

Scrutiny Committee Agenda



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Date: 14 December 2011
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A meeting of the
Scrutiny Committee
will be held on Thursday 22 December 2011
at 7pm
Abbey House, Abingdon

Members of the Committee:

Councillors

Jim Halliday (Chair)
Melinda Tilley (Vice-Chairman)
Eric Batts
Andrew Crawford
Jane Crossley
Tony de Vere

Charlotte Dickson
Jason Fiddaman
Bill Jones
Sandy Lovatt
Julie Mayhew-Archer
Fiona Roper

A large print version of this agenda is available. In addition any background papers referred to may be inspected by prior arrangement.

Please note that this meeting will be held in a wheelchair accessible venue. If you would like to attend and have any special access requirements, please let the Democratic Services Officers know beforehand and they will do their very best to meet your requirements.

A handwritten signature in black ink, appearing to read 'M Reed', written in a cursive style.

Margaret Reed
Head of Legal and Democratic Services

Members are reminded of the provisions contained in the code of conduct adopted on 30 September 2007 and standing order 34 regarding the declaration of personal and prejudicial interests.

Agenda

Open to the Public including the Press

Map and vision

(Page 4)

A map showing the location of the venue for this meeting is attached.

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Notification of substitutes and apologies for absence

To record the attendance of substitute members, if any, who have been authorised to attend in accordance with the provisions of standing order 17(1), with notification having been given to the proper officer before the start of the meeting and to receive apologies for absence.

2. Minutes

To adopt and sign as a correct record the minutes of the committee meeting held on 24 November 2011 (previously published).

3. Declarations of interest

To receive any declarations of personal or personal and prejudicial interests in respect of items on the agenda for this meeting.

4. Urgent business and chair's announcements

To receive notification of any matters, which the chair determines, should be considered as urgent business and the special circumstances, which have made the matters urgent, and to receive any announcements from the chair.

5. Statements, petitions and questions from the public relating to matters affecting the Scrutiny Committee

Any statements and/or petitions from the public under standing order 32 will be made or presented at the meeting.

6. Corporate plan review

(Pages 5 - 15)

The attached document is a summary of the views expressed at the last meeting on the corporate plan review. The committee is asked to endorse this document as the committee's response to Cabinet.

7. Customer service

(Pages 16 - 22)

To consider report 54/11 of the head of corporate strategy.

8. Budget 2012/13

(Pages 23 - 60)

To consider report 55/11 of the head of finance.

9. Scrutiny work programme

(Pages 61 - 64)

To consider the attached scrutiny work programme.

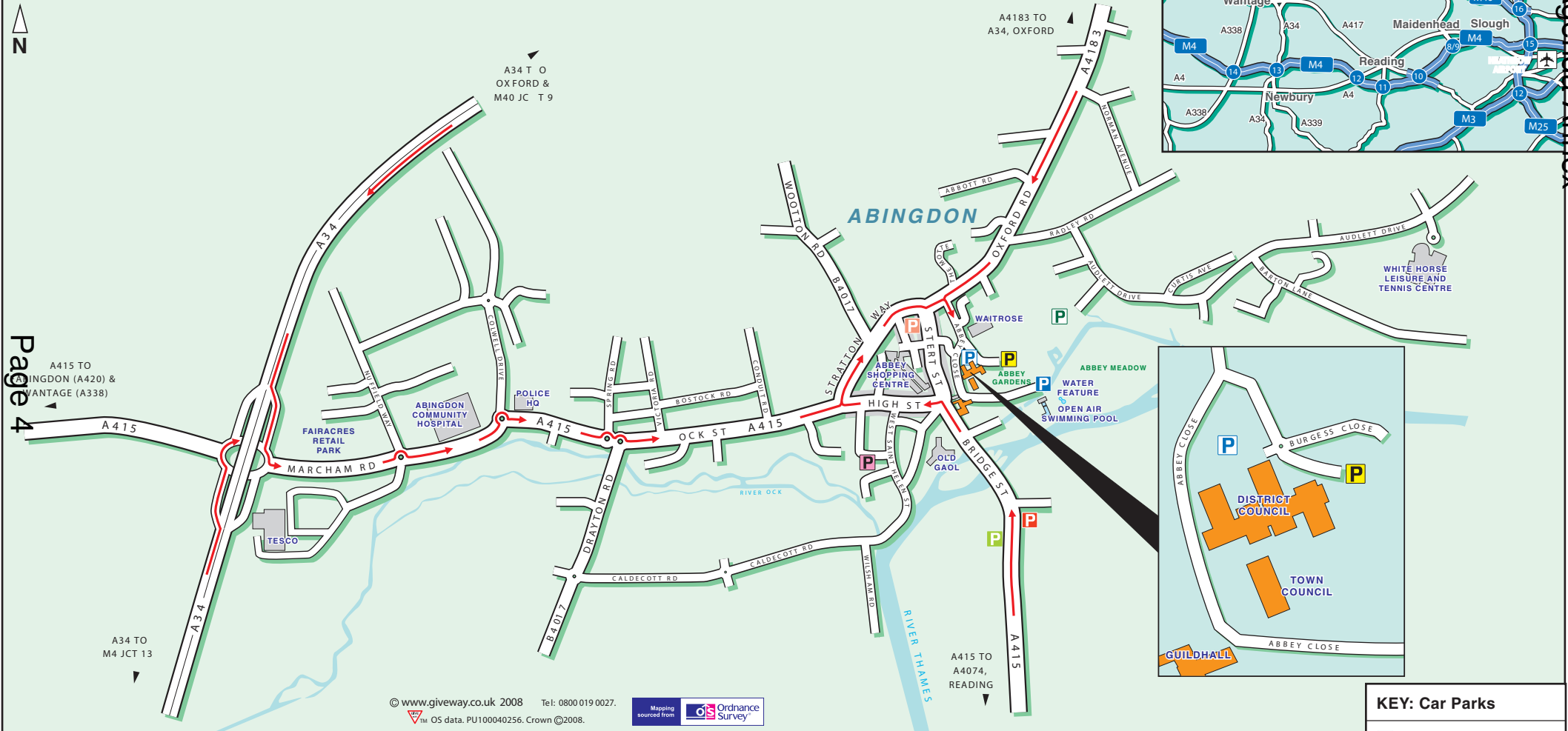
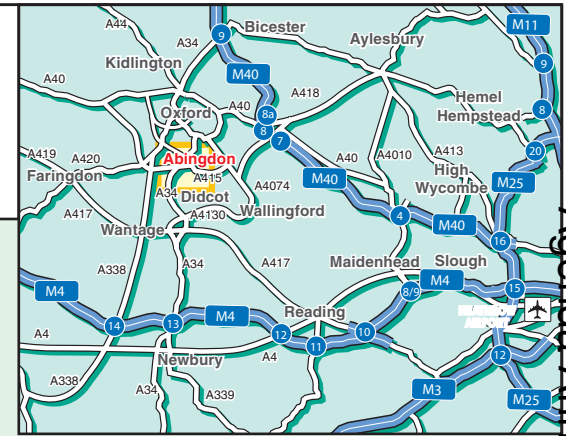
10. Date of next meetings

