

REVENUE BUDGET 2015/16

Borough Services Panel	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
STATUTORY				
Pollution & Environmental Control	257,766	272,620	272,500	280,580
Council Tax Support	7,069	97,880	88,190	201,100
Food Safety	194,039	175,980	155,660	170,630
Health & Safety	125,208	126,580	118,500	129,860
Electoral Registration	72,410	112,690	88,170	106,850
Elections	17,709	121,390	89,610	86,730
Licensing General	42,435	61,270	67,940	72,510
Hackney Carriages	53,646	56,820	57,390	63,270
Rent Allowances	26,080	28,580	(24,770)	(27,700)
Sub Total	796,363	1,053,810	913,190	1,083,830
DISCRETIONARY				
Grants to Major Voluntary Organisations	504,777	504,080	503,070	511,180
Integrated CCTV	180,474	182,930	200,600	205,290
Grants to Local and National Organisations	175,645	182,820	183,650	181,410
Community Patrol Team	159,031	174,370	170,670	176,300
Community Transport	54,315	55,840	55,340	55,380
Sustainability Initiatives	48,775	43,780	42,530	49,990
Pest Control	37,652	41,480	38,280	39,560
Emergency Callout	27,957	27,980	26,100	26,100
Meals on Wheels	11,363	12,350	12,410	12,640
Sub Total	1,199,990	1,225,630	1,232,650	1,257,850
MIXED				
Community Safety	167,577	167,070	158,840	144,900
NET DIRECT COSTS	2,163,929	2,446,510	2,304,680	2,486,580
Management Expenses	32,702	21,090	21,210	21,210
Support Service Recharges	1,795,771	1,496,900	1,618,520	1,671,730
Capital Accounting Charges	135,534	68,320	78,790	61,710
NET EXPENDITURE	4,127,936	4,032,820	4,023,200	4,241,230

Notes:

A budget increase of £54,370 equates to a council tax increase of 1%, equivalent to an increase of £1.84 per year for a Band D property.

Employee costs vary year on year. Common reasons for fluctuations in employee costs are:-

- 1) Pay inflation - the budget assumes that employees will receive a cost of living pay increase of 2% during 2015/16.
 - 2) Changes to time allocations. Employee costs are allocated to the service(s) where staff spend their time. Each year
 - 3) Incremental progression within individual employee pay band.
 - 4) Accounting regulations for pension costs. Each year following a valuation provided by our actuaries, it is usual to
- The budget book notes provides details for fluctuation in staffing costs for any reason other than identified above.

STATUTORY SERVICES

POLLUTION & ENVIRONMENTAL CONTROL

Service Purpose:

The service responds to complaints from residents regarding potential nuisance including noise, drainage, odour, smoke, rubbish and unauthorised encampments.

Service Activity:

- Response to service requests.

Budget Officer: Q Yasin	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
EXPENDITURE				
Employees	276,102	273,690	285,990	292,400
Premises Related	225	400	300	400
Transport Related	2,643	3,420	3,720	3,720
Supplies & Services	3,520	20,910	6,810	9,340
Transfer Payments	0	0	0	0
Third Party Payment	0	0	0	0
	282,489	298,420	296,820	305,860
INCOME				
Customer and Client Receipts	(7,174)	(10,200)	(6,400)	(7,000)
Other Grants & Contributions	(17,549)	(15,600)	(17,920)	(18,280)
	(24,723)	(25,800)	(24,320)	(25,280)
NET EXPENDITURE	257,766	272,620	272,500	280,580

Notes:

- 1 2013/14 Actual and 2014/15 Revised Estimate include a reduction in spend on contaminated land surveys as we have not been required to carry out any reactive surveys and a reduction in spend on local air quality strategy as we have prepared the report in house. These reductions in spend have continued into 2015/16 Estimate.

COUNCIL TAX SUPPORT

Service Purpose from 2013/14:

To assess claims for council tax support quickly and accurately.

