young people aged 11-25, prioritising 13-19 year olds. A wide programme of personal development activities is provided for young people, through promoting their voice and influence and through promoting their inclusion and engagement in their communities. Specific work includes youth democracy, peer education, Youth Centres and detached youth workers.	624

SERVICE OR ACTIVITY	DESCRIPTION	2004/05 £000
Rent Rebates (Local Schemes)	Payment to war pensioners and war widows - Local Agreement.	35,
Improvement Grants Administration	To pay the Home Improvement Agency for the Administration of Renovation Grants and Disabled Facilities Grants to the private sector. DFG's are statutory and renovation grants discretionary but play a key role in meeting BVPI targets in relation to Unfitness and empty homes.	34
Housing Renewal Team	To undertake the councils regulatory role in relation to the condition of Private sector housing.	73
Housing Act advances		4
Land Rental/Leasing Income	Income received from the leasing of housing land.	(19)
Housing Benefits Administration/Verification Framework	Administration of Rent Rebates, Rent Allowances and Council Tax Benefit.	290
Community Housing Service	Providing advice and assistance to the private sector on accommodation matters.	240
Homelessness	The net cost of placements in bed and breakfast accommodation whilst assessing applications under the Homeless Persons legislation.	13
Welfare Services	The net cost of the welfare element of the Housing Wardens service that falls outside of the definition of HRA expenditure.	137
Northumbria Water Commission	Commission received for collecting water rates on behalf of NWA.	(136)
Service Strategy and Regulation	Providing advice and guidance on strategy and regulation to the private sector.	17
Voluntary Sector Payments Welfare Services	Payments made to the Citizens Advice Bureau.	90
DLO profits	Total profits generated by the contracting division of Community Services.	(990)

Appendix 1 details a full listing of all the department's budgets for 2004/05 along with the proposals for 2005/06

Service Planning

4. Community Services have developed 6 Service Plans in addition to the Departmental Plan. The Service Plans cover the following areas
 - (a) Community Services
 - (b) Environmental Services
 - (c) Building
 - (d) Leisure and Arts
 - (e) Housing
 - (f) Housing Benefits
 - (g) Community Partnerships

5. Following the away day on 8th November 2004 attended by senior managers within Community Services the following are key departmental priorities for 2005/2006
 - (a) Delivery of 4 PSA targets in relation to Housing, Housing Benefits, Environmental Services and Leisure and Arts.
 - (b) Review the impact of single status on external contracts
 - (c) Implement new Tenant Governance arrangements following the Housing Stock Option Appraisal
 - (d) Improve Standards within the Private Sector
 - (e) Develop Home Improvement Agency
 - (f) Implement the Supporting People Strategy
 - (g) Improve Street Cleansing throughout the Borough
 - (h) Continue to implement the Litter Initiative Strategy
 - (i) Ensure effective provision of waste management operational service to support and meet statutory requirements
 - (j) Implement the Parks and Green Spaces Strategy
 - (k) Refurbishment of Parks and Open Spaces, a capital bid of £30,000 to develop this and a bid for £36,000 for replacing boundary fences at South Park has been sought.
 - (l) Upgrade Council and Leisure Facilities. External funding has been sought for refurbishment of the Arts Centre and Dolphin Centre a capital bid for £60,000 for heating replacement at the Civic and £20,000 to improve drainage at Eastbourne Complex has been sought.
 - (m) Deliver the Community Capacity Building Project
 - (n) Establish a Welfare Rights Advice Service.

- (o) Support Firthmoor Partnership when the SRB funding ceases. A revenue bid outlining various options has been sought
 - (p) Develop the Anti – Social Behaviour Strategy
6. As part of developing the Departmental Plan a number of risks were identified, however it is not envisaged that this will impact on resource planning.
 7. CMT have considered and support the following requests for additional resources to enable high priority service initiatives to be progressed: -

Neighbourhood Management

8. The Neighbourhood Management Team support the Firthmoor Community Partnership Board and are funded by SRB grant, which cease in March 2005. Various options have been looked at including the cessation of the service, however, not only would this have a financial impact regarding redundancy payments, ceasing support to the Community Partnership would have a wider social impact on the estate. The evaluation of 'Firthmoor Community Works' undertaken by Consultants, Renaissance concludes that it is critical that current levels of community involvement are maintained and developed.
9. To ensure the best service possible the current team would need to be restructured to focus on community development work including implementation of the Neighbourhood Renewal Strategy as well as providing the secretariat and executive functions of the Firthmoor Community Partnership Board.

Community Development Workers

10. Single Programme grant, which expires March 2006 currently fund the four Community Development Workers. The '*Darlington's Communities Project*', will be instrumental in developing capacity to reverse the spiral of decline within Darlington's 11 priority wards. Community Partnerships have been established in 10 out of 11 of the wards and the 11th will be established by March 2005.
11. The key objectives of the Community Partnerships are to build community capacity, improve community access to future funding and to create community partnerships, which are run and led by residents and are community focused. The four Community Development workers develop and provide essential professional support to the Community Partnerships and have assisted the Partnerships to take forward a number of significant projects including securing funding for the refurbishment of the Community Centre at Redhall and redevelopment of a shop unit at Lascelles Park to accommodate the Lascelles Into Work Project.
12. If the Community Development Workers are not mainstreamed there is a high likelihood of the Community Partnerships folding or being less successful. The loss of professional guidance may see the Partnerships branching out in a number of different directions, which may be at odds with the Community Strategy and the Neighbourhood Renewal Strategy, the council would also not fulfil a key government target to reduce deprivation and develop community capacity building in the most disadvantaged areas.

Dolphin Centre refurbishment

13. The Dolphin Centre is now 25 years old and significant elements of the essential infrastructure and plant installations are either nearing the end of their operational life or are out of date in terms of a modern leisure complex. This is reflected in customer feedback, whether as complaints, comments or suggestions, which regularly indicate dissatisfaction with facilities, comfort levels and temperature in the building.
14. The Dolphin Centre's current configuration and logistics also constrain the management of core leisure activities to meet customer expectations. Consequently usage is declining and if income streams are to be improved, statutory requirements met and services provided which reflect what users want, significant investment is required. A review of the centre established the priorities for refurbishment are:-
 - (a) Enhance Sport Facilities
 - (b) Improve Childcare Facilities
 - (c) Provide a modern Register Office and Marriage Hall
 - (d) Protect and improve income streams
 - (e) Reduce the Council's subsidy
 - (f) Improve Catering and Bar income to support sport and leisure provision
15. The business plan prepared indicates that even with prudent income projections the refurbished Dolphin Centre has the capacity to generate significant additional income, which would cover the annual prudential borrowing costs and positively contribute to the Council's General Fund on an annual basis.
16. However during the refurbishment in the first year income will be reduced as the Dolphin Centre will have limited scope for income generation throughout the building works. It is therefore prudent to make a one off financial provision for the first year to cover the borrowing costs of £220,000.
17. As part of the refurbishment and to enhance the visit experience the locker provision in the changing room areas will become free of charge to users of the centre. Prices for activities within the centre will need to be increased to recover the loss of income and these increases have been included in the charging sheets at the end of the report.

Community Legal Service

18. The funding for the Community Legal Service Awareness Officer and administrative support comes to an end in June 2005. The Community Legal Service is the first attempt by any government to deliver legal services in a joined up way, putting customers' interest first. The primary purpose of the Community Legal Service is to make it easier for people to obtain good quality help and advice at an early stage when faced with a problem. In Darlington, the Council together with the Legal Services commission take the lead in the work of the partnership which has levered around £0.5m of external funding for the provision of good quality legal advice and secured the first Beacon Status award for the Council.
19. The Community Legal Service Awareness Officer plays a vital role in networking/linking with other advice agencies and the advantages of continuing the funding include meeting the key aim of the Community Strategy and BVPP with regards to social inclusion and

access to services along with the co-ordination of external funding packages and opportunities to obtain more external funding which would not be available to the Local Authority.

20. The additional resources requested are: -

	2005-06 £000	2006-07 £000	2007-08 £000	2008-09 £000
Neighbourhood Management	68	55	63	65
Community Development Workers	0	127	132	136
Dolphin Centre refurbishment	220	-150	-150	-150
Community Legal Service	12	28	29	30
Total	300	60	74	81

Departmental MTFP 2005/06 – 2008/09

The department's detailed estimates were prepared on the basis of existing levels of service taking into account known pressures and savings, i.e. insurance increases. Having done this the position for the next four years is set out in table 1 below :-

Table 1

	2005-06 £000	2006-07 £000	2007-08 £000	2008-09 £000
Resources				
Planned resources brought forward from previous year	183	147	100	86
Resource allocation for year	9,950	10,307	10,671	10,987
DLO profits returned to the Council	-120	-124	-127	-131
Service Planning	300	60	74	81
Total Resources Available	10,313	10,390	10,718	11,023
Budgets				
Draft detailed estimates	9,866	10,230	10,558	10,943
Service Planning	300	60	74	81
Proposed Budget	10,166	10,290	10,632	11,024
Resources carried forward to following year	147	100	86	-1
Total Planned Use of Resources	10,313	10,390	10,718	11,023

Proposals

21. The DLO profits have exceeded budget in the last couple of years and it is anticipated this will continue for the foreseeable future due to increased turnover. It is therefore proposed that £120,000 is deducted from Community Services MTFP resource allocation and transferred back to the General fund for use in other areas. There will be no impact on services and there is only a minimal risk the profits will not be attained.

22. A Welfare Rights Service would provide independent and specialist advice and promote the uptake of benefits to ensure residents are receiving their full entitlement of social security

benefits.

23. Local authorities have a direct incentive to promote the uptake of benefits as take-up activities potentially increase central government funding for local authority services depending upon performance across other authorities. For authorities to gain a real increase, take up of benefits needs to be higher than average, consequently those authorities that do not fund any take up work in a systematic and coordinated way are therefore likely to lose out.
24. The full cost of the service in 2005/06 is £104,850, however funding of £79,000 has been identified from the Legal Services commission, Age Concern and Community Services Budgets leaving a shortfall in the first year of £25,820.
25. The ultimate aim is that the unit will become self financing and generate more income than the cost to run the service through increasing the council's share of FSS. However it should be borne in mind that additional FSS for Darlington will only be achieved if all other Council's have FSS deprivation factors which remain unchanged as the national FSS control total will not vary. Darlington is already at a disadvantage with regards to FSS as many Local Authorities already have Welfare Rights Units with proactive welfare benefit target campaigns.
26. It is also proposed that the grade for the vacant post Head of Youth Services be reduced with a total saving of £15k per annum.

Budget pressures

27. The department has undertaken a rigorous analysis of the detailed estimates to ensure there are no areas of inefficiency. Members will note the detailed estimates are within resource allocation however this position disguises the fact that a number of budget pressures have been contained within the estimates. These absorbed pressures are shown in table 2.

Table 2

Pressures absorbed within the MTFP	
Description	£
Refuse collection - additional properties	14,000
South Park - Security	24,000
South Park - CCTV monitoring	4,000
South Park - Additional dog bins	5,000
Legionella Maintenance in Youth Centres	8,000
Eastbourne pavilion - cleaning costs	5,000
Fixed penalty revenue - original budget set too high	3,000
Community Safety salaries, no shift allowance in 03/04 budgets	10,000
Total	73,000

The pressures in table 2 have been able to be absorbed as the department has identified efficiencies and increased income to cover the additional expenditure. The main area of funding is found from increased income as turnover on Construction,

Building Maintenance and Building Cleaning is continuing to increase through identifying all opportunities to increase business.

Charges

28. Proposals for the 2004/05 charges are shown in **Annex 2**.

Recommendations

29. Members are requested to approve:-

- (a) The detailed estimates for Community Services Department
- (b) The proposed schedule of charges for Community Services
- (c) The carry forward of £143,000 to fund the Welfare Rights Service.
- (d) The carry forward of £40,000 from 2004/05 to 2005/06 to assist delivery of the department's MTFP
- (e) The allocation of £300,000 in 2005/06 and varying amounts in future years for the service planning issues detailed in the report.
- (f) The transfer of £120,000 per annum from Departmental resource allocations to corporate resources in respect of DLO profits.

Community Services Department Estimates 2005/06

	Revised 2004/05 £	Proposed 2005/06 £
Community Services - Management and Client support	154,000	158,543
Art Collections (former Art Gallery)	10,300	10,602
Art Centre and Civic Theatre	1,251,400	1,261,079
Dolphin Centre	1,537,500	1,609,446
Outdoor Events	50,000	49,953
Sports Development	15,000	15,300
Grants	114,800	109,854
Stressholme Golf Course and Club House	(35,500)	(20,182)
Parks and open spaces	1,714,310	1,758,891
Sponsorship	(19,300)	(18,462)
Town Hall Tea Trolley	24,500	0
Eastbourne Sports Complex	124,900	134,039
Refuse Collection	1,455,210	1,513,740
Street Cleansing	1,602,980	1,651,722
Public Conveniences	110,400	116,941
Works Property and Other Expenses	95,900	87,690
Cemeteries and upkeep of churchyards	334,700	346,321
Christmas Lights	27,500	28,311
Community Partnerships	138,200	145,722
Community Safety	236,780	439,437
Youth Service	545,150	623,774
Welfare Rights		26,000
<i>Total Community Services - Other</i>	<u>9,488,730</u>	<u>10,048,723</u>
Rent Rebates (Local Schemes)	50,000	35,000
Improvement Grants Admin.	59,100	33,640
Housing Renewal Team	65,400	73,330
Housing Act Advances	2,100	3,620
Land Rental/Leasing Income	(18,700)	(18,700)
Housing Benefits Administration	270,600	290,198
Community Housing Services	235,400	240,100
Homelessness	13,000	13,000
Welfare Services	138,200	137,380
Northumbrian Water Commission	(133,600)	(136,300)
Service Strategy & Regulation	16,500	17,000
Voluntary Sector Payments	89,800	89,800
Asylum Seekers	0	0
Supporting People	0	0
<i>Total Community Services Housing</i>	<u>787,800</u>	<u>778,068</u>
<i>DLO profits</i>	<u>(1,326,000)</u>	<u>(961,16)</u>
<i>Planned b/fwd from 2003/04</i>	(32,000)	
<i>Planned c/fwd to 2005/06</i>	38,000	
<i>Planned b/fwd from 2004/05</i>		(183,000)
<i>Planned c/fwd to 2006/07</i>	0	147,000
<i>Total Community Services</i>	<u>8,956,530</u>	<u>9,829,635</u>

COMMUNITY SERVICES - SCHEDULE OF CHARGES 2005/06

Service	Existing Charge £	New Charge £	Financial Effect £
Note : L - Leisuresaver Rate			
Dolphin Centre			
General			
Admission Charge	0.60	0.70	
Swimming per session - adult	2.45	2.60	
	(L = 1.65)	1.80	
Hot shower per person	0.70	0.80	
Vertical Tanning Sun Bed (per 3 minutes)	1.00	1.00	
Netball, Volleyball, Football, Hockey, Short Tennis and Handball			
Adult	32.00	35.00	
Child	20.00	23.00	
weekday lunchtime	26.00	29.00	
Badminton			
Per Hour – Adult	5.60	5.90	
	(L = 4.20)	4.50	
Per Hour Child	2.70	3.00	
Squash			
court - per 40 minute session	5.00	5.30	
	(L = 3.90)	4.20	
Child	2.50	2.80	
Climbing wall - per person per hour	3.20	3.50	
	(L = 2.40)	2.70	
Pulse Suite 1 & 2 - per person per hour	3.10	3.30	
	(L = 2.35)	2.55	
Creche - person per period	1.40	1.60	
	(minimum charge 1.40 per 2 hours)	1.60	
Equipment Hire			
Tennis racket - per person per period			
Badminton racket - per person per period	1.50	1.70	
Squash racket - per person per period	1.50	1.70	
Table-tennis bat - per person per period	1.00	1.10	
Football			
per period	3.00	3.50	
deposit on football	5.00	5.00	
Deposit on rackets/bats - per person per period	2.00	2.00	