The committee is asked to review the date of its meeting in February 2012. Currently the meeting is scheduled for Thursday 23 February, the day after the budget Council meeting. However, the committee is asked to consider whether this should be moved to Thursday 16 February to feed any comments to Council on the draft budget.

The committee should note that there is also a meeting scheduled for Thursday 26 January 2012.

Exempt information under Section 100A(4) of the Local Government Act 1972

None



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OS data. PU100040256. Crown ©2008. Mapping sourced from Ordnance Survey

KEY: Car Parks	
	Abbey Close
	Cattle Market
	Charter Multi-storey
	Civic
	Rye Farm
	Hales Meadow
	Audlett Drive
	West St Helen Street

By rail – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit www.nationalrail.co.uk or call 08457 484950

By bus – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council’s website at www.oxfordshire.gov.uk. Contact details for bus operators can be found on the travel information pages on our website www.whitehorsedc.gov.uk

Parking – details of car parks charges can be found on our website

Vale of White Horse District Council

CORPORATE PLAN 2012-2016: CONSULTATION DRAFT

SECTION ONE - SCRUTINY COMMENTS ON PROPOSED OBJECTIVES

Excellent delivery of key services	
What we will do	Scrutiny member comments
Put residents at the heart of service delivery and seek to provide an excellent customer experience	Need to define which are the 'key' services
Keep residents and other stakeholders informed about our services, activities and spending and ensure we take their views into account before making key decisions	Provision of housing advice to keep the housing list as low as possible Not sure how keeping residents informed can be achieved, especially now that Unvaled is 'canned'
Deliver high performing services with particular emphasis on achieving excellent levels of recycling, keeping streets and public spaces clean and attractive and ensuring good quality sports and leisure provision	With some communities hardly using the internet and email how can the vale contact these people and determine the percentage of all people who feel they are well informed? Need to distinguish between statutory and non-statutory services – Leisure is the latter. Surely all statutory services are key? Measure the amount of money raised/value of capital projects undertaken Benefits – maintain accuracy and speed criteria Elections run well

Effective management of resources	
What we will do	Scrutiny member comments
Keep council tax low	<p>This has to be smarter – not just low council tax, good value service is worth it!</p> <p>Nothing in about staff – our most important resource</p> <p>Reduce empty offices – use resources more effectively:</p> <ul style="list-style-type: none"> • sublet • share SODC/Vale HQ <p>The most effective way of reducing operating costs is for both councils to be in one building, preferably Abbey House</p> <p>Ensure best return on investments – property and cash</p> <p>Be transparent about resources and spending</p> <p>Monitor joint service to ensure there is no inbalance of service provision between the councils</p> <p>Better financial prediction – not just MTFP</p>
Agree prudent and sustainable medium term financial plans	
Reduce energy usage throughout the council's operations	
Continue to work in partnership with South Oxfordshire District Council to reduce operating costs and enhance services	

Meeting housing need	
INCREASE THE SUPPLY OF MARKET AND AFFORDABLE HOUSING	
What we will do	Scrutiny member comments
Set housing targets and identify land supply to meet future housing need	Add interim housing supply policy
Process planning applications for housing promptly	The housing need is for smaller market swellings – there is no aim to deliver this
Secure sufficient financial contributions from development to deliver essential infrastructure	Who will deliver the housing? Setting the numbers is just the start
Ensure that new developments include a range of different types of affordable housing to meet local needs	Preventing homelessness is a MUST
Work with developers to overcome obstacles to development	Public confidence that promised infrastructure will be delivered is low in many areas, this is understandable as money has run out before it has been delivered:
Work with local communities to identify suitable sites for community led housing schemes	<ul style="list-style-type: none"> • suggest six-monthly report • suggest make these publicly/easily available • suggest look at potential sanctions/enforcement and make this transparent <p>It would be a good idea if a planning officer could attend a parish council meeting to explain these plans to the whole community – it would eliminate the fear of developments 'on my back door' and hopefully get the community on board. When asked for this because my parish council was up in arms was told that there wasn't enough resources for someone to attend – this is surely important enough to make the resources available?</p> <p>Encourage parishes to bring forward brownfield and town centre sites for development</p>

Building the local economy	
TO PROMOTE BUSINESS IN ALL PARTS OF THE VALE	
What we will do	Scrutiny member comments
Continue to invest to improve the viability and attractiveness of our towns	We should proactively encourage retailers/businesses to open in the Vale
Develop and implement local development orders to stimulate business growth at Milton Park and Harwell Science Campus	Measure the number of people in market squares
Enter into a commercial partnership to secure redevelopment of Abingdon town centre	Aren't we already in a commercial partnership/agreement for Abingdon precinct/Charter?
Enter into a commercial partnership to secure new retail development at Botley and use some of the proceeds to improve Westway shopping centre	Wantage/Grove is not one town – yet! Re-word to 'as they expand'
Review the potential for building a new leisure centre in Wantage/Grove as the town expands	The enterprise zone itself is already delivered
Roll out faster broadband across the district	Include a Wantage loyalty card too
Deliver the Science Vale UK enterprise zone	Promote BIDS schemes in the three major towns
Improve Infrastructure to support business growth	
Maintain low levels of crime and anti social behaviour	
Promote the River Thames at Abingdon as a visitor and leisure attraction	
Build on the 'Choose Abingdon' partnership to create a district-wide business partnership	