Service Activity from 2013/14:

Assist customers with their application for council tax support. Assessing and awarding any support due. Reviewing customer's circumstances as they change. Providing advice about other related welfare benefits.

Budget Officer: I Harrison	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
EXPENDITURE				
Employees	163,510	185,370	170,630	200,600
Transport Related	442	450	500	500
	163,953	185,820	171,130	201,100
NON RECURRING ITEM				
Council Tax Support Scheme Hardship Fund	5,117	0	5,000	0
	169,069	185,820	176,130	201,100
INCOME				
Government Grants	(162,000)	(87,940)	(87,940)	0
NET EXPENDITURE	7,069	97,880	88,190	201,100

Notes:

- 1 Underspend due to vacant posts during 2013/14. The 2014/15 budget assumes that the service is fully staffed.
- 2 A non-recurring Council Tax Support (CTS) Scheme Hardship Fund was established during 2013/14. As CTS is a new scheme £5k was carried forward into 2014/15 to cover any cases that require ongoing support.
- 3 A phased reduction in admin subsidy grant. The budget assumes grant will no longer be payable in 2015/16.

FOOD SAFETY

Service Purpose:

To ensure that food and drink on sale for human consumption in the borough is without risks to the health of the consumer

Service Activity:

Inspection of food premises in accordance with the Food Standards Agency Framework Agreement;
Maintenance of a 100% level of customer satisfaction with the food safety regulatory service;
Response to service requests in an appropriate manner, with a same day response to matters of evident concern;
Support and develop the public health benefits of the National Food Hygiene Rating Scheme

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: Q Yasin				
EXPENDITURE				
Employees	193,973	187,110	168,480	170,730
Transport Related	1,732	1,360	920	920
Supplies & Services	2,512	3,750	3,540	3,580
Third Party Payments	0	0	0	0
	198,217	192,220	172,940	175,230
INCOME				
Customer and Client Receipts	(4,178)	(4,000)	(4,960)	(4,600)
Other Grants & Contributions	0	(12,240)	(12,320)	0
	(4,178)	(16,240)	(17,280)	(4,600)
NET EXPENDITURE	194,039	175,980	155,660	170,630

Notes:

1 Fluctuations due to bi-ennial Air Show food inspections.

HEALTH & SAFETY

Service Purpose:

To ensure the Boroughs workplaces are healthy and safe.

Service Activity:

Inspection of premises to ensure health and safety standards;
Maintenance of 100% level of customer satisfaction with the food safety regulatory service;
Response to service requests (e.g. accidents, notifications, complaints and requests for assistance);
Maximisation of public health benefits arising from the Rushmoor Health and Wellbeing Partnership.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: Q Yasin				
EXPENDITURE				
Employees	123,547	124,960	118,580	128,200
Transport Related	1,045	630	630	630
Supplies & Services	615	990	1,490	1,030
Third Party Payments	0	0	0	0
	125,208	126,580	120,700	129,860
INCOME				
Customer & Client Receipts	0	0	(2,200)	0
NET EXPENDITURE	125,208	126,580	118,500	129,860

Notes:

1 2014/15 Revised Estimate includes a vacancy saving.

1 2014/15 Revised Estimate includes training course income and expenditure.

ELECTORAL REGISTRATION

Service Purpose:

To maintain an up-to-date electoral register and to provide associated registration services.