Service	Existing Charge	New Charge	Financial Effect
	£	£	£
Swimming Pools			
Main Pool - per hour	32.00	35.00	
Diving Pool - per hour	32.00	35.00	
Teaching Pool - per hour	32.00	35.00	
Gala - per hour			
Swimming galas - whole complex			
normal opening hours - per hour	185.00	199.00	
outside normal opening hours - per hour	93.50	103.50	
Swimming galas - schools, junior clubs and organisations			
Main Pool			
	Peak	134.00	144.00
	Off peak	87.00	97.00
Main Pool and Teaching Pool			
	Peak	193.00	200.00
	Off peak	117.00	124.00
Electronic Timing			
		35.00	40.00
Dry Sports			
Main Sports Hall - per hour	63.00	68.00	
Special events - per hour			
Mondays to Fridays	190.00	205.00	
Saturdays and Sundays	190.00	205.00	
Preparation - per hour			
Mondays to Fridays	98.50	105.00	
Saturdays and Sundays	98.50	105.00	
Special events - schools - per hour - off-peak	30.00	31.50	
Practice Hall - per hour	16.00	17.00	
Small Meeting Rooms - per hour	7.70	8.20	
Central Hall			
All events (except commercial, exhibitions and local societies)	58.00	62.00	
Exhibitions - commercial - per hour	75.00	80.00	
Local Societies event per hour	42.00	45.00	
Birthday parties			
			<u>58,937</u>
Parks			
Bowls			
Season Ticket	18.00	20.00	
	(L= 9.40)	11.40	
Football - Hire of Hundens Park Pitch			
Seniors' Match	28.00	30.00	
Juniors' Match	13.10	15.00	
			<u>300</u>

Service	Existing Charge £	New Charge £	Financial Effect £
Stressholme Golf Course and Clubhouse			
Notes			
1 On weekends and Bank Holidays, 'Leisuresaver' only applies after 12.00 noon.			
2 Twilight tickets are issued two hours prior to dusk.			
Green Fees			
Weekends and Bank Holidays	15.00 (L=9.50)	15.50 (L=10.00)	
Weekdays	13.00 (L=9.50)	13.50 (L=10.00)	
Day Ticket			
Monday to Friday except Bank Holidays	20.50 (L=13.50)	21.00 (L=14.00)	
Weekends and Bank Holidays	25.75 (L=15.75)	26.25 (L=16.25)	
Twilight Tickets			
Weekday	7.30 (L=4.50)	7.50 (L=4.70)	
Weekend	8.00 (L=4.50)	8.20 (L=4.70)	
Membership fees			
Adults Playing Resident	388.00 (L=247.00)	398.00 (L=257.00)	
Junior	95.00	95.00	
Social Subject to amendment by Durham	26.00	26.00	
Driving Range - per basket 25 balls	1.50	1.50	
	Per Basket – 50 balls	2.60	
	Per basket – 75 Balls	3.30	
			<u>7,000</u>
Eastbourne Sports Complex			
Running Track			
Adult	2.60	2.70	
Junior	1.50	1.60	
Astroturf Pitch			
Full pitch per session			
Adult	57.20	60.00	
Junior	32.00	34.00	
7 a side per session			
Adult	32.00	34.00	
Junior	16.00	19.00	
Astroturf Pitch Floodlighting (Winter Only)			
Full Pitch	7.50	8.00	
7 a side	2.50	3.00	

Service	Existing Charge £	New Charge £	Financial Effect £
Pulse Suite III Adult	3.10 (L=2.35)	3.30 (L=2.55)	
Junior Activity Room Per Hour	2.35 Negotiable	2.55 Negotiable	
			<u><u>6,500</u></u>
Refuse Collection and Disposal			
Refuse sacks (per 25) (Exclusive of VAT)	41.65	45.50	140
Garden waste sacks (Non Vatable)	6.10	6.30	180

**CORPORATE SERVICES DEPARTMENT
MEDIUM TERM FINANCIAL PLAN REVIEW**

Purpose of Report

1. To review the Medium Term Financial Plan for Corporate Services Department.

Service Outline

2. To assist Members the following section explains the services provided by the department.

	Proposed budget £000
Director and Secretarial Support	
The Director, all secretarial support for the department and some departmental budgets which are held centrally.	403
Accounting and Financial Services	866
The central accounting functions which deal with all the Authority's Accounts, budgeting, Capital Programme, Treasury Management, VAT, Insurance, financial planning etc. The budget includes the cost of the Corporate Financial Systems.	
Internal Audit	251
This service ensures the Council's Section 151 Statutory Financial Officer fulfils his duties. The service conducts audits and provides consultancy support to departments	
Payroll	39
This service processes the pay for the Council's 4,500 employees.	
Information Technology	1,340
The central IT Section which supports all of the Council's systems and the budget includes running costs for corporate systems such as e-mail, internet access and the Council's network and telephones.	
Council Tax and National Non Domestic Rates Collection	284
The cost of collecting £55M of Council Tax and NNDR in Darlington.	
Borough Solicitor & Legal Services	318
The budget includes the Monitoring Officer role, all legal advice, conveyancing, contracts and searches.	
CCTV	358
The annual running costs associated with the Council's CCTV service.	

Registrars of Births, Deaths and Marriages	36
The cost to the Council of providing the registration service.	
Print & Design	(40)
Printing and graphic design costs recharged to service users	
Town Hall	720
The total cost of operating the Town Hall buildings and telephones.	
Human Resources	693
The cost of the centralised HR service including Health and Safety and the Occupational Health service.	
Departmental Support and Performance and Development	67
Administrative support and Performance and Development management for Corporate Services department.	
Democratic	336
Administrative support to the Council's democratic decision making processes and the costs of Register of Electors.	
Corporate Management	1,436
All elected Members' costs and subscriptions to national and regional associations. Also certain defined expenditure required to be excluded from front-line services, principally external audit and inspection fees and bank charges.	
Community Grants	77
Grants to Parish Councils; Financial Assistance and Discretionary Rate Relief to individuals and organisations.	
Corporate Training Budget	36
The Department holds this budget on behalf of all Departments. The Council's Striving for Excellence Organisational Development Strategy is underpinned by sound management development programmes.	

Service Planning

3. With the Service Planning timetable closely aligned to the budget process this enables resources, where necessary, to be directed to the key priorities shown in the departmental service plan.
4. In addition to the departmental service plan, there are four individual service plans covering the major service areas of the department i.e.
 - (a) Finance
 - (b) Legal and Administration
 - (c) Human Resource Management

- (d) Information and Communication Technology
5. In the course of consultation upon the 2005/06 departmental plan by the Senior Management Team the following were identified as key priority areas for improvement:-
- (a) Implement Job Evaluation and minimise the effect of Equal Pay Claims
 - (b) Develop improvements and the profitability of the Design and Print Service
 - (c) Implement the Contact/Call Centre and create the customer Services arm of the department
 - (d) Implement the Best Value Review of Support Services' Improvement Action Plan
 - (e) Ensure that the department, where applicable, has an input to key corporate projects
 - (f) Ensure the level of business with schools is maintained
 - (g) Respond positively to the implications for local government raised by Sir Peter Gershon's Efficiency Review Team
 - (h) Implement a structured approach to Records Management and Freedom of Information compliance across the Council
 - (i) Integrate Work Force Planning into the Service Planning process
6. The Council faces its most challenging year in terms of HR issues during 2005/06 since its inception. The key work areas are: -
- (a) Single Status negotiations
 - (b) Job Evaluation
 - (c) Pay Policy
 - (d) Equal Pay Tribunals
 - (e) Children's Services establishment
 - (f) Education Village establishment
 - (g) Input to Strategic reviews
7. CMT have considered service planning issues corporately and support a proposal for additional resources of £50,000 to fund the appointment of a HR Manager for a year. Recruitment is planned to commence 1st January, 2005 to ensure appointment early in 2005. The level of work planned for 2005/06 is significant and cannot be accommodated within existing resources.
8. The funding is requested for one year only. Post 2005/06 will be subject to review.

Risk Management

9. Intrinsic to the service planning process is the identification and assessment of risks in terms of level of probability and potential consequence. The purpose here is to limit potential losses and maximise opportunities by ensuring that arrangements are in place to manage

risks within acceptable levels.

10. Where risks are considered to be above a certain tolerance they are included within the departmental service plan as a key priority area improvement. Action Plans are put in place designed to reduce the exposure to risk (by lessening either lessen the impact or likelihood). Each Action Plan is managed by a key officer of the Council.
11. Risks that could impact on budgets have been identified and assessed in terms of level of probability and potential consequence. The purpose of the risk management process is to limit potential losses and maximise opportunities by ensuring that arrangements are in place to manage risks within acceptable levels.
12. Land Charges income has fallen below projected levels during 2004-05 and is expected to reduce further during 2005-06. Arrangements are in place to manage other potential risks that have been identified.

Proposals

13. The Department faces some very significant demands in 2005-06 onwards, in particular: -
 - (a) Single Status negotiations, job evaluation, pay policy development and equal pay tribunals
 - (b) Children's Services restructuring
 - (c) Leading and supporting the change agenda to deliver corporate budget savings in future years
 - (d) Supporting and responding to the Gershon efficiency review
14. These, combined with the very substantial unavoidable reduction in income from Land Charges (£120,000 p.a.), mean that it has not been possible to construct a sustainable balanced budget within the resources currently allocated.
15. In addition to the £50,000 requested for an additional HR Manager post for 2005-06 only, CMT has considered and supports a request for additional resources totalling £117,000 in 2005-06 and at the varying levels shown in the table below for future years.
16. Some of the expenditure on the Customer Call / Contact Centre planned for 2004-05 will slip into 2005-06. It is, therefore, proposed to carry forward £60,000 from 2004-05 specifically to meet this expenditure. The latest revenue budget management projections show a credit balance of £189,000 (including the Call Centre £60,000) at the end of 2004-05 and it is proposed to carry this forward to 2005-06 to help to balance the Department's MTFP over the medium term.

Efficiency Savings

17. To minimise the need for additional resources and to reallocate resources to meet pressures in high priority areas, the following savings are proposed: -

	<u>£'s</u>	
Accounting Services division - restructure	30,000	
Payroll – centralize / rationalise	17,000	①
Town Hall cleaning – reduce frequencies	12,000	
Removal of non-contractual inflation	30,000	
Allowance for Staff Turnover	31,000	
	<u>120,000</u>	

① Note – increasing to £70,000 in 2006-07.

Departmental MTFP

The Department's projected resources and total detailed budgets over the next four years are: -

	2005-06	2006-07	2007-08	2008-09
	£000	£000	£000	£000
<u>Resources</u>				
Planned resources brought forward from previous year	189	99	69	39
Resource allocation for year	6,980	7,136	7,451	7,586
Service Planning	50	0	0	0
CMT supported bids for additional resources	117	63	101	159
Total Resources Available	<u>7,336</u>	<u>7,298</u>	<u>7,621</u>	<u>7,784</u>
<u>Budgets</u>				
Draft detailed estimates	7,187	7,229	7,582	7,775
Service Planning	50	0	0	0
Proposed Budget	<u>7,237</u>	<u>7,229</u>	<u>7,582</u>	<u>7,775</u>
Resources carried forward to following year	99	69	39	9
Total Planned Use of Resources	<u>7,336</u>	<u>7,298</u>	<u>7,621</u>	<u>7,784</u>

Charges

18. The attached schedule (Annex A) of proposed charges is submitted for approval.

Recommendations

19. Members are requested to approve: -

- (a) The detailed estimates for Corporate Services department for 2005/06
- (b) The proposed schedule of charges for Corporate Services for 2005/06.
- (c) The carry forward of £60,000 from 2004-05 into 2005/06 to meet expenditure on the Call Centre
- (d) Service Planning additional resources of £50,000 for an additional HR Manager post in 2005/06 only
- (e) Additional resources of £117,000 in 2005/06 and varying amounts in future years as detailed in report.

CORPORATE SERVICES DEPARTMENT - SCHEDULE OF CHARGES 2005/06

	Existing Charge £	New Charge £	Financial Effect £
Land Charges			
Search Fees			
one parcel of land	123.00	No change	Nil
several parcels of land			
- first parcel	123.00	No change	
- each addition	30.00	No change	Nil
expedited search (one working day)	275.00	No change	
search fees (statutory charge last changed	6.00	No change	
search fees – electronic (statutory)	4.00	No change	
Optional Enquiries			
each printed enquiry	18.00	No change	Nil
each additional enquiry	20.00	No change	
personal search (statutory)	11.00	No change	
Admin Fee	10.00	No change	Nil
Photocopying (per copy)	0.10	No change	Nil
Register of Electors - Sale			
Register- printed form	10.00		Nil
Per 1,000 names - printed	5.00		
Register – data form	20.00		Nil
Per 1,000 names – data	1.50		
Cost of Revenue Collection			
Issue of Summons for Liability Order	37.00	37.30)	7,000
Issue of Liability Order	22.00	25.00)	
Issue of Summons for Committal Hearing	77.00	No change	
Issue of Statutory Demand	150.00	No change	
Town Hall			
Hire of Committee Rooms per session			
public and statutory authorities	61.80	63.60)	
voluntary organisations	9.30	9.60)	Minimal

CORPORATE SERVICES DEPARTMENT - SCHEDULE OF CHARGES 2005/06

	Existing Charge £	New Charge £	Financial Effect £		
Registration of Births, Deaths and Marriages					
Statutory charges					
Marriages					
Entering a notice of Marriage	30.00	}	Statutory No change		
For a Registrar to attend a marriage at a register office	34.00				
Incumbents for every entry contained in quarterly certified copies of entries of marriage	2.00				
For a Registrar to attend a marriage at a registered building or at the residence of a housebound or detained person	40.00				
For a Superintendent Registrar to attend outside his office to attest a notice of marriage or for a marriage ceremony at the residence of a housebound or detained person	40.00				
Certification for Worship and registration for marriages					
Place of meeting for Religious Worship	28.00				
Registration of buildings for solemnisation of marriage	120.00				
Certificates issued from Local Offices				}	Statutory No change
Standard Certificate (SR)	7.00				
Standard Certificate (RBD / AR)	3.50				
Short Certificate of Birth (SR)	5.50				
Short Certificate of Birth (RBD)	3.50				
General Search Fee	18.00				
Each Verification	No charge	}	Statutory No change		
Certificates for certain statutory purposes	6.50				
Citizenship Ceremonies	64.00	}	No change		
Personal Citizenship Ceremonies					
Register Office - Mon to Fri	100.00				
Register Office - Sat	125.00				
Approved Premises - Mon to Fri	125.00				
Approved Premises - Sat	150.00				
Approved Premises - Sun and Bank Holidays	175.00				
Civil Funerals	125.00				

CORPORATE SERVICES DEPARTMENT - SCHEDULE OF CHARGES 2005/06

	Existing Charge £	New Charge £	Financial Effect £
Naming / Renewal of Vows/Commitment Ceremonies			
Register Office - Mon to Fri	75.00	80.00	
Register Office - Sat	100.00	120.00	
Approved Premises - Mon to Fri	100.00	125.00	Minimal
Approved Premises - Sat	125.00	150.00	
Approved Premises - Sun and Bank Holidays	150.00	200.00	
Non-Statutory Fees for Outside Weddings			
Non-returnable fee for application (3 years)	1,400.00	No change	
Fee for attendance			
Weekday	200.00)	
Saturday	275.00	No change	
Sunday	400.00)	
Bank Holiday	400.00)	

**CHIEF EXECUTIVE'S OFFICE
MEDIUM TERM FINANCIAL PLAN REVIEW**

Background

1. The Chief Executive's Office is the smallest unit for financial reporting through the MTFP. Approximately three quarters of the office's costs are employee related.
2. The office continued to change in 2004/05 to assist the authority in meeting its requirements under the modernisation agenda:
 - (a) Leading on corporate assessment and supporting other departments through inspection/assessment processes;
 - (b) Developing and rolling out new performance management software;
 - (c) Co-ordinating corporate and service planning and through the Local Strategic Partnership¹ (LSP), community planning;
 - (d) Monitoring monthly Town Crier and Flyer publications whilst co-ordinating high profile and award winning publicity campaigns such as postal voting;
 - (e) Securing savings from corporate purchasing;
 - (f) Developing and implementing social inclusion and procurement strategies.
3. The biggest changes facing the office concern national policy developments:
 - (a) Changes to CPA methodology putting more emphasis on value for money;
 - (b) The Gershon report and the requirements for authorities to secure cashable and non-cashable savings;
 - (c) LSP developments, particularly the growing emphasis on Local Area Agreements and Public Service Agreements.