Support for communities	
What we will do	Scrutiny member comments
Improve the way we work with local communities and their representative bodies to create opportunities to localise service delivery	<p>Don't understand the concept of 'localise service delivery'</p> <p>Grants are probably the best and most effective way of stimulating localism</p> <p>What about the costs to parishes of developing neighbourhood plans?</p> <p>Are we obliged to encourage neighbourhood plans?</p> <p>Examples of devolved services must be helpful – presumably this does not apply to statutory services?</p>
Offer grants to voluntary and community organisations who are delivering projects and services that support our objectives or those in need	
Explore options for the further development of Wantage Civic Hall as a successful community facility	
Support rural communities to retain or provide facilities where there is local support to do so	
Encourage communities to develop neighbourhood plans	
Devolve responsibility for delivery of services to parish councils, community groups and others where it makes sense to do so	

SECTION TWO - SCRUTINY COMMENTS ON PROPOSED MEASURES

Excellent delivery of key services	
How we will measure success	Scrutiny member comments
<ul style="list-style-type: none"> percentage of people very satisfied or fairly satisfied with the way the council runs things percentage of people who agree with the statement that the council does a good job for people like me percentage of people satisfied with the way the council dealt with their enquiry (all methods of contact) 	<p>Number of people surveyed and how will be critical – needs to be representative</p> <p>Are we saying to use various methods to do these surveys – phone, letter, email, street survey? We need to be sure we get the most number of people to respond</p>
<ul style="list-style-type: none"> percentage of people who say they feel well or fairly well informed by the council about the services it provides 	<p>How often do we measure – annually or after four years?</p>
<ul style="list-style-type: none"> percentage of people who are very satisfied or fairly satisfied with the waste and recycling collection service, keeping the area clean and litter free, and sports and leisure facilities recycling rate one of the top ten councils nationally for recycling reduce the number of fly tips (rolling six month average) time taken to clear fly-tipping sports centre users satisfaction survey 	<p>How do we survey vale residents to get an accurate measure of satisfaction?</p> <p>Should measure the number of people fairly or very satisfied</p> <p>All measures must be SMART</p>

Effective management of resources	
How we will measure success	Scrutiny member comments
<ul style="list-style-type: none"> to keep council tax for district services in the lowest 20 nationally and work towards being in the lowest 10 	<p>Examples of services improving through joint working is not a measure</p>
<ul style="list-style-type: none"> no adverse comment from external auditors in annual 	<p>Savings target – clarify – is that £100,000 p.a. Or £100,000 in year one and a further £100,000 in year two etc?</p>

governance report	<p>Aim to be in lowest 10 nationally is not within the Vales control as depends on performance of the other 19!</p> <p>Do we mean keeping council tax low for its own sake or providing the best quality services for what our customers can afford?</p> <p>When will energy targets be agreed?</p> <p>No adverse Audit report – are we worth it?</p>
<ul style="list-style-type: none"> • X per cent reduction in gas usage and x per cent reduction in electricity usage in council offices and civic buildings • X per cent reduction in gas usage and x per cent reduction in electricity usage in council sports centres¹ • reduce business mileage by x 	
<ul style="list-style-type: none"> • achieve joint savings with South Oxfordshire District Council of at least £100,000 per year throughout the corporate plan • examples of services improving through joint working 	

¹ We are currently reviewing possible targets for this to ensure that we align with national targets and county carbon dioxide targets. We are also looking into different options for measuring energy use reduction for example, maintaining combined gas and electricity usage measures or possibly splitting these, cost measures, and the need for weather adjusted targets.

Meeting housing need	
INCREASE THE SUPPLY OF MARKET AND AFFORDABLE HOUSING	
How we will measure success	Scrutiny member comments
<ul style="list-style-type: none"> • core strategy approved • core strategy targets agreed • regular monitoring of performance against targets 	S106 – percentage of what? Also some s106 are related to 10 year plans e.g. new sports pitches
<ul style="list-style-type: none"> • 70 per cent major planning applications determined within 13 weeks • 75 per cent minor planning applications agreed within eight weeks 	Core strategy – measure needs a date Should measure how many houses delivered each year, not just agreeing the targets
<ul style="list-style-type: none"> • percentage of contributions secured in s106 agreements received by the council at year end • annual report of facilities and infrastructure provided with contribution from developers • Community infrastructure levy (CIL) implemented² 	Annual report on infrastructure not sufficient – needs to be more frequent – six monthly? Contributions secured/infrastructure delivered – these are not measures and cannot be used to calibrate success
<ul style="list-style-type: none"> • new developments deliver the levels of affordable housing stipulated in the core strategy 	Ensure that villages doing neighbourhood plans getting plenty of good housing advice
<ul style="list-style-type: none"> • sites with potential problems identified and action plans to overcome these agreed • quarterly report on progress achieved against action plan • number of new developments started 	Ensure that interim housing policy developments all include some affordable housing and not just a few large executive homes
<ul style="list-style-type: none"> • annual report setting out the council's contribution towards bringing development sites forward in response to community led and neighbourhood plans³ 	Developers/overcoming obstacles – make sure this is about delivery of approved schemes/those in the strategy

² Section 106 agreements and CIL are subject to emerging legislation. Until we are clear about how they will work in the future we do not plan to set a specific target for how much we hope to secure.