Service Activity:

Compile and maintain the electoral register through the yearly canvass and rolling registration; Maintain the lists of postal and proxy voters and overseas and service voters; promote and develop initiatives to increase the level of registration.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £	
Budget Officer: A Colver					
EXPENDITURE					
Employees	47,015	54,020	49,690	48,380	1
Transport Related	376	170	180	170	
Supplies & Services	50,525	60,000	90,500	81,500	2
	97,916	114,190	140,370	130,050	
NON RECURRING ITEM					
Transitional cost for Individual Elector Registration	0	49,000	0	0	
	97,916	163,190	140,370	130,050	
INCOME					
Customer and Client Receipts	(3,389)	(1,500)	(3,200)	(3,200)	
Government Grant	(22,116)	(49,000)	(49,000)	(20,000)	3
	(25,505)	(50,500)	(52,200)	(23,200)	
NET EXPENDITURE	72,410	112,690	88,170	106,850	

Notes:

- 1 2014/15 budget includes temporary staff associated with the Individual Electoral Registration (IER) project.
- 2 Additional canvas fees, external printing, and postage costs together with IER project related computer equipment and software costs incurred during 2014/15. The 2015/16 assumes some additional IER related costs which will be funded by government grant.
- 3 Government grant received to cover the costs of the IER project during 2014/15. It anticipated that the grant will reduce during 2015/16.

ELECTIONS

Service Purpose:

To arrange and manage elections in the Borough.

Service Activity:

Organise all parliamentary, European and local elections in the Borough and the Aldershot Constituency; ensure compliance with legislative provisions and guidance relating to all administrative aspects of elections; promote and develop initiatives to increase turnout at elections.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £	
Budget Officer: A Colver					
EXPENDITURE					
Employees	38,009	66,090	58,820	57,690	1
Premises Related	0	6,800	4,100	4,100	
Transport Related	371	1,230	680	770	
Supplies & Services	(153)	52,520	38,280	36,440	1
	38,227	126,640	101,880	99,000	
Customer and Client Receipts	(127)	(250)	(270)	(270)	
Other Grants and Contributions	(20,392)	(5,000)	(12,000)	(12,000)	2
	(20,518)	(5,250)	(12,270)	(12,270)	
NET EXPENDITURE	17,709	121,390	89,610	86,730	

Notes:

- 1 Fluctuations in costs reflect no local elections in 2013/14.
- 2 During 2013/14 Rushmoor received contributions towards the cost of parliamentary and also Hampshire County Council elections.

LICENSING GENERAL

Service Purpose:

To enable good business through the administration and enforcement of the Council's principal licensing functions concerning regulated entertainments, late night refreshments, liquor, gaming, lotteries, street trading consents, tables and chairs, charitable collections and sex establishments.

Service Activity:

Consultation with key agencies, to ensure the fair and efficient determination of relevant licensing applications, including conducting hearings where appropriate. Inspection of licensed premises and resolution of problems arising from and in connection with licensed premises activities.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: Q Yasin				
EXPENDITURE				
Employees	146,199	148,660	157,490	164,120
Transport Related	651	620	760	760
Supplies & Services	698	2,490	2,240	2,040
	147,548	151,770	160,490	166,920
INCOME				
Customer and Client Receipts	(105,112)	(90,500)	(92,550)	(94,410)
NET EXPENDITURE	42,435	61,270	67,940	72,510

Notes:

1 Additional income received in 2013/14 mainly from premises licences and street consents.

HACKNEY CARRIAGES

Service Purpose:

To enable good business by providing quality, timely and value for money taxi licensing and regulatory services that reasonably ensure the safety and protection of both the public and other road users and provides for a suitable, good quality and efficient public transportation service for all.

Service Activity:

Processing of licence applications and supervision of hackney carriage and private hire drivers, vehicles and operators; inclusive of carrying out Criminal Records, DVLA and medical checks. Other documentation (e.g. insurance) checks. Carrying out Council tests and inspection of licensed vehicles.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: Q Yasin				
EXPENDITURE				
Employees	115,744	115,930	119,920	123,100
Premises Related	1,060	1,020	820	820
Transport Related	324	220	230	230
Supplies & Services	11,516	10,350	10,350	10,200
	128,644	127,520	131,320	134,350
INCOME				
Customer and Client Receipts	(74,998)	(70,700)	(73,930)	(71,080)
NET EXPENDITURE	53,646	56,820	57,390	63,270

RENT ALLOWANCES

Service Purpose:

To assess claims for housing benefit quickly and accurately; to prevent and detect housing & council tax benefit fraud; and to collect amounts of overpaid housing benefit.