¹ Darlington Partnership is our LSP

Summary of Services

4. The Chief Executive's Office principally supports the corporate management of the organisation. Most of its work is discretionary, however statutory requirements have increased in recent years through the statutory duty of Best Value. It could be argued that the Council would not meet its statutory requirements without the discretionary areas of work e.g. corporate planning, performance management. This is summarised in the table below.

Service	Status of Service	Cost for Services 2005/06	Comment
Chief Executive and P.A.	D	£248,610	
Communications Unit	D	£123,580	Corporate press office. Publication of Town Crier and Flyer.
Policy Unit	D/S	£493,240	Statutory requirement to produce the BVPP and develop programme to review all services over 5 years. Co-ordination of planning and performance management arrangements within the organisation.
Darlington Partnership	D/S	£25,000	Councils are required to have Local Strategic Partnerships. How these are supported is for local discretion.

Notes: D=discretionary, S=statutory

Service Planning

5. The Chief Executive's Office has a single service plan covering the whole office. It focuses on the main objectives supporting corporate management:
- Vision and strategy;
 - Public engagement;
 - Organisational development;
 - Planning and review;
 - External recognition.
6. The main priorities for improvement established through the service planning process are:
- To lead the council's approach to saving Gershon efficiencies (2.5% per annum are required);
 - To implement the procurement strategy, specifically e-procurement to unlock savings;
 - To deliver the social inclusion strategy;
 - To improve the council's corporate performance in response to the final Comprehensive Performance Assessment (CPA) report once it is received from the Audit Commission;

- (e) To develop the LSP in line with the policy development on Local Area Agreements etc.
7. By reviewing the Chief Executive's Office budget in conjunction with service planning, resources have, where necessary, been directed towards these key improvement priorities. As in previous years every effort is made to improve efficiency and cost effectiveness. Those service planning issues that cannot be funded from within the resource allocation have been identified within the overall MTFP as growth bids:
- (a) Procurement – as part of the change management fund;
- (b) Social inclusion - £50k over the next 4 years to deliver training and tailored consultation;

Risk Management

8. Potential risks that could impact on budgets have been identified and assessed in terms of probability and consequence. An increase in employee costs due to incremental drift is reflected in the estimates from 2005/06 onwards and has been accommodated within existing resources by the resources outlined in paragraph 6.

	2005/06 £000	2006/07 £000	2007/08 £000	2008/09 £000
<u>Resources</u>				
Resource Allocation for year	890	929	962	997
<u>Budgets</u>				
Proposed Budget	890	929	962	997

Proposals

9. The main management action taken has been to identify the areas where the authority needs to invest to meet the changing policy demands it faces through external legislation changes.

Recommendation

10. Members are requested to approve :-
- (a) The detailed estimates for the Chief Executive's Office for 2005/06.
- (b) Additional resources of £20,000 in 2005/06 and a further £30,000 over the following three years to support social inclusion.

**Lorraine O'Donnell
Head of Policy**

Lorraine O'Donnell:2013

**DEVELOPMENT AND ENVIRONMENT DEPARTMENT
MEDIUM TERM FINANCIAL PLAN REVIEW**

Purpose of the report

1. To review the Medium Term Financial Plan (MTFP) for the Development and Environment Department

Service Outline

2. The department delivers a wide range of services, many of which are statutory or are measured for performance against targets set by the Government. The following section summarises these services and gives indicative budgets.

<u>Service or Activity</u>	Description	Indicative Budget £
Director of Development and Environment	Departmental Management Team plus Service Development support.	421,200
Support Services	Administrative, Financial and IT support.	913,700
Engineering	Highway design, highway and traffic management, flood prevention and other engineering activity.	620,600
School Patrol Crossing	42 patrol persons.	117,400
Highway Maintenance	For the maintenance of approximately 500km of roads within the Borough	1,588,100
Other Highways	Traffic management and road safety.	49,300
Road Lighting Maintenance	For the maintenance of some 11,500 streetlights and other traffic signals and signs.	862,500
Winter Maintenance	For spreading salt and ploughing on icy and snow covered roads.	273,600
Project Costs and Commissioning	Building projects for the Council.	(62,300)
Property Management	The Council has a wide range of property and undertakes key aspects of its portfolio. The service also acquires land and property (voluntarily or by Compulsory Purchase) for Council projects, such as new or improved highways.	193,200

<u>Service or Activity</u>	Description	Indicative Budget £
Land and Property	Covers the maintenance and operation of the Council's land and property portfolio.	11,200
Allotments	Maintenance of the Council's 14 allotment sites (subject to an improvement action plan).	16,200
Planning Services	Provision of a Development Control Service, planning policy, development plans, design and conservation.	470,600
Building Control	Service dealing with building control, dangerous structures, access (disability) issues, etc.	21,400
Concessionary Fares	Covers the Council's Concessionary Fare Scheme.	712,800
Shopmobility	Covers grants to DAD to maintain the premises and to support their Shopmobility service.	62,700
Residual Costs of Transport Act	Costs associated with previous employees who were part of Darlington Transport when it was privatised in 1986.	43,800
Transport Policy and Countryside	Includes staff engaged in promotion of Local Transport Plan (LTP), Public Transport subsidies and costs of administering and maintaining countryside and countryside access.	789,400
Economic Regeneration and Tourism	Economic development services, grants to businesses, regeneration projects, marketing, tourism development, corporate external funding team.	640,900
Promotion of Darlington	Special fund to ensure that profile of Darlington as a business location is raised nationally.	20,200
Strategic Project Development	To fund new posts which have been created to effectively deliver high profile and complex projects.	41,300
Town Centre	Dedicated town centre management aims to promote and maintain the town as a shopping venue and to aid the local businesses and support the economy. Part funded by the private sector.	63,800

<u>Service or Activity</u>	Description	Indicative Budget £
Tourist Information Centre	No town the size and type of Darlington is without a TIC. The standards and logo are a national brand. Provides information and a booking service for local people and visitors (about 100,000 people per year use the service, measured not estimated).	78,500
Contributions	Funding to other bodies such as ONE-NE and Darlington Business Venture.	76,100
Archives	Contracted to DCC to provide special repository for documents relating to local area.	69,700
Railway Museum	Covers the operation of the Railway Museum.	304,900
Markets	Covers the Town's Covered Market, Open Market and Cattle Market and street trading.	(238,600)
Parking	The operation and day to day management of the Borough's 18 Pay and Display Car Parks and 5 Resident's Parking Zones.	(1,790,600)
Pollution and Regulation	Mainly covers staff dealing with pollution control (smoke, noise, contamination, etc).	247,300
Contaminated Land	Additional monies to cover new liabilities for monitoring closed landfill sites.	25,800
Control of Stray Dogs	Catching of stray dogs, education, dog fouling enforcement and placing micro-chips.	65,600
Hackney Carriages	Licensing and control of standards of taxis and private hire vehicles.	(48,200)
Cemeteries	Service to provide for burials at 3 cemeteries.	(132,900)
Crematorium	Operation of the Crematorium and associated service.	(453,500)
Commercial and Licensing	Mainly staff engaged in licensing, food hygiene inspections and Health and Safety Enforcement.	286,000
Environmental Health Administration	General public health and support for the service.	61,800

<u>Service or Activity</u>	Description	Indicative Budget £
Trading Standards	Weights and measures service, enforcement of product and service standards and consumer advice.	351,300
Emergency Plan	From the Civil Contingencies Act, new responsibilities on Local Authorities regarding Emergency Planning.	35,700
Environment and Sustainability	The officer resource providing environmental and sustainable development services and functions.	107,500
Waste Disposal	The Management of the disposal of all household and some other municipal waste, including the Waste Disposal contract.	2,639,700
Recycling	Operation of recycling schemes.	15,000
Prevention of Damage by Pests	Pest control and pest eradication.	47,600
Neasham Road Gypsy Caravan Site	Maintenance of the gypsy caravan site.	(4,500)

3. A draft department plan has been prepared, setting out a series of improvement priorities to be tackled during 2005/06. These will be managed and delivered at department level, and are complemented by a wide range of detailed service level improvement priorities that have been identified for inclusion in service plans for each of the department's four divisions.

4. Some of our departmental priorities continue from the current year as we seek to maintain improvement in key areas of service, whilst others, particularly related to increasing revenue budget constraints, have emerged as priorities during the year. Our key priorities include:
 - (a) Increasing recycling and reducing the amount of biodegradable waste that is sent to landfill to reduce the Council's liability for Landfill Tax and the penalties associated with the landfilling of biodegradable waste.
 - (b) Preparing for the re-tendering of the Waste Management Contract in 2008/09.
 - (c) Developing a more strategic approach to the management of car parks to ensure the best possible use of the town's available parking spaces.
 - (d) Producing the next Local Transport Plan, and developing and implementing the 'Town on the Move' sustainable transport demonstration project.
 - (e) Progressing the preparation of the Local Development Framework and the Highway Asset Management Plan.

- (f) Progressing major development and investment projects that contribute to strengthening the local and sub-regional economy
 - (g) Continuing the development of the Council's Project Management process to ensure the delivery of key outcomes from projects
 - (h) Continuing to improve service performance, with a particular emphasis on achieving the employment and highways targets within the Local Public Service Agreement, and managing performance linked to the CPA Environment Block
 - (i) Progressing proposals to improve access to D&E services, with a particular emphasis on equality of access and social inclusion, Implementing Electronic Government and improvements linked to corporate Customer Services developments
5. The overall context in which the department is drawing up its plans for 2005/06 is one of increasing demands on finite revenue resources, a position that is shared with other departments across the Council and with other local authorities. Detailed investigations into ways to achieve efficiencies and increase revenue income, whilst maintaining service coverage and quality, have underpinned our service planning for the coming year. Within this context of resource constraint, the department has also had to make plans to accommodate significant budget growth pressures in some key service areas.
 6. The rising cost of waste disposal has been an ongoing issue for the Council over the last few years and this issue will be magnified significantly with the introduction of a national permit system for the disposal of biodegradable waste from 2005/06. Substantial financial penalties will be incurred for any biodegradable waste sent to landfill over and above the amount for which the Council holds permits. These penalties will increase significantly year-on-year. The Council is making financial provision to cover the increase in costs whilst the Waste Management service within Development and Environment department will be encouraging residents to continue to increase the amount of waste recycled and composted so as to minimise these cost increases.
 7. Provision is also being made to accommodate the increasing costs of street lighting. The number of streetlights has increased far more rapidly than the budget, and there is an increasing maintenance liability and need for replacement of older columns. The Council also wants to maintain the programme of replacing lighting units with modern 'white lights' that provide an improved standard of lighting. Ways of generating income from street lighting to offset these rising costs are being investigated and considered.
 8. The Highway Maintenance budget is currently approximately £0.5M below Formula Spending Share (FSS). The resources available for maintenance will be further constrained in the coming year by reduced allocations through the Local Transport Plan process, affecting many local authorities. In March 2004 Council approved additional resources of £250,000 per annum for highway maintenance, which continues into 2005/06 and future years. However, public dissatisfaction with road and pavement maintenance continues to be an issue and a priority for improvement. It is planned, therefore, to use the additional allocation of £250,000 to fund prudential borrowing, which will provide £2.5M of additional capital investment in highways infrastructure.
 9. Charges for on-street car parking have been introduced during 2004/05 as an important component of the Council's strategy to make the best possible use of the available car

parking supply by encouraging turnover of spaces whilst providing an element of restraint and promotion of sustainable transport. Income from charging, for both on-street and off-street parking, is used to support the department's overall budget, and in particular the highway maintenance budget. However income from on-street charging in the near future is unlikely to achieve previously projected levels, and additional financial provision is being sought to offset the impact of this shortfall on the department's budget.

10. Similarly a fall-off in the number of stalls currently being rented on the outdoor market impacts on the income side of the departmental budget, and provision is being sought to offset the resulting shortfall in income.

Risk Management

11. As part of the development of the departmental plan a number of potential risks that could impact on budgets and service delivery have been identified and assessed in terms of the likelihood of them occurring and their potential consequences. The purpose of our risk management process in relation to budgets is to manage risks to acceptable levels so as to limit potential budget shortfalls and maximise opportunities to reinforce budgets.
12. The key financial risks have been highlighted above under service planning, relating to potentially reduced income from car-parking charges and increased costs for waste management and street lighting. Arrangements have been put in place to address these risks, primarily through efficiency improvements across the department.
13. Similarly risks to delivery of services have been addressed within the departmental plan and during the coming year action will be taken to ensure that such risks are managed and contained within acceptable boundaries.

Basis of detailed estimates

14. To keep within the Department's proposed resource allocation and to reallocate resources to cover increased demand elsewhere within the Department the following proposals have been made: -

Proposal	Financial effect £
Removal of non contractual inflation	50,000
Advertising on Street Lighting columns	38,000
Various administrative savings	42,000
Reduce maintenance on Industrial Estates	15,000
Increase Building Control fee earning work	15,000
Total	160,000

15. Departmental MTFP

	2005-06 £000	2006-07 £000	2007-08 £000	2008-09 £000
<u>Resources</u>				
Planned resources brought forward from previous year				
Resource allocation for year	9,094	9,343	9,650	9,932
CMT supported bids for additional resources	295	514	601	829
Total Resources Available	9,389	9,857	10,251	10,761
<u>Budgets</u>				
Draft detailed estimates	9,456	9,925	10,320	10,832
Proposed reductions requiring Member approval	67	68	69	71
Proposed Budget	9,389	9,857	10,251	10,761
Resources carried forward to following year				
Total Planned Use of Resources	9,389	9,857	10,251	10,761

Proposals

16. The above table shows that additional resources are required to produce a balanced departmental MTFP over the four years to 2008-09. Within the overall figures there are some significant pressures.
17. CMT has considered and supports a request for additional resources totaling £295,000 in 2005-06 and at the varying levels shown above for future years. The main components of the £295,000 are a projected shortfall in income from parking of approximately £210,000 and a projected shortfall in income from both indoor and open market stalls of £70,000.
18. Members are asked to approve the following proposals to enable the Department to produce a balanced budget.

