

COUNCIL MEETING
22nd FEBRUARY 2018

RUSHMOOR BOROUGH COUNCIL

REVENUE BUDGET & CAPITAL PROGRAMME

BUDGET BOOKLET
2018/19

BUDGET BOOKLET

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GENERAL FUND REVENUE BUDGET SUMMARY

		Original Estimate 2017/18 £000	Revised Estimate 2017/18 £000	Forecast 2018/19 £000
Net Cost of Services by Portfolio				
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1	Corporate Services	415	557	771
2	Environment and Service Delivery	3,723	3,413	3,331
3	Concessions and Community	1,714	1,945	2,034
4	Health and Housing	1,335	1,504	1,352
5	Business, Safety and Regulation	2,673	2,689	2,736
6	Leisure & Youth	4,447	3,795	3,948
7	PORTFOLIO NET EXPENDITURE	14,307	13,903	14,172
8	Capital Accounting Charges - Reversed	(1,761)	(1,241)	(1,491)
9	Pension Adj/Employee Benefits Reversed	10	(568)	(613)
10	NET EXPENDITURE AFTER ADJUSTMENTS	12,556	12,094	12,068
Provisions for Budget Re-structuring:				
11	Reductions in Service Costs/Income Generation	(550)		(1,550)
12	Vacancy Monitoring	(320)	(50)	(325)
13	Variations in Service		117	272
14	Non-recurring Items		34	99
15	Corporate Income and Expenditure	93	44	163
16	Contributions to/(from) Reserve Accounts	(351)	(257)	69
17	Central Government Funding	(5,139)	(5,580)	(4,888)
18	NET TOTAL EXPENDITURE	6,289	6,402	5,908
19	Contribution to/(from) balances	(425)	(538)	240
20	COUNCIL TAX REQUIREMENT	5,864	5,864	6,148
REVENUE BALANCES				
21	1 April	1,945	2,000	1,462
22	General Fund Transfer	(425)	(538)	240
23	31 March	1,520	1,462	1,702

Illustrative CT Levels (£)	192.73	192.73	198.49
CT Base	30,424.24	30,424.24	30,971.38
& CT Increase (%)	2.66	-	2.99

15	Corporate Income and Expenditure			
	Interest Receivable	(839)	(839)	(846)
	Interest Payable	51	106	296
	Minimum Revenue Provision	190	150	807
	Collection Fund (surplus)/deficit - Ctax	(88)	(88)	(100)
	- NNDR	779	779	22
	Other Corporate Income and Expenditure	-	(64)	(16)
	Total	93	44	163

16	Contributions to/(from) Reserve Accounts			
	Transfers to CPE Surplus Account	205	133	212
	Contributions to/(from) earmarked reserves/prior yr grants	(76)	(310)	(143)
	Contributions to/(from) Service Improvement Fund	(80)	(80)	-
	Contributions to/(from) Stability & Resilience Reserve	(400)	-	-
	Total	(351)	(257)	69

17	Central Government Funding			
	New Burdens and other non-ring-fenced grants	(40)	(93)	-
	New Homes Bonus	(1,450)	(1,450)	(1,095)
	Revenue Support Grant	(536)	(536)	(190)
	RBC share of rates collected	(18,990)	(18,990)	(19,797)
	Tariff payable	15,443	15,252	15,709
	Levy /(Safety net)	828	1,022	1,267
	s31 grants in relation to business rates	(394)	(785)	(782)
	Total	(5,139)	(5,580)	(4,888)

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REVENUE BUDGET 2018/19

CORPORATE SERVICES PORTFOLIO	2016/17 Actual £	2017/18 Original Estimate £	2017/18 Revised Estimate £	2018/19 Estimate £
STATUTORY				
Council Tax Collection	310,931	363,390	364,710	387,720
Corporate Finance	118,928	117,040	122,380	130,370
Corporate Policy Support to Members	105,105	108,980	106,700	117,160
Admin Support to Members	94,233	100,970	94,400	110,600
Chief Executive	70,958	72,620	81,080	91,770
Treasury Management & Bank Charges	54,096	57,710	70,780	84,700
External Audit and Inspection Fees	62,037	62,510	63,580	64,810
Attendance at Member Meetings	52,120	53,340	55,160	57,240
Public Performance Reporting	19,241	19,880	24,990	25,500
Cost of NNDR Collection	(31,262)	(19,520)	(13,660)	(7,990)
Land Charges	618	(27,340)	(32,530)	(29,500)
Sub Total	857,004	909,580	937,590	1,032,380
DISCRETIONARY				
Members Expenditure	362,163	379,840	361,020	365,720
Corporate Investigation	95,843	98,120	116,430	116,150
Land & Property Management	65,074	65,160	96,080	73,700
Mayoral Costs	46,920	52,480	55,270	56,340
Local Government Association	24,362	29,090	29,000	28,860
Civic Ceremonial	25,231	27,810	23,880	25,540
Corporate Events	7,272	6,730	7,930	7,950
35/39 High Street Offices	(13,789)	(20,000)	(22,060)	(24,200)
Belle Vue Enterprise Centre	(123,509)	(97,100)	(115,780)	(106,570)
Town Centres	(731,590)	(673,260)	(704,410)	(693,600)
Investment Properties	(474,101)	(911,590)	(808,440)	(826,050)
Industrial Estates	(932,956)	(954,810)	(1,014,030)	(961,000)
Sub Total	(1,649,080)	(1,997,530)	(1,975,110)	(1,937,160)
Total	(792,075)	(1,087,950)	(1,037,520)	(904,780)
UNAPPORTIONABLE CENTRAL OVERHEADS				
Retirement/Pension Costs	(500)	-	-	-
Corporate Management Expenses	44,131	46,860	62,740	46,070
Corporate Support Service	4,758,113	4,889,050	5,056,750	5,155,470
NET DIRECT COSTS	4,009,668	3,847,960	4,081,970	4,296,760
Support Service Recharges	(3,826,397)	(3,829,140)	(3,939,320)	(3,986,990)
Capital Accounting Charges	774,245	396,080	414,130	460,830
NET EXPENDITURE	957,516	414,900	556,780	770,600

Notes:

A budget increase of £58,637 equates to a council tax increase of 1%, equivalent to an increase of £1.93 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% for 2018/19.
- 2) Changes to time allocations. Employee costs are allocated to the service(s) where staff spend their time. Each year time allocations are reviewed and amended to reflect any changes in the way time is spent.
- 3) Incremental progression within individual employee pay band.
- 4) Vacancies - Actuals and Revised Estimates will reflect any vacancies during the year and are therefore likely to be lower than Original Estimates, which assume that the services are fully staffed.
- 5) Accounting regulations for pension costs. Each year following a valuation provided by our actuaries, it is usual to adjust our forecast pension costs.
- 6) Employers' pension contributions increased from 1st April 2018 following actuarial changes.

STATUTORY SERVICES**COUNCIL TAX COLLECTION****Service Purpose:**

To issue accurate bills and collect money due from local residents for Council Tax.

Service Activity:

Assessing liability for Council Tax. Issuing bills and arranging collection. Taking recovery and enforcement action. Dealing with discounts and exemptions. Handling customer enquiries. Liaison with the Valuation Officer regarding properties to be charged.

Cost Centre 3805	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Amanda Fahey	£	£	£	£	
EXPENDITURE					
Employees	323,518	351,640	353,190	374,520	
Transport Related	1,098	1,700	1,300	-	
Supplies & Services	78,055	94,050	92,170	93,200	1
	402,671	447,390	446,660	467,720	
INCOME					
Customer and Client Receipts	(91,740)	(84,000)	(81,950)	(80,000)	2
NET EXPENDITURE	310,931	363,390	364,710	387,720	

Notes:

- 1 The 2017/18 revised estimates and 2018/19 estimates include costs relating to the new Citizen Access Account
- 2 2016/17 Actuals includes higher court costs recovered than estimated will receive for future years

CORPORATE FINANCE**Service Purpose:**

Provision of financial advice and support to the Council.

Service Activity:

Provide for the preparation of budgets, closure of accounts and financial advice at the corporate level.

Cost Centre 3402	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Amanda Fahey	£	£	£	£	
EXPENDITURE					
Employees	110,566	114,480	119,780	127,770	1
Transport Related	120	140	80	80	
Supplies & Services	8,242	2,420	2,520	2,520	2
	118,928	117,040	122,380	130,370	
NET EXPENDITURE	118,928	117,040	122,380	130,370	

Notes:

- 1 Increase in budget due, in part to service restructure
- 2 Increase in use of external consultancy in 2016/17

CORPORATE POLICY SUPPORT TO MEMBERS**Service Purpose:**

To provide support to the Council and Members to ensure their duties are undertaken effectively and within the law.

Service Activity:

Provide advice and co-ordination on the policy and procedural aspects of the decision-making process; ensure corporate documents and information (especially the Constitution) are maintained and up to date.

Cost Centre 1317	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	105,105	108,980	106,700	117,160
NET EXPENDITURE	105,105	108,980	106,700	117,160

ADMIN SUPPORT TO MEMBERS**Service Purpose:**

To support the Council and Members in undertaking their duties.

Service Activity:

Provide administrative support to the Council, including the Cabinet, Committees, Policy and Review Panels and other Member groups.

Cost Centre 1316	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	84,235	83,800	90,570	93,510
Transport Related	134	270	390	390
Supplies & Services	9,864	16,900	16,900	16,700
	94,233	100,970	107,860	110,600
INCOME				
Customer and Client Receipts	-	-	(13,460)	-
NET EXPENDITURE	94,233	100,970	94,400	110,600

Notes:

- 1 2017/18 includes software costs for the new modern government tool which is to help streamline the democratic and meeting administration process
- 2 Revised 17/18 estimates includes a contribution for providing admin and executive support to the Local Enterprise Partnership (Enterprise M3)

CHIEF EXECUTIVE**Service Purpose:**

Chief Executive's operational budget.

Service Activity:

To support the Chief Executive function.

Cost Centre 1407	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	70,958	72,620	81,080	91,770
NET EXPENDITURE	70,958	72,620	81,080	91,770

TREASURY MANAGEMENT & BANK CHARGES**Service Purpose:**

Management of the Council's funds.

Service Activity:

The management of the Council's investments, borrowing and cash flows, its banking and money market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

Cost Centre 3403	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Amanda Fahey	£	£	£	£
EXPENDITURE				
Employees	29,134	30,240	32,130	34,030
Transport Related	91	120	60	60
Supplies & Services	15,572	12,350	29,090	40,610
Bank Charges	9,299	15,000	9,500	10,000
NET EXPENDITURE	54,096	57,710	70,780	84,700

Note:

- 1 Part consultancy budget moved from Financial Services Support in 2017/18 only
Increase in brokers fees due to increase in borrowing activity
- 2 Reduction in budget due to change in banking provider

EXTERNAL AUDIT AND INSPECTION FEES**Service Purpose:**

External approval of the Council's financial management and governance.

Service Activity:

Assisting external auditors in review and inspection work; Liaison at the operational and strategic level on the issues arising from the audit and payment of the subsequent fees for the work.

Cost Centre 3404	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Amanda Fahey	£	£	£	£
EXPENDITURE				
Employees	12,185	12,640	13,710	14,940
Transport Related	12	30	30	30
External Audit Fees	49,840	49,840	49,840	49,840
NET EXPENDITURE	62,037	62,510	63,580	64,810

ATTENDANCE AT MEMBER MEETINGS**Service Purpose:**

To provide professional and administrative support to the Council and Members at meetings.

Service Activity:

Provide advice and co-ordination on procedural and administrative aspects of the decision making structure and processes at meetings.

Cost Centre 1318	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	52,042	53,240	55,100	57,180
Transport Related	78	100	60	60
NET EXPENDITURE	52,120	53,340	55,160	57,240

PUBLIC PERFORMANCE REPORTING**Service Purpose:**

Publication of the Corporate Plan and other corporate reports.

Service Activity:

Production and printing of the Corporate Plan.

Cost Centre 1408	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	19,087	19,410	24,520	25,030
Transport Related	25	70	70	70
Supplies & Services	129	400	400	400
NET EXPENDITURE	19,241	19,880	24,990	25,500

COST OF NNDR COLLECTION**Service Purpose:**

To issue accurate bills and collect money due from local businesses for Non Domestic Rates.

Service Activity:

Assessing liability for business rates. Issuing bills and arranging collection. Taking recovery and enforcement action. Dealing with rating reliefs. Liaison with ratepayers about rating matters and customer enquiries and with the Valuation Officer regarding properties to be charged.

Cost Centre 3804	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Amanda Fahey	£	£	£	£
EXPENDITURE				
Employees	85,373	94,230	92,610	99,040
Transport Related	256	440	230	-
Supplies & Services	9,908	12,150	18,130	16,600
	95,537	106,820	110,970	115,640
INCOME				
Customer and Client Receipts	(126,799)	(126,340)	(124,630)	(123,630)
	(126,799)	(126,340)	(124,630)	(123,630)
NET EXPENDITURE	(31,262)	(19,520)	(13,660)	(7,990)

Notes:

- 1 The 2017/18 revised estimates and 2018/19 estimates includes costs relating to the new Citizen Access Account

LAND CHARGES**Service Purpose:**

To provide a land charges service.

Service Activity:

The registration of land charges; the collating of information; the compilation of official searches and the answering of Con 29 enquiries.

Cost Centre 1200	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Ann Greaves	£	£	£	£
EXPENDITURE				
Employees	65,057	67,620	64,920	68,180
Supplies & Services	27,558	40,040	27,320	27,320
	92,615	107,660	92,240	95,500
NON RECURRING ITEM				
Preparatory work for the transfer of responsibility to the Land Charges Registry (funded by Service Improvement Fund)	9,001	-	-	-
Legal Costs	20,692	-	230	-
	122,308	107,660	92,470	95,500
INCOME				
Customer and Client Receipts	(121,690)	(135,000)	(125,000)	(125,000)
NET EXPENDITURE	618	(27,340)	(32,530)	(29,500)

Notes:

- 1 Changes to time allocations in 2017/18
- 2 Original 2017/18 Estimates anticipated higher number of searches, increasing HCC search costs and income
- 3 Litigation costs in 2016/17 relating to Environmental Information Regulations, predominately funded by earmarked reserves

DISCRETIONARY SERVICES**MEMBERS EXPENDITURE****Service Purpose:**

To support the Council and elected Members in undertaking their duties.

Service Activity:

Provide Members with the necessary support and resources within the framework set by the Council.

Cost Centre 1310	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	52,947	54,630	41,410	42,670
Travel & Subsistence	1,023	800	800	800
Members Allowances	297,534	304,000	305,000	308,000
Transport Related	108	210	120	120
Supplies & Services	10,551	20,200	13,690	14,130
NET EXPENDITURE	362,163	379,840	361,020	365,720

Notes:

- 1 Reduction in costs due to dispatch to Members being sent out by post not couriered

CORPORATE INVESTIGATION**Service Purpose:**

To investigate internal and external allegations of fraud, corruption and dishonesty in accordance with prevalent legislation and utilising appropriate investigative techniques.

Service Activity:

To plan and undertake investigations into allegations of fraud and corruption of varying nature and complexity using the most cost effective and efficient methods. To comply with legislative requirements, Council policies and procedures governing the conduct of investigations. To assist in the identification of control weaknesses and implementing solutions and controls for future improvements. To assist in the development and delivery and to participate in education, training and awareness activities as part of the fraud prevention programme.

Cost Centre 3809	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Amanda Fahey	£	£	£	£
EXPENDITURE				
Employees	90,749	92,860	111,960	112,500
Transport Related	1,311	2,110	820	-
Supplies & Services	3,783	3,150	3,650	3,650
NET EXPENDITURE	95,843	98,120	116,430	116,150

LAND & PROPERTY MANAGEMENT**Service Purpose:**

To provide strategic advice on property related matters.

Service Activity:

To include asset management strategy and asset valuations on former operational properties.

Cost Centre 1209	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Ann Greaves	£	£	£	£	
EXPENDITURE					
Employees	69,844	83,060	100,920	104,670	1
Premises Related	16,357	15,890	18,490	15,890	2
Transport Related	25	120	200	200	
Supplies & Services	696	1,000	14,720	10,070	3
	86,922	100,070	134,330	130,830	
NON RECURRING ITEMS					
Support for Legal/Planning: Getting better return, 8 point plan work, review of historic records and transfer responsibility for Land Changes (funded by Service Improvement Fund)	13,429	-	-	-	4
	100,351	100,070	134,330	130,830	
INCOME					
Customer and Client Receipts	(35,277)	(34,910)	(38,250)	(57,130)	
NET EXPENDITURE	65,074	65,160	96,080	73,700	

Notes:

- 1 Changes to time allocations in 2017/18
- 2 Combination of increased expenses for repairs and maintenance and an additional cost for council tax of Manor Park Lodge and Cottages in 2017/18 only
- 3 Additional management fee for Manor Park Cottage and vacant property inspection costs in Revised 2017/18 Estimates
- 4 Non-recurring item for 2016/17 is a one-off payment

MAYORAL COSTS**Service Purpose:**

To support the Mayor and Deputy Mayor in carrying out their duties.

Service Activity:

Co-ordinate and make arrangements for all Mayoral engagements, organise certain events and provide support for the Mayor and Deputy Mayor during the Mayoral year.

Cost Centre 1304	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	37,937	40,280	43,980	44,940
Mayor's Transport Costs	4,853	7,150	7,240	7,250
Supplies & Services	14,130	16,500	15,500	15,600
	56,920	63,930	66,720	67,790
INCOME				
Customer and Client Receipts	(10,000)	(11,450)	(11,450)	(11,450)
NET EXPENDITURE	46,920	52,480	55,270	56,340

LOCAL GOVERNMENT ASSOCIATION**Service Purpose:**

To support the Council with its involvement in external organisations working for local government.

Service Activity:

Provide Members and Officers with support and resources to work with local and national bodies including the Local Government Association and The Hampshire & Isle Of Wight Local Government Association.

Cost Centre 1313	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	12,706	13,550	14,470	15,330
Transport Related	8	40	30	30
Supplies & Services	11,648	15,500	14,500	13,500
NET EXPENDITURE	24,362	29,090	29,000	28,860

CIVIC CEREMONIAL**Service Purpose:**

To carry out civic activities within the community.

Service Activity:

Make arrangements for civic events in the Borough; provide civic support to events organised within the local community.

Cost Centre 1300	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	17,863	17,780	14,910	15,570
Transport Related	25	80	70	70
Supplies & Services	7,343	9,950	8,900	9,900
NET EXPENDITURE	25,231	27,810	23,880	25,540

CORPORATE EVENTS**Service Purpose:**

To enable the Council to engage with the local community at local events in the Borough.

Service Activity:

To enable the Council to engage with the local community and support events in the Borough including Farnborough Donkey Derby, Victoria Day, the Aldershot Military Festival, Christmas lights and the North Camp Summer Fayre.

Cost Centre 1412	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	3,527	2,730	5,430	4,950
Supplies & Services	3,745	4,000	2,500	3,000
NET EXPENDITURE	7,272	6,730	7,930	7,950

35/39 HIGH STREET OFFICES**Service Purpose:**

To provide a safe, secure and comfortable working environment for users of the premises.

Service Activity:

Ensure the building is maintained to the necessary standards, including health and safety, security and cleanliness.

Cost Centre 1212	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Ann Greaves	£	£	£	£	
EXPENDITURE					
Employees	18,995	15,590	14,900	12,680	1
Premises Related	18,974	26,370	26,370	26,370	2
Supplies & Services	3,252	5,500	4,130	4,210	3
	41,221	47,460	45,400	43,260	
INCOME					
Customer and Client Receipts	(55,010)	(67,460)	(67,460)	(67,460)	4
NET EXPENDITURE	(13,789)	(20,000)	(22,060)	(24,200)	

1 Changes to time allocation in 2017/18

2 Increases in General Repairs and Maintenance costs for 2017/18

3 Increases in insurance costs for 2017/18

4 Service charges for 2016/17 Actual reflects reduction in costs for this period.

BELLE VUE ENTERPRISE CENTRE**Service Purpose:**

To provide starter units for small businesses.

Service Activity:

To manage the estate, collect income, arrange repairs and lettings.