³ At this stage we do not think it appropriate to identify a specific number of schemes or sites

Building the local economy	
TO PROMOTE BUSINESS IN ALL PARTS OF THE VALE	
How we will measure success	Scrutiny member comments
<ul style="list-style-type: none"> • two hour free car parking introduced in market towns by end of 2011 • annual town centre vitality survey, including footfall and vacant shop surveys • impact of public wi-fi scheme piloted in Wantage • market town strategy reviewed and annual action plans developed • progress against annual action plans 	<p>Wi fi in Wantage – how will the impact be measured?</p> <p>Having a wi fi scheme might result in more people comparing prices and buying from the internet</p> <p>Introducing two hours free parking isn't a measure – should include other measures here such as increase in footfall</p> <p>Vitality should include numbers of people in cafes, restaurants, visiting craft fair/guildhall, Folly tower etc etc.</p>
<ul style="list-style-type: none"> • development orders in place by June 2012 • annual report on the number and square metres of new business units developed under provisions of the development order 	<p>New business units/jobs created – should be a net figure, taking account of square metres lost to change of use etc.</p>
<ul style="list-style-type: none"> • refurbishment of Abbey Centre completed by (date tbc) • redevelopment of the Charter substantially completed by end of plan period 	<p>Will there be a report on how many people get higher speed broadband and in what areas so that we can track progress?</p>
<ul style="list-style-type: none"> • new retail development built and operating by end of corporate plan period • improvements to Westway shopping centre agreed and implemented 	<p>Fear of crime – monitor the feel good factor generated by CCTV in Wantage and Abingdon via the citizens' panel</p> <p>Business partnership – this measure is vague and not a measure of success, what is needed are active members not just those subscribing or joining</p>
<ul style="list-style-type: none"> • options study produced by end 2012 	
<ul style="list-style-type: none"> • Broadband Delivery UK (BDUK) funding spend secured for Vale of White Horse • all parts of the district to have access to improved broadband and mobile phone coverage by the end of the corporate plan period 	<p>Westway – will the council be consulting residents of Botley (in north Hinksey and Cumnor)?</p>
<ul style="list-style-type: none"> • number of jobs created, number of and square metres of new business units developed • increase in business rates 	<p>Increase in business rates – need to re-word as businesses in the enterprise zone won't pay business rates (rateable value not money collected?)</p>
<ul style="list-style-type: none"> • strategy for investment for enterprise zone business 	

<p>rates growth agreed with Oxfordshire Local Economic Partnership</p> <ul style="list-style-type: none"> • strategy implemented and progress confirmed in annual report 	
<ul style="list-style-type: none"> • at least 97 per cent of people feel safe walking alone in their community in daytime • at least 79 per cent of people feel safe walking alone in their community after dark • monitor performance against priority crime targets in community safety strategy 	
<ul style="list-style-type: none"> • Number of businesses that are member of the district-wide partnership 	

Support for communities	
How we will measure success	Scrutiny member comments
<ul style="list-style-type: none"> • examples of localised service delivery 	<p>Wantage civic hall:</p> <ul style="list-style-type: none"> • make objectives SMART • should include a date for development plan • should measure 'increase in net income' • make civic hall self supporting through a programme of events, cinema showings etc. <p>Examples of localised service delivery, grant projects awarded and devolved services are not measures</p> <p>Neighbourhood planning – this measure is about informing not encouraging – need some sweeteners?</p> <p>Vale should produce a guidebook on how we can help with Neighbourhood plans</p>
<ul style="list-style-type: none"> • grants criteria aligned with council's priorities • amount of grant awarded and number of projects funded and number of projects completed. • annual report on key grant aided projects setting out benefits to local community and how they have helped to deliver council priorities 	
<ul style="list-style-type: none"> • plan agreed for developing Wantage Civic Hall • increase in the number of bookings and users of the Civic Hall • decrease in net expenditure 	
<ul style="list-style-type: none"> • examples of localised service delivery 	
<ul style="list-style-type: none"> • support development of community-led plans • number of actions in community-led plans progressed with the support of the council each year 	
<ul style="list-style-type: none"> • all local councils provided with information about developing neighbourhood plans and sources of advice and support • number of communities engaged in developing neighbourhood plans 	
<ul style="list-style-type: none"> • specific examples of devolved services in place 	

Scrutiny Committee



Report of Head of Corporate Strategy

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To: Scrutiny Committee

DATE: 22 December 2011

Report no: 54/11

Customer service performance - 2010/11

Recommendation

Scrutiny Committee is invited to note current performance on customer service, including performance against our corporate customer contact standards; and the areas for improvement identified for further work.

Purpose of Report

1. This report shows current performance on customer service, including performance against the corporate contact standards.

Strategic Objectives

2. Improved customer service is fundamental to improving access to services and improving customer satisfaction, and therefore underpins all of our strategic objectives. It makes a specific contribution to our corporate priorities 'to optimise access to our services' and 'provide value for money services that meet the needs of our residents and service users'. The contact standards are aimed at achieving an improvement in customer service across the council.

Background

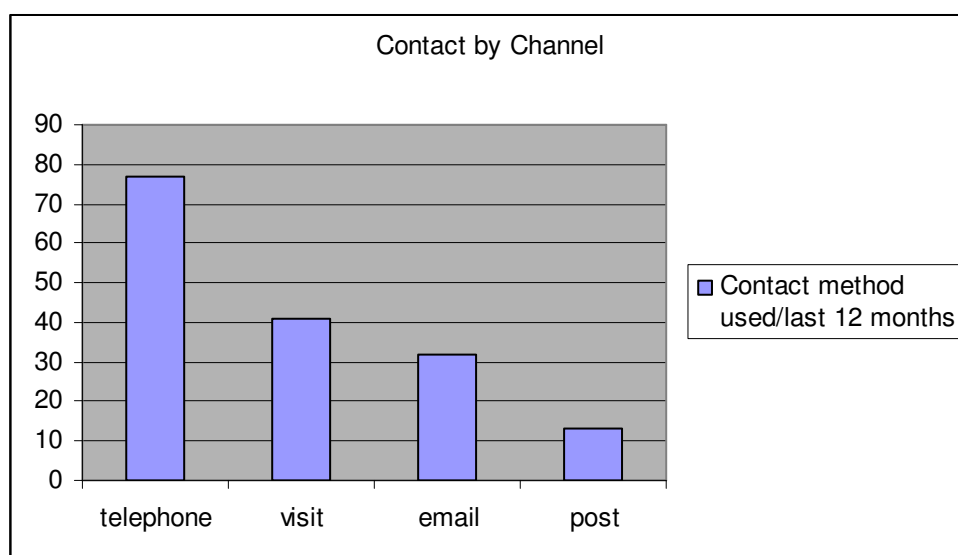
3. Our customer charter and customer contact standards have been in place for a number of years. However, this is the first time that we have carried out any formal measurement of our performance against the standards; we do not therefore have

any trend data to compare against. This report sets out the results of a survey of the councils citizens' panel, carried out in May/June 2011.