Proposal	Financial effect £
Increase Park Lane long stay car park	15,000
Increase Crematorium fees by 10%	44,000
Increase Cemeteries fees by 10%	8,000
Total	67,000

Charges

19. There is a comprehensive schedule of charges at the end of this report.

Recommendations

20. Members are requested to approve: -

- (a) The detailed estimates for the Development and Environment Department for 2005/06.
- (b) The proposed schedule of charges for Development and Environment for 2005/06.
- (c) Additional resources of £295,000 in 2005/06 and varying amounts in future years 0as detailed in the report.

John Buxton
Director of Development & Environment

DEVELOPMENT & ENVIRONMENT – SCHEDULE OF CHARGES 2005/06

Service	Existing Charge £	New Charge £	Financial Effect £
<u>Commercial & Licensing</u>			
Public Musical Entertainment			
Guide to Licensing	14.00	15.00)
Annual Licence (grant or renewal)	290.00	305.00)
Occasional Licence			
0 – 250 people	105.00	110.00)
Over 250 people	210.00	220.00)
Transfer	95.00	100.00)
Variation (per application)	95.00	100.00)
Certificate of Suitability of Renewal	210.00	220.00)
Registration of Stewards/Attendants (NB this fee for each steward added to cost of Annual PE licence.	37.00	39.00)
Cinemas			
Annual Licence (grant or renewal)	290.00	305.00)
Grant or Renewal for less than one year - Licence per calendar month	95.00	100.00)
Transfer	95.00	100.00)
Theatres			
Annual Licence (grant or renewal)	290.00	305.00)
Occasional Licence			
0 - 250 people	105.00	110.00)
Over 250 people	210.00	220.00)
Transfer	95.00	100.00)
Sports Entertainment			
Annual Licence (grant or renewal)	290.00	305.00)
Occasional Licence			
0 - 250 people	105.00	110.00)
Over 250 people	210.00	220.00)
Transfer	95.00	100.00)
Variation (per application)	95.00	100.00)

Service	Existing Charge £	New Charge £	Financial Effect £
Multiple Licences			
To cover grant, occasional, transfer, extension of hours and variation for Public Entertainment, Cinema, Theatre, Sports Entertainment			
Applications for two licences	Discounted by 10%)
Applications for three licences	Discounted by 15%)
Applications for four licences	Discounted by 20%)
Late Night Refreshment Houses	290.00	305.00)
Pavement Café Licence	75.00	80.00)
Pavement Display Licence	75.00	80.00)
Butchers Shops (statutory fee)	100.00	STATUTORY)
Pet Shops	85.00	90.00)
Animal Boarding Establishment	85.00	90.00)
Dog Breeding Establishment	85.00	90.00)
Riding Establishment	160.00	168.00)
Sex Establishment			
Grant	2,500.00	2500.00)
Transfer or Renewal	420.00	440.00)
Skin Piercing			
Grant	230.00	242.00)
Variation	48.00	50.00)
Gaming Act 1968			
S 34(e) Permit for all cash amusement with prize machines (statutory fee)	250.00	STATUTORY)
S 34 permit (statutory fee)	32.00	STATUTORY)
Small lottery			
Registration (statutory fee)	35.00	STATUTORY)
Renewal (statutory fee)	17.50	STATUTORY)
Petroleum Stores (statutory fee)			
< 2,500 litres	35.00	STATUTORY)
2,500 - 50,000 litres	50.00	STATUTORY)
> 50,000 litres	99.00	STATUTORY)
Transfer or variation	8.00	STATUTORY)
Motor Salvage Operators			
Three year licence	70.00	74.00)

Service	Existing Charge £	New Charge £	Financial Effect £
Track Betting Licence (statutory fee)			
Initial Application	46.00	STATUTORY)
Annual licence	464.00	STATUTORY)
Transfer	46.00	STATUTORY)
Duplicate copy of any Licence	11.00	12.00)
Street Trading Consent			
November and December			
Per full calendar month	700.00	NO CHANGE)
Per week	175.00	NO CHANGE)
Per day	35.00	NO CHANGE)
(subject to a minimum of 4 days)	140.00	NO CHANGE)
January to October inclusive			
Per full calendar month	383.00	NO CHANGE)
Per week	105.00	NO CHANGE)
Per day	21.00	NO CHANGE)
(subject to a minimum of 4 days)	84.00	NO CHANGE)
Mobile vehicles which engage in the sale of goods by perambulation or at fixed sites in lay-bys per annum	80.00	85.00)
Annual street trading consent from a fixed position (food)	4,935	NO CHANGE)
News Vendor Permits - no less than per licence	17.00	NO CHANGE)
			<u>2,000</u>
<u>Hackney Carriages</u>			
Drivers Licence Application Fee (treated as part payment of the licence if the applicant is successful in obtaining a licence, otherwise it is non-refundable)	33.00	35.00)
Hackney Carriage Driver's Licence	63.00	66.00)
Private Hire Driver's Licence	63.00	66.00)
Combined Hackney Carriage/Private Hire Drivers Licence (New Charge)	95.00	100.00)
Hackney Carriage Vehicle Licence (separate charge for door discs)	320.00	335.00)
Private Hire Vehicle Licence (separate charge for meter test if fitted.)	305.00	320.00)
	+meter test if meter fitted		
Private Hire Vehicle Operators Licence	140.00	145.00)
	+ £26 per vehicle (non refundable)	+ £27 per vehicle (non refundable)	

Service	Existing Charge £	New Charge £	Financial Effect £
Duplicate Driver's Licence Badge	10.50	11.00)
Duplicate Vehicle Licence Plate	15.50	16.00)
Replacement plastic door discs (2) (each)	4.50	5.00)
Replacement number for Decal	20p a digit	20p a digit)
Knowledge Test Fee	16.50	17.50)
Regulations Test Fee	16.50	17.50)
By-laws Booklet	4.40	4.60)
Checking of Taxi Meters other than for Licensing/ Enforcement purposes	16.50	17.50)
Cancellation Fees (where less than 5 days notice is given to cancel an appointment, confirmed in writing)	Same as above for items that are pre-booked	No Change)
			<u>5,000</u>

Service	Existing Charge £	New Charge £	Financial Effect £
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Cemeteries

Burial fees without exclusive right of burial (these fees will be tripled where the deceased is a non resident of Darlington at time of death).

Individual foetal remains	No Charge	No Charge	0
Stillborn or child not exceeding 12 months	No Charge	No Charge	0
Person over 12 months up to 18 years	72.00	80.00	Minimal
Person over 18 years	332.00	380.00	Minimal

Burial fees with exclusive right of burial (these fees will be doubled where the deceased is a non resident of Darlington at time of death).

Individual foetal remains	No Charge	No Charge	0
Child not exceeding 12 months	No Charge	No Charge	0
Person over 12 months up to 18 years	72.00	80.00	Minimal
Person over 18 years	332.00	380.00	8448.00
Cremated remains	57.00	65.00	568.00

Exclusive rights of burial (these fees will be doubled if the purchaser is a non resident of Darlington if not purchased at time of first interment).

Exclusive burial rights (50 years)	400.00	400.00	0
Exclusive burial rights for a bricked grave	740.00	800.00	60.00

Other charges

Scattering of cremated remains	20.00	40.00	100.00
Indemnity form (to produce duplicate grant)	26.00	30.00	112.00
Use of Cemetery Chapel	37.00	40.00	69.00
After post mortem remains	57.00	65.00	Minimal
Evergreens (including grass mats)	55.00	55.00	0
Exhumation of a body (excl. re-interment)	610.00	630.00	Minimal
Exhumation of cremated remains (excl. re-interment)	103.00	106.00	Minimal
Grave Maintenance (inclusive of VAT)			
Initial payment	36.00-46.00	37.00-48.00.	Minimal
Annual Maintenance	24.50	25.00	Minimal
Memorials (fees will be doubled where the deceased to whom the memorial/inscription refers was non resident of Darlington at time of death)			
Memorial rights including first inscription (30 years)	100.00	120.00	1900.00
Provision of kerbs – traditional sites only	N/A	50.00	Minimal
Vases not exceeding 300mm	29.00	35.00	60.00
Additional inscription	29.00	35.00	804.00
Total financial effect for Cemeteries			<u>12121.00</u>

Service	Existing Charge £	New Charge £	Financial Effect £
Crematorium			
Crematorium fees (inclusive of certificate of cremation, use of organ and scattering of remains in Gardens of Remembrance at an unreserved time)			
Individual foetal remains	No charge	No charge	0
Hospital arrangement – foetal remains	52.50	60.00	220.00
Stillborn or child not exceeding 12 months	No Charge	No Charge	0
Person over 12 months up to 18 years	72.00	80.00	Minimal
Person over 18 years	332.00	362.00	54,810.00
After post mortem remains	57.00	65.00	24.00
Other charges			
Urns and containers	At cost	At cost	0
Crematorium Chapel	37.00	40.00	18.00
Scattering of remains at reserved time	20.00	40.00	2,940.00
Medical Referee Fee	N/a	At agreed rate	13,000.00

Book of Remembrance (inclusive of VAT)

Single Entry (2 lines)	42.00	50.00)
Double Entry (3 or 4 lines)	84.00	75.00)
Additional lines	20.00	20.00)
Crest or floral emblem	96.00	105.00)

Memorial Cards (all inclusive of VAT)

Single entry card (2 lines)	13.50	14.00)
Double entry card (3 or 4 lines)	19.50	20.00)
Additional lines	3.50	4.00)
Crest of floral emblem	31.50	35.00)
Personal photographs – set up	14.50	20.00)
Additional photographs – after set up	N/A	8.00)

Memorial Books (inclusive of VAT)

Single entry book (2 lines)	N/A	40.00)
Double entry card (3 or 4 lines)	N/A	46.00)
Additional lines	N/A	4.00)
Crest of floral emblem	N/A	35.00)
Personal photographs – set up	N/A	20.00)
Additional photographs – after set up	N/A	8.00)

304.00**Other memorial schemes**

Replacement kerb vase plaque	110.00	120.00	250.00
Replacement flower holder	5.00	5.00	0
Wall plaques	From 170.00	From 170.00	0
Planter plaques	From 220.00	From 250.00	2100.00

Total financial effect for Crematorium**73666.00**

Service	Existing Charge £	New Charge £	Financial Effect £
Environment Health			
Pest Treatment Charges (exclusive of VAT)			
Insects - per treatment	45.53	47.81)	
Rodents in industrial premises per treatment	52.77	55.41)	
Rodents in private premises	No charges	No change)	
Disinfestation on behalf of Northumbrian Water	Actual costs recovered	No Change)	
			<u>130.00</u>
	£	£	£
Home Safety			
Microwave Testing (exclusive of VAT)			
Domestic	7.23	7.66	
Commercial	14.89	15.74	
Environmental Enquiries (excluding VAT)			
Standard search	40.00	40.00	
Additional detailed search – (per hour)	40.00	40.00	
Other Services			
Return of abandoned trolleys	55.00	57.50)	
	All costs recovered	All costs recovered	
Water Sampling Charges			
Food Premises Registration			
Copy of individual entry	1.50	No change)	
Copy of register	350.00	No change)	
Short copy of register	Negotiable	No change)	
Scheduled Processes - Registration Information			
Per page (minimum charge £3.50)	0.35	No change)	
Per plan copy	1.50	No change)	
			<u>240.00</u>
<u>Markets</u>			
Covered Market			
Butchers stalls	(Five year	No change)	
Fruiterers and perishable food	(stalls Lease	No change)	
Other Stalls	(In	No change	
Cellars	(operation	No change)	
Shops	Three - Five year leases	No change)	<u>NIL</u>

Service	Existing Charge £	New Charge £	Financial Effect £
Trade Refuse Removal (per week including VAT)	8.00	8.50	<u>70.00</u>
Feethams Compound - parking (per month including VAT)	34.00	36.00	<u>300.00</u>
Loading Bay Area D - parking (per month including VAT)	65.00	67.00	<u>150.00</u>
Open Market			
Stalls per linear foot (minimum £16.00)	N/A	1.60	<u>6,000</u>
Stalls - ground rent (per sq ft per day)	0.21	0.21	<u>NIL</u>
Charitable per day (or part day) (charge per market) - subject to a maximum of 30 stalls - deposit of £10 returnable upon compliance with regulations	30.00	No change	<u>NIL</u>
Non Charitable (held in Council premises)			
1 - 12 stalls (minimum charge)	60.00	No change	<u>NIL</u>
13 - 30 stalls (per stall) - subject to a maximum of 30 stalls	5.00	No change	<u>NIL</u>
Charity Stall Insurance Cover	3.50	3.50	<u>NIL</u>
Cattle Market			
Tolls			
Cattle	13.44	Index linked	
Sheep, pigs, calves	4.48	and auto-	
Levies		matically	
Cattle	10.75	variable	
Sheep, pigs, calves	3.58	under	
Rent - to be reviewed	4,000	of the terms	
		of the lease	
		No	
		change	

Service	Existing Charge £	New Charge £	Financial Effect £
<u>TRADING STANDARDS</u>			
Measures			
Linear measures not exceeding 3m or 10 ft for each scale	8.00	8.40)
Weighing Instruments (instruments calibrated to weigh only in imperial or metric units) Not exceeding 15 kg or 34 lbs	22.50	23.50)
Exceeding 15 kg but not exceeding 100 kg Exceeding 34 lb but not exceeding 224 lb	32.00	33.50)
Exceeding 100 kg but not exceeding 250 kg Exceeding 224 lb but not exceeding 560 lb	46.50	49.00)
Exceeding 250 kg but not exceeding 1 tonne Exceeding 560 lb but not exceeding 2,240 lb	80.00	84.00)
Exceeding 1 tonne but not exceeding 10 tonne Exceeding 2,240 lb but not exceeding 22,400 lb	128.50	135.00)
Exceeding 10 tonne but not exceeding 30 tonne Exceeding 22,400 lb but not exceeding 67,200 lb	269.50	283.00)
Exceeding 30 tonne but not exceeding 60 tonne Exceeding 67,200 lb but not exceeding 134,400 lb	401.50	421.50)
Charge to cover any additional costs involved in testing instruments calibrated to weigh in both metric and imperial units or incorporating remote display or printing facilities - basic fee plus additional cost per person per hour on site (minimum charge ½ hour)	61.00	64.00)
NOTE: Additional charge may be made where officers are requested to work outside normal office hours			
Measuring Instruments for Intoxicating Liquor			
Not exceeding 5 fl oz or 150 ml	13.00	13.50)
Other	14.50	15.00)
Measuring Instruments for Liquid Fuel & Lubricants			
Container type (unsubdivided) Multigrade (with price computing device)	55.00	58.00)

- single outlets		
- solely price adjustment	76.50	80.50)
- otherwise	139.00	146.00)
Other types - single outlets		
- solely price adjustment	61.00	64.00)
- otherwise	83.00	87.00)
Other types – multi-outlets		
- 1 meter tested	90.00	93.00)
- 2 meters tested	145.50	153.00)
- 3 meters tested	199.00	209.00)
- 4 meters tested	253.50	266.00)
- 5 meters tested	307.00	322.50)
- 6 meters tested	360.00	378.00)
- 7 meters tested	406.50	427.00)
- 8 meters tested	470.50	494.00)
Charge to cover any additional costs involved in testing ancillary equipment which requires additional testing on site, such as credit card acceptors, will be based on the basic fee plus additional cost per person per hour on site (minimum charge ½ hour)	61.00	64.00)
Special Weighing and Measuring Equipment		
For all specialist work undertaken by the Department which is not included in lines 99 to 123 a charge per man per hour on site (minimum charge ½ hour) plus cost of provision of testing equipment	61.00	64.00)
Certification and Calibration (Section 74 Weights and Measures Act 1985)		
In situ tests - cost of provision of testing equipment, plus a charge per man hour on site (minimum charge ½ hour) plus VAT	61.00	64.00)
NOTE - additional charge may be made where officers are requested to work outside normal office hours		
Poisons Act		
Initial Registration	28.00	29.50)
Re-registration	14.00	15.00)
Change in details of registration	8.00	8.50)
Explosives Act (statutory fee)		
Registration of premises	13.00	Not available until April)
Licensing of explosives stores	69.00	Not available until April)

Service	Existing Charge £	New Charge £
Sale of fireworks - licensing	N/A	500.00
Prosecution Costs		
Hourly rate for preparation of case reports	26.50	28.00)
		<u>£700.00</u>

Discounts

Fees from Measures to Certification Calibration will be discounted as follows:

- a where more than a single item is submitted on one occasion the second and subsequent fees will be reduced by 25%
- b where tests are undertaken using appropriately certified weights and equipment not supplied by the Borough Council the fees will be reduced by 25%
- c special rates can be negotiated for multiple submissions or where assistance with equipment or labour is provided

NOTE - where different fees are involved the highest fee will be charged in full and any discounts calculated from the remaining, lesser, fees.