Cost Centre 1206	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Ann Greaves	£	£	£	£	
EXPENDITURE					
Employees	13,268	15,830	18,760	19,580	1
Premises Related	5,149	11,450	10,900	11,280	2
Supplies & Services	14,496	13,360	17,450	15,750	
	32,913	40,640	47,110	46,610	
NON RECURRING ITEMS					
Service Transformation funded by the Service Improvement Fund	2,686	-	-	-	
INCOME					
Customer and Client Receipts	(159,108)	(137,740)	(162,890)	(153,180)	3
NET EXPENDITURE	(123,509)	(97,100)	(115,780)	(106,570)	

Notes:

1 Additional costs for repairs and maintenance for 2017/18

2 Revision of costs for vacant units. Revised 2017/18 Estimate allows for a reduction to one vacancy from three vacancies

3 Revision of rental income for vacant units. Revised 2017/18 Estimate allows for a reduction to one vacancy from three vacancies

TOWN CENTRES**Service Purpose:**

To manage the Council's town centre holdings.

Service Activity:

Estate management of lettings, repairs, collection of rents etc.

Cost Centre 1208	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Ann Greaves	£	£	£	£	
EXPENDITURE					
Employees	21,951	29,030	37,230	38,650	1
Premises Related	76,570	86,580	71,600	66,210	2
Supplies & Services	36,807	34,470	42,590	38,330	2
	135,328	150,080	151,420	143,190	
NON RECURRING ITEMS					
Service Transformation funded by the Service Improvement Fund	8,058	-	-	-	
INCOME					
Customer and Client Receipts	(874,976)	(823,340)	(855,830)	(836,790)	3
NET EXPENDITURE	(731,590)	(673,260)	(704,410)	(693,600)	

Notes:

- 1 Change of grounds maintenance contractor and alterations in costs
- 2 Increase in insurance costs
- 3 Revised 2017/18 Estimates includes fluctuations due to level of profit share from Kingsmead and the Wellington Centre of £25,000

INVESTMENT PROPERTIES ACQUIRED WITHIN THE YEAR 2016/17 AND IN FUTURE YEARS**Service Purpose:**

To manage a number of properties acquired in the year 2016/17. Three of the six properties acquired are located outside of the Council's area.

Service Activity:

Management of lettings, repairs and collection of rents from tenants.

Cost Centre 1230/1/2/3/4/5/6	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Ann Greaves	£	£	£	£	
EXPENDITURE					
Premises Related	16,090	11,400	49,870	53,590	1
Supplies & Services	13,656	28,360	58,750	52,990	2
	29,746	39,760	108,620	106,580	
INCOME					
Customer and Client Receipts	(503,847)	(951,350)	(917,060)	(932,630)	3
NET EXPENDITURE	(474,101)	(911,590)	(808,440)	(826,050)	

Notes:

- 1 Combination of the Council's liability to pay for general repairs/maintenance and business expenses for vacant units at Wellesley House that are difficult to rent out and, to a lesser extent, other units that are vacant as part of regular turnover.
- 2 Combination of the Council's liability to pay for service charges and insurance costs for vacant units that are difficult to rent at Wellesley house, and agents' commission to market said vacant properties. Regular turnover of properties and the Council's liability to meet the service charge and insurance costs in the vacancy interim. Plus unexpected service charges that are over and above agreed charge to tenants at Optrex Business Centre as part of rental agreements.
- 3 Changes in rental income from 2016/17 - 2017/18 due to rent reviews and ability to charge higher rental fees. Income decreases in the Revised Estimate and 2018/19 Estimate due to vacancy projections

INDUSTRIAL ESTATES**Service Purpose:**

To manage the industrial estates.

Service Activity:

To deal with estate management matters and asset strategy in relation to Farnborough, Black Water Valley and Holder Road Industrial Estates, including variations, covenant issues, renewals, extensions and rent reviews.

Cost Centre 1205	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Ann Greaves	£	£	£	£
EXPENDITURE				
Employees	10,697	13,200	16,020	16,740
Premises Related	950	200	200	200
	11,647	13,400	16,220	16,940
NON RECURRING ITEMS	2,686	0	0	0
Non-Recurring Item for 2016/17 regarding Service Transformation funded by the Service Improvement Fund				
INCOME				
Customer and Client Receipts	(947,289)	(968,210)	(1,030,250)	(977,940)
NET EXPENDITURE	(932,956)	(954,810)	(1,014,030)	(961,000)

1

Notes:

- 1 Alterations in income are accounted for by a combination of rental reviews and back-dated rent on these reviews.

UNAPPORTIONABLE CENTRAL OVERHEADS**RETIREMENT/PENSION COSTS****Service Purpose:**

To reflect the cost to the Council of early retirement costs, added years and other pension scheme costs.

Service Activity:

To record payments to Hampshire Pension Fund.

Cost Centre 1416	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Rachel Gray	£	£	£	£	
EXPENDITURE					
Other Retirement/Pension Costs	292,635	306,000	299,970	291,500	1
Employer's Fixed Super Amount	582,400	628,560	633,700	689,400	1
IAS19 Adjustments	(875,535)	(934,560)	(933,670)	(980,900)	2
NET EXPENDITURE	(500)	-	-	-	

Notes:

- 1 Pension costs payable to Hampshire Pension Fund. Values are dependent upon actual pensions in payment and estimated costs of future payments.
- 2 Accounting adjustment for pension costs based on actuarial data - this has no effect on the General Fund balance.

DEPARTMENTAL SALARIES SUMMARY

	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
	£	£	£	£	
Corporate Director's Service	755,231	713,200	869,840	779,370	1
Chief Executives Office	158,979	172,270	173,840	201,660	
Community Services	2,708,341	2,769,230	2,615,750	2,715,040	
Democratic and Customer Services	1,103,036	1,158,560	1,172,720	1,218,750	
Environmental Health	1,217,699	1,273,480	1,169,800	1,214,990	
Financial Services	1,563,072	1,634,970	1,582,970	1,684,500	
Housing Services	803,222	765,250	831,500	806,130	
IT and Facilities	737,527	926,810	825,800	963,020	
Legal & Estates	518,172	663,060	691,710	678,240	1
Planning Services	1,443,302	1,475,350	1,467,800	1,449,900	1
NET UNDER/(OVER) RECOVERY	11,008,580	11,552,180	11,401,730	11,711,600	

Notes:

- 1 Movement of staff to Corporate Directors from Legal and Planning Services

CORPORATE MANAGEMENT EXPENSES

The following cost centres collect the management expenses involved in running the services within the portfolio. They are recharged to other Direct and Support cost centres.

CORPORATE MANAGEMENT EXPENSES SUMMARY	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
	£	£	£	£
NET EXPENDITURE				
Information Technology Management	19,347	18,510	24,980	16,780
Democratic Services Management	14,939	14,360	23,670	14,510
Customer Services Management	9,895	12,870	11,950	12,870
Corporate Director	4,888	2,880	3,830	3,670
Legal & Estates Management	(4,939)	(1,760)	(1,690)	(1,760)
NET EXPENDITURE (excludes Recharges to Services)	44,131	46,860	62,740	46,070

CORPORATE SUPPORT SERVICES

CORPORATE SUPPORT SERVICES SUMMARY	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
	£	£	£	£
NET EXPENDITURE				
Customer Services	578,737	686,050	655,920	711,420
IT Applications Support	508,279	530,870	512,090	538,400
IT Technical Services	421,476	443,710	481,730	515,570
Financial Services	381,902	386,040	405,000	473,880
Legal Support Services	371,248	310,180	412,790	423,650
Corporate Policy Support	497,595	396,620	434,950	415,030
Council Offices	325,719	407,130	385,170	375,800
Personnel Services	349,361	394,440	419,000	341,170
Communications Support	282,037	306,320	328,390	317,370
IT Service Desk	207,705	237,870	224,880	243,660
Print Room	143,664	105,050	133,050	135,200
Systems Thinking	135,338	148,810	120,060	126,960
Audit Services	142,884	151,870	118,410	122,370
Building Services Support	119,146	114,570	130,450	120,880
Facilities	91,076	90,390	94,680	98,670
Estates Support Services	82,704	64,970	86,370	75,500
Payroll Services	47,942	48,330	53,910	56,420
Democratic Support Service	36,502	37,250	32,850	33,550
Debtors Support Services	34,797	28,580	27,050	29,970
NET EXPENDITURE (excludes Recharges to Services)	4,758,113	4,889,050	5,056,750	5,155,470

CUSTOMER SERVICES**Service Purpose:**

To answer enquiries from the general public calling at the Council offices in person, by telephone, letter and e-mail.

Service Activity:

To run the Council's main reception area, the Council switchboard service and the customer service response team, answer e-mails and respond to enquiries via the Council's website. Process payments made to the Council in person, by phone and by post; and carry out meeting room administration and post services.

Cost Centre 1327	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Andrew Colver	£	£	£	£	
EXPENDITURE					
Employees	431,597	506,230	484,550	540,410	1
Transport Related	272	460	350	350	
Supplies & Services	157,259	187,360	177,720	177,360	2
	589,128	694,050	662,620	718,120	
INCOME					
Customer and Client Receipts	(10,391)	(8,000)	(6,700)	(6,700)	
NET EXPENDITURE	578,737	686,050	655,920	711,420	

Notes:

- 1 Reductions in 2016/17 actuals and revised estimates due to vacancies.
- 2 2016/17 actuals reduction in postage costs

IT APPLICATIONS SUPPORT**Service Purpose:**

- Maintaining, upgrading and developing applications to meet user requirements.
- Liaise with customer departments and suppliers on planning upgrades and implementing new requirements.
- Co-ordinate and project manage upgrade process or installation of new applications.
- Production of statutory and other reports for service departments.
- Maintain databases to ensure efficient running.
- Departmental administration.
- Corporate Gazetteer (LLPG) maintenance and information provision to external bodies.
- Corporate Geographical Information Systems.
- Web Site and Channel Shift development.

Service Activity:

Liaise with suppliers on planning upgrades and new requirements; co-ordinate and project manage upgrade process or installation of new applications; maintain databases to ensure efficient running.

Cost Centre 3302	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Nick Harding	£	£	£	£	
EXPENDITURE					
Employees	323,230	332,720	280,010	313,580	1
Transport Related	283	310	-	-	
Supplies & Services	185,594	197,840	232,080	224,820	2
	509,107	530,870	512,090	538,400	
INCOME					
Customer and Client Receipts	(828)	-	-	-	
NET EXPENDITURE	508,279	530,870	512,090	538,400	

Notes:

- 1 Reductions in spend due to vacant posts in 2017/18, budget allows for full establishment in 2018/19
- 2 Increase in budget due to software providers increasing prices at a higher rate than budgeted

IT TECHNICAL SERVICES**Service Purpose:**

- Maintaining, upgrading and developing ICT infrastructure (data network, telephony and server system environments, key corporate systems, ISO 27001 information security policy, security/ firewalls etc.).
- Provision of 3rd line technical support, liaison with suppliers and customer departments on planning upgrades and implementing new requirements.
- Provision and support for Public Services Network (GC) services.
- Research in changes in ICT infrastructure market and the potential benefits to the organisation.
- IT procurement & 3rd line telephony support.
- Data centre operations – back up and recovery.

Service Activity:

Research in changes in ICT infrastructure market and the potential benefits to the organisation.

Cost Centre 3304	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Nick Harding	£	£	£	£	
EXPENDITURE					
Employees	188,169	185,590	221,990	250,140	1
Premises Related	8,309	8,900	8,900	8,900	
Transport Related	115	210	80	80	
Supplies & Services	225,433	249,010	250,760	256,450	2
	422,026	443,710	481,730	515,570	
INCOME					
Other Grants & Contributions	(550)	-	-	-	
NET EXPENDITURE	421,476	443,710	481,730	515,570	

Notes:

- 1 Increase in spend on temporary staff used to cover vacant posts. Assumed full establishment in 2018/19
- 2 Main increases relate to increased number of home workers (additional costs include the purchase of G/On tokens)

FINANCIAL SERVICES**Service Purpose:**

To provide financial support to all areas of the Council.

Service Activity:

Provide a comprehensive budgeting and accounting service including the provision of financial advice, the exercising of financial control, the maintenance of financial systems, insurances and the payment of the Council's creditors.

Cost Centre 3401	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Amanda Fahey	£	£	£	£	
EXPENDITURE					
Employees	361,501	364,600	391,120	451,070	1
Transport Related	321	380	240	250	
Supplies & Services	21,038	21,560	14,140	23,060	2
	382,860	386,540	405,500	474,380	
INCOME					
Customer & Client Receipts	(958)	(500)	(500)	(500)	
NET EXPENDITURE	381,902	386,040	405,000	473,880	

Notes:

- 1 Additional resource in 2018/19 to support major projects and transformation.
- 2 Part consultancy budget moved to treasury management cost centre in 2017/18 only

LEGAL SUPPORT SERVICES**Service Purpose:**

The provision of legal advice to the Council; the carrying out of the role of Monitoring Officer.

Service Activity:

The provision of legal advice to officers, Members and the Council. To include general advice on planning, housing, local government law, environmental health, licensing, contracts and procurement, prosecutions, conveyancing, Freedom of Information requests and Data Protection duties.

Cost Centre 1202	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Ann Greaves	£	£	£	£	
EXPENDITURE					
Employees	370,803	276,350	373,830	380,190	1
Transport Related	187	320	70	70	
Supplies & Services	48,512	98010	103,890	101,390	2
	419,502	374,680	477,790	481,650	
NON RECURRING ITEMS					
Better Procurement and LA Data Transparency code 2014 funded by Service Improvement Fund for 2016/17	35,702	-	-	-	
INCOME					
Customer & Client Receipts	(83,956)	(64,500)	(65,000)	(58,000)	3
	371,248	310,180	412,790	423,650	
NET EXPENDITURE	371,248	310,180	412,790	423,650	

Notes:

- 1 Changes to time allocations, pension adjustments and training expenses
- 2 Increases in spending on books and publications
- 3 2016/17 Actual includes income for staff member working at another authority

CORPORATE POLICY SUPPORT**Service Purpose:**

Development, implementation and monitoring of the Council's corporate strategies, policies and plans.

Service Activity:

Collating, analysing and sharing key data to drive and inform decision making. Performance management and development of corporate strategy and planning, the production of quarterly monitoring reports to Corporate Leadership Team and Cabinet and corporate programme management. Community cohesion and integration strategy.

Cost Centre 1409	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Andrew Colver	£	£	£	£	
EXPENDITURE					
Employees	385,150	369,880	412,090	408,140	
Transport Related	292	740	860	890	
Supplies & Services	22,729	6,000	6,000	6,000	1
Grants & Contributions	-	-	-	-	
	408,171	376,620	418,950	415,030	
NON RECURRING ITEMS					
Channel Shift Implementation (funded by Service Improvement Fund)	89,424	20,000	20,000	-	
	497,595	396,620	438,950	415,030	
INCOME					
Other Grants & Contributions	-	-	(4,000)	-	2
NET EXPENDITURE	497,595	396,620	434,950	415,030	

Notes:

- 1 Actual 2016/17 includes recruitment costs for the appointment of a new Chief Executive
- 2 2017/18 Revised estimate contribution towards procurement work for an outside organisation

COUNCIL OFFICES**Service Purpose:**

To provide a safe, secure and comfortable environment for all users of the Council Offices.

Service Activity:

Ensure the building is maintained to the necessary standards of health and safety and meets the Council's needs. Maximise usage of the offices to provide capacity for use by external organisations where appropriate.

Cost Centre 3305	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Nick Harding	£	£	£	£	
EXPENDITURE					
Employees	113,750	130,840	132,740	131,740	1
Premises Related	407,074	438,280	430,580	436,220	1
Transport Related	897	420	690	690	
Supplies & Services	53,247	59,700	54,800	55,260	2
	574,968	629,240	618,810	623,910	
INCOME					
Customer and Client Receipts	(249,249)	(222,110)	(233,640)	(248,110)	3
NET EXPENDITURE	325,719	407,130	385,170	375,800	

Notes:

- 1 Reduction in spend in 2016/17 on utilities due to change in energy provider. Increase in business rates in 2017/18 due to valuation
- 2 Increase in insurance costs
- 3 Increase in income received from external occupants including additional room booking income not anticipated in 2017/18 estimate

HUMAN RESOURCES**Service Purpose:**

To assist the Council in its objectives by: - advising, supporting and guiding individuals and the organisation on people management issues, - by achieving and facilitating learning and improvement, and through interpretation and application of employment law and good employment practices.

Service Activity:

Provide support to managers and employees through various activities - including employee relations, policy development, recruitment and selection and learning and development.

Cost Centre 1415	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Paul Shackley	£	£	£	£
EXPENDITURE				
Employees	256,960	253,460	281,370	264,370
Transport Related	116	-	-	100
Supplies & Services	48,781	52,200	53,850	50,600
Grants & Contributions	-	40,000	35,000	37,000
	305,857	345,660	370,220	352,070
NON RECURRING ITEMS				
HR Development (funded by Service Improvement Fund)	54,116	59,680	59,680	-
	359,973	405,340	429,900	352,070
INCOME				
Customer & Client Receipts	(10,611)	(10,900)	(10,900)	(10,900)
NET EXPENDITURE	349,361	394,440	419,000	341,170

COMMUNICATIONS**Service Purpose:**

To communicate, consult and engage with local residents. To maintain and develop the Council's website.

Service Activity:

To promote Council services, protect its reputation and ensure the Council communicates effectively and professionally through a broad range of communication channels and engages meaningfully with the Rushmoor community, staff, Members and partners using

- Public, social and media relations
- Marketing, campaigns and publications
- Effective consultation, engagement and involvement

Cost Centre 1411	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	232,642	219,000	252,270	249,000
Transport Related	6	220	270	270
Supplies & Services	49,684	87,100	75,850	68,100
	282,332	306,320	328,390	317,370
INCOME				
Other Grants & Contributions	(295)	-	-	-
NET EXPENDITURE	282,037	306,320	328,390	317,370

Notes:

1 Fluctuations reflect a fixed term post being employed to cover review and project work.

IT SERVICE DESK**Service Purpose:**

- Provide an integrated central contact point via central service desk system for users to report service requests or log incidents so that the IT service can resolve them
- To periodically analyse the type and frequency of requests and incidents
- Review with the IT management team, the analysis to enable learning, leading to changes in the ICT service/ infrastructure and training plan
- IT purchasing and 1st line telephony support
- Moves and change management
- Ad-hoc technical implementation support for ICT projects
- IT Project and Programme Management

Service Activity:

To periodically analyse the type and frequency of requests and incidents and review with the IT management team, the analysis to enable learning, leading to changes in the ICT service/ infrastructure and training plan.

Cost Centre 3303	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Nick Harding	£	£	£	£
EXPENDITURE				
Employees	201,791	232,490	219,510	238,290
Transport Related	157	80	70	70
Supplies & Services	5,757	5,300	5,300	5,300
NET EXPENDITURE	207,705	237,870	224,880	243,660

Notes:

- 1 Part budget moved to other areas of IT services to assist with temporary staff
Assumed full establishment across service in 2018/19

PRINT ROOM**Service Purpose:**

To provide comprehensive printing, copying and finishing services to Council services and external customers.

Service Activity:

Manage photocopier contracts; deal with external printing requirements; provide volume and specialist printing services from within the Print room.

Cost Centre 3306	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Nick Harding	£	£	£	£
EXPENDITURE				
Employees	72,449	27,880	61,170	63,310
Transport Related	68	160	170	170
Supplies & Services	74,060	80,010	74,710	74,720
	146,577	108,050	136,050	138,200
INCOME				
Customer & Client Receipts	(2,913)	(3,000)	(3,000)	(3,000)
NET EXPENDITURE	143,664	105,050	133,050	135,200

Notes:

- 1 Use of temporary staff in 2016/17 only (budget moved from other areas within the service). Full establishment following service restructure in 2017/18

SYSTEMS THINKING**Service Purpose:**

To improve services to our customers by enhancing the design and management of our work.

Service Activity:

Help improve the delivery of services to our customers; support managers by carrying out interventions in service areas; coaching in system thinking principles and work design; review data and redesign processes; run workshops and presentations.

Cost Centre 3103	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Nick Harding	£	£	£	£	
EXPENDITURE					
Employees	144,318	148,270	153,930	126,680	1
Transport Related	53	20	-	-	
Supplies & Services	1,351	520	280	280	
	145,722	148,810	154,210	126,960	
INCOME					
Customer & Client Receipts	(10,384)	-	(34,150)	-	2
NET EXPENDITURE	135,338	148,810	120,060	126,960	

Notes:

- 1 Change in staffing requirement
- 2 Income received relating to work carried out on behalf of another Local Authority

AUDIT SERVICES**Service Purpose:**

The purpose of Internal Audit is to:

- Evaluate and assist in improving the effectiveness of governance, risk management and control processes within the Council.
- Provide the Council with anti-fraud and corruption, and internal investigation expertise.
- Provide assurance to External Audit on the controls within key financial systems.