Service Activity:

Assist customers with their application for housing benefit, assessing and awarding any benefit due. Review customer's circumstances as they change. Provide advice about other related welfare benefits. Make payment arrangements and take enforcement action in respect of customers that have been overpaid housing benefit. Making arrangements with customers who owe the council debts for both housing benefit and council tax sums. Investigate allegations of fraud, conduct interviews under caution and instigate prosecutions; carry out activities that raise fraud awareness.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £	
Budget Officer: I Harrison					
EXPENDITURE					
Employees	553,432	548,200	505,310	524,540	1
Transport Related	2,603	2,750	2,260	2,260	
Supplies & Services	91,360	74,630	71,040	65,100	2
Allowances Granted/Transfer Payments	36,766,589	36,961,960	37,680,000	38,040,000	
	37,413,984	37,587,540	38,258,610	38,631,900	
INCOME					
Housing Benefit Subsidy	(36,452,768)	(36,667,460)	(37,385,460)	(37,750,000)	
Housing Benefits Admin Subsidy	(456,800)	(491,500)	(491,500)	(509,600)	3
Overpayments Recovered	(306,408)	(300,000)	(300,000)	(300,000)	
Government Grants	(171,928)	(100,000)	(106,420)	(100,000)	2
	(37,387,904)	(37,558,960)	(38,283,380)	(38,659,600)	
NET EXPENDITURE	26,080	28,580	(24,770)	(27,700)	

Notes:

- 1 Fluctuations in staffing due to staff vacancies, and the use of contract staff to temporarily cover vacant posts. The 2014/15 budget assumes the service is fully staffed.
- 2 The 2013/14 expenditure incorporated a one off increase in software costs of £36k, which was funded by government grants.
- 3 Additional admin subsidy to cover increased caseload.

DISCRETIONARY SERVICES

GRANTS TO MAJOR VOLUNTARY ORGANISATIONS

Service Purpose:

To provide assistance to non-profit making organisations through the granting of discretionary rent relief or contribution to rent payments.

Service Activity:

Providing financial and advisory support to organisations who provide benefit to the borough.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: P Amies				
EXPENDITURE				
Employees	8,151	8,080	8,190	8,140
Supplies & Services	50,676	38,670	38,670	38,670
Service Charge	21,810	21,800	20,680	21,020
Citizen Advice Bureau	247,130	253,210	253,210	257,380
Rushmoor Voluntary Service	69,860	71,960	71,960	73,400
F & C.W.M.H.T	107,150	110,360	110,360	112,570
NET EXPENDITURE	504,777	504,080	503,070	511,180

Notes:

1 2013/14 reflects an increase in the costs associated with granting parking permits to various voluntary organisations and charities.

INTEGRATED CCTV

On 1st May 2013 Rushmoor Borough Council entered into a jointly controlled operation with Hart District Council to deliver a shared CCTV service. Rushmoor Borough Council's element of the shared CCTV service costs are shown below.

Service Purpose:

To help prevent and deter crime and disorder and reduce the fear of crime.

Service Activity:

Provide a joint Hart and Rushmoor CCTV service, consisting of a control room and 110 CCTV cameras, to monitor activity in town centres and parks & open spaces in both local authority areas. The main functions are to reduce the fear of crime, deter crime and ASB, assist the police in identifying and prosecuting offenders, help protect council property, provide a link for both Council's 'out of hours' service and to assist in civil emergencies.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: Helen Lolley				
EXPENDITURE				
Employees	126,091	122,500	140,870	144,830
Premises Related	0	4,260	4,380	4,380
Transport Related	0	0	0	0
Supplies & Services	69,729	69,420	68,600	69,330
	195,820	196,180	213,850	218,540
INCOME				
Other Grants and Contributions	(15,345)	(13,250)	(13,250)	(13,250)
NET EXPENDITURE	180,474	182,930	200,600	205,290

Notes:

1 2014/15 Revised Estimate onwards includes employers increased pension costs due to changes in staffing arrangements.