VAT - fees from Measures to Certification and Calibration are not subject to VAT as the work is statutory monopoly of the local authority and qualifies as a 'non business' activity

Service	Existing Charge £	New Charge £	Financial Effect £
<u>PARKING</u>			
Lorry Park			
Per night	2.50	No change	<u>NIL</u>
Car Parks			
Premium			
Abbott's Yard up to one hour	1.00	No change	<u>NIL</u>
each additional hour	1.50	No change	<u>NIL</u>
Short Stay			
Archer Street (Saturday only)			
Barnard Street / Winston Street			
Beaumont Street			
Commercial Street			
Garden Street(Saturday only)			
Kendrew Street East (Saturday only)			
Town Hall per hour	0.80	No change	<u>NIL</u>
Covered Market 30 min only zone	0.50	No change	<u>NIL</u>
Long Stay			
Archer Street (Mon - Fri)			
Central House (Saturdays and bank holidays only)			
Garden Street (Mon - Fri)			
Kendrew Street East (Mon -Fri)			
Kendrew Street West (Mon - Sat)			
all day	2.50	No change	<u>NIL</u>
New weekly subject to Saturday limitations	10.00	No change	<u>NIL</u>
Park Place East / West			
Hird Street			
St Hilda's up to one hour	0.80	No change	<u>NIL</u>

Service	Existing Charge £	New Charge £	Financial Effect £
all day	1.80	No change	<u>NIL</u>
Weekly	8.00	No change	<u>NIL</u>
Long stay			
Park Lane	2.50	3.00	<u>£15,000</u>
Contract Parking per calendar month	24.00	No change	<u>NIL</u>
Employee & Members			
Town Hall			
Houndgate			
Central House per annum	150.00	No change	<u>NIL</u>
 <u>ALLOTMENTS</u>			
Rent per year	35.36	37.13)	
Rent per year for Leisuresavers	17.68	18.56)	
			<u>650.00</u>

Service	Existing Charge £	New Charge £	Financial Effect £
Darlington Railway Centre and Museum			
Admission Charges			
Adult	2.50		NO CHANGE)
Children	1.50		NO CHANGE)
		(
Concessions/Leisuresaver		1.50	NO CHANGE)
(i) pre-booked school trips - free.			
(ii) pre-booked child groups based in the Borough of Darlington and accompanying adult leaders during normal working hours - free.			
‘Leisuresaver’ rate also applies to members of the Friends of Darlington Railway Museum and the Darlington Railway Preservation Society; and free admission to their committee members.			
Room Hire			
Use by educational groups visiting the Museum; the Friends of Darlington Railway Museum and Darlington Railway Preservation Society for meetings outside normal opening hours (providing nominated persons are responsible for securing premises when vacated) and the North Eastern Railway Association for meetings during normal opening hours.	NO CHARGE		NO CHANGE)
Use by non-commercial organisations			
during normal opening hours - per hour	6.00		NO CHANGE)
outside normal opening hours - per hour	15.00		NO CHANGE)
Use by non-commercial organisations specifically connected with railways or local heritage			
during normal opening hours - per hour	5.00		NO CHANGE)
outside normal opening hours - per hour	10.00		NO CHANGE)
Use by commercial organisations	Negotiable		NO CHANGE)
			<u>NIL</u>

Service	Existing Charge £	New Charge £	Financial Effect £
<u>PLANNING / BUILDING CONTROL – SUPPLEMENTARY ITEMS</u>			
* Items inclusive of VAT			
Weekly list - yearly *	158.00	166.00)	
Weekly list – 6 monthly *	84.00	88.00)	
Decision*/Approval Notice* - Planning	16.00	17.00)	
Letter confirming exemption*	16.00	17.00)	
Letter confirming enforcement action will not be taken *	16.00	17.00)	
Decision*/Approval Notice* -Building Control	16.00	17.00)	
Letter confirming exemption*	16.00	17.00)	
Letter confirming completion*	16.00	17.00)	
Letter confirming enforcement action will not be taken *	16.00	17.00)	
Site inspection to determine info. *	16.00	17.00)	
A4 Photocopy (ex plans) – first page *	1.00	No change)	
Subsequent pages *	0.30	No change)	
A3 Photocopy (ex plans) – first page *	2.00	No change)	
Subsequent pages *	0.50	No change)	
A2 Photocopy (ex plans) – first page *	6.50	7.00)	
A1 Photocopy (ex plans) *	7.50	8.00)	
A0 Photocopy (ex plans) *	8.50	9.00)	
List of streets and yards in Darlington	4.00	4.50)	
O.S. Sheets – up to 6 copies	21.00	22.00)	
Local plan	53.00	No change)	
Local plan – postage	4.00	No change)	
Local plan – alterations	2.00	No change)	
Invoicing	8.00	8.50)	
			<u>£830.00</u>

BUILDING REGULATION FEES - SCHEDULE OF CHARGES 2005/06

Service	Existing Charge					New Charge					Net Financial Effect
	£					£					
	<-----Plan Fee----->			<----Inspection Fee---->		<-----Plan Fee----->			<----Inspection Fee---->		
	Basic (plus VAT)	Additional (plus VAT)	Further (plus VAT)	Basic (plus VAT)	Additional (plus VAT)	Basic (plus VAT)	Additional (plus VAT)	Further (plus VAT)	Basic (plus VAT)	Additional (plus VAT)	
Number of Dwellings											
1	150.00	-	-	377.00	-						
2-5											
2	205.00	-	-	522.00	-						
3	270.00	-	-	663.00	-						
4	335.00	-	-	766.00	-						
5	405.00	-	-	848.00	-						
6-10											
6	475.00	-	-	953.00	-						
7	495.00	-	-	1,018.00	-						
8	515.00	-	-	1,187.00	-						
9	535.00	-	-	1,356.00	-						
10	540.00	-	-	1,541.00	-						
11-20											
11	545.00	-	-	1,688.00	-						
12	550.00	-	-	1,834.00	-						
13	555.00	-	-	1,982.00	-						
14	560.00	-	-	2,103.00	-						
15	565.00	-	-	2,249.00	-						
16	570.00	-	-	2,395.00	-						
17	575.00	-	-	2,541.00	-						
18	580.00	-	-	2,687.00	-						
19	585.00	-	-	2,800.00	-						
20	590.00	-	-	2,944.00	-						
Over 20											
21 and over	600.00	10.00	-	3,011.00	102.00						
31 and over	700.00	5.00	-	3,990.00	75.00						
											<u><u>0.00</u></u>

BUILDING REGULATION FEES - SCHEDULE OF CHARGES 2005/06

Service	Existing Charge				New Charge				Net Financial Effect
	£				£				
<u>Schedule 2 - Small Buildings, Extensions, Alterations</u>									
	Plan Fee (incl VAT)	Inspection Fee (incl VAT)	Notice or Reversion (incl VAT)	Regularisation Fee (incl VAT)	Plan Fee (incl VAT)	Inspection Fee (incl VAT)	Notice or Reversion (incl VAT)	Regularisation Fee (incl VAT)	
Type of Work									
1 Erection-Detached Garage/Carport less than 40m2	135.00	0.00	135.00	162.00					
2 Erection-Detached Garage/Carport between 40m2-60m2	135.00	135.00	270.00	324.00					
3 Extension less than 10m2	135.00	135.00	270.00	324.00					
4 Extension between 10m2 - 40m2	135.00	270.00	405.00	486.00					
5 Extension between 40m2 - 60m2	135.00	405.00	540.00	648.00					
									<u><u>0.00</u></u>
<u>Schedule 3 - Other Work</u>									
	Plan Fee (incl VAT)	Inspection Fee (incl VAT)	Notice or Reversion (incl VAT)	Regularisation Fee (incl VAT)	Plan Fee (incl VAT)	Inspection Fee (incl VAT)	Notice or Reversion (incl VAT)	Regularisation Fee (incl VAT)	
Replacement Windows/Boiler									
			This fee only applies to new or replacement windows, boilers and cylinders to dwellings.						
			66.00	79.20					
Estimated Cost									
2,000 or less	132.00	0.00	132.00	158.00					
2,001-5,000	218.00	0.00	218.00	262.00					
5,001-20,000	54.00	164.00	218.00	262.00					
+ every £1,000 or part over £5,000	2.23	6.64	8.87	10.65					
20,001-50,000	88.13	264.37	352.50	423.00					
+ every £1,000 or part over £20,000	2.35	7.05	9.40	11.28					
									<u><u>0.00</u></u>

BUILDING REGULATION FEES - SCHEDULE OF CHARGES 2005/06

Service	Existing Charge				New Charge				Net Financial Effect
	£				£				£
<u>Schedule 2 - Small Buildings, Extensions, Alterations</u>									
	Plan Fee (incl VAT)	Inspection Fee (incl VAT)	Notice or Reversion (incl VAT)	Regularisation Fee (incl VAT)	Plan Fee (incl VAT)	Inspection Fee (incl VAT)	Notice or Reversion (incl VAT)	Regularisation Fee (incl VAT)	
Type of Work									
1 Erection-Detached Garage/Carport less than 40m2	135.00	0.00	135.00	162.00					
2 Erection-Detached Garage/Carport between 40m2-60m2	135.00	135.00	270.00	324.00		NO CHANGE			
3 Extension less than 10m2	135.00	135.00	270.00	324.00					
4 Extension between 10m2 - 40m2	135.00	270.00	405.00	486.00					
5 Extension between 40m2 - 60m2	135.00	405.00	540.00	648.00					<u><u>0.00</u></u>
 <u>Schedule 3 - Other Work</u>									
	Plan Fee (incl VAT)	Inspection Fee (incl VAT)	Notice or Reversion (incl VAT)	Regularisation Fee (incl VAT)	Plan Fee (incl VAT)	Inspection Fee (incl VAT)	Notice or Reversion (incl VAT)	Regularisation Fee (incl VAT)	
Replacement Windows/Boiler									
			This fee only applies to new or replacement windows, boilers and cylinders to dwellings.						
			66.00	79.20					
Estimated Cost									
2,000 or less	132.00	0.00	132.00	158.00					
2,001-5,000	218.00	0.00	218.00	262.00					
5,001-20,000	54.00	164.00	218.00	262.00		NO CHANGE			
+ every £1,000 or part over £5,000	2.23	6.64	8.87	10.65					
20,001-50,000	88.13	264.37	352.50	423.00					
+ every £1,000 or part over £20,000	2.35	7.05	9.40	11.28					
									<u><u>0.00</u></u>

**EDUCATION DEPARTMENT BUDGET REVIEW
MEDIUM TERM FINANCIAL PLAN 2005-06**

Purpose of Report

1. To review the Medium Term Financial Plan for the Education Department.

Summary of Key Points

2. The main aspects of this report for 2005/06 are summarised below:
 - (a) Increase in Education Formula Spending Share of 5.12%, equating to £2.714m compared to 2004/05.
 - (b) DfES have set a target passporting figure for the Schools Budget of £53.121m, which includes £2.722m of specific grants, which the Authority is able to meet.
 - (c) The net planned increase for school delegated budgets is 5.33%.
 - (d) The Department has applied to the DfES for an exemption on the regulations limiting increases in central education expenditure.
 - (e) No growth has been included within the Education resource allocation.
 - (f) Savings of £206k have been achieved and included in the detailed estimates for 2005/06.

Service Outline

3. In 2004/05, Darlington continued to be the lowest funded local education authority in the region. Out of the twelve north-eastern authorities, Darlington ranked 12th lowest in terms of net spend per pupil at £3,432 per pupil, as opposed to £3,870 net spend per pupil for the highest spending authority, a difference of £438 per pupil. (*DfES, 2004/05 Section 52 statements*). Stockton-on-Tees who as well as being a geographical neighbour are also a statistical neighbour, planned a net spend of £3,520 per pupil, £88 per pupil more than Darlington.
4. Despite spending the lowest amount per pupil overall on Education, Darlington was 8th out of 12 in respect of per pupil funding allocated to schools' delegated budgets, indicating that despite being the lowest funded, Darlington was allocating more directly to schools than some authorities who were better funded. In 2004/05 planned net spend was £2,748 per pupil in Darlington as opposed to £2,939 net spend per pupil for the highest spending authority.
5. The Education Formula Spending Share (EFSS) for 2005/06 included an increase in the Schools Formula Spending Share (SFSS) of £2,497,000, which equates to 5.33% (5.55%

increase in 2004/05). The increase in the LEA Formula Spending Share was £217,000, which equates to 3.5% (3.31% in 2004/05), resulting in an overall increase in EFSS of £2,714,000 or 5.12% (5.28% in 2004/05). The increase in resource allocation was £460k less than anticipated in the Authority's Medium Term Financial Plan.

6. In 2004/05 Darlington was finally successful in securing additional funding for Excellence in Cities via the Standards Fund Grant, which is in addition to funding received via the EFSS. This grant amounted to £466k for secondary schools and £108k for primary schools. This grant is 100% funded, thereby requiring no matched funding. To qualify for this grant from the DfES, the Authority was required to submit a plan, outlining how the additional resources will enhance educational opportunities for pupils across Darlington. In addition, the Authority was also allocated additional funding for a Local Public Service Agreement (LPSA). This funding is to be utilised over three years to enable the Authority to meet stretch targets for attendance and GCSE results.
7. The proposed resource allocation for spending on the Education department excluding support service and accommodation recharges is £55.734m, which equates to an increase of 5.06% on the updated in-year resource allocation for 2004/05. The Authority is required to inform the Secretary of State for Education by 31st December 2004 if it intends to passport its increase in SFSS to the Schools Budget. The Schools Budget is a slightly misleading phrase, as this budget contains elements of central expenditure on pupils as well as delegated funding. The Authority is also required to ensure that central budgets within the Schools Budget, e.g. SEN and Early Years do not increase by more than the increase passported to the Individual Schools Budget (ISB).
8. The Authority intends to passport the increase in the schools budget in full, but has applied for exemption to increases in the central budget. These budget pressures mean that central expenditure within the schools budget exceeds the increase to the schools delegated budget. The reasons for this are as follows:
 - (a) £160k additional recurring costs as a result of an SEN tribunal decision to place a pupil in an out of borough placement.
 - (b) £62k for savings achieved as a result of the amalgamation at Whinfield Primary, which the Authority proposes to use to fund a prudential borrowing scheme to fund vital capital works at the school.
 - (c) £54k pressure on Language for Learning service as a result of changes in formula to the ethnic minority achievement grant.
9. DfES have indicated in principle, approval to exemptions for items (b) and (c), which would enable the proposed budget to comply with the limits on increases to central expenditure.
10. The Authority consulted with the Schools Forum on 6th December 2004 (DfES require this) and they have agreed to support this application. A submission to DfES has been made and we are awaiting the outcome of their decision.