Service Activity:

To meet the above purpose the following activities are carried out by Internal Audit:

- Audit reviews of corporate and service activities.
- Significant financial audits.
- Work with management to address risks and issues identified.
- Provide advice on system controls, legislation and policies.
- Proactive anti-fraud and corruption work as well as investigations when required.

Cost Centre 3106	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Amanda Fahey	£	£	£	£	
EXPENDITURE					
Employees	140,490	149,840	117,290	120,650	1
Transport Related	9	30	20	20	
Supplies & Services	2,385	2,000	1,100	1,700	
	142,884	151,870	118,410	122,370	
NET EXPENDITURE	142,884	151,870	118,410	122,370	

Notes:

- 1 Reduction in agency staff spend in 2016/17

BUILDING SERVICES SUPPORT**Service Purpose:**

To provide a building support service for the Council's property portfolio.

Service Activity:

Provision of administrative and management support, building surveying service, repairs and maintenance, health and safety issues for the Council's estate.

Cost Centre 1210	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Ann Greaves	£	£	£	£
EXPENDITURE				
Employees	107,804	107,410	123,140	113,670
Premises Related	10,665	6,000	6,000	6,000
Transport Related	361	360	510	410
Supplies & Services	316	800	800	800
NET EXPENDITURE	119,146	114,570	130,450	120,880

FACILITIES**Service Purpose:**

To provide appropriate facilities to maintain effective working arrangements within the Council.

Service Activity:

Carry out all work associated with incoming and out-going mail and parcels; deal with all central purchasing of stationery and associated products; maintain the civic suite and provide appropriate meeting facilities.

Cost Centre 3307	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Nick Harding	£	£	£	£
EXPENDITURE				
Employees	77,551	76,260	82,300	86,280
Transport Related	688	410	790	790
Supplies & Services	12,837	13,720	11,590	11,600
NET EXPENDITURE	91,076	90,390	94,680	98,670

ESTATES SUPPORT SERVICES**Service Purpose:**

To provide an Estate Management Service for the residual estate within the Communities portfolio.

Service Activity:

Provision of admin and management support to the residual estate within the Communities portfolio.

Cost Centre 1203	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Ann Greaves	£	£	£	£
EXPENDITURE				
Employees	52,565	53,590	59,980	59,130
Transport Related	252	280	290	270
Supplies & Services	29,887	11,100	26,100	16,100
NET EXPENDITURE	82,704	64,970	86,370	75,500

Notes:

1 Combination of expenses for a specialist recruitment charge and changes in suppliers

PAYROLL SERVICES**Service Purpose:**

To provide a payroll service to employees and Councillors.

Service Activity:

To process 100% of changes to salary, including starters leavers, salary changes on a monthly basis.

Cost Centre 1414	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Rachel Gray	£	£	£	£
EXPENDITURE				
Employees	46,632	47,630	53,510	55,820
Supplies & Services	1,310	700	400	600
NET EXPENDITURE	47,942	48,330	53,910	56,420

DEMOCRATIC SUPPORT SERVICE**Service Purpose:**

To provide support to corporate groups.

Service Activity:

To provide administrative support to corporate groups including organising and attending meetings.

Cost Centre 1312	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	36,368	37,110	32,780	33,480
Transport Related	69	140	70	70
Supplies & Services	65	-	-	-
NET EXPENDITURE	36,502	37,250	32,850	33,550

DEBTORS SUPPORT SERVICES**Service Purpose:**

To issue accurate bills and collect money due from individuals and businesses for rents and services.

Service Activity:

Issue bills, make collection arrangements and undertake recovery and enforcement for sums due. Liaise with Council Service areas to raise bills and establish liability and payment arrangements for debts from their area. Assist customers with enquiries about bills issued.

Cost Centre 3807	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Amanda Fahey	£	£	£	£
EXPENDITURE				
Employees	33,575	25,240	24,160	27,080
Supplies & Services	1,222	3,340	2,890	2,890
NET EXPENDITURE	34,797	28,580	27,050	29,970

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REVENUE BUDGET 2018/19

ENVIRONMENT & SERVICE DELIVERY PORTFOLIO	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
	£	£	£	£
STATUTORY				
Domestic Refuse	1,365,688	1,409,030	1,328,740	1,118,880
Street Cleansing	863,392	912,800	933,730	939,650
Recycling	359,931	393,030	239,770	331,900
Planning Policy	350,981	352,180	475,940	326,950
Conservation	68,020	74,890	80,060	82,050
Land Drainage/Sewerage	20,027	21,370	16,850	18,540
Abandoned Vehicles	4,085	5,270	5,710	6,230
Sub Total	3,032,124	3,168,570	3,080,800	2,824,200
DISCRETIONARY				
Town Centre Management	102,852	104,920	123,510	118,740
Other Highways	164,562	167,890	185,170	99,930
Aldershot Regeneration	75,151	85,420	95,850	99,010
Farnborough Town Centre Regeneration	37,047	47,370	53,610	55,230
Maintenance Team	77,748	45,120	48,750	44,900
Street Furniture	20,323	31,390	26,390	26,390
Street Lighting	9,834	7,400	7,400	7,400
Parking Management	(395,975)	(375,990)	(329,860)	(390,400)
Car Parks	(830,181)	(762,000)	(874,750)	(792,560)
Sub Total	(738,639)	(648,480)	(663,930)	(731,360)
Total	2,293,485	2,520,090	2,416,870	2,092,840
Environment & Service Delivery Management Expenses	67,850	61,970	59,870	59,570
Environment & Service Delivery Support Service	20,923	21,720	24,830	24,170
NET DIRECT COSTS	2,382,258	2,603,780	2,501,570	2,176,580
Support Service Recharges	986,620	1,012,240	1,018,790	1,021,580
Capital Accounting Charges	270,648	107,280	(106,980)	132,550
NET EXPENDITURE	3,639,526	3,723,300	3,413,380	3,330,710

Notes:

A budget increase of £58,637 equates to a council tax increase of 1%, equivalent to an increase of £1.93 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% for 2018/19.
- 2) Changes to time allocations. Employee costs are allocated to the service(s) where staff spend their time. Each year time allocations are reviewed and amended to reflect any changes in the way time is spent.
- 3) Incremental progression within individual employee pay band.
- 4) Vacancies - Actuals and Revised Estimates will reflect any vacancies during the year and are therefore likely to be lower than Original Estimates, which assume that the services are fully staffed.
- 5) Accounting regulations for pension costs. Each year following a valuation provided by our actuaries, it is usual to adjust our forecast pension costs.
- 6) Employers' pension contributions increased from 1st April 2018 following actuarial changes.

STATUTORY SERVICES**DOMESTIC REFUSE****Service Purpose:**

Protecting public health and developing a clean, sustainable and green environment by provision of a regular domestic waste collection.

Service Activity:

Weekly collection of household residual waste from 39,250 households; weekly household clinical waste collection service; collection service for bulky/heavy items of household waste.

Cost Centre 2553	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: James Duggin	£	£	£	£	
EXPENDITURE					
Employees	64,781	70,030	74,140	79,010	
Transport Related	636	700	700	700	
Supplies & Services	112,258	111,860	156,340	56,650	1
Payment to Contractor	1,299,287	1,368,090	1,172,970	1,082,870	2
	1,476,962	1,550,680	1,404,150	1,219,230	
NON RECURRING ITEM					
Service Transformation and Service Review (funded by Service Improvement Fund)	13,366	-	-	-	
Procurement support for major contract review (funded by Service Improvements Fund)	32,918	-	-	-	1
	1,523,246	1,550,680	1,404,150	1,219,230	
INCOME					
Other Grants and Contributions	(4,461)	(3,070)	(3,070)	(3,070)	
Customer and Client Receipts	(153,097)	(138,580)	(72,340)	(97,280)	3
	(157,558)	(141,650)	(75,410)	(100,350)	
NET EXPENDITURE	1,365,688	1,409,030	1,328,740	1,118,880	

Notes:

For 2016/17 actual the Non-Recurring Item for procurement support relates to the Refuse, Recycling, Street Cleansing, Grounds Maintenance and Public Conveniences Cleaning contract procurement

- 2017/18 Revised Estimate & 2018/19 Estimate include the cost of mobilising the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Convenience Cleaning contract from the Doman Road depot whilst our new depot is being constructed.
- Fluctuations in the contractor payment following the procurement of the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Conveniences Cleaning contract which commenced on 31st July 2017.
- 2016/17 Actual includes additional income from bulky waste collections. 2017/18 Revised Estimate onwards reflects changes to recharge income following the commencement of the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Convenience Cleaning contract. 2018/19 Estimate Onwards includes the Council's income from the Contractor for Commercial Activities

STREET CLEANSING**Service Purpose:**

To maintain and enhance the visual appearance and environmental quality of the Borough, thus protecting and developing a clean, sustainable and green environment, helping to make Rushmoor a place that our communities want to live and work in and reducing the fear of crime.

Adequately ensuring levels of public hygiene and health by regularly removing litter.

Service Activity:

Removal of litter, flyposting, flytips, graffiti and shopping trolleys; sweeping of streets; leaf collection; emptying of litter bins, gum removal and street washing. All of these activities take place on the public highway, in town centres, parks, playgrounds, Council land and public open space.

Cost Centre 2556	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: James Duggin	£	£	£	£	
EXPENDITURE					
Employees	40,191	44,680	45,930	49,350	
Premises Related	-	10,000	5,370	8,190	1
Transport Related	574	620	620	620	
Supplies & Services	10,878	15,100	30,100	30,100	2
Payment to Contractor	995,290	1,056,140	1,009,130	1,004,500	3
	1,046,933	1,126,540	1,091,150	1,092,760	
NON RECURRING ITEM					
Procurement support for major contract review (funded by Service Improvements Fund)	6,952	-	-	-	
Service Transformation and Service Review (funded by Service Improvement Fund)	17,121	-	-	-	
	1,071,006	1,126,540	1,091,150	1,092,760	
INCOME					
Customer and Client Receipts	(8,847)	(10,000)	(10,000)	(27,820)	4
Other Grants & Contributions	(198,767)	(203,740)	(147,420)	(125,290)	5
	(207,614)	(213,740)	(157,420)	(153,110)	
NET EXPENDITURE	863,392	912,800	933,730	939,650	

Notes:

- 1 2016/17 Actual includes an underspend on specialist cleaning.
- 2 2017/18 Revised Estimate onwards includes the cost of monitoring the contract performance.
- 3 Fluctuations in the contractor payment following the procurement of the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Convenience Cleaning contract which commenced on 31st July 2017.
- 4 2018/19 Estimate Onwards includes the Council's income from the Contractor for Commercial Activities
- 5 Fluctuations in internal recharges following the procurement of the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Conveniences Cleaning contract which commenced on 31st July 2017

RECYCLING**Service Purpose:**

To protect and develop a clean, sustainable and green environment by providing a regular collection service for recyclable materials, which also contributes to conservation of natural resources, energy saving – (CO2 reduction & climate change) and cost avoidance.

Service Activity:

Mixed dry recyclables are collected via a blue 240L wheeled bin or equivalent to 38,750 properties;
Compostable garden waste is collected via re-useable green sacks or 240L brown bins;
Glass collection via a basket to all houses or via 240L purple bin to flats;
Provision of circa. 50 bring sites across the Borough for a variety of household recyclables;
Problems and queries associated with both household and commercial recycling are dealt with;
Advice is provided to developers on the provision of recycling and refuse facilities for residential developments.

Cost Centre 2554	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: James Duggin	£	£	£	£
EXPENDITURE				
Employees	82,111	87,920	94,100	100,050
Transport Related	1,753	3,780	3,780	3,780
Supplies & Services	49,167	55,570	49,310	49,710
Payment to Contractor	770,907	814,760	773,110	797,460
	903,938	962,030	920,300	951,000
NON RECURRING ITEM				
Service Transformation and Service Review (funded by Service Improvement Fund)	3,955	-	-	-
Procurement support for major contract review (funded by Service Improvement Fund)	9,740	-	-	-
	917,633	962,030	920,300	951,000
INCOME				
Other Grants and Contributions	(6,717)	(4,000)	(4,000)	(4,100)
Customer and Client Receipts	(550,985)	(565,000)	(676,530)	(615,000)
	(557,702)	(569,000)	(680,530)	(619,100)
NET EXPENDITURE	359,931	393,030	239,770	331,900

Notes:

For 2016/17 actual the Non-Recurring Item for procurement support relates to the Refuse, Recycling, Street Cleansing, Grounds Maintenance and Public Convenience Cleaning contract procurement

- 1 2016/17 Actual includes an underspend on publicity & promotion. 2017/18 Revised Estimate onwards reflects a reduction as some costs have transferred to the contractor under the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Conveniences Cleaning contract which commenced on 31st July 2017
- 2 Fluctuations in the contractor payment following the procurement of the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Conveniences Cleaning contract which commenced on 31st July 2017.
- 3 2017/18 Revised Estimate & 2018/19 Estimate includes the anticipated increase in subscribers to the Green Waste service. 2017/18 Revised Estimate also includes a change in the accruals estimate for Green Waste Service Income.

PLANNING POLICY

Service Purpose:

Prepare the planning policy framework for the Borough.

Service Activity:

Preparation of the Local Plan for Rushmoor. Review policy documents from central government, regional bodies and adjoining local authorities. Prepare detailed planning guidance for important development sites within the Borough.

Cost Centre 2609	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Keith Holland	£	£	£	£	
EXPENDITURE					
Employees	303,521	320,940	335,820	306,550	1
Transport Related	521	630	690	640	
Supplies & Services	50,691	33,300	61,330	22,500	2
PDG LDF Examinations	-	-	65,510	-	3
	354,733	354,870	463,350	329,690	
NON RECURRING ITEM					
LDF Exams	-	-	15,300	-	4
	354,733	354,870	478,650	329,690	
INCOME					
Customer and Client Receipts	(3,752)	(2,690)	(2,710)	(2,740)	
NET EXPENDITURE	350,981	352,180	475,940	326,950	

Notes:

- Budget increased for 2017/18 to allow for the recruitment of a temporary Senior Planning Officer position.
- Spend on the Local Plan varies from year to year depending on the delivery cycle.
- The Local Plan Examination is due to be done in 2017/18 but may now occur in 2018/19, the funding is transferred from earmarked reserves.
- The Local Plan Examination is budgeted in 2017/18 but may now occur in 2018/19.

CONSERVATION

Service Purpose:

Preserve and enhance the Borough's Conservation Areas and ensure that its Listed Buildings and preserved trees are adequately protected.

Service Activity:

Provision of advice on works to listed buildings and within conservation areas. Determination of applications for works to preserved trees, and provide specialist advice on ecology, biodiversity and landscaping.

Cost Centre 2610	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Keith Holland	£	£	£	£	
EXPENDITURE					
Employees	89,081	89,410	93,590	91,020	
Transport Related	567	540	910	910	
Supplies & Services	5,878	12,450	12,450	7,450	1
	95,526	102,400	106,950	99,380	
INCOME					
Customer and Client Receipts	(27,506)	(27,510)	(26,890)	(17,330)	2
NET EXPENDITURE	68,020	74,890	80,060	82,050	

Notes:

- A £5k one-off additional item budget was agreed for 2017/18 to commence appraisals of the 8 conservation areas. However, the appraisals have not proceeded and the budget is instead to be utilised against priority local plan work.
- Reduction in income in 2018/19 due to the Conservation SLA ceasing as Hart District Council have given notice to terminate the agreement. The Conservation Officer's hours are reducing accordingly resulting in an overall net effect of zero.

LAND DRAINAGE/SEWERAGE**Service Purpose:**

Inspection of ditches and watercourses to ensure free flow of water. To ensure that the Council carries out its riparian duties and also that others with riparian responsibilities are required to complete necessary works. Inspection of watercourses and removal of obstructions where necessary, working with the Environment Agency and Hampshire County Council as the Lead Local Flood Risk Authority.

Service Activity:

Blockages are cleared and obstructions removed; provision of sandbags, inspections carried out; minor works undertaken e.g. digging. Laying of new pipes to assist land drainage.

Cost Centre 2227	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Colin Alborough	£	£	£	£
EXPENDITURE				
Employees	10,370	10,540	6,020	7,710
Premises Related	427	1,600	1,600	1,600
Supplies & Services	9,230	9,230	9,230	9,230
NET EXPENDITURE	20,027	21,370	16,850	18,540

ABANDONED VEHICLES**Service Purpose:**

Protecting and maintaining a clean, sustainable and green environment by removing abandoned vehicles; removal of these helps reduce fear of crime; prevents abuse of unsafe abandoned vehicles (e.g. burnt out vehicles) and maintains local environmental quality.

Service Activity:

Collection of abandoned and end of life vehicles; problems and queries associated with nuisance vehicles and implementation of collection and disposal legislation.

Cost Centre 2557	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: James Duggin	£	£	£	£
EXPENDITURE				
Employees	3,183	3,310	3,750	4,270
Transport Related	57	60	60	60
Supplies & Services	845	1,900	1,900	1,900
NET EXPENDITURE	4,085	5,270	5,710	6,230

DISCRETIONARY SERVICES**TOWN CENTRE MANAGEMENT****Service Purpose:**

Improve and promote Aldershot Town Centre.

Service Activity:

Improve the appearance of the town centre, support retailers, organise events, etc.

Cost Centre 2543	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Peter Amies	£	£	£	£	
EXPENDITURE					
Employees	51,357	87,810	71,910	103,110	
Premises Related	24,294	-	19,600	-	1
Transport Related	126	820	220	130	
Supplies & Services	37,678	16,290	31,780	15,500	2
	113,455	104,920	123,510	118,740	
INCOME					
Customer & Client Receipts	(4,130)	-	-	-	3
Other Grants & Contributions	(6,473)	-	-	-	2
	(10,603)	-	-	-	
NET EXPENDITURE	102,852	104,920	123,510	118,740	

Notes:

- 1 National Non Domestic Rates cost for the digital wayfinders/advertising totems and Aldershot Town Centre.
- 2 2016/17 Actual includes additional costs for various events covered by contributions from companies and a the cost for the temporary installation of an ice rink at Princes Gardens for December 2016. 2017/18 Revised Estimate includes a carry forward of promotions budgets from 2016/17 .
- 3 2016/17 Revised Estimate includes the ticket sales income following the temporary installation of an ice rink at Princes Gardens for December 2016.

OTHER HIGHWAYS**Service Purpose:**

Maintenance of the highway grass verges, shrubs and hedges on behalf of Hampshire County Council.

Service Activity:

To maintain highway grass verges, shrub beds and hedges in accordance with grounds maintenance specifications and to facilitate non routine works to maintain a clean, bright and attractive urban environment.

Cost Centre 2540	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Peter Amies	£	£	£	£	
EXPENDITURE					
Employees	268,585	209,450	168,890	128,500	1
Premises Related	6,576	5,050	5,050	5,050	
Transport Related	2,731	3,580	1,910	1,330	
Supplies & Services	39,264	32,610	32,160	32,550	2
Payment to Contractors	209,655	221,300	194,870	136,670	3
	526,811	471,990	402,880	304,100	
INCOME					
Customer & Client Receipts	(149,204)	(131,100)	(100,710)	(87,170)	4
HCC Agency Contributions	(213,045)	(173,000)	(117,000)	(117,000)	5
	(362,249)	(304,100)	(217,710)	(204,170)	
NET EXPENDITURE	164,562	167,890	185,170	99,930	

Notes:

- 1 2016/17 Actual includes the transfer of the Admin/Contracts Apprentice post to the Highways Team and the additional costs incurred by the highways team as they have been covering some of the Market Manager duties. 2017/18 Estimate onwards reflects the deletion of one post from within the team, 2017/18 Revised Estimate onwards reflects the deletion of another post which has a corresponding reduction in income.
- 2 2016/17 Actual includes the increase expenditure on temporary traffic regulation orders.
- 3 Fluctuations in the contractor payment are as a result of the savings achieved with the procurement of the new Waste and Recycling Collection Services and the Cleansing of Street, car parks and open spaces and the Grounds Maintenance and Public Convenience Cleaning contract which commenced on 31st July 2017. A further variation is shown in 2018/19 Estimate as a result of a reduction in service specification (and funding) by Hampshire County Council for Highway grass, shrubs and hedges .
- 4 2016/17 Actual includes the increase income from temporary traffic regulation orders. 2017/18 Revised Estimate onwards reflects the reduction in fee income which is offset by a reduction in employee costs detailed in note 1
- 5 2017/18 Estimate reflects the reduction in funding from Hampshire County Council in its traffic management and environmental works agency agreements. 2017/18 Revised Estimate reflects the reduction in service specification (and funding) by Hampshire County Council for Highway grass, shrubs and hedges .