4. The standards apply to our contact with external customers, whatever contact channel is used, i.e. telephone, email, letter or face to face. They do not apply to internal communications. A copy of the standards is attached at appendix one to this report.

Methods of contacting the council

5. 234 people had contacted the council over the past year (more than half of the people who responded to our survey). Of these 77 per cent had done so by telephone, 32 per cent by email 13 per cent by letter, and 41 per cent visited the offices in person, as shown in the chart below. (Note these figures add up to greater than 100 per cent as people may have contacted us by more than one method in that period).



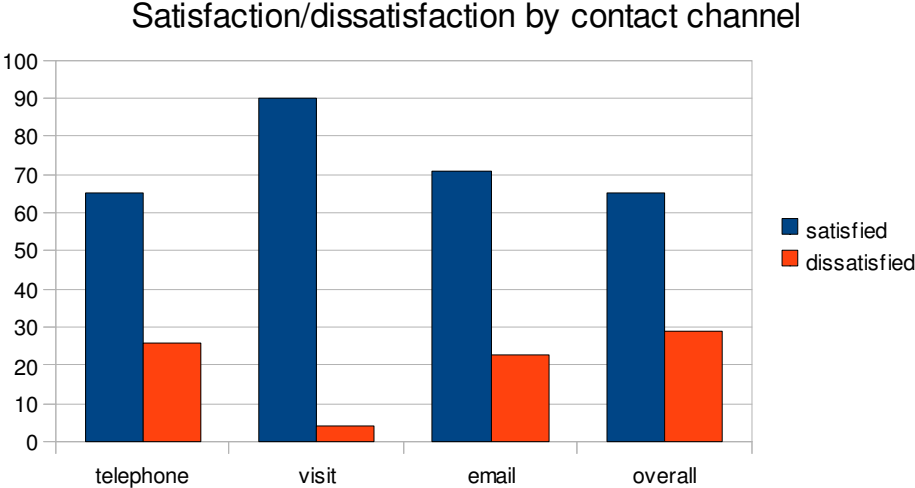
6. 45 per cent of those who contacted us did so with a query about waste and recycling and 14 per cent about planning. Given that the survey was carried out at a time when the new waste contract was bedding down and in a year when we experienced significant weather problems with the waste and brown bin service; and that high number of contacts were about waste, this may well have impacted negatively on perceptions of customer service.
7. 56 per cent of people said their enquiry was resolved on first contact; a significant and disappointing 36 per cent had to contact us again before it was resolved.

Overall satisfaction with contact

8. 65 per cent of customers were satisfied with the way their issue was dealt with overall, and a third of these were very satisfied. However, a significant 29 per cent said that they were dissatisfied, which shows that we have some room for improving our customer experience.

Satisfaction by contact channel

9. Results by channel show that satisfaction with visits to the local services point (LSP) is higher than that for either telephone or email – see graph below.



Visits

10. For those visiting the council offices, satisfaction with different aspects of the overall customer experience varied, with relatively high levels of satisfaction with initial greeting (80 per cent); but lower satisfaction and significant levels of dissatisfaction with staff understanding the issue (65 per cent satisfied/21 per cent dissatisfied respectively), advice/help given (63 per cent satisfied/27 per cent dissatisfied) and availability of staff (62 per cent satisfied/21 per cent dissatisfied)¹. This suggests that there could be some significant training or confidence issues among staff and also some issues around back office staff providing the necessary cover to deal with enquiries when people visit.

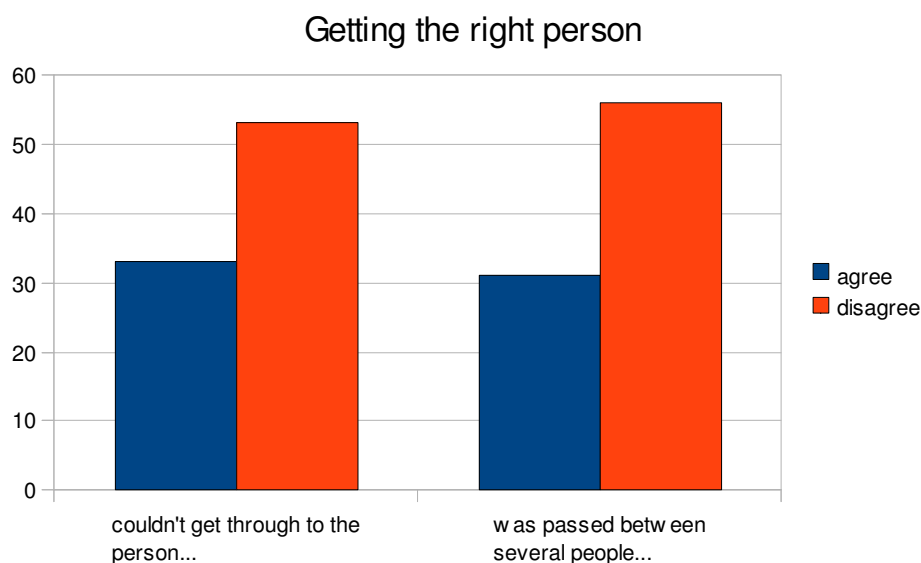
Telephone

11. Our contact standard says that we should answer all calls within six rings or transfer the call to an answer machine/voicemail. During the year we received 416,967 incoming calls to the council offices, 118,869 of which were dealt with by the LSP. For calls to the LSP the abandoned call rate for the period was 5.4 per cent. Unfortunately our existing telephone system is not able to provide reports on call answering times/abandoned calls etc across the council, so we cannot report on overall performance against this standard. We are working on a technical 'fix' to make more comprehensive monitoring possible.

12. In terms of customer feedback, those telephoning via the switchboard were more satisfied with the overall service they received (74 per cent) than those who called a direct line number (65 per cent) and a significant number (26 per cent) of those calling direct dial numbers were actively dissatisfied. Taking both calls to switchboard and direct dial calls together, 32 per cent couldn't get through to the member of staff they wanted to, and 31 per cent of callers were passed between

¹ These are positively satisfied or dissatisfied – does not include those who were neutral

people as shown in the graph below. This indicates issues with availability of staff and staff knowledge of who to transfer calls to in order to get them resolved.