2 2013/14 utility cost was included in the office accommodation support recharge shown on the portfolio summary. 2014/15 Estimate onwards includes the utility cost in the premises related expenditure in the cost centre.

GRANTS TO LOCAL & NATIONAL ORGANISATIONS

Service Purpose:

To provide small grants to voluntary, community, sports and arts and youth related groups.

Service Activity:

Grants are available to groups who can demonstrate they would have difficulty funding projects without the council's help. The aim of the grant is to support financially those who provide, or are trying to improve, services that will benefit the people of Rushmoor.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £	
Budget Officer: P Amies					
EXPENDITURE					
Employees	5,569	5,690	5,100	5,610	
Grants & Contributions	18,300	20,000	24,400	20,000	
Farnborough Airport Community Environmental Fund	36,460	0	0	0	1
Have Your Say Grants	2,680	0	0	0	
Service Charge	2,270	2,270	2,150	2,190	
Community Matters Partnership	5,000	5,000	5,000	5,000	
Grants for Apprentice Schemes	12,500	0	0	0	2
Rent Relief	152,683	149,860	147,000	148,610	
	235,462	182,820	183,650	181,410	
INCOME					
Other Grants and Contributions	(12,500)	0	0	0	2
Farnborough Airport Community Environmental Fund	(47,317)	0	0	0	1
	(59,817)	0	0	0	
NET EXPENDITURE	175,645	182,820	183,650	181,410	

Notes:

- 2013/14 shows the amount of Farnborough Airport Community Environmental Fund received and used in year.
- 2013/14 show the amount of local apprenticeship schemes Grant received and used in year.

COMMUNITY PATROL TEAM

Service Purpose:

Provides a reassuring presence on the streets and in public places - to ensure a 'Safe and Clean environment'. This is achieved by dealing with issues related to environmental crime. Work closely with residents, local groups, neighbourhood watch, ward councillors to identify issues in their areas and work to resolve them.

Service Activity:

Completion of environmental audits to improve the appearance of wards to help to secure safe and clean streets and public places. Investigation and removal of abandoned vehicles, fly tipping, fly posting, graffiti. Enforcement work through Fixed Penalty Notices, Inspections of Parks and Playgrounds. Dealing with parking contraventions during patrols and in response to complaints.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £	
Budget Officer: Q Yasin					
EXPENDITURE					
Employees	137,413	150,670	151,570	158,060	1
Transport Related	18,208	17,980	17,980	17,980	
Supplies & Services	5,326	6,120	5,620	5,260	
	160,946	174,770	175,170	181,300	
INCOME					
Customer and Client Receipts	(1,915)	(400)	(4,500)	(5,000)	
NET EXPENDITURE	159,031	174,370	170,670	176,300	

Notes:

- 2013/14 Actual includes a saving on seasonal support following policy changes regarding the locking/unlocking of the cemetery gates.

COMMUNITY TRANSPORT

Service Purpose:

To support residents who may become isolated due to lack of transport.

Service Activity:

To provide Dial a Ride in liaison with Rushmoor Voluntary Services and Hampshire County Council.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: P Amies				
EXPENDITURE				
Employees	3,027	3,020	3,030	3,070
Payment to Contractor	17,160	17,670	17,670	17,670
Dial A Ride	34,128	35,150	34,640	34,640
NET EXPENDITURE	54,315	55,840	55,340	55,380

SUSTAINABILITY INITIATIVES

Service Purpose:

To plan and deliver the Council's work to promote sustainability in the Borough.