ALDERSHOT REGENERATION**Service Purpose:**

To work with commercial and other organisations to facilitate the redevelopment and regeneration of the town.

Service Activity:

Redevelopment of the town.

Cost Centre 1100	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Karen Edwards	£	£	£	£	
EXPENDITURE					
Employees	73,798	85,170	93,270	96,430	1
Transport Related	153	250	230	230	
Supplies & Services	1,200	-	2,350	2,350	2
	75,151	85,420	95,850	99,010	
NET EXPENDITURE	75,151	85,420	95,850	99,010	

Notes:

- 1 Salaries include the additional resources to deliver regeneration works.
- 2 Consultancy fees for town centre regeneration.

FARNBOROUGH TOWN CENTRE REGENERATION**Service Purpose:**

To work with commercial and other organisations to facilitate the redevelopment and regeneration of the town.

Service Activity:

Redevelopment of the town.

Cost Centre 2102	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Karen Edwards	£	£	£	£
EXPENDITURE				
Employees	36,972	47,300	53,560	55,180
Transport Related	75	70	50	50
NET EXPENDITURE	37,047	47,370	53,610	55,230

Notes:

- 1 Salaries include the additional resources to deliver regeneration works, all other variances as described on the portfolio summary page

MAINTENANCE TEAM**Service Purpose:**

To maintain and improve the environment.

Service Activity:

To address vandalism, flytipping, graffiti, damage to street furniture and playground equipment; Installation of litter bins and street furniture; assist in emergencies as and when required.

Cost Centre 2549	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: John Trusler	£	£	£	£
EXPENDITURE				
Employees	129,082	110,020	100,930	109,670
Transport Related	22,246	15,900	18,500	18,500
Supplies & Services	52,942	31,330	50,950	30,860
	204,270	157,250	170,380	159,030
INCOME				
Other Grants and Contributions	(126,522)	(112,130)	(121,630)	(114,130)
NET EXPENDITURE	77,748	45,120	48,750	44,900

Notes:

- 1 2016/17 Actual includes costs associated with the skilled up project (funded by external income and earmarked reserves)
- 2 2016/17 Actual includes additional spend on hiring of an extra vehicle.
- 3 2016/17 Actual includes additional expenditure on handyman materials. 2016/17 Actual and 2017/18 Revised Estimate include skilled up project costs which are funded by external income & earmarked reserves
- 4 2016/17 Actual and 2017/18 Revised Estimate include skilled up projects external income

STREET FURNITURE**Service Purpose:**

To improve the street scene.

Service Activity:

Provide items of street furniture such as street name plates and public benches, in accordance within the requirements of the Highways Act 1980.

Cost Centre 2541	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Premises Related	2,100	2,000	2,000	2,000
Supplies & Services	18,223	29,390	24,390	24,390
NET EXPENDITURE	20,323	31,390	26,390	26,390

Notes:

1 Fluctuations in spending on Street Names Plates.

STREET LIGHTING**Service Purpose:**

To maintain and where appropriate improve street lighting throughout our parks & open spaces.

Service Activity:

To provide lighting of footways and public areas.

Cost Centre 2542	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Premises Related	2,249	3,300	3,300	3,300
Supplies & Services	7,585	4,100	4,100	4,100
NET EXPENDITURE	9,834	7,400	7,400	7,400

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PARKING MANAGEMENT**Service Purpose:**

Effect strategic traffic management objectives through powers delegated by Hampshire County Council to secure safe and accessible town centres and residential areas .

Service Activity:

On-street enforcement against parking contraventions; on-street charging; on-street residents permit parking facilities.

Cost Centre 2538	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Kirsty Hosey	£	£	£	£
EXPENDITURE				
Employees	333,652	358,190	398,930	390,030
Premises Related	6,629	9,300	9,300	9,300
Transport Related	7,327	7,700	7,410	7,410
Supplies & Services	68,494	71,220	76,560	78,410
	416,102	446,410	492,200	485,150
INCOME				
Customer and Client Receipts	(812,077)	(822,400)	(822,060)	(875,550)
NET EXPENDITURE	(395,975)	(375,990)	(329,860)	(390,400)

Notes

1 2017/18 Revised Estimate onwards reflects the cost to the Council of credit and debit card surcharges following the installation of new Pay & Display machines that now offer our customers these payment methods.

2 2018/19 reflects the full year effect of the revised parking tariffs introduced in January 2018.

CAR PARKS**Service Purpose:**

Effect strategic traffic management objectives through the provision of structured off-street parking to secure safe

Service Activity:

Ensure car parks remain available and accessible for use. Ensure the car parks are safe, accessible and of acceptable quality. Protect and account for income received.

Cost Centre 2537	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Kirsty Hosey	£	£	£	£	
EXPENDITURE					
Employees	133,799	141,760	132,620	156,230	
Premises Related	223,231	238,230	225,650	242,820	1
Transport Related	2,449	4,040	3,050	3,050	
Supplies & Services	262,104	277,840	288,710	332,660	2
Payment to Contractor	96,402	101,440	98,600	106,790	3
	717,985	763,310	748,630	841,550	
Other Grants and Contributions	(80,568)	(52,000)	(98,060)	(94,790)	4
Customer and Client Receipts	(1,467,598)	(1,473,310)	(1,525,320)	(1,539,320)	
	(1,548,166)	(1,525,310)	(1,623,380)	(1,634,110)	
NET EXPENDITURE	(830,181)	(762,000)	(874,750)	(792,560)	

Notes:

- 1 2016/17 Actual reflects the underspend on general repairs & maintenance, lighting repairs and lift maintenance. The underspend on the lift maintenance & general repairs and maintenance continues into the 2017/18 Revised Estimate.
- 2 2016/17 Actual includes underspends mainly on car park machine maintenance, external printing and publicity & advertising some of which continue into 2017/18 Revised Estimate. 2017/18 Revised Estimate onwards reflects the cost to the Council of credit and debit card surcharges following the installation of new Pay & Display machines that now offer our customers these payment methods.
- 3 Fluctuations in the contractor payment are mainly as a result of the savings achieved with the procurement of the new Waste and Recycling Collection Services and the Cleansing of Street, car parks and open spaces and the Grounds Maintenance and Public Convenience Cleaning contract which commenced on 31st July 2017.
- 4 This budget reflects the notional income of granting parking permits to various charities and voluntary organisations. The main increase in the notional income is due to a change in the way we are issuing the parking permits to these organisations, in previous years these organisations were given smartcards and the credit on the smartcard was consumed as the smartcard was used. The use of smartcards has now stopped and instead the organisations are issued with parking permits, the value of the the parking permit is calculated depending on the allocated car park and the hours the permit covers each day. The notional cost for these parking permits is shown in the Grants to Major Voluntary Organisations cost centre note.

ENVIRONMENT & SERVICE DELIVERY MANAGEMENT EXPENSES

The following cost centres collect the management expenses involved in running the services within the portfolio. They are recharged to other Direct and Support cost centres.

ENVIRONMENT & SERVICE DELIVERY MANAGEMENT EXPENSES SUMMARY	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
	£	£	£	£
NET EXPENDITURE				
Environmental Health Management	50,211	42,150	42,100	41,800
Planning Policy Management	7,074	6,210	6,100	6,100
Conservation Management	2,805	3,300	3,220	3,220
Corporate Director	7,760	10,310	8,450	8,450
NET EXPENDITURE	67,850	61,970	59,870	59,570
Recharges to Services				
Allocated to Services	67,850	61,970	59,870	59,570
Net Under/(Over) Recovery	-	-	-	-

Notes

1 2016/17 Actual includes additional training expenditure for the organisation

ENVIRONMENT & SERVICE DELIVERY SUPPORT SERVICE

ENVIRONMENTAL HEALTH SUPPORT

Cost Centre 2217	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
	£	£	£	£
Budget Officer: Qamer Yasin				
EXPENDITURE				
Employees	20,814	21,660	24,770	24,110
Transport Related	109	60	60	60
NET EXPENDITURE (excludes Recharges to Services)	20,923	21,720	24,830	24,170

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REVENUE BUDGET 2018/19

Appendix 2

CONCESSIONS & COMMUNITY PORTFOLIO	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
	£	£	£	£
STATUTORY				
Council Tax Support	196,515	204,400	211,180	217,960
Electoral Registration	96,766	123,780	165,430	130,550
Elections	65,111	27,590	41,340	126,770
Rent Allowances	(92,269)	(35,120)	10,710	95,690
Emergency Planning	34,823	38,090	42,240	43,290
Sub Total	300,946	358,740	470,900	614,260
DISCRETIONARY				
Grants to Major Voluntary Organisations	552,546	510,670	567,350	553,070
Grants to Local and National Organisations	234,422	195,250	249,420	200,020
Community Transport	45,408	45,930	46,000	46,080
Sustainability Initiatives	13,096	14,370	16,030	16,660
Meals on Wheels	(108)	4,840	4,840	3,900
Sub Total	845,364	771,060	883,640	819,730
NET DIRECT COSTS	1,146,310	1,129,800	1,354,540	1,433,990
Support Service Recharges	573,301	583,700	589,750	599,880
Capital Accounting Charges	7,654	680	680	80
NET EXPENDITURE	1,727,265	1,714,180	1,944,970	2,033,950

Notes:

A budget increase of £58,637 equates to a council tax increase of 1%, equivalent to an increase of £1.93 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% for 2018/19.
- 2) Changes to time allocations. Employee costs are allocated to the service(s) where staff spend their time. Each year time allocations are reviewed and amended to reflect any changes in the way time is spent.
- 3) Incremental progression within individual employee pay band.
- 4) Vacancies - Actuals and Revised Estimates will reflect any vacancies during the year and are therefore likely to be lower than Original Estimates, which assume that the services are fully staffed.
- 5) Accounting regulations for pension costs. Each year following a valuation provided by our actuaries, it is usual to adjust our forecast pension costs.
- 6) Employers' pension contributions increased from 1st April 2018 following actuarial changes.

STATUTORY SERVICES**COUNCIL TAX SUPPORT****Service Purpose:**

To assess claims for council tax support quickly and accurately.

Service Activity:

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.

Cost Centre 3806	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Amanda Fahey	£	£	£	£
EXPENDITURE				
Employees	185,535	194,010	200,870	207,950
Transport Related	347	390	310	10
Council Tax Support Scheme Hardship Fund	10,633	10,000	10,000	10,000
NET EXPENDITURE	196,515	204,400	211,180	217,960

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.

Cost Centre 1302	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	50,108	52,150	76,080	68,920
Transport Related	117	180	230	230
Supplies & Services	72,381	79,650	77,700	77,900
	122,606	131,980	154,010	147,050
NON RECURRING ITEM				
Transitional cost for Individual Elector Registration	243	8,500	32,060	-
	122,849	140,480	186,070	147,050
INCOME				
Customer and Client Receipts	(1,359)	(1,700)	(1,500)	(1,500)
Government Grant	(24,724)	(15,000)	(19,140)	(15,000)
	(26,083)	(16,700)	(20,640)	(16,500)
NET EXPENDITURE	96,766	123,780	165,430	130,550

Notes:

1 2016/17 underspend against budget on transitional costs for Individual Elector Registration (IER), this budget has been carried forward to 2017/18

2 Funding received towards IER from Central government is being reduced year on year

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.

Cost Centre 1303	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Andrew Colver	£	£	£	£	
EXPENDITURE					
Employees	62,409	33,330	43,260	73,400	
Premises Related	4,088	-	5,800	5,800	
Transport Related	1,231	800	150	800	
Supplies & Services	23,500	5,460	14,210	54,890	
	91,228	39,590	63,420	134,890	
Other Grants and Contributions	(26,117)	(12,000)	(22,080)	(8,120)	2
	(26,117)	(12,000)	(22,080)	(8,120)	
NET EXPENDITURE	65,111	27,590	41,340	126,770	1

Notes:

1 There are no local elections in the year 2017/18. Borough elections will occur in May 2018.

2 Contributions are made towards some of the Council's costs for administering elections organised on behalf of the Government and Hampshire County Council.

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.

Cost Centre 3811	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Amanda Fahey	£	£	£	£	
EXPENDITURE					
Employees	388,990	398,560	452,980	459,130	1
Transport Related	657	790	580	-	
Supplies & Services	66,194	53,290	55,010	47,120	2
Allowances Granted/Transfer Payments	36,450,946	36,351,000	35,330,000	34,300,000	
Bad Debt Provision	166,418	175,000	175,000	175,000	3
Discretionary Housing Payments	167,958	100,000	240,000	240,000	
	37,241,163	37,078,640	36,253,570	35,221,250	
INCOME					
Discretionary Rent Allowances	(167,839)	(100,000)	(240,000)	(240,000)	
Housing Benefit Subsidy	(36,424,682)	(35,897,000)	(34,827,360)	(33,765,600)	
Flexible homelessness income	-	-	(220,000)	(260,000)	
Housing Benefits Admin Subsidy	(441,126)	(399,960)	(399,960)	(359,960)	
Overpayments Recovered	(241,825)	(700,000)	(500,000)	(500,000)	3
Other Income	(135)	-	-	-	
Government Grants	(22,532)	-	(38,740)	-	4
Universal Credit Funding	(35,293)	(16,800)	(16,800)	-	5
	(37,333,432)	(37,113,760)	(36,242,860)	(35,125,560)	
NET EXPENDITURE	(92,269)	(35,120)	10,710	95,690	

Notes:

- 1 2017/18 revised estimates include £22,810 for additional work on overpayments using Real time Information funded by government grant.
- 2 Fluctuations reflect additional software changes funded by government grant
- 3 Overpayments and bad debt provision figures fluctuate and are dependant upon recovery of overpayments identified
- 4 Fluctuations in Government grants towards software changes, together with £22,810 grant towards additional salaries costs in revised 2017/18
- 5 Government funding towards administration costs of phased migration of benefits claimants to Universal Credits

EMERGENCY PLANNING**Service Purpose:**

To meet the statutory requirements of the Civil Contingencies Act 2004.

Service Activity:

Preparing the Council's response to a Major Civil Emergency. Including liaising with partners, updating the Emergency Plan, running a programme of training exercises, reviewing the Rushmoor Area Risk Register and participating in the delivery of NI188 Climate Change mitigation.

Cost Centre 1404	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andrew Colver	£	£	£	£
EXPENDITURE				
Employees	13,762	15,180	19,320	20,170
Transport Related	3	10	20	20
Supplies & Services	21,058	22,900	22,900	23,100
NET EXPENDITURE	34,823	38,090	42,240	43,290

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.

Cost Centre 2535	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	3,345	3,480	3,490	3,780
Transport Related	1	10	10	10
Supplies & Services	76,248	46,770	93,440	90,170
Citizens Advice	272,802	261,870	271,870	259,590
Farnborough & Cove War Memorial Hospital Trust	112,570	102,570	102,570	103,000
Rushmoor Voluntary Service	74,210	74,950	74,950	75,500
35-39 High Street Service Charge	13,370	21,020	21,020	21,020
NET EXPENDITURE	552,546	510,670	567,350	553,070

Notes:

- 1 This budget reflects the notional cost of granting parking permits to various charities and voluntary organisations. The main increase in the notional cost is due to a change in the way we are issuing the parking permits to these organisations, in previous years these organisations were given smartcards and the credit on the smartcard was consumed as the smartcard was used. The use of smartcards has now stopped and instead the organisations are issued with parking permits, the value of the the parking permit is calculated depending on the allocated car park and the hours the permit covers each day. The notional income for these parking permits is shown in the car parks cost centre note.
- 2 2016/17 Actual and 2017/18 Revised Estimate include additional grant funding agreed in year.
- 3 2017/18 Estimate onwards reflects the reduction in grant for Farnborough & Cove War Memorial Hospital Trust

GRANTS TO LOCAL & NATIONAL ORGANISATIONS**Service Purpose:**

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

Service Activity:

The aim of the grant is to support non-profit making groups that require financial support to provide or improve services that will benefit the people of Rushmoor.

Cost Centre 2513	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Peter Amies	£	£	£	£	
EXPENDITURE					
Employees	18,428	19,440	20,320	21,240	
Transport Related	37	10	10	10	
Grants & Contributions	44,530	20,000	20,000	20,000	1
Farnborough Airport Community Environmental Fund	56,146	-	-	-	2
Service Charge	1,390	2,190	2,190	2,190	
Community Matters Partnership	5,000	5,000	5,000	2,500	
Community Lottery	3,163	-	1,070	1,070	
Rent Relief	156,421	148,610	200,830	153,010	3
	285,115	195,250	249,420	200,020	
INCOME					
Farnborough Airport Community Environmental Fund	(50,693)	-	-	-	2
NET EXPENDITURE	234,422	195,250	249,420	200,020	

Notes:

- 1 2016/17 Actual includes the costs of grants awarded during 2015/16 but not processed until 2016/17 and a one-off grant of £20,000 to a local school for education attainment.
- 2 2016/17 shows the amount of Farnborough Airport Community Environmental Fund received and used in year.
- 3 2017/18 Revised Estimate includes the cost of awarding rent relief for both of the Borough's major football clubs

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.

Cost Centre 2534	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Peter Amies	£	£	£	£	
EXPENDITURE					
Employees	1,392	1,460	1,530	1,610	
Payment to Contractor	10,455	10,570	10,570	10,570	
Dial A Ride	33,561	33,900	33,900	33,900	
NET EXPENDITURE	45,408	45,930	46,000	46,080	

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 and its partners sustainability performance, particularly in relation to resource use.

Cost Centre 1211	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Ann Greaves	£	£	£	£
EXPENDITURE				
Employees	24,873	25,320	26,910	27,540
Transport Related	541	550	620	620
Supplies & Services	7,128	8,300	8,300	8,300
	32,542	34,170	35,830	36,460
INCOME				
Other Grants and Contributions	(19,446)	(19,800)	(19,800)	(19,800)
NET EXPENDITURE	13,096	14,370	16,030	16,660

MEALS ON WHEELS**Service Purpose:**

To support a luncheon club at the Aldershot and Fleet Rugby Club and the County's Food and Friendship programme.

Service Activity:

Provide grants to Age Concern.

Cost Centre 2536	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	1,391	1,330	1,330	1,390
Transport Related	1	10	10	10
Third Party Payment	(4,000)	1,000	1,000	-
Direct Grant	2,500	2,500	2,500	2,500
NET EXPENDITURE	(108)	4,840	4,840	3,900

Notes:

- 1 2016/17 Actual includes the reimbursement of surplus funds for the Food & Friendship project which finished in March 2017.

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REVENUE BUDGET 2018/19

HEALTH & HOUSING PORTFOLIO	2016/17 Actual £	2017/18 Original Estimate £	2017/18 Revised Estimate £	2018/19 Estimate £
STATUTORY				
Houses in Multiple Occupation	115,797	101,110	103,880	106,950
DISCRETIONARY				
Healthy Rushmoor	7,000	7,000	7,000	7,000
MIXED				
Housing Advice	512,806	571,860	712,740	638,470
Improvement Grants	130,874	133,470	154,540	161,120
Housing Strategy	156,133	145,030	125,460	130,180
	799,813	850,360	992,740	929,770
Total	922,610	958,470	1,103,620	1,043,720
Health & Housing Support Service	24,060	24,310	25,690	26,570
NET DIRECT COSTS	946,670	982,780	1,129,310	1,070,290
Support Service Recharges	257,517	253,900	276,750	281,280
Capital Accounting Charges	49,400	98,500	98,500	1,000
NET EXPENDITURE	1,253,586	1,335,180	1,504,560	1,352,570

Notes:

A budget increase of £58,637 equates to a council tax increase of 1%, equivalent to an increase of £1.93 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% for 2018/19.
- 2) Changes to time allocations. Employee costs are allocated to the service(s) where staff spend their time. Each year time allocations are reviewed and amended to reflect any changes in the way time is spent.
- 3) Incremental progression within individual employee pay band.
- 4) Vacancies - Actuals and Revised Estimates will reflect any vacancies during the year and are therefore likely to be lower than Original Estimates, which assume that the services are fully staffed.
- 5) Accounting regulations for pension costs. Each year following a valuation provided by our actuaries, it is usual to adjust our forecast pension costs.
- 6) Employers' pension contributions increased from 1st April 2018 following actuarial changes.

STATUTORY SERVICES**HOUSES IN MULTIPLE OCCUPATION****Service Purpose:**

Safeguard the public from poor housing conditions. Licence high-risk houses in multiple occupation.

Service Activity:

All high risk houses; 3 storey and above, housing 5 people or more not in the same household. Licensing will ensure properties are maintained to legal requirement minimising risk to residents.