Service Planning

11. The Education Department commenced the service planning process for 2005/06 during September 2004 through the identification of specific priorities for improvement. Detailed

estimates have been prepared to take account of these priorities, where possible within resource constraints.

12. These priorities are summarised below:

- (a) To further develop the agenda and actions of the 14-19 Trust.
- (b) Develop a borough-wide Extended School Strategy and extend activities to other schools/clusters, to include working with individual schools to extend opening hours from 8.00 a.m. to 6.00 p.m.
- (c) Continued implementation of the Workforce Remodelling Action Plan.
- (d) To develop a coherent vision as part of our submission under the Building Schools for the Future programme.
- (e) Implement the recommendations of the review of primary education.
- (f) Mainstream Sure Start local programmes.
- (g) Implement recommendations emanating from the independent consultant's review of special educational needs.
- (h) Continued focus on raising attainment at all key stages and strengthened levels of support and challenge to schools. Develop and implement joint LPSA and Excellence in Cities action plan.
- (i) Improved levels of pupil attendance at school to include implementing LPSA action plan and revised attendance strategy.
- (j) Implement departmental communication strategy.
- (k) Improve provision for gifted and talented pupils.
- (l) Enhance provision for challenging and complex behaviour including anxious school refusers.
- (m) Improve the co-ordination of training and continuing professional development opportunities for schools and the department.
- (n) Improve accessibility of schools and Authority services in response to the Disability Discrimination Act.
- (o) Enhance support and provision for Bengali minority ethnic children.
- (p) Improve ICT and information management systems for schools and the department.
- (q) Enhance/promote greater understanding of educational inclusion within schools and across the department.

- (r) Promote 'safe' recruitment procedures for schools.
- (s) Enhance educational attainment within disadvantaged communities.

Risk Management

13. As part of the service planning process the Department has identified 5 key areas of risk, which if not actively managed, could have an adverse impact on overall business objectives. These are detailed below:
- (a) Falling pupil numbers and implementation of the Primary Review, as well as developing vision under Building Schools for the Future.
 - (b) Failure to be included in an early phase of BSF programme.
 - (c) Schools' failure to fully engage in partnership with private, voluntary and independent sectors to create childcare places.
 - (d) Inability to educate EOTAS pupils in an appropriate environment.
 - (e) Bishopton/Redmarshall School judged by OfSTED to have "serious weaknesses".
14. These risks, will be actively managed to ensure that any adverse impacts on resources or business objectives are minimised.
15. The Departments proposed medium term financial plan is summarised below.

Education Department MTFP

	2005-06	2006-07	2007-08	2008-09
	£000	£000	£000	£000
<u>Resources</u>				
Planned resources brought forward from previous year	0	0	0	0
Resource allocation for year	55,734	59,127	62,227	65,369
CMT supported bids for additional resources	0	0	0	0
Total Resources Available	55,734	59,127	62,227	65,369
<u>Budgets</u>				
Draft detailed estimates	55,734	59,127	62,227	65,369
CMT supported bids for additional resources	0	0	0	0
Proposed reductions requiring Member approval				
Proposed Budget	55,734	59,127	62,227	65,369
Resources carried forward to following year	0	0	0	0
Total Planned Use of Resources	55,734	59,127	62,227	65,369

Departmental Specific Issues

Individual Schools Budget (ISB)

16. In 2005/06 the Authority plans to increase the overall delegated funding for schools by £2.3m, equating to 5.33%. We continue to experience the effect of falling rolls across the town and it is anticipated that pupil numbers will reduce overall by between 120 and 130 in 2005. It is proposed to increase delegated budgets in line with the increase in EFSS.
17. In 2005/06 savings of £260k have been achieved due to school reorganisation in 2004/05. It is proposed that £120k will be used to fund potential redundancy costs in 2005/06 and £62k to fund prudential borrowing for Whinfield Primary. The remaining funding will remain within the delegated budget and be distributed through the funding formula to schools. Further school reorganisation, subject to the recommendations of the Primary Review, will result in further longer-term savings, which will be used to fund set-up and one-off redundancy costs in 2005/06.
18. Adjustments included in the calculation of delegated budgets are outlined below:
- | | |
|---|-------------|
| | £ |
| | '000 |
| Reduction in pupil numbers | (254) |
| Funding for PFI Affordability gap | 95 |
| Transfer of contingency for pupils with SEN | 77 |
| New Delegation North Road Language Unit | 60 |
| Net Adjustments | (22) |
19. In 2005/06 the DfES requires the Authority to continue with the minimum per pupil funding guarantee for schools. This guarantee means that Authorities must ensure per pupil funding increases by 5% for primary and nursery schools and 4% for secondary and special schools. The DfES has calculated that the *average* school will face *average* cost pressures of between 3.8% and 4% per pupil in 2005/06, taking account of pay awards etc. Authorities are expected to continue to operate their Fair Funding formula, but must also check that their formula delivers the guarantee, which will come at a cost. In 2004/05 the increase in delegated funding was sufficient to ensure that only one school qualified for the “top-up” funding directed via the minimum-funding guarantee.
20. The minimum per pupil guarantee is set higher for primary and nursery schools than for secondary and special schools in recognition of the increased costs for these schools in implementing the final phase of the Workforce Agreement; 10% guaranteed planning, preparation and assessment time for teachers in September 2005. The majority of secondary schools already allow this time for their teaching staff; therefore implementation of this phase of the agreement should not result in a significant additional cost pressure for secondary schools.
21. It should also be noted that the Secretary of State for Education and Skills continues to allow authorities to use any headroom they may have in 2005/06, once the minimum funding guarantee has been met, to assist schools in financial difficulty. In 2004/05, the Authority used this discretion to fund an additional one-off allocation to Eastbourne Comprehensive. This support has been successful in assisting the school in its efforts to come out of special measures. The department does not recommend any further schools

receive such support in 2005/06.

22. Details of schools that expect to have a deficit balance by the end of the 2004/05 financial year are as follows:

School	Amount £
Branksome Comprehensive	6,000

23. This is a notable improvement on the previous financial year, and demonstrates the work undertaken with schools to assist their medium to longer term financial planning. Overall school balances at the end of 2004/05 were at a reasonable level, totalling 3% of the total schools delegated funding. Darlington does not have a problem with a significant number of schools retaining high balances, unlike many other authorities. Where a school does have a high balance, further information is required to allow the school to justify the reason and an explanation is required as to how they intend to plan for it's use e.g. if they intend to purchase a new ICT suite.

Service Specific

School Prudential Borrowing

24. Savings of £61k achieved as a result of the amalgamation of Whinfield Infants and Whinfield Juniors mean that resources can be set aside to fund borrowing that will allow capital improvements to be made to the school. The total cost of the project is likely to be in the region of £400k, of which £245k will be funded via prudential borrowing, therefore £61k of revenue funding will be committed for 4 years.

School Amalgamations/Closures

25. To enable longer-term savings to be realised, short-term investment is required to progress the reorganisation of primary education across the borough. Therefore resources of £120k have been set aside to fund costs that may arise.

SEN – Out of Borough

26. Savings for out of borough pupils have continued to be made as some high cost pupils have now left the education system. However the department previously notified Cabinet as part of the September 2004 budget management report, of the impact a recent SEN tribunal case has had on the department's budget. Annual revenue costs of £160k are required to support one pupil in an out of borough placement. There are a further three cases that could potentially go to tribunal and have similar costs. The costs of these cases have not been included in the detailed estimates.

Pupil Support Service

27. This service supports pupils educated in the Alternative Centre for Education (ACE). Increasingly, pupils accessing this provision have statements of special educational needs. Unlike delegated budgets, DfES regulations do not permit us to formula fund ACE; therefore their resources do not change to reflect changes in need. ACE are now starting to

experience difficulties in meeting the needs of this demanding group of pupils.

Travellers & Language for Learning Service

28. The Travellers and Language for Learning Service are supported via a joint arrangement with Durham County Council. This has been the situation since 1997, however progress is ongoing to disaggregate the services from Durham and a TUPE transfer will mean that staff deployed in Darlington will become Darlington Borough Council employees.
29. However the situation is further complicated in that the Ethnic Minority Achievement grant, paid via Standards Fund, has reduced by £54k. This is due to DfES introducing a formulaic calculation, which results in Darlington losing funding. Unfortunately as the TUPE process has now commenced, we are obliged to guarantee the original budget figure. This therefore, is a significant pressure to meet, and contributes to central expenditure within the schools budget increasing more than the school delegated budget.

Early Years Funding

30. Increases in available provision for three and four years olds in the private, voluntary and independent sector have resulted in a corresponding increase in costs. DfES targets mean that continued pressure is placed on the Authority to develop provision for early years education. In 2005/06, 64 new places will require funding in the private, voluntary and independent sector.
31. Savings of £23k have been included in detailed estimates by opting not to inflate the Nursery Grant for 2005/06. These savings have been required in order to meet the department's resource allocation. In 2004/05 this Authority did inflate the grant when most other Authorities chose not to do so, therefore, in 2004/05 Darlington has provided funding at a higher level than most neighbouring Authorities.

Standards Fund

32. In 2004/05, increases in the majority of the centrally retained Standards Fund grants have been frozen. Overall the Authority's contribution to the Standards Fund has increased by 7.7%, the majority of which is directed to schools. This Authority has always taken up its full allocation of Standards Fund grants, and members should be aware that for every £1 contribution we make towards Standards Fund we receive £2 in spending power.

Transport

33. Transport costs continue to rise above the rate of inflation. Further pressures on the service have arisen by the need to employ additional escorts to accompany children transported in taxis and buses. Previously the contractors directly employed the escorts, but due to training, recruitment and retention difficulties, and in order to provide a more secure service, the Authority has taken on this role.

Directorate Support

34. Recurring savings of £54k have been achieved as a result of the Director of Education opting to take early retirement from 31st March 2004. These savings have been used to

allow the department to meet its resource allocation for 2005/06 onwards.

School Effectiveness Service

35. Savings of £120k have been made in 2005/06, by opting not to replace one member of staff who left and the early retirement of a senior member of staff. Although this will place pressure in the short to medium term on this service, the DfES 5 year strategy indicates that the role of this service will be required to change in the future.

Education Psychology Service

36. Savings of £10k have been achieved by removing a vacant part time psychologist post.

Music Service

37. The Standards Fund grant that supports the provision of music services has not been increased by inflation since 2002/03, therefore costs of pay awards, incremental increases place a significant pressure on resources. Planned increase in net cost for 2005/06 is 16%.

Library Service

38. Continued difficulties have arisen in setting the budget for 2005/06 for the following reasons:
- (a) Income levels have fallen significantly in past years e.g. reduction in fines and removal of children's fines, books renewable on line/by telephone.
 - (b) Additional resources are required to meet the requirements of the Library Standards.
 - (c) Repairs & maintenance costs are escalating due to the poor condition of the building at Crown Street.
39. There are no proposals to increase any of the charges for the Library service, as charges already are considered to be some of the highest in the region.

Kids & Co Workplace Nursery

40. Kids & Co now operates at the Town Hall, Borough Road and North Road as well as providing crèche facilities for Adult Learning. It is proposed to increase the charges for Kids & Co nursery by 10% to reflect market conditions, to enable a contribution towards support service costs to be met, and with a view to increasing charges further over the next 2 years to ensure the service wholly meets its costs.
41. In addition the development of this service, and child care provision generally, means that it is no longer considered appropriate for a differential charging policy for employees of Darlington Borough Council, members will be aware that we have sought to phase this differential charging policy out over a number of years. Changes to the tax credits system and the payment of nursery education grant for three and four years olds, mean that childcare is a much more affordable option for parents than it was when Kids & Co was originally established. Therefore it is proposed to remove the differential charging policy

for 2005/06.

Charges

42. See detailed list of charges.

Detailed Estimates

43. Detailed estimates have been prepared on the basis of existing levels of service, less savings in central spending of £206k. Net savings identified are as follows :-

Description	£000
2 posts in School Effectiveness Service	120
0.2 FTE Educational Psychologist vacancy	10
Early retirement of Director of Education	54
No inflation on Nursery Education Grant	22
Total	206

The position for the next four years is summarised below:

Education Department Estimates 2005/06 (including proposed growth items)	2005-06 £000	2006-07 £000	2007-08 £000	2008-09 £000
<u>Delegated</u>	47,806	50,769	53,466	56,204
Supported by School Standards Grant and LSC funding	(2,477)	(2,554)	(2,628)	(2,703)
Total Delegated	45,329	48,215	50,838	53,501
<u>Non Delegated</u>	9,308	9,788	10,233	10,679
Other	1,098	1,124	1,157	1,189
Total Planned Use of Resources	55,734	59,127	62,227	65,369

44. Detailed estimates presented to members exclude the cost of support service and accommodation recharges, however for the purposes of calculating the total spending on Education by an authority, they need to be included as well as spending on the Youth Service. This information is required by DfES and OfSTED when assessing whether an authority has passported its increase in SFSS and may be published by the DfES at a later date.

45. Please see below detailed estimates that demonstrate the proposed total spend on Education, including Youth Service and support service and accommodation recharges by this Authority in 2005/06, split by Schools Budget and LEA Budget:

Education Department Estimates 2005/06 including support service and accommodation recharges (including proposed growth items)	2004/05 £000 (finalised)	2005-06 £000 (planned)	% Increase
<u>Schools Budget</u>			
Individual Schools Budget (ISB)	43,035	45,329	5.33%
Central Budgets e.g. SEN, Early Years	4,868	5,285	8.57%
<i>Total Schools Budget</i>	47,903	50,614*	5.66%
* N.B. excludes specific grants of £2.722m in 05/06 used by DfES for passporting calculation			
<u>LEA Budget</u>			
	5,464	5,636	3.15%
<i>Total Planned spend on Education</i>	53,367	56,250	5.40%
Memorandum: Total LEA central spending	10,332	10,921	5.70%

Conclusion

Proposals

46. Members are requested to approve:

- (a) proposed increases in the Schools and LEA budgets;
- (b) an application to the DfES applying for exemptions to the limit on increases to central expenditure within the schools budget;
- (c) proposals not to inflate the nursery education grant for 2005/06 and the further savings identified and incorporated in detailed estimates;
- (d) the detailed estimates for the Education Department for 2005/06; and
- (e) the proposed scale of charges for services provide by the Education Department for 2005/06.