13. Changes in staffing and staff location as a result of team restructures and in order to achieve efficiencies could have been a major contributing factor to low levels of satisfaction with these aspects of telephone service. We would expect to see improvements in future years now that most team restructures have been completed. However, these results suggest that staff may not be using the benefits of the telephone system e.g. group pickups, as fully as they could to ensure that there is telephone cover in the back office.

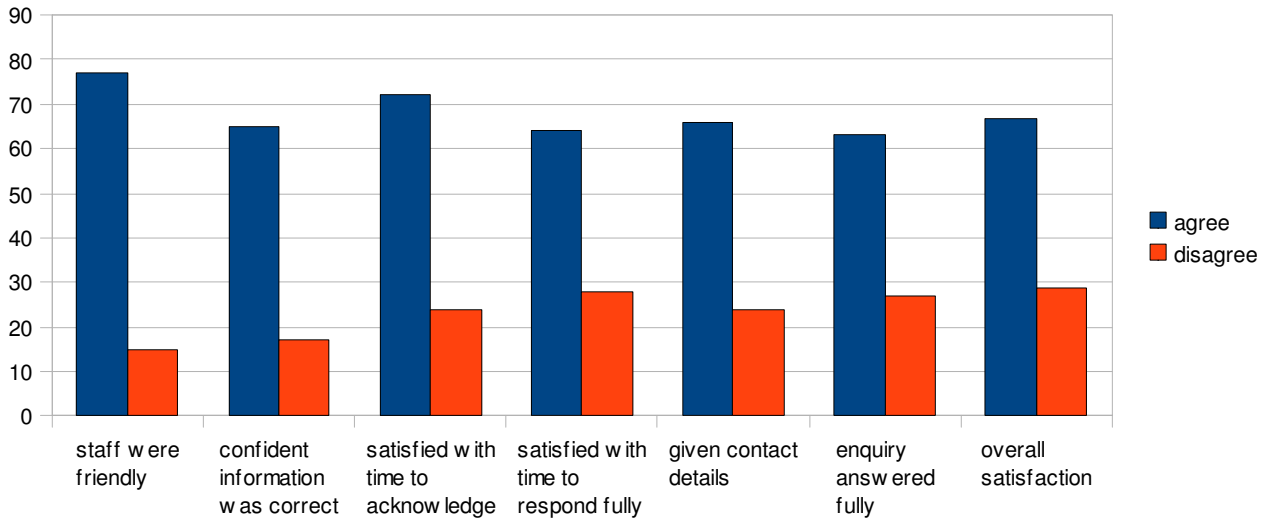
14. Where a customer leaves a message our standard says we should respond to that message within seven working days. 65 per cent of people said they got a response to their message within seven working days, but 20 per cent said they had not received a response at all. This is obviously not acceptable, and staff need to be reminded of the standards for response to messages.

Email

15. Our contact standard says that customers should get a response to emails within seven working days. 75 per cent said that they got a response within this timescale but 20 per cent didn't get a response at all. 64 per cent of people were satisfied with the time it took for a full response, 28 per cent were dissatisfied.

16. Results also show significant room for improvement across other aspects of email satisfaction as shown in the graph below. Most disappointing is that 19 per cent of people said that they didn't trust the information staff had given them, which suggests issues around training and possibly style and language used in emails. Again the staff restructures could be a contributing factor as many staff would have been new to their roles or to the council at the time covered by this research.

Satisfaction with elements of email contact



Letters

17. Of those surveyed only 30 had written to us; of these just five people got a response within the seven working days that our contact standard specifies, for the remaining 21 it took longer or they did not get a response. Again people were not confident in the information given, but the main dissatisfaction was with time taken to respond.

Actions

18. The period of change as restructures were put in place and bedding down may have contributed to some of the findings addressed in this report, and we would expect this to resolve itself now that most structures are in place. Similarly the new waste contract is bedding down and issues around this have been resolved – this should reduce the amount of contact on waste issues and increase satisfaction.

19. We are currently working with different service standards across the two councils, which is not ideal given that often the same staff are working across the two, and this could lead to confusion. We have scheduled a review and harmonisation of service standards for spring 2012. Once this is complete we will carry out a programme of internal communication. However, in advance of the review we will remind staff of the current service standards, especially those relating to email contact, and the results of this monitoring.

20. In addition we have identified the following actions which will help to address the areas for improvement identified in this report.

- encourage staff to take up existing email good practice training available through the corporate training programme
- feed email and customer service considerations into corporate time management training and encourage staff to attend
- include further customer service training in the corporate training programme (similar to training provided previously at South)

- remind teams of the need to keep staff contact details up to date on the electronic 'whos who'
- introduce telephone monitoring reports and better monitoring of responses to messages
- remind staff and audit signatures on external email
- consider the business case for introducing mystery shopping in relation to email contact

Financial Implications

21. There are no financial implications arising from this report.

Legal Implications

22. There are no legal implications arising from this report.

Risks

23. The key risk is a reputational one as customer experience is a recognised driver of overall satisfaction with the council. Poor performance could impact upon how satisfied residents are with the council and its services.

Other Implications

24. None identified.

Conclusion

25. This is the first customer service performance report of this kind, showing results from our recent citizens' panel survey which asked about peoples experiences of contacting the council. This report compares responses received to the councils agreed customer contact standards. Results show some areas of good practice e.g visits to the local services point. They also suggest some significant areas for improvement, particularly around availability of back office staff to respond to telephone calls, handling of email contact and responding to messages from customers. The report sets out actions proposed to respond to these so as to improve our customer service by the time of the next annual report.

Background Papers

- Report of citizens' panel survey, June 2011

Appendix One – customer contact standards

The Council aims to meet the following general corporate standards:

Letters

We will provide a full response within seven working days. Where this is not possible we will still reply within seven working days, letting you know why we need further time to deal with the enquiry. After that we will deal with the matter as quickly as possible.

Emails

We will reply to emails received at service mailboxes with an immediate automated response. We will provide a full response to all emails within seven working days. Where this is not possible we will let you know why we need further time to deal with the enquiry. After that we will deal with the matter as quickly as possible.