Cost Centre 2403	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Employees	144,167	113,930	116,760	120,830
Transport related	2,185	1,180	1,120	1,120
	146,352	115,110	117,880	121,950
INCOME				
Customer and Client Receipts	(30,555)	(14,000)	(14,000)	(15,000)
NET EXPENDITURE	115,797	101,110	103,880	106,950

Notes:

- 1 2016/17 included additional salary costs to cover a one-year contract for a targeted survey of specific areas of private rented accommodation in the Borough.
- 2 Fluctuations in licencing income is as a result of variations in number of HMOs registered and renewals each year. Licences are for a 5 year period

DISCRETIONARY SERVICES**HEALTHY RUSHMOOR****Service Purpose:**

The promotion of good health and healthy lifestyles across the Borough.

Service Activity:

The service is delivered by a charity Rushmoor Healthy Living and covers a wide variety of health-related projects.

Cost Centre 2248	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Third Party Payments	7,000	7,000	7,000	7,000
NET EXPENDITURE	7,000	7,000	7,000	7,000

MIXED SERVICES**HOUSING ADVICE****Service Purpose:**

To help people solve their housing problem and to provide a suitable home to those in housing need.

Service Activity:

Manage the housing allocation pool and choice based lettings home finder scheme. Provide temporary and permanent accommodation to priority homeless people and those in housing need. Make referrals to other agencies as appropriate.

Cost Centre 2402	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Qamer Yasin	£	£	£	£	
EXPENDITURE					
Employees	401,860	419,860	490,650	445,080	1
Transport related	1,712	1,680	1,250	970	
Supplies & Services	114,164	121,620	137,490	131,520	2
Step by Step	40,642	27,400	40,640	27,400	3
Rent Deposits	24,970	36,000	36,000	36,000	4
HCC Childs Safeguarding Board	2,494	2,500	2,500	2,500	
Housing Advice Direct Grants	19,954	17,500	20,000	15,000	
Flexible Homeless Cost	-	-	246,610	283,750	5
	605,796	626,560	975,140	942,220	
NON RECURRING ITEMS					
Housing Advice under occupancy scheme	13	-	4,210	-	
	605,809	626,560	979,350	942,220	
INCOME					
Customer Clients and Receipts	(23,673)	(25,000)	(266,610)	(303,750)	5
Other Grants and Contributions	(69,330)	(29,700)	-	-	6
	(93,003)	(54,700)	(266,610)	(303,750)	
NET EXPENDITURE	512,806	571,860	712,740	638,470	

Notes:

- 1 2017/18 revised estimates includes a temporary contract that ends March 2018
- 2 2016/17 reduction in Bed and Breakfast costs. Revised 2017/18 and Estimate 2018/19, Bed and breakfast costs include anticipated increases for Severe Weather Emergency protocol as no Winter watch shelter and changes to legislation from April 2018
- 3 2016/17 and revised estimate 2017/18 additional funding agreed to provide help for youth homelessness
- 4 2016/17 reduction in rent deposits as more landlords agreed to be part of the bond scheme.
- 5 In 2017/18 there were changes to the subsidy support that the Rushmoor received for those in temporary accommodation, to cover this the government have provided a grant to support Homelessness costs for 2 years.
- 6 2016/17 all the grant income to support costs for the North Lane lodge was received, any unspent monies were transferred to an earmarked reserve to drawn down against costs in future years

IMPROVEMENT GRANTS**Service Purpose:**

The provision of funding to vulnerable people who are not able to afford essential repairs and or adaptations to their home.

Service Activity:

All cases applying for grants are means tested and funding provided to vulnerable and eligible people. Essential repairs and adaptations (recommended by Social Service Occupational Therapists) are approved where there is a high risk of injury or a person is unable to remain in their home without the necessary work being carried out.

Cost Centre 2404	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Qamer Yasin	£	£	£	£	
EXPENDITURE					
Employees	124,388	127,060	163,030	169,610	1
Transport related	1,394	1,310	1,410	1,410	
Supplies & Services	5,092	5,100	5,100	5,100	
	130,874	133,470	169,540	176,120	
INCOME					
Other Grants and Contributions	-	-	(15,000)	(15,000)	1
NET EXPENDITURE	130,874	133,470	154,540	161,120	

Notes:

- 1 In 2016/17 funding to support the provision of Housing Improvement Agency services was shown in Housing Strategy. In 2017/18 agreed to employ a member of staff to carry out this work with costs now showing in Improvement grant salary budget with a contribution to cover any additional costs from the Better Care Fund.

HOUSING STRATEGY**Service Purpose:**

To prepare the Council's Housing Strategy and ensure the delivery of affordable housing.

Service Activity:

To prepare and publish a rolling five year Housing and Homelessness Strategy, to keep updated and to monitor delivery of strategy objectives. Work to achieve an average 150 units per year over a rolling 3 year period to deliver affordable housing - including; affordable rented, social rented, market rent, shared ownership and home buy. This will involve providing top up funding to partners to ensure target on delivery of new housing is met.

Cost Centre 2401	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Qamer Yasin	£	£	£	£	
EXPENDITURE					
Employees	123,650	122,270	123,630	128,350	
Transport related	341	260	530	530	
Supplies & Services	32,142	22,500	1,300	1,300	1
NET EXPENDITURE	156,133	145,030	125,460	130,180	

Notes:

- 1 2016/17 additional funding agreed to support the provision of Housing Improvement Agency services. In 2017/18 it was agreed to employ a member of staff to do do this work and the budget is shown in Improvement Grants budget do this work

HOUSING SUPPORT SERVICE COSTS

Cost Centre 2405	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Employees	23,913	24,130	25,620	26,500
Transport related	147	180	70	70
NET EXPENDITURE (excludes Recharges to Services)	24,060	24,310	25,690	26,570

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REVENUE BUDGET 2018/19

BUSINESS, SAFETY & REGULATION PORTFOLIO	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
	£	£	£	£
STATUTORY				
Development Management	146,801	316,860	342,460	382,110
Pollution & Environmental Control	262,073	289,070	317,970	319,630
Food Safety	146,047	167,250	163,840	156,610
Health & Safety	119,366	127,180	113,870	121,790
Building Control - non fee earning	94,513	86,520	91,820	95,080
Licensing General	55,463	73,660	82,730	85,700
Hackney Carriages	62,205	70,770	56,040	60,920
Building Control - fee earning	(50,579)	(44,630)	(46,030)	(39,860)
Sub Total	835,889	1,086,680	1,122,700	1,181,980
DISCRETIONARY				
Integrated CCTV	205,792	210,180	214,690	219,460
Public Conveniences	200,172	198,380	181,020	172,030
Economic Development	171,656	174,980	174,270	169,570
Community Patrol Team	200,879	212,380	158,940	166,810
Dog Warden	19,511	22,400	49,710	67,860
Emergency Callout	37,814	33,340	33,550	33,910
Pest Control	26,870	35,200	25,580	24,520
Cemeteries	114,959	85,670	34,910	4,420
Markets & Car Boot Sales	(94,015)	(182,930)	(27,640)	(31,600)
Crematorium	(811,604)	(683,490)	(823,540)	(862,680)
Sub Total	72,034	106,110	21,490	(35,700)
MIXED				
Community Safety	107,443	143,110	144,230	150,120
Total	1,015,366	1,335,900	1,288,420	1,296,400
Business, Safety & Regulation Management Exp	25,593	17,710	19,780	18,530
Business, Safety & Regulation Support Service	356	370	390	410
NET DIRECT COSTS	1,041,315	1,353,980	1,308,590	1,315,340
Support Service Recharges	1,227,826	1,205,970	1,276,620	1,309,360
Capital Accounting Charges	160,956	112,830	103,420	111,030
NET EXPENDITURE	2,430,097	2,672,780	2,688,630	2,735,730

Notes:

A budget increase of £58,637 equates to a council tax increase of 1%, equivalent to an increase of £1.93 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% for 2018/19.
- 2) Changes to time allocations. Employee costs are allocated to the service(s) where staff spend their time. Each year time allocations are reviewed and amended to reflect any changes in the way time is spent.
- 3) Incremental progression within individual employee pay band.
- 4) Vacancies - Actuals and Revised Estimates will reflect any vacancies during the year and are therefore likely to be lower than Original Estimates, which assume that the services are fully staffed.
- 5) Accounting regulations for pension costs. Each year following a valuation provided by our actuaries, it is usual to adjust our forecast pension costs.
- 6) Employers' pension contributions increased from 1st April 2018 following actuarial changes.

STATUTORY SERVICES**DEVELOPMENT MANAGEMENT****Service Purpose:**

Promote and enable good development in the Borough.

Service Activity:

The provision of informal planning advice and the determination of planning applications. The provision of planning enforcement, investigating breaches of planning control and taking appropriate action. Presentation of the Council's submission at appeal.

Cost Centre 2604	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Keith Holland	£	£	£	£
EXPENDITURE				
Employees	722,818	725,160	764,180	754,860
Transport Related	2,429	1,920	2,470	2,420
Supplies & Services	15,697	6,890	8,600	6,900
	740,944	733,970	775,250	764,180
INCOME				
Customer and Client Receipts	(594,143)	(417,110)	(432,790)	(382,070)
NET EXPENDITURE	146,801	316,860	342,460	382,110

Notes:

- 1 A paper went to Cabinet on 15 November 2016 to seek approval to advertise only regarding what is required. As a result of the approval, the budget required in 2017/18 is significantly less than expenditure in 2016/17.
- 2 The 2016/17 Actuals reflect an increase in income due to some large planning applications being received. However, this is not an increase which can be relied upon year on year and therefore the 2017/18 Estimate did not reflect such an increase. The 2018/19 Estimate has been reduced as a contribution from HCC will no longer be received as the Transportation Officer post no longer exists.

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.
- Air quality measurements in accordance with Government guidance.
- Identification of potential contaminated land and control potentially polluting industries.
- Responsible authority under the Licensing Act 2003 for applications for Premises and Club Premises Licences to ensure that the licensing objective ("Prevention of Public Nuisance") is successfully achieved.
- Working with other statutory agencies; responsibility for surface water drainage and land drainage with the aim of preventing potential flooding.

Cost Centre 2213	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Employees	281,073	303,170	332,900	335,340
Premises Related	138	400	400	400
Transport Related	1,984	2,840	2,720	2,700
Supplies & Services	3,649	8,010	57,730	7,740
	286,844	314,420	393,750	346,180
INCOME				
Customer and Client Receipts	(6,586)	(6,850)	(7,100)	(7,100)
Government Grant	-	-	(50,000)	-
Other Grants & Contributions	(18,185)	(18,500)	(18,680)	(19,450)
	(24,771)	(25,350)	(75,780)	(26,550)
NET EXPENDITURE	262,073	289,070	317,970	319,630

Notes

- 1 2017/18 Revised Estimate reflects the expenditure for the Air Quality Feasibility Study on the A331. This expenditure is covered by a grant from DEFRA.

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.

Cost Centre 2208	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Employees	175,132	177,600	168,120	174,810
Transport Related	882	820	650	670
Supplies & Services	763	2,030	1,500	1,500
	176,777	180,450	170,270	176,980
INCOME				
Customer and Client Receipts	(30,730)	(13,200)	(6,430)	(20,370)
NET EXPENDITURE	146,047	167,250	163,840	156,610

Notes:

- 1 Fluctuations due to biennial Air Show food inspections. 2017/18 Revised Estimate onwards reflects the reduction in Health & Safety income generation.

HEALTH & SAFETY**Service Purpose:**

To ensure the Borough's 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.

Cost Centre 2206	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Employees	130,445	134,720	120,990	126,870
Transport Related	810	780	570	570
Supplies & Services	2,733	3,080	2,810	2,850
	133,988	138,580	124,370	130,290
INCOME				
Customer & Client Receipts	(14,622)	(11,400)	(10,500)	(8,500)
NET EXPENDITURE	119,366	127,180	113,870	121,790

BUILDING CONTROL - NON FEE EARNING**Service Purpose:**

Ensure the safe condition of buildings and structures in the Borough.

Service Activity:

The provision of advice on building regulations, demolition licences, dangerous structures and street naming and numbering within the Borough.

Cost Centre 2601	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Martin Hobley	£	£	£	£
EXPENDITURE				
Employees	151,279	89,220	92,760	96,040
Transport Related	1,512	930	1,060	1,060
Supplies & Services	-	1,000	1,000	1,000
	152,791	91,150	94,820	98,100
INCOME				
Customer and Client Receipts	(58,278)	(4,630)	(3,000)	(3,020)
NET EXPENDITURE	94,513	86,520	91,820	95,080

Notes:

1 2016/17 Actuals includes the full cost of the Non Fee Earning element of the Shared Building Control Service.

For 2017/18 onwards, the budget has been separated out to exclude Hart District Council's share of the costs and as such their contribution to such costs.

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.

Cost Centre 2211	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: John McNab	£	£	£	£
EXPENDITURE				
Employees	164,237	166,000	170,310	174,490
Transport Related	709	750	610	630
Supplies & Services	1,019	3,490	4,970	5,070
	165,965	170,240	175,890	180,190
INCOME				
Customer and Client Receipts	(110,502)	(96,580)	(93,160)	(94,490)
NET EXPENDITURE	55,463	73,660	82,730	85,700

Notes:

1 Additional income received in 2016/17 mainly from premises licences.

TAXI LICENSING**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.

Cost Centre 2218	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Employees	128,332	131,310	122,080	125,730
Transport Related	309	400	370	380
Supplies & Services	14,992	11,000	10,550	10,550
	143,633	142,710	133,000	136,660
INCOME				
Customer and Client Receipts	(81,428)	(71,940)	(76,960)	(75,740)
NET EXPENDITURE	62,205	70,770	56,040	60,920

Notes

1 Fluctuations mainly due to driver licence fees, CRB deposits (offset by additional expenditure), vehicle plate income and knowledge tests.

BUILDING CONTROL - FEE EARNING**Service Purpose:**

Ensure the safe construction of buildings and structures in the Borough.

Service Activity:

The determination of applications under the building regulations. Inspection and liaison with builders and developers.

Cost Centre 2608	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Martin Hobley	£	£	£	£	
EXPENDITURE					
Employees	293,972	163,620	166,460	172,620	1
Transport Related	4,179	2,450	2,770	2,770	
Supplies & Services	5,008	4,850	3,400	3,460	
	303,159	170,920	172,630	178,850	
INCOME					
Customer and Client Receipts	(353,738)	(215,550)	(218,660)	(218,710)	1
NET EXPENDITURE	(50,579)	(44,630)	(46,030)	(39,860)	

Notes:

- 1 2016/17 Actuals includes the full cost of the Fee Earning element of the Shared Building Control Service. For 2017/18 onwards, the budget has been separated out to exclude Hart District Council's share of the costs and as such their contribution to such costs.

DISCRETIONARY SERVICES**INTEGRATED CCTV****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 115 CCTV cameras, to monitor activity in town centres and parks and open spaces in both local authority areas. The main functions are to reduce the fear of crime, deter crime and anti-social behaviour, assist the police in identifying and prosecuting offenders, help protect Council property, provide a link for both Councils' out of hours service and to assist in civil emergencies.

Cost Centre 2246	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Qamer Yasin	£	£	£	£	
EXPENDITURE					
Employees	136,726	150,240	155,010	163,890	1
Supplies & Services	84,426	73,190	73,590	70,040	
	221,152	223,430	228,600	233,930	
INCOME					
Other Grants and Contributions	(15,360)	(13,250)	(13,910)	(14,470)	
NET EXPENDITURE	205,792	210,180	214,690	219,460	

Notes:

- 1 2016/17 Actual includes the purchase and installation cost of 2 replacement CCTV cameras and additional equipment maintenance costs.

PUBLIC CONVENIENCES**Service Purpose:**

Protecting and sustaining a clean, sustainable and green environment and supporting the local economy by providing a network of public conveniences in town centres and parks.

Service Activity:

The service provides and maintains a network of 8 public conveniences, they are cleansed twice daily, opened at approximately 8am and closed at 7pm.

Cost Centre 2555	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: James Duggin	£	£	£	£	
EXPENDITURE					
Employees	7,282	7,520	8,460	9,110	
Premises Related	29,598	23,980	29,860	30,000	1
Transport Related	57	70	70	70	
Supplies & Services	915	1,390	2,040	2,190	
Payment to Contractor	162,320	165,420	140,590	130,660	2
NET EXPENDITURE	200,172	198,380	181,020	172,030	

Notes:

1 2017/18 Estimate included a reduction in spend on repairs and maintenance.

2 Fluctuations in the contractor payment following the procurement of the new Waste, Recycling, Cleansing of Streets, Car Parks and Open Spaces, Grounds Maintenance and Public Convenience Cleaning contract which commenced on 31st July 2017.

ECONOMIC DEVELOPMENT**Service Purpose:**

To work with partners and business to develop and maintain the Borough's economy.

Service Activity:

To undertake a wide range of corporate and partnership work supporting and developing the local economy and developing and implementing the Council's economic strategy.

Cost Centre 1413	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Karen Edwards	£	£	£	£	
EXPENDITURE					
Employees	75,726	90,770	103,370	99,190	
Transport Related	399	1,010	970	980	
Supplies & Services	54,211	42,000	42,000	42,000	1
Direct Grant	29,445	15,000	13,430	12,900	2
Enterprise First	14,500	26,200	14,500	14,500	
	174,281	174,980	174,270	169,570	
INCOME					
Other Grants & Contributions	(2,625)	-	-	-	1
NET EXPENDITURE	171,656	174,980	174,270	169,570	

Notes:

1 2016/17 Actuals includes costs for Aldershot High Street Mentor and Farnborough Christmas events together with a contribution towards the Christmas events

2 2016/17 revised estimates include a one off grant for Tech Start

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.

Cost Centre 2228	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Employees	181,441	190,140	136,910	144,640
Transport Related	15,882	18,660	18,570	18,580
Supplies & Services	4,776	5,080	4,960	5,090
	202,099	213,880	160,440	168,310
INCOME				
Customer and Client Receipts	(1,220)	(1,500)	(1,500)	(1,500)
NET EXPENDITURE	200,879	212,380	158,940	166,810

Notes

1 Corresponding salary allocation change is shown in the Dog Warden Cost Centre

DOG WARDEN**Service Purpose:**

To enforce legislation for the control of dogs and dog-related problems and promote responsible dog ownership.

Service Activity:

Collection of stray dogs; provision of an out of hours service; response to residents' queries regarding fouling and stray dogs.

Cost Centre 2204	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Employees	7,891	8,250	35,360	53,560
Transport Related	3,182	3,670	3,870	3,850
Supplies & Services	10,814	13,010	13,010	12,910
	21,887	24,930	52,240	70,320
INCOME				
Customer and Client Receipts	(2,376)	(2,530)	(2,530)	(2,460)
NET EXPENDITURE	19,511	22,400	49,710	67,860

Notes

1 Corresponding salary allocation change is shown in the Community Patrol Team Cost Centre

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.

Cost Centre 2207	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Qamer Yasin	£	£	£	£
EXPENDITURE				
Employees	37,716	33,190	33,350	33,410
Supplies & Services	98	150	200	500
NET EXPENDITURE	37,814	33,340	33,550	33,910

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.

Cost Centre 2212	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Colin Alborough	£	£	£	£
EXPENDITURE				
Employees	14,613	15,100	5,480	3,600
Supplies & Services	-	100	100	100
Third Party Payments	12,257	20,000	20,000	20,820
	26,870	35,200	25,580	24,520
INCOME				
Customer and Client Receipts	-	-	-	-
NET EXPENDITURE	26,870	35,200	25,580	24,520

Notes

- 1 Original Contract expired during 2016/17, the Council now have an annual fixed fee contract for 2017/18 and 2018/19

CEMETERIES**Service Purpose:**

To provide a dignified and personal bereavement service.

Service Activity:

The provision of a cemeteries service to residents and others, which offers individual attention, reverence and respect and which recognises individual cultural requirements. This is achieved through the management of the Borough's three cemeteries.

Cost Centre 2550	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Ashley Sharpe	£	£	£	£	
EXPENDITURE					
Employees	26,407	23,210	26,620	27,780	1
Premises Related	29,890	16,040	16,850	17,690	
Transport Related	53	70	70	70	
Supplies & Services	15,020	17,550	17,500	17,610	
Payment to Contractor	205,833	206,700	151,770	126,230	2
	277,203	263,570	212,810	189,380	
INCOME					
Customer and Client Receipts	(162,244)	(177,900)	(177,900)	(184,960)	3
NET EXPENDITURE	114,959	85,670	34,910	4,420	

Notes:

- 1 2016/17 Actual included additional costs for Victoria Road cemetery chapel
- 2 Fluctuations in the contractor payment following the procurement of the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Convenience Cleaning contract which commenced on 31st July 2017.
- 3 2016/17 Actual reflects a shortfall in grave sales income

MARKETS & CAR BOOT SALES**Service Purpose:**

To manage markets and car boot sales to enhance the town centre offering.