**Geoff Pennington
Director of Education**

COMPREHENSIVE LIST OF PRESENT CHARGES FOR SERVICES AND THE EFFECT OF VARIOUS INCREASES

	(1)	Date Last Changed (2)	Present Charge (3)	Comments (4)	Suggested Charge (5)	Financial Effect (6)
	<u>LIBRARIES</u>		£		£	£
	Fines on Overdue books records etc.					
1	Adults – per day	1.4.99	0.12)		
2	- maximum charge per book	1.4.99	5.76)		
				Already amongst the highest in the region		
3	Senior Citizens – per day	1.4.99	0.06)		
4	- maximum charge per book	1.4.99	2.88)		
5	Children – per day	1.4.01	No charge)		
				To encourage greater use of the service by children		
6	- maximum charge per book	1.4.01	No charge)		
	Reservation Fees for Books and Audio Materials					
7	Adults	1.4.03	0.65)	0.70	
8	Senior Citizens	1.4.03	0.35)	0.30	
9	Children/Unemployed	N/A	No charge)		
	Reservation Fees for Books obtained from outside the Authority					
	British Library Loan					
10	Adults	1.4.03	4.00)	5.00	
11	Senior Citizens	1.4.03	2.00)	5.00	
				Due to increased British Library charges		
12	Children/Unemployed	N/A	No charge)	5.00	
	Repeat Reservation Fee charge for overdue books					
10a	Adults	1.4.03	4.00)		
11a	Senior Citizens	1.4.03	2.00)		
12a	Children/Unemployed Regional Library Loan	N/A	No charge)		
13	Adults	1.4.03	2.20)	2.50	
14	Senior Citizens	1.4.03	1.10)	1.25	
15	Children/Unemployed	N/A	No charge)	1.25	
	Borrowers Tickets					
	Replacement charges for lost tickets					

16	Adults	1.4.98	1.00		
17	Senior Citizens	1.4.98	0.50		
18	Children/Unemployed loan charges for Audio Materials (1 week)	N/A	No charge		
19	Cassette or Compact Disc – 1 item	1.4.03	0.85		
20	- Any 3 items	1.4.03	2.25		
	Repeat charge for overdue Audio Materials				
19a	Cassette or Compact Disc – 1 item	1.4.03	0.85		
20a	- Any 3 items	1.4.03	2.25		
	Spoken Word (3 week loan)				
21	Adult Titles – each	1.4.01	1.10		1.20
22	Children’s Titles – each	N/A	No charge		
23	Language courses (3 week loan) – per element	1.4.01	1.10	Subscription for whole course to be paid in advance	1.20
	Photocopies				
24	A4	N/A	0.10) Charges include VAT	
25	A3	N/A	0.20)	
	Fax				
	Outgoing Transmission				
26	United Kingdom – per sheet	1.4.01	1.30)	
27	Europe – per sheet	1.4.01	2.10) Charges include VAT	
28	USA/Canada – per sheet	1.4.01	2.60)	
29	Rest of the World – per sheet	1.4.01	3.60)	
30	Incoming Transmission per sheet	1.4.01	0.35)	
	Fax by Satellite				
31	Fax via In Mar Sat (Atlantic Ocean, Indian Ocean, Pacific Ocean) – per sheet	1.4.01	11.50		
	Information Services				
32	Microfilm Reader/Printer/CD ROM Printouts – per copy	N/A	0.30		
33	Local Map Copies	1.4.01	Cost (inc VAT) + 12%		
34	Provision of Community Information	1.4.01	0.30	Delete no longer applies	N/A
	Reproduction of photocopies				
35	For Private/Study purposes	1.4.01	Cost (inc VAT) + 12%		+ 15%
36	For commercial use, downloading information from CD ROM onto floppy disk (only permissible if copyright holder permits, and with blank disks supplied by Darlington Borough Council)	1.4.01	Cost (inc VAT) + 12%	£20 per photograph (minimum) or copy of book (if appropriate)	+ 15%

37	Double Density Disks	1.4.98	1.00) Charge includes VAT	1.50	
	High Density Disks	1.4.98	1.25)	1.75	
	Durham Record					
39	Charges for printout – per image	N/A	0.50			
40	- per page	1.4.98	0.50			
41	Art Gallery Commission on Sales	1.4.01	20%	To delete no longer applies	N/A	
42	Internet Usage First half hour free within one day, 50% discount for Leisuresaver – per hour	N/A	2.00			
43	Lost and damaged items	N/A	Full replacement cost			
44	General			Any postage costs to be recovered in full in addition to the service changes		
	Total financial effect to be included in draft budgets					Nil
	WORKPLACE NURSERY					
	Full-time place – Internal Users, charges per week			One charge now operates for all internal users		
45	Children aged under 2	1.4.04	112.00	16% increase on daily charge rounded to nearest £0.10	130.00)
46	Children aged 2	1.4.04	100.00	17.5% increase on daily charge rounded to nearest £0.10	117.50)
47	Children aged 3 to school age	1.4.04	94.00	18% increase on daily charge rounded to nearest £0.10	111.00)
	Full time place – extended users, charge per week)
48	Children aged under 2	1.4.04	118.00	10% increase on daily charge rounded to nearest £0.10	130.00)
49	Children aged 2	1.4.04	107.00	10% increase on daily charge rounded to nearest £0.10	117.50)
50	Children aged 3 to school age	1.4.04	101.00	10% increase on daily charge rounded to nearest £0.10	111.00)
51	Provision of mid-day meal (ie morning sessions)	1.4.04	1.10	Increase by £0.15	1.25)
52	Provision of mid-day meal for staff	1.4.04	1.20	Increase by £0.15	1.35)

53	Provision of mid-day desert for staff	1.4.04	0.30	Increase by £0.05	0.35)
	Total financial effect included in estimates					34,000
	MUSIC SUPPORT SERVICE					
51	Tuition fees – charge per term	1.4.02	17.00	Increases in line with Durham County Council who provide Music Service	18.00	
52	Musical instrument hire charge per term	1.4.02	17.00		18.00	
	Total financial effect included in budgets					Nil
	LIFELONG LEARNING					
53	Adult and community learning – Adult	1.4.04	Rate Per Hour		Rate Per Hour	
	- OAP	1.4.04	1.50		2.00	
			0.75		1.00	
			Admin Fee		Admin Fee	
	Reduced rates for the following applies – Under 18	1.4.04	1.00		2.00	
	- Income Support	1.4.04	1.00		2.00	
	- Student over 19	1.4.04	1.00		2.00	
	- Council Tax Benefit	1.4.04	1.00		2.00	
	- YTS	1.4.04	1.00		2.00	
	- Over 60	1.4.04	1.00		2.00	
	- Invalidity/Incapacity	1.4.04	1.00		2.00	
	- Housing benefit	1.4.04	1.00		2.00	
	- WF tax credit	1.4.04	1.00		2.00	
	- Disability Tax Credit	1.4.04	1.00		2.00	
	- Job Seekers Allowance	1.4.04	1.00		2.00	
54	Hire of Community Room				Rate Per Hour	10.00
	Total financial effect included in budgets					Nil

Comprehensive list of present charges for services and the effect of various increases

**SOCIAL SERVICES DEPARTMENT
MEDIUM TERM FINANCIAL PLAN REVIEW**

Purpose of Report

1. To review the Medium Term Financial Plan (MTFP) for Social Services Department.
2. To assist Members the following section explains the services provided by the department and shows the proposed budget for 2005/06 for each area.

Service Area	Proposed Budget 2005/06 £000
Service Strategy This budget covers the Director and Assistant Directors.	266
Community Safety Partnership This budget covers the youth offending service, drug and alcohol action team and early intervention services.	381
Finance and Performance This budget represents departmental support services such as finance, IT, customer care and support and management information. The budget includes department-wide running costs for insurance, photocopying, telephones, postages, equipment and stationery.	2,547
<u>Children's Services</u>	
Assistant Director - Children & Families This budget covers the children's commissioning managers and some children-specific budgets which are managed directly by the Assistant Director.	468
Children's Accommodation This budget covers the staffing, management and running costs of the children's residential service and the costs of the fostering, adoption and intensive support teams. Also included is the provision of in-house foster care and the cost of placing children in agency placements - residential, fostering, secure accommodation, special residential schools.	3,222
Children's Commissioning This budget covers the staffing and running costs of Harewood Lodge, a short break centre for physically disabled children, and Harewood House, a joint base with Barnardos for family support. Also covered are the children and families teams including leaving care and children with a disability.	1,839

Adults Services

Assistant Director - Adults & Older People	433
This budget covers the adults commissioning managers and some adult-specific budgets which are managed directly by the Assistant Director.	
Purchase of External Care	9,982
This budget covers the cost of independent sector provision of residential, domiciliary and day care services. Also included is the cost of Direct Payments which covers payments made to individuals to purchase their own packages of home and personal care.	
Older People	1,091
This budget covers the commissioning, contracting and reviewing of services for older people and older people with mental health difficulties. This budget also covers the net cost of providing frozen meals.	
Learning Disability	1,602
This budget covers the learning disability commissioning team and the costs associated with the staffing, management and maintenance of the learning disability day centres, community houses and supported tenancies.	
Mental Health	373
This budget covers the commissioning of mental health services.	
Disability & Intermediate Care Services	2,280
This budget covers intermediate care, occupational therapy, physical & sensory impairment and the provision of the in-house home care service.	

Service Planning Priorities

3. The Department has undertaken an extensive exercise to review its budget and MTFP. This has involved the determination of priorities through the service planning process and linkage to required improvement in performance. Resources have been directed towards key improvement priorities where necessary. The priorities also reflect the summary of improvement recommendations included in the Commission for Social Care Inspection's performance review report.
4. The key departmental improvement priorities are :-
 - (a) Children and family services
 - (i) Continue to build on partnership working between social services and education, and with other agencies. The effectiveness of these partnerships should be demonstrated through improved educational outcomes, which indicate that all looked after children are meeting their full potential for academic success. Young people should be helped to make a smooth transition into education, training and employment after leaving school.
 - (ii) Show that the permanence policy ensures that there is a minimum of delay in the process experienced by those children who are placed for adoption.
 - (iii) Continue to improve the long term stability of foster placements for those children who have been looked after continuously for four years.

- (iv) Improve the proportion of initial assessments undertaken within seven working days of referral.
- (b) Adults and older people services
- (i) Demonstrate that the development of a range of new services for older people continues to increase the number who are helped to live in their own homes, and improves their experience.
 - (ii) Continue to reduce the length of time that people have to wait for occupational therapy assessments.
 - (iii) Reduce the length of time taken to start and complete assessments of older people, as set out in the Government's target.
 - (iv) Further improve the percentage of people who receive a statement of their needs and how they will be met.

Risk Management

5. Potential risks that could impact upon budgets and on the ability of the Department to meet its objectives have been identified and assessed in terms of probability and consequence. Arrangements are in place to manage the identified risks within acceptable levels.

Departmental MTFP

	2005/06	2006/07	2007/08	2008/09
	£000	£000	£000	£000
Resources				
Planned resources brought forward from previous year	150	0	0	0
Resource allocation for year	24,369	25,247	26,147	27,011
Proposed reductions requiring Member approval	(35)	(70)	(70)	(70)
Total Resources Available	24,484	25,177	26,077	26,941
Budgets				
Initial estimates	24,858	25,586	26,486	27,350
Efficiency savings	(339)	(339)	(339)	(339)
Draft detailed estimates	24,519	25,247	26,147	27,011
Proposed reductions requiring Member approval	(35)	(70)	(70)	(70)
Proposed budget	24,484	25,177	26,077	26,941
Resources carried forward to following year	0	0	0	0
Total Planned Use of Resources	24,484	25,177	26,077	26,941

Basis of Detailed Estimates

6. The table above shows a balanced departmental MTFP over the four years to 2008/09 but within this there are significant pressures as described below.
7. Employee costs account for approximately 50% of the Department's net budget. These are projected to rise more quickly than increases in resources as a result of increments and ongoing restructuring within service areas.
8. The Department receives approximately £6m of funding from central government via specific grants. There is a degree of uncertainty around the level of these specific grants that the Department will receive. To be prudent, these grants have been included within the net budget for 2005/06 and future years at the same level as the grant received in 2004/05, adjusted for known changes. Budget pressures could arise if the actual grant allocations differ to the amounts currently included within the budget.
9. Within Adults Services the cost of external purchase of care across all client groups remains as an area of budget pressure. However the effective management of reimbursable delayed discharges from hospital and the fee agreement with residential care providers linked to quality standards have enabled the Department to re-direct resources to stay within resources.
10. Within Children's Services the cost of accommodation for children remains a pressure area mainly because of the size, volatility and demand-led nature of this budget. The planned reduction in the number of children looked after, achieved through improved stability of placements and planning for young people in care, has enabled the Department to manage this budget within existing resources.

Efficiency Savings

11. To keep within the Department's resource allocation and re-allocate resources to identified priorities and growth areas, the following efficiency savings have been made. The reduction in children's external placements reflects the planned reduction in the number of children looked after. An Assistant Director post has been deleted and the responsibilities delegated to the two remaining Assistant Directors, existing middle managers and a new middle manager post. A review of all services commissioned under service level agreements is still ongoing but has so far identified savings relating to a rationalisation of those agreements and cessation of some services that are no longer required.

	£000
Westfields House - reduction in security and maintenance costs	30
Allowance for staff turnover	55
Removal of non contractual inflation	32
Reduction in children's external placements	100
Deletion of Assistant Director post	72
Review of services commissioned under Service Level Agreements	50
	339

Proposals

12. It is intended that all pressures and growth areas will be managed within existing resources by re-directing resources and continuing to seek efficiency savings. To facilitate this over the medium term approval from Members is sought to carry forward resources of £150,000 from 2004/05 to 2005/06.
13. To assist with corporate financial pressures CMT has considered and supported the proposed additional savings as shown below. These savings will reduce the Department's existing resource allocation thereby freeing up resources corporately and are submitted for approval by Members. It is proposed to cease the in-house transport provision and re-provide the service through a combination of taxis, leasing vehicles and using care staff to drive vehicles. It is proposed to increase meals charges by 15p per meal which will have an impact upon approximately 200 service users. It should be noted that there could be a reduction in the number of older people who will accept meals as the price goes up.

	2005/06	2006/07	2007/08	2008/09
	£000	£000	£000	£000
Cessation and re-provision of in-house transport provision	25	60	60	60
Increase meal charges for clients receiving day services and frozen meals	10	10	10	10
	35	70	70	70

Charges

14. A schedule of proposed charges which require Member approval is shown at Annex A.

Recommendations

15. Members are requested to approve :-

- (a) The detailed estimates for the Social Services Department for 2005/06.
- (b) The proposed scale of charging for Social Services for 2005/06.
- (c) The carry forward of £150,000 from 2004/05 to 2005/06 to assist delivery of the Department's MTFP.
- (d) The savings for 2005/06 and future years detailed in the report.