Phone

Whenever possible a member of staff will answer the phone within six rings and we will always try to answer your enquiry at that point. Otherwise the call will be diverted to an automated message or answer machine. We will provide a full response within seven working days. Where this is not possible we will let you know why we need further time to deal with the enquiry. After that we will deal with the matter as quickly as possible.

Visitors

Visitors to our Local Service Point in Abingdon who do not have an appointment will be seen in order of arrival. We aim to resolve 99 per cent of enquiries during the same working day. If we are unable to do so we will resolve your enquiry as fast as possible and will keep you informed at every stage.

The volume and types of customer contacts in some service areas means that alternative operational standards will apply. You will be informed of this at point of contact.

Scrutiny Committee



Report of Head of Finance

Author: Bob Watson - Chief Accountant

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Wards affected: All

Cabinet member responsible:

Councillor Matthew Barber

Tel: **01235 540391**

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DATE: 22 December 2011

Report No 55/11

2012/13 budget update report

Purpose of Report

1. The purpose of this report is to inform the scrutiny committee of the budget requirement for 2012/13 and the Medium Term Financial Plan (MTFP) for the next five years. It deals with the composition of the base budget, the levels of government funding streams and defines the issues to be considered by councillors before Council sets its revenue and capital budget for 2012/13.

Background

2. The Council is obliged by statute to set a "balanced budget" in which net expenditure is balanced by funding and prudent use of reserve balances in the short-term.
3. On 10 February 2012 the Cabinet will consider a report on the revenue and capital budgets for 2012/13 and the MTFP and capital programme to 2016/17; Cabinet will recommend its MTFP and budget to Council on 22 February 2012. To allow the Cabinet to propose its budget, all relevant issues affecting funding, expenditure and income must be brought to their attention in a timely manner to allow them an opportunity to challenge and consult on the options available.
4. This report considers both revenue and capital income and expenditure and the funding options available, paying particular attention to those areas where councillors have significant discretion over the outcomes.

Revenue budget 2012/13

5. The objectives to be achieved when setting the MTFP and the annual revenue budget are:

- To set a balanced revenue budget (prepared in accordance with proper accounting practice), i.e. the estimated income in the year (including that from the council tax) will equal the estimated expenditure.
 - To set a revenue budget requirement that maintains a level of revenue balances that is sustainable over the medium term. A sustainable level of balances is not less than 5% of the annual budget requirement.
 - To ensure the council's five year revenue spending plans concur with its medium term financial strategy objectives with regards its balances.
 - To direct resources to meet council priorities.
 - To continually strive to deliver services in an efficient and effective way.
6. To meet these objectives the MTFP (shown at appendix A) has been set with a firm budget requirement for 2012/13 and indicative budget requirements for the remaining years of the plan (these are confirmed annually to allow flexibility with the changing circumstances of the council). For 2012/13 the budget requirement has been calculated as £10,748,246 (line 44 of the MTFP). This represents the previous year's budget requirement (£11,393,150) adjusted for inflation, growth proposals (appendices B and D) and savings proposals (appendix C). These are all subject to consultation in accordance with the council's constitution.

Budget composition 2012/13

7. Base budgets. The first stage of budget setting is to formulate the base budget. This is achieved by taking the working budget from the previous year and adjusting it for known changes (eg: inflation, staff costs, full year effect of budget savings/increases). These budgets are then subjected to a challenge process to ensure all excess costs are cut from the base. These budget reductions are summarised at Appendix A1.
8. The net cost of service budgets have reduced from £13,732,350 in the 2011/12 MTFP to £13,219,800 in this MTFP (line 20) being proposed. The main reason for this reduction is the full year effect of the shared service restructures at fourth tier (service managers) and below fourth tier.
9. Inflation, salary increments, and other salary adjustments. Together these total a net saving of £21,480. The cost of living (inflation) figure of £81,850 represents an average increase of less than one per cent on the 2011/12 net expenditure budgets. For all council employees, except for the chief executive, strategic directors and heads of service, an increase in salary of two per cent is budgeted for 2012/13. Increments payable to council employees not at the top of their salary range total £35,500. Other salary adjustments represent a net saving of £138,830 reflecting additional savings arising from restructures initiated in prior years and other budget corrections.
10. Until the final budget is set the 2012/13 figures are provisional and are liable to change as work continues on refining the budget. The paragraphs below identify how the budget requirement for 2012/13 has been reached.

11. Essential growth. Each year the budget will change based on new legislative requirements, demographic pressures, contractual obligations and agreed changes in policy. These items total £345,800 (line 29). They comprise additional expenditure which is considered unavoidable, and reflect changes that have occurred in the current year or which are known will happen in 2012/13. Given the value of these additional essential growth items they are subject to further review.
12. Changes in responsibilities. There are no costs relating to changes in responsibilities in 2012/13
13. Savings. In this year's budget setting, Heads of Service and Service Managers have been asked to identify savings within their service areas. These items total £419,920 (line 30). These are reductions in costs identified by officers which are the result of more efficient working, previously agreed policy decisions, cost reductions outside of the council's control, and corrections to budgets.
14. Fit for the Future savings. The council uses a lean systems thinking approach to remove inefficiencies in business processes and improve the quality of customer service. Internally this approach is known as Fit for the Future (FFTF) – savings made to date are already included in the service area base budgets.
15. The third phase of this project will commence shortly and involves processes in some of the council's service teams being looked at in detail with the aim of identifying efficiency savings. The provisional savings targets are summarised in table 1 below and are shown at line 81 of the MTFP. The cabinet will take these into account when recommending its budget to council.