Service Activity:

Manage the set up, safety and inspection of markets and car boot sales, and collect rent and entrance fees.

Cost Centre 2565	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: John Trusler	£	£	£	£	
EXPENDITURE					
Employees	41,351	66,750	70,830	70,800	1
Transport Related	669	-	2,980	2,980	
Premises Related	35,417	35,180	43,520	41,100	2
Supplies & Services	10,028	10,140	9,660	9,660	
	87,465	112,070	126,990	124,540	
INCOME					
Customer and Client Receipts	(181,480)	(295,000)	(154,630)	(156,140)	3
NET EXPENDITURE	(94,015)	(182,930)	(27,640)	(31,600)	

Notes:

- 1 2017/18 Estimate onwards includes an increase in casual staffing costs to cover Health & Safety and security as we have moved from 2 market days to 4 market days per week.
- 2 2017/18 Revised Estimate includes increased costs for trade refuse.
- 3 2017/18 Estimate included the original income projections for the markets and car boot sales when we took the service back in-house in 2015, since then there has been a downturn in market and car boot income which is reflected in the 2017/18 Revised Estimate onwards.

CREMATORIUM**Service Purpose:**

To provide a dignified and personal bereavement service.

Service Activity:

The provision of a bereavement service that offers individual attention, reverence and respect whilst recognising cultural requirements. Provision of memorials that offer a wide variety of opportunities in which to remember loved ones.

Cost Centre 2551	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Ashley Sharpe	£	£	£	£	
EXPENDITURE					
Employees	307,443	250,500	369,750	397,010	1
Premises Related	116,614	164,350	148,950	150,950	2
Transport Related	370	470	470	470	
Supplies & Services	173,284	214,000	157,280	151,700	3
Payment to Contractor	119,792	121,800	71,570	48,810	4
	717,503	751,120	748,020	748,940	
INCOME					
Customer and Client Receipts	(1,529,107)	(1,434,610)	(1,571,560)	(1,611,620)	5
NET EXPENDITURE	(811,604)	(683,490)	(823,540)	(862,680)	

Notes:

- 1 2016/17 Actual & 2017/18 Revised Estimate onwards reflects the movement of previously categorised supplies and services expenditure into the Employee expenditure category.
- 2 2016/17 Actual includes an underspend on utility costs which are reflected into 2017/18 Revised Estimate onwards. 2017/18 Estimate onwards includes an increase in the Non Domestic Rates cost.
- 3 2016/17 Actual & 2017/18 Revised Estimate onwards includes the movement of previously categorised supplies and services expenditure into the Employee expenditure category. 2016/17 Actual also includes underspends on tree maintenance, ministers fees and operational equipment.
- 4 Fluctuations in the contractor payment following the procurement of the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Convenience Cleaning contract which commenced on 31st July 2017.
- 5 2016/17 Includes an increase in the number of cremations, the increase in number of cremations and the increase in fees and charges has been relected into 2017/18 Revised Estimate onwards.

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.

Cost Centre 2547	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Caroline Ryan	£	£	£	£
EXPENDITURE				
Employees	106,416	125,690	129,770	132,090
Premises Related	4,344	7,500	4,330	7,840
Transport Related	952	1,900	2,120	2,180
Supplies & Services	8,531	19,480	19,470	19,470
	120,243	154,570	155,690	161,580
INCOME				
Other Grants and Contributions	(12,800)	(11,460)	(11,460)	(11,460)
NET EXPENDITURE	107,443	143,110	144,230	150,120

Notes:

- 1 2016/17 Actual reflects underspends on signage, alcohol awareness programme cost to the Council, promotions and publicity & advertising

BUSINESS, SAFETY & REGULATION MANAGEMENT EXPENSES

The following cost centres collect the management expenses involved in running the services within the portfolio. They are recharged to other Direct and Support cost centres.

BUSINESS, SAFETY & REGULATION MANAGEMENT EXPENSES SUMMARY	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
	£	£	£	£
NET EXPENDITURE				
Development Control Management	16,696	10,290	12,600	11,350
Building Control Management	15,878	7,420	7,180	7,180
	32,573	17,710	19,780	18,530
INCOME				
Customer and Client Receipts	(6,980)	-		
NET EXPENDITURE (excludes Recharges to Services)	25,593	17,710	19,780	18,530
Recharges to Services				
Allocated to Services	(25,593)	(17,710)	(19,780)	(18,530)
Net Under/(Over) Recovery	-	-	-	-

BUSINESS, SAFETY & REGULATION SUPPORT SERVICES**BUILDING CONTROL**

Business, Safety & Regulation Support Service

Cost Centre 2616	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Keith Holland	£	£	£	£
EXPENDITURE				
Employees	356	370	390	410
NET EXPENDITURE (excludes Recharges to	356	370	390	410

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REVENUE BUDGET 2018/19

LEISURE AND YOUTH PORTFOLIO	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
	£	£	£	£
DISCRETIONARY				
Grounds Maintenance Contracts	692,867	715,170	655,230	612,520
Community Leisure	402,445	451,890	439,500	358,140
Aldershot Indoor Pools	313,900	345,510	329,240	339,880
Farnborough Leisure Centre	252,064	289,610	260,850	266,610
Princes Hall	81,730	257,000	197,530	217,090
Aldershot Lido	125,479	159,320	158,640	164,170
Tourism	76,950	77,140	77,390	77,630
Southwood Golf Course	48,236	48,300	58,790	49,820
Town Twinning	35,387	35,850	37,820	39,220
Blackwater Valley Project	21,606	21,710	21,930	22,080
Special Events	17,820	9,960	19,860	11,270
Public Halls & Community Centres	6,125	10,860	3,280	8,480
Community Schools	9,656	3,760	3,460	4,080
Rushmoor in Bloom	(2,759)	(1,190)	(610)	(1,060)
Gymnastics Academy	(13,895)	(13,950)	(13,950)	(13,930)
Alpine Snow Sports, Aldershot	(29,571)	(21,180)	(20,920)	(20,610)
Sub Total	2,038,040	2,389,760	2,228,040	2,135,390
MIXED				
Parks & Recreation Grounds	24,128	327,570	154,050	335,410
Allotments	10,523	9,590	14,270	13,350
Sub Total	34,651	337,160	168,320	348,760
Total	2,072,691	2,726,920	2,396,360	2,484,150
Leisure & Youth Management Expenses	30,791	33,230	33,180	33,180
Leisure & Youth Support Services	27,676	28,660	16,850	30,530
NET DIRECT COSTS	2,131,158	2,788,810	2,446,390	2,547,860
Support Service Recharges	627,373	612,650	617,520	614,530
Capital Accounting Charges	520,669	1,045,750	731,190	785,410
NET EXPENDITURE	3,279,200	4,447,210	3,795,100	3,947,800

Notes:

A budget increase of £58,637 equates to a council tax increase of 1%, equivalent to an increase of £1.93 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% for 2018/19.
- 2) Changes to time allocations. Employee costs are allocated to the service(s) where staff spend their time. Each year time allocations are reviewed and amended to reflect any changes in the way time is spent.
- 3) Incremental progression within individual employee pay band.
- 4) Vacancies - Actuals and Revised Estimates will reflect any vacancies during the year and are therefore likely to be lower than Original Estimates, which assume that the services are fully staffed.
- 5) Accounting regulations for pension costs. Each year following a valuation provided by our actuaries, it is usual to adjust our forecast pension costs.
- 6) Employers' pension contributions increased from 1st April 2018 following actuarial changes.

DISCRETIONARY SERVICES**GROUNDS MAINTENANCE CONTRACTS****Service Purpose:**

To maintain Council owned property and promote pride of place by provision of quality, value for money services which greatly contribute to making Rushmoor a place our communities want to live and work in.

Service Activity:

Provision of quality services to maintain the grounds of the Borough's parks, recreation grounds, gardens, open spaces and sports pitches/facilities by cutting grass, pruning/weeding shrub beds, rose beds, hedges and planting flower beds etc. to ensure the Borough appears clean, bright and attractive.

Cost Centre 2552	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andy Ford	£	£	£	£
EXPENDITURE				
Employees	8,487	11,630	9,040	9,510
Premises Related	44,170	44,990	64,990	75,440
Transport Related	6	80	80	80
Supplies & Services	0	2,350	2,350	2,350
Payment to Contractor	637,225	673,940	595,510	559,840
	689,888	732,990	671,970	647,220
NON RECURRING ITEMS				
Service Transformation and Service Review (funded by Service Improvement Fund)	5,696	-	-	-
Procurement support for major contract review (funded by Service Improvements Fund)	14,028	-	-	-
	709,612	732,990	671,970	647,220
INCOME				
Other Grants & Contributions	(16,745)	(17,820)	(16,740)	(20,450)
Customer & Client Receipts	-	-	-	(14,250)
	(16,745)	(17,820)	(16,740)	(34,700)
NET EXPENDITURE	692,867	715,170	655,230	612,520

Notes:

- 1 2017/18 Revised Estimate onwards includes the Non Domestic Rates costs for The Grove and Manor Park nursery/depot which the Council is now responsible for under the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Convenience Cleaning contract which commenced on 31st July 2017.
- 2 Fluctuations in the contractor payment following the procurement of the new Waste, Recycling, Cleansing of Streets, car parks and open spaces, Grounds Maintenance and Public Convenience Cleaning contract which commenced on 31st July 2017.
- 3 2018/19 Estimate Onwards includes the Council's income from the Contractor for commercial activities

COMMUNITY LEISURE**Service Purpose:**

Provision of a community leisure programme.

Service Activity:

Provision of health programmes and play activities.

Cost Centre 2508	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate	
Budget Officer: Peter Amies	£	£	£	£	
EXPENDITURE					
Employees	387,955	437,340	401,050	330,930	1
Transport Related	2,652	4,260	2,660	1,960	
Supplies & Services	20,867	29,380	25,680	15,140	2
Transfer Payments	24,206	14,610	14,610	14,610	3
	435,680	485,590	444,000	362,640	
INCOME					
Customer and Client Receipts	(33,235)	(33,700)	(4,500)	(4,500)	1
NET EXPENDITURE	402,445	451,890	439,500	358,140	

Notes:

- 1 From 2017/18 onwards cost and income from the provision of the playschemes has moved to the Alderwood Leisure Centre.
- 2 Fluctuations in expenditure mainly due to spend on projects such as programmes for integrating Nepalese community within the wider community and other developing our communities activities and projects. This expenditure is either funded from grants and external contributions.
- 3 2016/17 Actual cost reflects the final year of the Disabled Go Access Guide and other community grants agreed in year.

ALDERSHOT INDOOR POOLS**Service Purpose:**

To provide and maintain swimming pool and fitness room facilities through a leisure management contract.

Service Activity:

25m main pool, 12m teaching pool, 50+ station fitness gym, office accommodation and changing rooms.

Cost Centre 2558	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Ashley Sharpe	£	£	£	£
EXPENDITURE				
Employees	10,386	10,800	11,220	11,960
Transport Related	11	20	20	20
Premises Related	17,819	19,320	19,320	19,320
Supplies & Services	27,689	30,950	25,660	26,670
Payment to Contractor	257,995	284,420	273,020	281,910
NET EXPENDITURE	313,900	345,510	329,240	339,880

Notes:

1 Fluctuations to the insurance costs.

2 2016/17 Actual reflects a reduction in the contractual energy payment.

FARNBOROUGH LEISURE CENTRE**Service Purpose:**

To provide and maintain a multi purpose leisure centre through a leisure management contract.

Service Activity:

33.3m main pool, 12.8m teaching pool, 100+ station fitness gym, cafeteria, 4x squash courts, 10 lane ten pin bowling, sauna and steam rooms, crèche, soft play area, 10 court sports hall, 6 lane indoor bowls green, meeting rooms, treatment rooms, office accommodation, multi activity rooms and dance studios.

Cost Centre 2560	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Ashley Sharpe	£	£	£	£
EXPENDITURE				
Employees	19,108	19,910	20,810	22,110
Premises Related	33,868	34,630	34,630	34,630
Transport Related	25	30	30	30
Supplies & Services	83,807	95,840	78,050	81,620
Payment to Contractor	123,701	139,200	127,330	128,220
	260,509	289,610	260,850	266,610
INCOME				
Profit Share	(8,445)	-	-	-
NET EXPENDITURE	252,064	289,610	260,850	266,610

Notes

1 Fluctuations to the insurance costs.

2 2016/17 Actual reflects a reduction in the contractual energy payment. 2017/18 Revised Estimate onwards reflect the reduction in the Booking Service contract payment to the Leisure contractor as the booking of pitches has moved to the Grounds Maintenance contractor.

3 2016/17 includes payment for the profit share arrangement for 2016/17 & 2015/16.

PRINCES HALL**Service Purpose:**

Provide multi-purpose entertainment centre for residents.

Service Activity:

595 seat auditorium and three function rooms, hosting professional and amateur shows, meetings, parties, workshops, wedding receptions, etc.

Cost Centre 2518	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: David Phillips	£	£	£	£
EXPENDITURE				
Employees	410,369	440,650	447,830	481,970
Premises Related	137,375	147,670	147,850	131,130
Transport Related	263	260	240	230
Supplies & Services	473,822	475,520	476,410	481,560
	1,021,829	1,064,100	1,072,330	1,094,890
INCOME				
Customer and Client Receipts	(940,099)	(807,100)	(874,800)	(877,800)
NET EXPENDITURE	81,730	257,000	197,530	217,090

Notes:

1 2016/17 Actual includes fluctuations in heating costs, which is reflected in the 2018/19 Estimate

2 2016/17 Actual includes increased income from merchandising, refreshments, lettings, and ticket sales, The increase in income is reflected into the 2017/18 Revised Estimate onwards.

ALDERSHOT LIDO**Service Purpose:**

To provide and maintain an outdoor Lido through a leisure management contract.

Service Activity:

Large outdoor Lido with 3 flumes, changing rooms, catering outlet, extensive open space, 2x all weather floodlit football pitches, coach and car parking for 180 vehicles.

Cost Centre 2559	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Ashley Sharpe	£	£	£	£
EXPENDITURE				
Employees	7,600	7,880	8,140	8,680
Premises Related	9,575	9,440	9,440	9,440
Transport Related	5	10	10	10
Supplies & Services	11,306	12,980	17,250	18,190
Payment to Contractor	116,993	129,010	123,800	127,850
	145,479	159,320	158,640	164,170
NON RECURRING ITEMS				
Profit share	(20,000)	-	-	-
NET EXPENDITURE	125,479	159,320	158,640	164,170

Notes:

1 2016/17 Actual reflects a reduction in the contractual energy payment.

2 2016/17 Actual includes the Lido initiatives profit share/loss agreement.

TOURISM**Service Purpose:**

Promote tourism in the Borough.

Service Activity:

Grants to Aldershot Military Museum and Basingstoke Canal Management Committee.

Cost Centre 2523	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	5,092	5,260	5,510	5,750
Aldershot Military Museum Joint Mgmt Agreement	29,612	29,630	29,630	29,630
Basingstoke Canal Management Committee	42,246	42,250	42,250	42,250
NET EXPENDITURE	76,950	77,140	77,390	77,630

SOUTHWOOD GOLF COURSE**Service Purpose:**

To provide and maintain a public golf course through a management contract.

Service Activity:

18 hole golf course, putting green, practice hole, spare hole, chipping green, practice area, clubhouse, pro shop, bungalow, maintenance buildings, car park.

Cost Centre 2561	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Ashley Sharpe	£	£	£	£
EXPENDITURE				
Employees	9,194	9,540	10,070	10,600
Premises Related	39,071	37,690	37,720	38,170
Transport Related	11	10	10	10
Supplies & Services	1,150	2,250	12,180	2,230
	49,426	49,490	59,980	51,010
INCOME				
Other Grants & Contributions	(1,190)	(1,190)	(1,190)	(1,190)
NET EXPENDITURE	48,236	48,300	58,790	49,820

In December 2017 the Cabinet agreed that the golf course should close and the land be converted into new natural open parkland which would provide Suitable Alternative Natural Greenspace, to enable new homes to continue to be built in the borough and the town centres to be regenerated.

A management plan is being developed and the Chief Executive was delegated authority to decide the closure date for the golf course.

TOWN TWINNING**Service Purpose:**

To encourage and facilitate educational, cultural and leisure links between Rushmoor organisations and their counterpart organisations in Rushmoor twin towns.

Service Activity:

To encourage travel and hosting to Rushmoor clubs, societies and organisations (youth and adult) that wish to have links in Rushmoor twin towns. The Twinning Association itself is required to organise and represent the Borough in various annual events, both in Rushmoor and twin towns.

Cost Centre 2531	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	34,276	35,030	37,300	38,700
Transport Related	863	820	520	520
Supplies & Services	248	-	-	-
NET EXPENDITURE	35,387	35,850	37,820	39,220

BLACKWATER VALLEY PROJECT**Service Purpose:**

To manage, maintain and improve the environment of the Blackwater Valley and enable recreational access for the benefit of the local community.

Service Activity:

To provide a local Countryside Service and volunteer worker co-ordination within the Borough. To contribute to the cost of the service along with other sponsor authorities to enable access to the countryside via a long distance footpath (green corridor), maintain/protect the environment of the valley for both Community benefit and nature conservation. To lead with land reclamation projects such as renewal of old gravel pits to nature rich areas (reserves) and Suitable Alternative Natural Green Space (SANGS) management within the Borough.

Cost Centre 2525	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	4,092	4,190	4,410	4,560
Transport Related	14	20	20	20
Contribution to Service	17,500	17,500	17,500	17,500
NET EXPENDITURE	21,606	21,710	21,930	22,080

SPECIAL EVENTS**Service Purpose:**

To support and promote various community events within the Borough.

Service Activity:

Includes Annual Fireworks display, Victoria Day, Junior Citizen's event and various voluntary events.

Cost Centre 2533	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	7,686	7,940	8,340	8,750
Fireworks	21,900	39,320	23,770	39,320
Victoria Day	2,984	2,000	2,500	2,500
	32,570	49,260	34,610	50,570
INCOME				
Customer and Client Receipts	(14,750)	(39,300)	(14,750)	(39,300)
NET EXPENDITURE	17,820	9,960	19,860	11,270

Notes:

- 1 2016/17 Actual and 2017/18 Revised Estimate reflects the changes made for the November 2016 & November 2017 Fireworks event which was scaled back in size, offered free to the public and partially funded through sponsorship and concessions income.

PUBLIC HALLS & COMMUNITY CENTRES**Service Purpose:**

To provide facilities for educational, recreational, arts and social opportunities.

Service Activity:

Facilities provided at Farnborough Community Centre, Prospect Centre, Southwood Community Centre, Blunden Hall and Beaumont Guardrooms.

Cost Centre 2505/6/7/11/15/16/26/48	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: P Amies/D Phillips	£	£	£	£
EXPENDITURE				
Employees	12,951	13,180	16,900	13,910
Transport Related Expenses	26	20	20	20
Premises Related	74,216	75,230	77,140	75,760
Supplies & Services	3,090	5,220	4,150	4,340
Grants & Contributions	16,500	16,500	6,000	16,500
	106,783	110,150	104,210	110,530
INCOME				
Customer and Client Receipts	(100,658)	(99,290)	(100,930)	(102,050)
NET EXPENDITURE	6,125	10,860	3,280	8,480

Notes:

- 1 2017/18 Revised Estimate reflects a reduction in expenditure as the Prospect Community Centre is being managed in-house as a trial arrangement.

COMMUNITY SCHOOLS**Service Purpose:**

Provision of Connaught Leisure Centre.

Service Activity:

Provide and maintain the service in partnership with Hampshire County Council for educational, recreational, cultural and social opportunities.

Cost Centre 2528	2016/17 Actual	2017/18 Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	3,576	3,760	3,460	4,080
Supplies & Services	6,080	-	-	-
NET EXPENDITURE	9,656	3,760	3,460	4,080

Notes:

- 1 2017/18 Estimate onwards reflects the grant funding being removed which coincides with changes in operating hours

RUSHMOOR IN BLOOM**Service Purpose:**

Promote and enable civic pride and encourage participation.

Service Activity:

To promote and develop an environmental campaign to include community gardening and planting projects, litter picking events, local gardening competition, allotment competition and school gardening and painting competition. Enable residents and business to be active in improving their communities.