Service Activity:

Develop, implement and monitor the Council's Climate Change Strategy and Action Plan; promote sustainability initiatives and implement associated actions with the community and partnership organisations; Initiate, manage and support the delivery of projects to improve the Council's sustainability performance, particularly in relation to resource use.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: A Colver				
EXPENDITURE				
Employees	29,309	30,380	33,690	29,580
Transport Related	757	900	720	710
Supplies & Services	18,709	12,500	15,170	19,700
	48,775	43,780	49,580	49,990
INCOME				
Other Grants and Contributions	0	0	(7,050)	0
NET EXPENDITURE	48,775	43,780	42,530	49,990

Notes:

1 2013/14 includes costs associated with the "Go Green" initiative. This is a bi-annual event in Rushmoor.

PEST CONTROL

Service Purpose:

A Pest Control Service, covering rats and mice, provided for residents and businesses on request, including both treatment and advice.

Service Activity:

This service is currently contracted out; pest infestations and issues are investigated and resolved.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: Q Yasin				
EXPENDITURE				
Employees	14,198	16,280	18,180	18,460
Transport Related	0	0	0	0
Supplies & Services	83	200	100	100
Third Party Payments	23,372	25,000	20,000	21,000
NET EXPENDITURE	37,652	41,480	38,280	39,560

EMERGENCY CALLOUT

Service Purpose:

Corporate out of hours response service provided to cover all service areas where an emergency response may be required.

Service Activity:

Provision of an out of hours service between 17:00hrs (16:30 Friday) and 8:30hrs the following day, all day Saturday and Sunday and Bank Holidays. Response to complaints such as noise, alarms, drainage, flooding and civil emergencies.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: Q Yasin				
EXPENDITURE				
Employees	27,887	26,280	25,600	25,600
Supplies & Services	70	1,700	500	500
NET EXPENDITURE	27,957	27,980	26,100	26,100

MEALS ON WHEELS

Service Purpose:

To support meals at Place Court luncheon club and the Meals Support Service project meeting people in their own homes.

Service Activity:

Provide grant to Age Concern and subsidise meals at Place Court.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: A Sharpe				
EXPENDITURE				
Employees	4,519	4,500	4,560	4,660
Third Party Payment	7,727	7,850	7,850	7,980
	12,246	12,350	12,410	12,640
INCOME				
Customer and Client Receipts	(883)	0	0	0
NET EXPENDITURE	11,363	12,350	12,410	12,640

MIXED SERVICES

COMMUNITY SAFETY

On 1st November 2012 Rushmoor Borough Council entered into a jointly controlled operation with the Borough Council of Basingstoke and Deane and Hart District Council to deliver a shared community safety service. Rushmoor Borough Council's element of the shared community safety service costs are shown below.

Service Purpose:

Work in partnership to reduce crime, disorder, anti-social behaviour and the fear of crime .

Service Activity:

Work with partners including the Police, Hampshire Fire & Rescue Service, Clinical Commissioning Groups, Probation services, HCC Youth Offending Team and Housing Associations to tackle Crime and Disorder and ASB. Take a lead role in the Rushmoor Community Safety Partnership tackling issues of domestic violence, substance misuse (drugs and alcohol), violent crime arising from the night time economy and acquisitive crimes such as burglary and theft.

	2013/14 Actual £	2014/15 Estimate £	2014/15 Revised Estimate £	2015/16 Estimate £
Budget Officer: C Ryan				
EXPENDITURE				
Employees	161,668	154,850	145,160	132,710
Premises Related	3,578	7,500	7,500	7,500
Transport Related	2,618	1,480	2,970	1,480
Supplies & Services	10,227	14,010	13,980	13,980
	178,091	177,840	169,610	155,670
INCOME				
Other Grants and Contributions	(10,514)	(10,770)	(10,770)	(10,770)
NET EXPENDITURE	167,577	167,070	158,840	144,900

Notes:

1 2014/15 includes the Domestic Violence co-ordinator post which is funded by Rushmoor for one year only.