Margaret Asquith
Director of Social Services

ANNEX A

SOCIAL SERVICES DEPARTMENT - SCHEDULE OF CHARGES 2005/06

Service	Existing Charge £	New Charge £	Financial Effect £
Refreshments at Day Care Facilities			
Day Centres and Residential Establishments			
Lunch, morning and afternoon refreshment	3.20	3.20	}
Lunch	1.60	1.60	} Minimal
Morning and afternoon refreshment	1.60	1.60	}
Morning or afternoon refreshment	0.80	0.80	}
Additional Services - at Residential Establishments			
Breakfast	1.10	1.10	} Minimal
High Tea	1.10	1.10	}
Home Care Service			
Standard hourly charge (represents the full cost of providing the service)		DBC contracted rate	Minimal as actual charge is means tested
Frozen Meals	1.45	1.70	
Transport Services			
Hourly Charge			
Weekdays, before 5pm	7.00	7.00	}
Evenings/Saturday, before 8pm	11.40	11.40	}
Evenings/Saturday, after 8pm	12.65	12.65	}
			}
Sundays/Bank Holidays, before 8pm	14.55	14.55	} Minimal
Sundays/Bank Holidays, after 8pm	15.65	15.65	}
			}
Mileage Charge			
22 Seater Vehicle	0.44	0.44	}
15 Seater Vehicle	0.30	0.30	}

SOCIAL SERVICES DEPARTMENT - SCHEDULE OF CHARGES 2005/06

Service	Existing Charge	New Charge	Financial Effect
	£	£	£
Maintenance Charges			
Children's Units			
Per Day	193.60	193.60	Minimal
Per Week	1,355.20	1,355.20	
Children Disability Respite Care			
Per Day	305.00	305.00	Minimal
Homes for Older People			
Per Day	DBC	DBC	Minimal as
Per Week (7 Days)	contracted	contracted	actual
	rate	rate	charge is
			means tested
Respite Care for Adults with Learning Disabilities			
Per Day	45.00	45.00	Minimal
Per Week (7 Days)	315.00	315.00	
Day Resource Centres (LD)			
Per Day	29.90	29.90	Minimal
Per Week (5 Days)	149.50	149.50	
Day Resource Centres Special Care (LD)			
Per Day	64.50	64.50	Minimal
Per Week (5 Days)	322.50	322.50	
Day Centres (LD)			
Per Day	18.40	18.40	Minimal
Per Week (5 Days)	128.80	128.80	
Day Care at Homes for Older People			
Per Day	20.50	20.50	Minimal
Per Week (5 Days)	102.50	102.50	

Social Services Department Revenue Budget

	2004/05	2005/06
	£000	£000
Service Strategy	327	266
Community Safety Partnership	370	381
Finance and Performance	2,353	2,547
<i>Children's Services</i>		
Assistant Director - Children & Families	509	468
Children's Accommodation	3,266	3,222
Children's Commissioning	1,730	1,839
Total Children's Services	5,505	5,529
<i>Adults Services</i>		
Assistant Director - Adults & Older People	339	433
Purchase of External Care	9,026	9,982
Older People	917	1,091
Learning Disability	1,298	1,602
Mental Health	426	373
Disability & Intermediate Care Services	1,847	2,280
Total Adult Services	13,853	15,761
Planned carry forward from 2004/05 to 2005/06	0	(150)
Total Social Services Department	22,408	24,334

REVENUE ESTIMATES 2005-06

SUMMARY

	2004/2005	2005/2006
	£000	£000
Education	52,585	55,734
Social Services	22,424	24,334
Community Services	9,482	9,830
Development & Environment	8,729	9,389
Chief Executives Office	827	890
Corporate Services	7,652	7,097
<i>Departmental Total</i>	101,699	107,274
Joint Bodies and Levies	709	548
Financing Costs	2,827	2,947
PFI Affordability Gap	0	40
Headroom	468	1,600
Service Planning	0	720
Development Fund	0	325
Contribution to/(from) reserves	(139)	(1,202)
<i>Total Expenditure</i>	105,564	111,902
Parish Council Precepts	29	30
<i>Budget Requirement</i>	105,593	111,932

REVENUE ESTIMATES 2005-06

	2004/2005	2005/2006
	£	£
<u>Education Department</u>		
<u>Schools Budget</u>		
Nursery, Primary, Secondary & Special Delegated	45,545,429	47,805,518
Supported by :		
School Standards Grant	(1,767,357)	(1,812,000)
Learning & Skills Council Income - Carmel Comprehensive	(718,345)	(665,017)
<i>Total Net Delegated</i>	43,059,727	45,328,501
Schools Forum	1,000	1,000
Schools Prudential Borrowing		61,250
School Amalgamations	116,613	120,000
Primary, Secondary & Special - Excepted	12,656	12,710
Special - Out of Borough	317,240	402,777
Special - In Borough	30,900	67,339
SEN Service	799,504	731,233
Learning & Skills Council Income Post 16 SEN	(352,696)	(366,883)
Pupil Support Service	688,177	749,421
Early Years Team	414,955	447,863
Early Years Grant for 3 & 4 years olds	728,460	754,446
Childcare Grant	0	0
Contribution to Drug Action Team	10,000	10,000
Sports Development Worker	16,550	17,047
Insurance	32,691	33,205
Pre Primary	1,298	1,335
Standards Fund	1,227,283	1,321,785
Peer Mentoring	12,772	13,155
Travellers & Language for Learning Service	98,404	152,654
Directorate Support	64,336	82,842
Client Services	260,849	317,570
Information Service	27,665	27,185
<i>Total School Budget</i>	47,568,385	50,286,435

REVENUE ESTIMATES 2005-06

	2004/2005	2005/2006
	£	£
<u>Education Department</u>		
<u>LEA Budget</u>		
Standards Fund	426,788	459,610
Psychology Service	290,266	296,307
SEN Service	181,477	160,223
Looked After Children	60,000	60,000
Child Protection	0	39,607
Education Welfare	203,054	206,182
Childcare Information Service	18,000	18,000
School Effectiveness Service	392,717	285,726
School Improvement Board	0	
Transport	1,298,713	1,389,200
Insurance	32,691	33,205
PIA	516,783	545,224
Directorate Support	268,410	182,252
Client Services	419,013	457,937
Information Service	49,509	53,819
Customer Contact Centre	0	25,000
Music Service	71,597	83,045
EDP Priorities	0	31,126
SACRE	1,000	1,000
Area. Child Protection Committees	5,000	5,000
Lifelong Learning	0	0
Family Learning	0	0
School Organisation Committee	1,000	1,000
Contribution to Youth Offending Team	15,000	15,450
Education Dept Library	1,000	1,000
<i>Total LEA Budget</i>	4,252,016	4,349,913
<u>Other Services</u>		
Libraries Service	1,088,052	1,154,679
Kids & Co	(23,326)	(57,069)
<i>Total Other Services</i>	1,064,726	1,097,610
Planned b/fwd from 2002/03		
Planned c/fwd from 2003/04	(150,000)	
Planned b/fwd from 2005/06	(150,000)	
	(300,000)	0
<i>Total Education Department</i>	52,585,127	55,733,958

REVENUE ESTIMATES 2005-06

	2003/2004	2004/2005
	£	£
<i>Social Services Department</i>		
Service Strategy	327,000	266,000
Assistant Director - Children & Families	509,000	468,000
Children's Accommodation	3,266,000	3,222,000
Children's Commissioning	1,730,000	1,839,000
<i>Total Children and Families</i>	5,505,000	5,529,000
Assistant Director - Adults & Older People	339,000	433,000
Purchase of External Care	9,028,000	9,982,000
Older People	917,000	1,091,000
Learning Disability	1,298,000	1,602,000
Mental Health	426,000	373,000
Disability & Intermediate Care Services	1,847,000	2,280,000
<i>Total Adult Services</i>	13,855,000	15,761,000
Community Safety Partnership	370,000	381,000
Finance & Performance	2,353,000	2,547,000
Planned b/fwd 2003/04	14,000	
Planned c/fwd to 2004/05		
Planned b/fwd from 2004/05		(150,000)
<i>Total Social Services Department</i>	22,424,000	24,334,000

REVENUE ESTIMATES 2005-06

	2004/2005	2005/2006
	£	£
<u>Community Services Department</u>		
<u>Community Services - Other</u>		
Community Services - Management and Client support	154,000	158,543
Art Collections (former Art Gallery)	10,300	10,602
Art Centre and Civic Theatre (n1)	1,251,400	1,261,079
Dolphin Centre	1,537,500	1,609,446
Outdoor Events	50,000	49,953
Sports Development	15,000	15,300
Grants	114,800	109,854
Stressholme Golf Course and Club House	(35,500)	(20,182)
River Tees Fishing	0	0
Parks and Open Spaces	1,714,310	1,758,891
Sponsorship	(19,300)	(18,462)
Town Hall Restaurant and Pantry	24,500	0
Eastbourne Sports Complex	124,900	134,039
Refuse Collection	1,455,210	1,513,740
Street Cleansing	1,602,980	1,651,722
Public Conveniences	110,400	116,941
Works Property and Other Expenses	95,900	87,690
Cemeteries	320,400	331,501
Upkeep of churchyards	14,300	14,820
Christmas Lights	27,500	28,311
Community Partnerships	138,200	145,722
Client Support	0	0
Early Retirement pension contributions	0	0
Community Safety	236,780	439,437
Youth Service	545,150	623,774
Welfare Rights		26,000
<i>Total Community Services - Other</i>	9,488,730	10,048,723

	2004/2005	2005/2006
	£	£
<u>Community Services Department</u>		
<u>Community Services - Housing</u>		
Rent Rebates (Local Schemes)	50,000	35,000
Rent Allowances	0	
Council Tax Benefit	0	
Improvement Grants Admin.	59,100	33,640
Housing Renewal Team	65,400	73,330
Housing Act Advances	2,100	3,620
Land Rental/Leasing Income	(18,700)	(18,700)
Housing Benefits Administration	264,600	290,198
Community Housing Services	235,400	240,100
Homelessness	13,000	13,000
Welfare Services	138,200	137,380
Northumbrian Water Commission	(133,600)	(136,300)
Service Strategy & Regulation	16,500	17,000
Voluntary Sector Payments	125,500	89,800
<i>Total Community Services - Housing</i>	817,500	778,068
DLO Profits	(830,200)	(961,156)
Planned b/fwd from 2003/04	(32,000)	
Planned c/fwd to 2005/06	38,000	
Planned c/fwd from 2005/06		(183,000)
Planned c/fwd to 2006/07		147,000
<i>Total Community Services Department</i>	9,482,030	9,829,635

REVENUE ESTIMATES 2005-06

	2004/2005	2005/2006
	£	£
<i>Development & Environment Department</i>		
Director of Development & Environment	403,300	421,200
Engineering	617,400	620,600
School Crossing Patrols	117,000	117,400
Highway Maintenance	1,550,100	1,588,100
Other Highways	948,600	1,185,200
Project Cost & Commissioning	(56,400)	(62,300)
Support Services - Town Hall	834,500	913,700
Property Management	190,200	193,200
Operational Properties	76,100	67,000
Commercial Property & Farms	(340,100)	(358,200)
Allotments	10,700	16,200
Central House	141,800	152,800
Hopetown House	126,700	125,900
Annex - Central House	6,900	23,700
Markets Administration	175,500	177,200
Cattle Market	(14,300)	(16,000)
Covered Market	(358,300)	(342,600)
Open Market	(100,600)	(57,200)
Planning services	423,800	534,400
Car Parks	(1,629,500)	(1,790,600)
Hackney Carriages	(42,900)	(48,200)
Concessionary Fares	698,800	712,800
Shopmobility	62,000	62,700
Building Control	44,900	21,400
Transport Policy	796,400	833,200
Economic Regeneration	729,100	737,100
Town Centre	62,100	65,000
Tourist Information Centre	75,400	78,500
Cemeteries - Development & Environment	(129,700)	(132,900)
Crematorium - Development & Environment	(444,300)	(453,500)
Archives	68,300	69,700
Railway Museum	275,100	304,900
Environmental Health Administration	790,700	807,100
Trading Standards	319,000	333,300
Control of Stray Dogs	59,900	65,700
Waste Disposal	2,258,400	2,575,700
Civil Contingencies		73,000
Planned underspend/(b/fwd) from 2003/04	72,000	
Planned overspend/(c/fwd) to 2005/06	(90,000)	
Planned overspend/(b/fwd) from 2004/05		
Planned overspend/(c/fwd) to 2006/07		
Less savings - efficiencies		(160,000)
- Member approval		(67,000)
<i>Total Development & Environment Department</i>	8,728,600	9,388,200

REVENUE ESTIMATES 2005-06

	2004/2005	2005/2006
	£	£
<i>Corporate Services</i>		
<i>Front Line Services</i>		
Local Taxation	299,100	343,900
CCTV	362,100	355,800
Registrars	36,600	35,900
Community Grants	74,000	76,700
Land Charges	(380,500)	(291,500)
Register of Electors	33,700	34,900
<i>Support Services</i>		
Accounting Services	384,400	395,400
Audit	246,100	250,600
Financial Services	432,430	470,500
Human Resource Management	488,100	525,500
Payroll	33,400	38,600
Health & Safety	173,800	167,500
Information Technology	1,016,400	1,072,400
Information Management	68,700	38,500
Asst Director ICT	95,200	100,600
Call Centre	120,000	188,200
Legal	578,500	609,200
Democratic Support	283,600	295,500
Reprographics	(98,900)	(40,000)
Director + Secretarial Support	356,400	402,800
Special Projects	65,100	67,200
Town Hall	711,300	719,900
<i>Other Services</i>		
Corporate & Democratic Core	2,211,500	1,467,900
Training Courses	91,000	35,700
Miscellaneous		
Finance Miscellaneous	(33,900)	(32,000)
Emergency Planning	2,200	2,200
Planned b/fwd from 2003/04	(110,000)	
Planned c/fwd to 2005/06	112,000	
Planned b/fwd from 2004/05		(189,000)
Planned c/fwd to 2006/07		99,000
Less savings		(145,000)
<i>Total Corporate Services Department</i>	7,652,330	7,096,900

REVENUE ESTIMATES 2005-06

	2004/2005	2005/2006
	£	£
<i>Chief Executive's Office</i>		
Chief Executive	826,400	890,430
Planned b/fwd from 2003/04	6,000	
Planned c/fwd to 2005/06	(5,000)	
Planned b/fwd from 2004/05		5,000
Planned c/fwd to 2006/07		(5,000)
<i>Total Chief Executive</i>	827,400	890,430

	2004/2005	2005/2006
	£	£
<i>Joint Bodies & Levies</i>		
Magistrates Court	191,900	0
Coroners	106,100	112,500
Environment Agency Levy	35,000	37,100
Tees Valley Development Company	86,500	91,700
Joint Strategy Unit	238,000	252,200
Tees Valley Urban Regeneration Company	51,500	54,600
<i>Total Joint Bodies & Levies</i>	709,000	548,100

Medium Term Financial Plan

2005-06 to 2008-09

	2005/06	2006/07	2007/08	2008/09
	£m	£m	£m	£m
Education	55.734	59.127	62.227	65.369
Social Services	24.334	25.177	26.077	26.941
Community Services	9.830	10.183	10.544	10.856
Development & Environment	9.389	9.857	10.251	10.761
Chief Executive	0.890	0.929	0.962	0.997
Corporate Services	7.097	7.199	7.552	7.745
Joint bodies and levies	0.548	0.581	0.616	0.661
Financing costs	2.947	3.902	4.479	4.862
PFI affordability gap	0.040	0.094	0.115	0.134
Headroom	1.600	2.100	1.900	1.500
Contribution to/(from) revenue balances	(1.202)	(2.000)	(1.500)	(0.900)
Service planning	0.370	0.065	0.094	0.086
Development fund	0.325	0.000	0.000	0.000
Total Revised MTFP (resources required)	111.902	117.214	123.317	129.012
Total Resources	111.902	116.825	121.980	126.831
Surplus/(Deficit)	0.000	(0.389)	(1.337)	(2.181)
Balances				
Opening balance	11.024	9.822	7.822	6.322
Contribution to/(from) balances	(1.202)	(2.000)	(1.500)	(0.900)
Closing balance	9.822	7.822	6.322	5.422

Council Tax Increases	4.8%	4.5%	4.5%	4.5%
Weekly Band A Council Tax Increases	£0.57	£0.56	£0.59	£0.62