Cost Centre 2529	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andy Ford	£	£	£	£
EXPENDITURE				
Employees	7,965	8,170	8,630	8,950
Premises Related	4,283	3,420	3,540	2,770
Transport Related	18	50	50	50
Supplies & Services	3,447	5,500	5,500	5,500
	15,713	17,140	17,720	17,270
INCOME				
Other Grants and Contributions	(18,472)	(18,330)	(18,330)	(18,330)
NET EXPENDITURE	(2,759)	(1,190)	(610)	(1,060)

GYMNASTICS ACADEMY**Service Purpose:**

Support the health and fitness of residents and other users.

Service Activity:

Leasing of accommodation to the independent gymnastics academy.

Cost Centre 2514	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	905	850	850	870
	905	850	850	870
INCOME				
Customer and Client Receipts	(14,800)	(14,800)	(14,800)	(14,800)
NET EXPENDITURE	(13,895)	(13,950)	(13,950)	(13,930)

ALPINE SNOW SPORTS, ALDERSHOT**Service Purpose:**

To provide and maintain a ski centre through a management contract.

Service Activity:

3 dry ski slopes, mist lubrication system, ski lifts and tows, floodlighting, main building inc. office accommodation, bar and cafeteria, function area, maintenance workshop, chalet building and car park.

Cost Centre 2503	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: David Phillips	£	£	£	£
EXPENDITURE				
Employees	5,094	5,310	5,570	5,880
Premises Related	1,500	1,000	1,000	1,000
Transport Related	7	10	10	10
	6,601	6,320	6,580	6,890
INCOME				
Customer and Client Receipts	(36,172)	(27,500)	(27,500)	(27,500)
NET EXPENDITURE	(29,571)	(21,180)	(20,920)	(20,610)

Notes:

1 2016/17 Actual includes additional profit share income.

MIXED SERVICES**PARKS & RECREATION GROUNDS****Service Purpose:**

To provide parks, open spaces, playgrounds, sports pitches and tree management service.

Service Activity:

To manage and maintain green infrastructure to ensure facilities are safe and attractive for all sections of the community. To provide quality inspirational facilities and ensure the legacy of quality provision for future generations.

Cost Centre 2517	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andy Ford	£	£	£	£
EXPENDITURE				
Employees	116,807	119,950	126,300	131,090
Premises Related	141,424	147,570	141,050	141,370
Transport Related	403	940	790	790
Supplies & Services	235,597	226,160	235,640	225,170
Third Party Payment	12,000	12,000	12,000	12,000
	506,231	506,620	515,780	510,420
INCOME				
Customer and Client Receipts	(478,570)	(175,330)	(358,010)	(171,210)
Other Grants & Contributions	(3,533)	(3,720)	(3,720)	(3,800)
	(482,103)	(179,050)	(361,730)	(175,010)
NET EXPENDITURE	24,128	327,570	154,050	335,410

Notes:

- 1 2016/17 Actual includes additional spend on one-off revenue projects funded by developers contributions.
2017/18 Revised Estimate includes the additional one-cost for the removal of poplar trees
- 2 2016/17 Actual and 2017/18 Revised Estimate include developer contributions, which if not used in year are transferred to an earmarked reserve.

ALLOTMENTS**Service Purpose:**

To provide and ensure the opportunity for the community to grow their own produce by provision of allotment gardens.

Service Activity:

The management and maintenance of affordable allotment land to provide adequate infrastructure to enable letting of plots and receipt of income.

Cost Centre 2502	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Andy Ford	£	£	£	£
EXPENDITURE				
Employees	16,478	15,080	15,950	17,200
Premises Related	4,689	7,820	8,750	8,770
Transport Related	288	500	500	500
	21,455	23,400	25,200	26,470
INCOME				
Customer and Client Receipts	(10,932)	(13,810)	(10,930)	(13,120)
NET EXPENDITURE	10,523	9,590	14,270	13,350

LEISURE & YOUTH MANAGEMENT EXPENSES

The following cost centre collects the management expenses involved in running the services within the portfolio. They are recharged to other Direct and Support cost centres.

LEISURE MANAGEMENT

Cost Centre 2510	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	9,304	9,300	9,100	9,100
Supplies & Services	21,487	23,930	24,080	24,080
	30,791	33,230	33,180	33,180
NET EXPENDITURE (excludes Recharges to Services)	30,791	33,230	33,180	33,180

LEISURE SUPPORT SERVICES

Cost Centre 2522	2016/17 Actual	2017/18 Original Estimate	2017/18 Revised Estimate	2018/19 Estimate
Budget Officer: Peter Amies	£	£	£	£
EXPENDITURE				
Employees	27,676	28,000	16,820	30,500
Transport Related	-	660	30	30
NET EXPENDITURE (excludes Recharges to Services)	27,676	28,660	16,850	30,530

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ADDITIONAL ITEMS

Portfolio	Cost Centre	Description	Revised Estimate 2017/18 £	Forecast 2018/19 £	Forecast 2019/20 £
<u>Non-Recurring Items</u>					
Corporate Services	Civic Ceremonial	Commemorations for the end of WW1 Proposals for a civic reception, a major event on Armed Forces Day and a WW1 end event		8,000	
	HR Support	Budget required to enable delivery of Leadership training programme		15,000	
Environment and Service Delivery	Domestic Refuse	Contribution to temporary workshops	20,000	20,000	
	Other Highway Services	Additional cost to Rushmoor for maintaining the current standard for grass, shrubs and hedges following the reduction in funding by Hampshire County Council		56,000	
	Regeneration Strategy	To put in place internal and external resources to enable the delivery of the Council's Regeneration and PRS Housing Programme*	15,000	60,000	60,000
		Staffing costs funded from Service Improvement Fund	(15,000)	(60,000)	(60,000)
		*link to variation in service			
	Planning Policy	Transport Assessment Stage 3 & Strategic Housing Market Assessment update required before Local Plan can be submitted	14,000		
Health and Housing	Housing Advice	One x 2 year fixed-term housing officer in response to new responsibilities/burdens placed on local authorities by the new Homelessness Reduction Act due to come into force in April 2018		43,490	43,490
		Funded from three year new burdens money for homelessness support		(43,490)	(43,490)
Total Non-Recurring Items			34,000	99,000	0

ADDITIONAL ITEMS

Portfolio	Cost Centre	Description	Revised Estimate 2017/18 £	Forecast 2018/19 £	Forecast 2019/20 £
	<u>Variations in Service</u>				
Corporate Services	Civic Ceremonial	Get Involved Fair Volunteers event run in June with RVS - to inform people about local volunteering opportunities and help generate support for local organisations		3,000	3,000
	HR Support	Modernisation of HR service to include resource levels and full roll out of the MyHR technology and deployment to the web		50,430	50,430
Environment and Service Delivery	Other Highway Services	Additional budget required to deal with weeds and basal growth around highway tree bases		13,000	13,000
	Regeneration Strategy	To put in place internal and external resources to enable the delivery of the Council's Regeneration and PRS Housing Programme	115,000	160,000	160,000
	Maintenance Team	Skilled Up - provide learning resource and personal protection equipment for skilled up participants per year (linked to the Council's property development projects)		10,000	10,000
		Skilled Up - expenditure would only be incurred if the Council has the income from either Capital projects or external sources		(10,000)	(10,000)
Health and Housing	Housing Advice	To make a Housing Officer post permanent The Housing Options team continues to see a high level of demand from people at risk of homelessness. The complexity of homelessness cases is placing officers under increased pressure. Additionally there are also challenges associated with providing affordable social and private sector housing		43,490	43,490
Business, Safety and Regulation	Development Management	Hampshire County Council Archaeological Service - Maintenance of HER (Historic Environment Records) plus comments on planning applications	1,700	1,700	1,700
		Total Variations in Service	116,700	271,620	271,620
		Total Additional Items	150,700	370,620	271,620

Appendix 3

CAPITAL PROGRAMME SUMMARY 2017/2018 TO 2021/2022

	Original Estimate 2017/18	Anticipated Payments				
		Revised Estimate 2017/18	Estimate 2018/19	Estimate 2019/20	Estimate 2020/21	Estimate 2021/22
	£'000	£'000	£'000	£'000	£'000	£'000
CAPITAL EXPENDITURE ON PORTFOLIOS						
Corporate Services	6,764	24,330	16,636	17,288	268	268
Leisure & Youth	362	542	1,729	170	170	170
Environment & Service Delivery	5,455	6,076	9,240	16,602	14,602	28,302
Business, Safety & Regulation	83	202	80	30	20	770
Sub total (excluding Housing)	12,664	31,150	27,685	34,090	15,060	29,510
Health & Housing	965	1,251	1,033	1,033	1,033	1,033
TOTAL CAPITAL EXPENDITURE	13,629	32,401	28,718	35,123	16,093	30,543
CAPITAL EXPENDITURE RESOURCES						
Revenue Contribution to Capital - General	0	0	0	0	0	0
Revenue Contribution to Capital - Improvement Grants	0	0	0	0	0	0
Total Revenue Contributions	0	0	0	0	0	0
Grants & Contributions from Other Bodies (see Grants & Conts Summary page)	710	1,230	6,015	4,465	65	815
Grants & Contributions - Improvement Grants	816	1,097	983	983	983	983
Section 106 Developers Contributions (see s106 Summary page)	1,759	123	648	30	30	30
	3,285	2,450	7,646	5,478	1,078	1,828
Capital Receipts & Borrowing - General Fund Schemes	10,195	29,797	21,022	29,595	14,965	28,665
Capital Receipts & Borrowing - Housing Schemes	149	154	50	50	50	50
Total Capital Receipts & Borrowing	10,344	29,951	21,072	29,645	15,015	28,715
TOTAL CAPITAL FINANCING	13,629	32,401	28,718	35,123	16,093	30,543

GRANTS & CONTRIBUTIONS SUMMARY 2017/2018 TO 2021/2022

Project Number	PROJECT	Original Estimate 2017/18	Anticipated Receipts				
			Revised Estimate 2017/18	Estimate 2018/19	Estimate 2019/20	Estimate 2020/21	Estimate 2021/22
	General Fund - Grants & Contributions	£'000	£'000	£'000	£'000	£'000	£'000
6585	- Municipal Gardens - Playground Refurbishment (SUEZ)		50				
6518	- Wheeled Bin Contributions (Developers & Household)	15	15	15	15	15	15
5335	- Council Offices Co-Location Project (HCC One Public Estate)		4				
5337	- Council Offices Parking Bays and External Work (CPE)		12				
6524	- Pay and Display Machines Replacements (CPE)		129				
6567	- Replacement Cremator (CAMEO)						750
6597	- Car Park Enhancements (CPE)		120				
	- Alpine Ski Centre Aldershot - Various internal and external works (Ski Centre Development Fund)			40			
6588	- Ivy Road - Sports Pavilion (VIVID, The Football Foundation, Landfill Tax)			230			
	- Moor Road - Recreation Ground Development (Sport England, PEBL, Landfill Tax)			300			
	- Recreation Ground Playground Renewal (Landfill Tax)			50	50	50	50
	<u>Regeneration Projects</u>						
	- Union Street East, Aldershot (LEP and Housing Infrastructure Fund)			5,100	4,400		
5405	- Civic Quarter, Farnborough (HCA)	60					
	<u>Activation Aldershot Projects</u>						
5401	- Project 1 - Integration between AUE and Town Centre (LEP)	75					
5404	- Project 2 Phase 6 - Station Forecourt Improvements (Local Growth Fund, HCC, South Western Railway)	560	900	280			
	Total General Fund Grants & Contributions	710	1,230	6,015	4,465	65	815
	Housing Schemes - Government Grants						
640050013	- Improvement Grants - Disabled Facilities Grants (Better Care Fund)	816	1,097	983	983	983	983
	TOTAL GRANTS & CONTRIBUTIONS	1,526	2,327	6,998	5,448	1,048	1,798

SECTION 106 DEVELOPERS CONTRIBUTIONS SUMMARY 2017/2018 TO 2021/2022

Project Number	PROJECT	Original Estimate 2017/18	Anticipated Receipts				
			Revised Estimate 2017/18	Estimate 2018/19	Estimate 2019/20	Estimate 2020/21	Estimate 2021/22
		£'000	£'000	£'000	£'000	£'000	£'000
5211	- Purchase of Land - Ball Hill (SANG)	1,696					
6526	- Cove Green - Cricket Pitch Refurbishment	7					
6528	- Brickfield Country Park - Improvement Works	28	2	23			
6539	- Cove Green - Park Improvements	9					
6571	- Manor Park - Lake Improvements	19	1	15			
6588	- Ivy Road - Sports Pavilion			300			
6595	- Manor Park - Link Fence Replacement		18				
	- Aldershot Park Car Park - Installation of LED powered lighting columns			30			
	- Moor Road - Recreation Ground Development			250			
	- Recreation Ground Playground Renewal			30	30	30	30
6585	- Municipal Gardens - Playground Refurbishment		102				
TOTAL SECTION 106 DEVELOPERS CONTRIBUTIONS		1,759	123	648	30	30	30

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CORPORATE SERVICES PORTFOLIO CAPITAL PROGRAMME 2017/2018 TO 2021/2022

1 of 2		Payments To 31.3.17	Original Estimate 2017/18	Revised Estimate 2017/18	Anticipated Payments			
Project Number	Project				Estimate	Estimate	Estimate	Estimate
					2018/19	2019/20	2020/21	2021/22
		£'000	£'000	£'000	£'000	£'000	£'000	£'000
	36-62 UNION STREET							
5220	Various Purchases 36-62 Union Street, Aldershot (s)	604	1,172	1,893	735			
	COMPUTER SYSTEMS							
7305	IT Equipment Replacement Programme	28	30	36	30	28	28	28
7500	ICT Strategy and Customer First Projects	114	225	284	180	180	180	180
5336	Meetings and Decisions Management System IDOX Onsite Apps	15			26			
	COUNCIL OFFICES							
5315	Replacement of Obsolete Air Conditioning Plant (*)	41		-26				
5329	Accommodation and Upgrade Changes (bc)	33	47	33	35	30	20	20
5335	Co-Location Project (bc)	70		25	20	10		
5337	Parking Bays and External Work		12	12				
5338	Maintenance of Lower Roofs		24	24				
5339	Replacement Building Management System Electrical Generator Switch (bc) Co-Location - Relocation of Voluntary Group(s) (bc) Co-Location Joint Reception (bc)		45		10 30 45			
	COUNCIL PROPERTIES							
5211	Purchase of Land - Ball Hill (SANG)		1,696					
5221	Land Adjacent to Optrex Business Park	365		1				
5222	Boulters House, 237 High Street redevelopment	4	30	36				
5313	Energy Efficiency Schemes (bc)	45	40	45	40	40	40	40
	FARNBOROUGH AIRPORT							
5403	Farnborough International Loan	65	2,853	4,435				
	FLEXIBLE CAPITAL RECEIPTS							
5299	Schemes Funded by Unallocated Capital Receipts (s)	162	490	333	485			

Note: (s) denotes projects which include slippage from 2017/2018 into 2018/2019
(bc) denotes projects which are subject to further business case and presentation to Cabinet
(*) the revised estimate 2017/18 represents the settlement of a claim for the inadequate design of the Council Offices heating and cooling system from a prior year

CORPORATE SERVICES PORTFOLIO CAPITAL PROGRAMME 2017/2018 TO 2021/2022

2 of 2								
Project Number	Project	Payments To 31.3.17 £'000	Original Estimate 2017/18 £'000	Revised Estimate 2017/18 £'000	Anticipated Payments			
					Estimate 2018/19 £'000	Estimate 2019/20 £'000	Estimate 2020/21 £'000	Estimate 2021/22 £'000
	INVESTMENT PROPERTIES							
5209	9 Wellington Street Refurbishment	7		3				
5213	Purchase of plot 10A Wellesley House	643		22				
5215	12 Arthur Street redevelopment	1	100	267				
5223	Lease Purchase 2A Windsor Way			125				
5224	Specified Commercial Property Acquisition			1,782				
5225	Unspecified Commercial Property Acquisition(s) (bc)			15,000	15,000	17,000		
5214	20 Blackwater Way	259						
5216	168 High Street, Guildford	7,153						
5217	Optrex Business Park	1,570						
5218	114-116 Dominion Road, Worthing	6,307						
5219	31 Hercules Way, Farnborough	554						
	TOTAL	18,040	6,764	24,330	16,636	17,288	268	268

Note: (bc) denotes projects which are subject to further business case and presentation to Cabinet

LEISURE & YOUTH PORTFOLIO CAPITAL PROGRAMME 2017/2018 TO 2021/2022

1 of 3		Payments To 31.3.17 £'000	Original Estimate 2017/18 £'000	Revised Estimate 2017/18 £'000	Anticipated Payments			
Project Number	Project				Estimate 2018/19 £'000	Estimate 2019/20 £'000	Estimate 2020/21 £'000	Estimate 2021/22 £'000
	ALDERSHOT POOLS COMPLEX							
6242	Lido - Concrete Works and Structural Pool Repairs	25	15	15	15	15	15	15
6543	Aldershot Pools - Electrical Testing and Rewiring	10	10	10	10	10	10	10
6551	Aldershot Pools - Replacement Pumps and Valves	15	15	15	15	15	15	15
6557	Roof Insulation and Coating over Pools	47	72	72				
6558	Replacement Ceiling		62					
	ALPINE SNOWSPORTS							
6501	Repainting and Anti Corrosion		7	7				
6527	Slope Maintenance (s) Alpine Ski Centre Aldershot - Various internal and external works	1	38		75	40		
	BEAUMONT COMMUNITY CENTRE							
6521	Repairs to Column and Stonework		19	19				
	BLUNDEN HALL							
	Kitchen refurbishment and hall decoration				35			
	BRICKFIELD COUNTRY PARK							
6528	Improvement Works (s)	5	28	2	23			
	COVE GREEN							
6526	Cricket Pitch Refurbishment		7					
6539	Park Improvements		9					

Note: (s) denotes projects which include slippage from 2017/2018 into 2018/2019

LEISURE & YOUTH PORTFOLIO CAPITAL PROGRAMME 2017/2018 TO 2021/2022

2 of 3		Payments To 31.3.17 £'000	Original Estimate 2017/18 £'000	Revised Estimate 2017/18 £'000	Anticipated Payments			
Project Number	Project				Estimate 2018/19 £'000	Estimate 2019/20 £'000	Estimate 2020/21 £'000	Estimate 2021/22 £'000
	FARNBOROUGH LEISURE CENTRE							
6541	Electrical Testing and Rewiring	10	15	15	15	15	15	15
6545	Replacement Pumps and Valves	15	15	15	15	15	15	15
6548	Teaching Pool Filter Refurbishment			15				
6542	Foyer Lift	62						
	FARNBOROUGH TENNIS CLUB							
6556	Pavilion Extension	2						
	KING GEORGE V PAVILION							
6523	Upgrading toilets		21	21				
	MANOR PARK							
6559	Memorial Refurbishment							
6571	Lake Improvements (s)	3	19	1	15			
6586	Construction of a property (s)			20	191			
6590	Lodge renovation			10				
6592	Depot New Paving and Tarmac			19				
6593	Cottage Redecoration and Repairs			48				
6595	Link Fence Replacement			18				
6570	Playground Refurbishment	152						

Note: (s) denotes projects which include slippage from 2017/2018 into 2018/2019

LEISURE & YOUTH PORTFOLIO CAPITAL PROGRAMME 2017/2018 TO 2021/2022

3 of 3		Payments To 31.3.17 £'000	Original Estimate 2017/18 £'000	Revised Estimate 2017/18 £'000	Anticipated Payments			
Project Number	Project				Estimate	Estimate	Estimate	Estimate
					2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
PARKS & OPEN SPACES								
6572	Farnborough Skate Park Refurbishment			18				
6588	Ivy Road Sports Pavilion (bc)				530			
6500	Ivy Road Pitch Reconstruction	6						
6522	Aldershot Park Rugby Pitches	3						
	Aldershot Park Playground Resurfacing				30			
	Moor Road - Recreation Ground Development (bc)				550			
PLAYGROUNDS								
6585	Municipal Gardens Playground Refurbishment	8		162				
6538	Osborne Road Basketball Centre Upgrade	35						
6544	Pyestock Crescent	81						
6546	Osborne Road Recreation Ground Refurbishment	104						
	Recreation Ground Playground Renewal (bc)				150	100	100	100
PRINCES HALL								
6581	Replacement Flooring Princes Suite			15				
6584	Coating to Roof			15				
6513	Electrical Rewiring	1						
6535	Replacement Flooring	3						
6537	WI-FI Installation	2						
6582	Replacement Sound System	30						
SOUTHWOOD COMMUNITY CENTRE								
6532	Internal Decoration		10	10	20			
6552	Boiler Replacement	10						
TOTAL		630	362	542	1,729	170	170	170

Note: (bc) denotes projects which are subject to further business case and presentation to Cabinet

ENVIRONMENT & SERVICE DELIVERY PORTFOLIO CAPITAL PROGRAMME 2017/2018 TO 2021/2022

1 of 2		Payments To 31.3.17 £'000	Original Estimate 2017/18 £'000	Revised Estimate 2017/18 £'000	Anticipated Payments			
Project Number	Project				Estimate 2018/19 £'000	Estimate 2019/20 £'000	Estimate 2020/21 £'000	Estimate 2021/22 £'000
ALDERSHOT TOWN CENTRE PROJECTS - ACTIVATION ALDERSHOT								
5401	Project 1 - Integration between AUE and Town Centre		75	1,500				
5402	Project 2 - Town Centre Improvements	89		259				
5404	Project 2 Phase 6 - Station Forecourt Improvements (s)	4	1,600	900	896			
BEAUMONT PARK								
6510	Emergency Works to Boundary Wall	306		8				
6563	Beaumont Guards Room Internal Redecoration	11						
CAR PARKS								
6524	Pay and Display Machines Replacement	55		295				
6597	Car Park Enhancements (s)	13		120	73			
6509	High Street Car Park, Aldershot	13						
	Kingsmoat Car Park Resurfacing				80			
	Aldershot Park Car Park - Installation of LED powered lighting columns				30			
	Pinehurst Car Park Security (bc)				50			
CYCLEWAY LINKS								
6520	Cove Brook Greenway (s)	18		20	14			
6577	Hazel Avenue to Arrow Road (s)			20	3			

Note: **(s)** denotes projects which include slippage from 2017/2018 into 2018/2019
(bc) denotes projects which are subject to further business case and presentation to Cabinet

ENVIRONMENT & SERVICE DELIVERY PORTFOLIO CAPITAL PROGRAMME 2017/2018 TO 2021/2022

2 of 2								
Project Number	Project	Payments To 31.3.17	Original Estimate 2017/18	Revised Estimate 2017/18	Anticipated Payments			
					Estimate 2018/19	Estimate 2019/20	Estimate 2020/21	Estimate 2021/22
		£'000	£'000	£'000	£'000	£'000	£'000	£'000
DEPOTS								
6517	Hawley Lane Development Works (bc)	15			50			
6573	New Depot (s)	1,683	3,509	2,769	505			
PARKING SCHEMES								
6550	Residents Parking Scheme	11						
PUBLIC CONVENIENCES								
6533	North Camp Refurbishment of WC's		19	24				
6579	Manor Park and Aldershot Park WC's	13						
REFUSE/ RECYCLING								
6518	Wheeled Bins	103	90	90	90	90	90	90
REGENERATION								
5405	Civic Quarter, Farnborough (s) (bc)		150	60	280	10,000	10,000	19,000
	Housing PRS Delivery (bc)				707	1,500	1,500	1,500
	Union Street East, Aldershot (bc)				6,450	5,000	3,000	7,700
STREET CLEANSING								
6515	Litter / Cigarette Bins	15	12	11	12	12	12	12
TOTAL		2,349	5,455	6,076	9,240	16,602	14,602	28,302

Note: **(s)** denotes projects which include slippage from 2017/2018 into 2018/2019
(bc) denotes projects which are subject to further business case and presentation to Cabinet

BUSINESS, SAFETY & REGULATION PORTFOLIO CAPITAL PROGRAMME 2017/2018 TO 2021/2022

1 of 1		Payments To 31.3.17 £'000	Original Estimate 2017/18 £'000	Revised Estimate 2017/18 £'000	Anticipated Payments			
Project Number	Project				Estimate	Estimate	Estimate	Estimate
					2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	CCTV							
	CCTV Equipment Refresh Programme (bc)				30	30	20	20
	CEMETERIES							
6226	Ship Lane - Upgrade Toilets		17	17				
6227	Redan Road Repairs to Boundary Wall		30	30				
6231	Ship Lane - Drainage		11	11				
6589	Victoria Road Cemetery, Chapel Roof			44				
6229	Path Improvements	9						
	Victoria Road Cemetery - Fencing Repairs/Redecoration				10			
	CREMATORIUM							
6560	Mobile Elevation Work Platform		10	10				
6565	Waiting Room Modernisation			10				
6566	Replacement Cremator Equipment			56				
6567	Replacement Cremator							750
6568	Equipment for the Chapel and Waiting Room		15	18				
6591	Woodland Memorial	5		6				
6564	Memorial Garden	22						
	Crematorium Combustion Fan and PCME Monitors upgrade				19			
	Crematorium - New Cremulator and Transfer Cabinet				21			
	TOTAL	36	83	202	80	30	20	770

Note: (bc) denotes projects which are subject to further business case and presentation to Cabinet

HEALTH & HOUSING PORTFOLIO CAPITAL PROGRAMME 2017/2018 TO 2021/2022

1 of 1		Payments To 31.3.17	Original Estimate 2017/18	Revised Estimate 2017/18	Anticipated Payments			
Project Number	Project				Estimate 2018/19	Estimate 2019/20	Estimate 2020/21	Estimate 2021/22
					£'000	£'000	£'000	£'000
	IMPROVEMENT GRANTS							
640050013	Disabled Facilities Grants (Mandatory)	713	816	1,097	983	983	983	983
640050022	Housing Renewal Grants (Discretionary)	31	50	44	50	50	50	50
640050050	Home Loan Scheme (Discretionary)			10				
	NORTH LANE LODGE							
6403	North Lane Lodge - Wellesley Site	26		1				
	SOCIAL HOUSING GRANT							
6401	Grants to Registered Providers of Social Housing	97	99	99				
	TOTAL	867	965	1,251	1,033	1,033	1,033	1,033

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STRATEGY FOR THE FLEXIBLE USE OF CAPITAL RECEIPTS 2018/19

The strategy has regard to the Guidance on the Flexible Use of Capital Receipts issued by the Secretary of State under section 15 (1)(a) of the Local Government Act 2003 during March 2016, including only those projects which are designed to generate ongoing revenue savings in the delivery of services and/or transform service delivery in a way that reduces costs or demand for services.

Projects included in the strategy support the Council's Transformation Programme and progress will be monitored regularly as part of the Council's review of performance against top line priorities and budget monitoring.

The Guidance on the Flexible Use of Capital Receipts allows set-up and implementation costs to be counted as qualifying costs, however the on-going revenue costs of new processes or arrangements cannot.

Only receipts from the disposal of capital assets received between 1 April 2016 and 31 March 2019 are eligible for use to fund qualifying costs of service reform. During 2016/17, a receipt of £500,000 was received to be fully utilised by the Flexible Use of Capital Receipts. The strategy for 2017/18 adopted a cumulative budget of £800,000 with a £300,000 capital receipt to be secured in 2017/18. In 2017/18 the Council has secured a capital receipt of £480,000 and the additional £180,000 is outlined in the revised strategy below, supporting other major transformation projects.

A further capital receipt of £379,788 has been secured in 2017/18. Detailed in the strategy is an estimate of the costs surrounding the second phase of identifying a range of possible options for the design of the organisation. However, should this estimate be insufficient to meet the future scale of change and additional expenditure is required, this report seeks authority to use this capital receipt towards the costs of this project.

As part of the Local Government Settlement, the Secretary of State for Communities and Local Government announced on 19 December 2017 that there would be a continuation of the capital receipts flexibility programme for a further three years. Should future projects be identified alongside suitable asset sales, this will be presented in a revised strategy.

Service reform projects can still be financed in whole or in part from other sources e.g. the Service Improvement Fund. The Council is not obliged to fund these projects from capital receipts, however, on the adoption of this strategy, will have the option to do so.

The impact of this strategy on the Council's Prudential Indicators is included in the Annual Treasury Management Strategy 2018/19. The Council will have due regard to the requirements of the Prudential Code and the impact on the Prudential Indicators. The only indicator that will be impacted by this Strategy is the estimates of Capital Expenditure Indicator which has increased by £180k. The Prudential Indicators show that this Strategy is affordable and will not impact on the Council's operational and authorised borrowing limits.

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STRATEGY FOR THE FLEXIBLE USE OF CAPITAL RECEIPTS 2018/19

INCOME GENERATION & COMMERCIAL

1 of 3 Project	Cumulative Budget Determined April 2017 (£)	Revised Cumulative Budget Determined January 2018 (£)	Change in Budget (£)	Actuals 2016/17 (£)	Revised Forecast 2017/18 (£)	Forecast 2018/19 (£)	Projected Savings Identified in the 2017/18 Strategy	Update February 2018
Opening Balance				500,000	338,224	484,873		
Additional Capital Receipts					480,000			
Creation of new income generating assets	24,500	24,225	(275)	24,225				(C) Originally for investigating the provision of decking on Union Street West car park with potential for residential development on Union Street East car park, a site appraisal and viability advice was obtained in 2016/17. As a result of this initial work, it was determined opportunities for a joint venture would now be investigated (see below).
Explore the options of a joint venture.	25,000		(25,000)				£70k p/a	(S) Some schemes are being looked at under a Joint Venture (JV) and some initial advice on setting up/procuring a JV/LLP has been sought. Only at initial stages so no savings achieved at present. This project has been combined with the project detailed below.
Explore options for the development of a Special Purpose Vehicle/Housing company	40,000		(40,000)				Dependant on number of properties sourced, state of the market, level of returns.	(S) Some expertise are being bought in to advise on the best body/corporate arrangement to establish an appropriate corporate vehicle. The project is being looked at as part of the wider regeneration programme. Only at initial stages so no savings achieved at present. This project has been combined with the project detailed above.
To support the delivery of the Housing and Regeneration Programme		97,260	97,260		83,495	13,765		(N) This project subsumes the two projects detailed above. Combined budget has been increased to reflect the specialist expertise required for the project.

(C) denotes projects which is completed

(S) denotes projects which have been subsumed into other projects

(N) denotes new projects

(D) denotes discontinued projects

STRATEGY FOR THE FLEXIBLE USE OF CAPITAL RECEIPTS 2018/19

INCOME GENERATION & COMMERCIAL

2 of 3 Project	Cumulative Budget Determined April 2017 (£)	Revised Cumulative Budget Determined January 2018 (£)	Change in Budget (£)	Actuals 2016/17 (£)	Revised Forecast 2017/18 (£)	Forecast 2018/19 (£)	Projected Savings Identified in the 2017/18 Strategy	Update February 2018
Opening Balance				500,000	338,224	484,873		
Additional Capital Receipts					480,000			
To invest in property, diversifying the asset portfolio and securing greater returns	35,000	30,000	(5,000)	10,000	20,000		Difficult to quantify at this stage – depends on number of properties sourced, state of the market, level of returns. Minimum expected 2016/17 £250k	(C) The Council has acquired 6 investment properties to date at a total acquisition cost of £15.5m. These properties are generating additional revenue in the region of £888k p/a. A Commercial Acquisitions Strategy has been devised and the approach to future acquisitions is being refined in order to build on the portfolio. Future returns are expected to increase but will be dependent on what properties are acquired.
To explore new ways of delivering services while maintaining or improving service standards and reducing costs	60,000	80,000	20,000		35,000	45,000	Yet to be evaluated	The procurement process for the Ski Centre has started but this is only a small element of the Leisure Contract procurement. Decisions need to be made about the future of the Farnborough Leisure Centre before procurement on the major element of the Leisure Contract can commence. Until a decision is reached, potential savings cannot be determined.
Making better use of existing assets by utilising land for advertising hoardings in order to maximise revenue return.	6,500	6,500		6,500				(C) A feasibility study was carried out in 2016/17 to identify opportunities with income currently being generated of £10k p/a from digital advertising monoliths. When the 2017/18 Strategy was designed it was determined that the spend of £6.5k would conclude this project. However, with other opportunities identified this project is to recommence as part of the 2018/19 Strategy. Budget to be restored to the level detailed in the Cabinet report 26 July 2016.
Making better use of existing assets by utilising land for advertising hoardings in order to maximise revenue return (Phase 2)		33,500	33,500			33,500		(N) A budget is required for associated procurement. Revenue returns are expected but the level of returns cannot be determined until sites are identified and suitability assessed.

(C) denotes projects which is completed

(S) denotes projects which have been subsumed into other projects

(N) denotes new projects

(D) denotes discontinued projects

STRATEGY FOR THE FLEXIBLE USE OF CAPITAL RECEIPTS 2018/19

INCOME GENERATION & COMMERCIAL

Project	Cumulative Budget Determined April 2017 (£)	Revised Cumulative Budget Determined January 2018 (£)	Change in Budget (£)	Actuals 2016/17 (£)	Revised Forecast 2017/18 (£)	Forecast 2018/19 (£)	Projected Savings Identified in the 2017/18 Strategy	Update February 2018
Opening Balance				500,000	338,224	484,873		
Additional Capital Receipts					480,000			
To understand sales trends, price demand and ticket buying behaviour	15,000	12,000	(3,000)		12,000	£5K p/a from 2017/18 and for the next 5 years		Work is yet to commence on this project as the four year exemption to continue with the existing panto provider was only signed on 7 December 2017. Now that this has been signed, the review can commence. The earliest savings will be returned is 2018/19.
Developing commercial trading opportunities by setting up commercial or alternative delivery models	80,000		(80,000)			Yet to be evaluated		(S) See: "Explore options for the development of a Special Purpose Vehicle/Housing company", this project no longer needs to be a standalone project.
Exploration of new models of service delivery within the organisation to include the potential for: - More Shared Services - Outsourcing - More Commercial approach	50,000		(50,000)			£35k - £100k		(S) Any outsourcing/shared services opportunities will be identified within the second phase of the design for the organisation and future ways of working. This project no longer needs to be a standalone project.
SUB TOTAL	336,000	283,485	(52,515)	40,725	150,495	92,265		

(C) denotes projects which is completed

(S) denotes projects which have been subsumed into other projects

(N) denotes new projects

(D) denotes discontinued projects

STRATEGY FOR THE FLEXIBLE USE OF CAPITAL RECEIPTS 2018/19

ORGANISATIONAL DEVELOPMENT

Project	Cumulative Budget Determined April 2017 (£)	Revised Cumulative Budget Determined January 2018 (£)	Change in Budget (£)	Actuals 2016/17 (£)	Revised Forecast 2017/18 (£)	Forecast 2018/19 (£)	Projected Savings Identified in the 2017/18 Strategy	Update February 2018
Opening Balance				500,000	338,224	484,873		
Additional Capital Receipts					480,000			
Review the functional and organisational arrangements of the Council, identifying a range of possible options for the design of the organisation and the implications of future ways of working	154,000	121,670	(32,330)	98,200	23,470		£65K-£300K	(C) The Council went through the process of assessing applications made under the Mutually Agreed Resignation Scheme (MARS). This round of MARS is expected to cost £122k, returning savings of £141k in 17/18, £200k 18/19 and £206k p/a thereafter. A second phase of functional and organisational arrangements is now to be reviewed (see below).
Review the functional and organisational arrangements of the Council, identifying a range of possible options for the design of the organisation (Phase 2)		289,305	289,305			289,305		(N) The implementation of new organisational design and future ways of working. Dependant on the approach will depend on the level of savings but in the region of £250k p/a.
SUB TOTAL	154,000	410,975	256,975	98,200	23,470	289,305		

(C) denotes projects which is completed

(S) denotes projects which have been subsumed into other projects

(N) denotes new projects

(D) denotes discontinued projects

STRATEGY FOR THE FLEXIBLE USE OF CAPITAL RECEIPTS 2018/19

CUSTOMER & DIGITAL

Project	Cumulative Budget Determined April 2017 (£)	Revised Cumulative Budget Determined January 2018 (£)	Change in Budget (£)	Actuals 2016/17 (£)	Revised Forecast 2017/18 (£)	Forecast 2018/19 (£)	Projected Savings Identified in the 2017/18 Strategy	Update February 2018
Opening Balance				500,000	338,224	484,873		
Additional Capital Receipts					480,000			
A comprehensive IT approach to integrate the client and contractor systems	85,000	85,000			52,465	32,535	As detailed below, £600k p/a as a result of the procurement of the new Waste Contract	The IT approach to integrate the client and contractor systems is being done over three phases with the first two phases to be live before the end of the 2017/18 financial year. The final phase is the implementation of a new DD solution. As stated below, savings of £600k p/a are being achieved as a result of the new waste contract.
Feasibility and implementation of an expanded customer hub model	100,000	107,740	7,740		40,000	67,740	£200k - £300k p/a	Work is underway for some scoping work to be carried out, as well as carrying out a financial health review of the organisation; benchmarking; and identifying quick wins. Only at initial stages so no savings achieved at present and any savings would be recognised under the organisational development phase 2 item above.
Making the best use of technology and improving our service delivery for customers	25,000		(25,000)				Yet to be evaluated	Subsumed into project above.
Setting up new governance arrangements and project management support to overall transformation programme	30,000	22,800	(7,200)	16,852	5,900		Will contribute to delivery of savings indicated throughout the plan	The transformation programme has been setup and savings will be achieved as indicated throughout this plan.
To successfully implement the new waste contract	70,000	70,000		6,000	61,020	2,980	£600k p/a as a result of the procurement of the new Waste Contract	The new waste contract is being successfully implemented and is due to finish in May 2018. Savings of £600k p/a are being achieved as a result of the new waste contract.
SUB TOTAL	310,000	285,540	(24,460)	22,852	159,385	103,255		
TOTAL	800,000	980,000	180,000	161,776	333,351	484,825		
Closing Balance				338,224	484,873	48		

(C) denotes projects which is completed

(S) denotes projects which have been subsumed into other projects

(N) denotes new projects

(D) denotes discontinued projects

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REPORT UNDER S.25 OF LOCAL GOVERNMENT ACT 2003

CHIEF FINANCE OFFICER'S REPORT

Under Section 25 of the Local Government Act 2003, the Council's Chief Finance Officer (Head of Financial Services) is required to report to Council on:

- the robustness of the estimates contained in the budget and
- the adequacy of the reserves maintained by the Council.

In order to comply with the Act, the Council must have regard to this report when making its decisions on the budget.

The budget has been constructed following a detailed process involving budget holders, Corporate Leadership Team and Cabinet, flowing from the Medium Term Financial Strategy through to detailed budget estimates. Estimates have been carefully considered during the budget process, with two targeted sessions with Cabinet to consider revenue growth and capital bids. In addition, the Budget Strategy Working Group has been involved in detailed scrutiny of budgetary issues throughout the year and have input into the process of how to engage all Members in the budget proposals prior to the budget-setting meeting on 22nd February 2018.

In preparing the budget, account has been taken of financial issues identified during the current year, new legislative requirements, service pressures and key economic indicators such as RPI, pay inflation etc. Realistic assumptions have been made and key risks identified. Risks are managed through timely and comprehensive in-year budget monitoring and performance reporting and with regard to the corporate risk register, which leads to prompt identification of problems and management of risks.

The Corporate Risk Register has recently been updated to reflect good practice and to focus effort on priority risk areas. The Licensing and General Purposes Committee considered the register and the Risk Policy at its meeting on 29th January 2018. It should be recognised that this is a rolling document, which will be updated and reported to Members on a regular basis. Further work needs to be carried out on risk management however, to ensure a robust, corporate approach is embedded within the organisation.

The proposed Capital Programme supports the Council's current infrastructure through asset enhancement and ICT strategy, while focussing on projects that will deliver financial return or economic benefit to the Borough. The Capital Programme clearly identifies which projects will only be brought forward when robust implementation plans are developed. This applies to the Council's major regeneration schemes and support for housing initiatives, for example, where clear business cases, including identified resources, both financial and in terms of project delivery, will be developed on a case-by-case basis. The pace of investment in these schemes will determine the timing and scale of the Council's borrowing requirement, as will prevailing interest rates and decisions taken on utilisation of short or long-term borrowing. The need to absorb borrowing costs in the general fund has been taken into account in the medium-term budget plans.

The general fund is forecast to remain within the £1 million - £2 million range of balances approved in the financial strategy. The Stability and Resilience Reserve set up during 2012/13 provides sufficient resource to allow the Council to react to the increase in risk and uncertainty it faces over the medium-term and any consequential adverse affect on its financial position. The Service Improvement Fund and the current freedoms over use of capital receipts, also support the Council's endeavour to achieve a sustainable financial position over the medium-term, by supporting key projects, which deliver significant financial benefit to the organisation.

These proposals will enable the Council to meet the challenges of achieving a balanced budget in the current year, to be protected from potential volatility in its finances and to reshape the organisation to be sustainable over the longer-term.

In conclusion, I am satisfied that the budget is robust and is supported by adequate reserves.

Amanda Fahey, Head of Financial Services/S151 Officer