Table 1: FFTF savings targets (cumulative)

Year	£
2012/13	57,400
2013/14	193,800
2014/15	313,000
2015/16	313,000
2016/17	313,000

16. Revenue and capital growth. In setting the annual budget the council must consider if it wishes to enhance, improve or extend existing service provision. Heads of service have submitted a number of suggestions for additional spend that support the council's key aims as set out in the council's corporate plan, and management team has agreed that a number of these merit further consideration as part of the budget setting process. These proposals are included in the budget proposal but they are still under consideration and are subject to political decision as to whether they should be progressed.
17. The growth bids are attached to the report as follows:
 - appendix D – revenue growth bids - £388,760 (line 31)
 - appendix F – capital growth bids – including net revenue one-off costs of £20,000 and £7,000 ongoing (line 32)

18. It will be for the council to decide in February whether these or any other proposals are included in the final budgets. If any member of the committee wishes to have further details of any of the bids please can they contact the relevant head of service.
19. This budget represents the budget proposals submitted by officers and it allocates resources to allow the council to provide an affordable level of service at the current standards (all other things being equal), and reflects previously agreed policy decisions. It also includes essential growth items, any growth in respect of new responsibilities placed on the council, and all growth proposals which have been put forward by officers.
20. Investment income. Investment returns for 2012/13 are used to finance expenditure in-year. For 2012/13 these are expected to be lower than previously forecast in the MTFP for 2011/12; this is mainly due to interest rates remaining at their current low for a longer period than originally expected. It is currently forecast that £417,900 will be earned in 2012/13 (line 21).
21. Property income. The council receives income from its investment property portfolio, and for 2012/13 this is estimated at £1,618,580 (line 22)
22. Government Grant Income. Council tax freeze grants for 2011/12 and 2012/13 of £284,437 (lines 23 and 24) are included. Paragraph 28 discusses this in more depth. New homes bonus grant funding of £997,645 (2011/12 £451,595 – line 25 and 2012/13 £546,050 – line 26) is shown as being received, but transferred to an earmarked reserve (line 37). This is discussed in more depth in paragraph 31.
23. Taking into account these contributions the provisional net expenditure of the council for 2012/13 is £10,215,858 (line 34).

Capital programme 2012/13 to 2016/17

24. The capital programme has been reviewed in detail by heads of service in conjunction with finance staff as part of the budget monitoring process, and has been changed to reflect current expectations of the spending profile. An updated programme, reflecting these changes, is attached as appendix E.

Government funding for revenue expenditure

25. In October 2010, as part of the comprehensive spending review, government announced that councils would see “an average loss of grant of 7.25 per cent, in real terms, in each of the next four years¹”, i.e. 29 per cent over 4 years. In reality however, this council lost 15.2 per cent in the 2011/12 settlement and a further 11.8 per cent reduction this year meaning, the council will have lost 27.0 per cent in the first two years alone. Officers are expecting that over the four year period the council will actually lose 40 per cent.

¹ Letter from secretary of state for communities and local government, 20 October 2010

26. In 2011/12 the government announced a provisional two year settlement. This was further updated on 7 December 2012 with publication of the 2012/13 provisional settlement figure which will be confirmed in January 2013. The impact of the settlement on the council's grant funding is shown in table 2 below:

Table 2: local government settlement 2011/12 to 2012/13

	2011/12 actual £	2012/13 provisional £
Formula grant after adjustment	5,598,015	4,820,569
Increase/(decrease) year on year	(1,003,418)	(777,446)
Percentage increase/(decrease) year on year	(15.2%)	(13.9%)
Percentage increase/(decrease) from 2010/11	(15.2%)	(11.8%)
Cumulative percentage/(decrease) from 2010/11	(15.2%)	(27.0%)

Issues for consideration

27. The paragraphs below set out further issues that need to be considered before the final budget for 2012/13 is set by council in February 2012. As such they represent areas of discretion in the budget setting process that are open to councillors.

Council tax freeze

28. The government has announced that it will pay an additional grant to councils who do not increase their council tax in 2012/13. The grant will be the equivalent of a 2.5 per cent increase in council tax, which equates to an additional grant of £143,166. CLG has confirmed that this grant, if the council chooses to accept it, will be for one year only. In terms of tax yield, the council will be worse off in future years as a result of not increasing council tax. The council is already receiving a four year grant of £141,271 annually from the first tranche of the council tax freeze grant (2011/12 to 2014/15). Again in terms of tax yield, the council will be worse off in future years as a result of this grant funding ceasing, than it would have been if council tax had been increased last year by 2.5 per cent.

Planning fees – full cost recovery

29. The government has now completed the consultation period on proposals to decentralise responsibility for setting fees to local planning authorities. The proposals will allow authorities to help to reduce the subsidy of planning applications by local taxpayers, by allowing planning authorities to charge on the basis of full cost recovery, if they so wish. If the council decided to recover costs in this way, there will be a significant increase in fees.
30. Officers are currently waiting for further information from government. Changes which were initially expected to be implemented from October 2011 have been delayed. It is now anticipated that if any such change were to be introduced the earliest this could happen would be in the financial year 2013/14. There will still be a need for a six month transition period.

New homes bonus

31. As part of last year's settlement, the government announced a new homes bonus scheme, aimed at incentivising local authorities to increase housing supply by rewarding them with additional grant. As part of the 2012/13 settlement the council received £451,595 which the council budgeted to put into an earmarked reserve. This will be received for a further five years. This year, in addition to the £451,595, the council will receive £546,050 as part of the second tranche – a total of £997,645 for 2012/13. The council will need to decide how the additional funds received are to be used – it is currently assumed that the funding received will all be transferred to an earmarked reserve.

Future prospects

32. In addition to considering the budget for the 2012/13 financial year, consideration must also be given to the financial position of the council over the medium term. In particular, the impact of the likely continued reduction in government grant funding over the medium term will present a significant challenge for the council. There are three particular issues for which costs and potentially revenues will not be known until summer 2012 at the earliest, they are:

- Localisation of council tax benefit – consultation on this policy is currently under way with primary legislation expected in the summer of 2012. A 10 per cent cut in funding of this benefit is proposed, with pensioners and other vulnerable groups being “no worse off” as a result of the implementation of locally designed and administered local authority schemes. Claimants falling outside those protected groups may suffer cuts to benefits exceeding 20 per cent if local schemes choose not to subsidise the cut.
- Business rates retention – consultation on this ended on 24 October 2011. Legislation is expected for implementation in April 2013. Instead of contributing all business rates into a central pool as is currently done, from a base line year, any “new” rates collected will be retained locally. Conversely if collection rates decline, there will be a negative impact on funding locally. The rationale behind the new strategy is to encourage authorities to grant planning permission for appropriately-sited and well-planned non-residential development to stimulate economic growth.
- New homes bonus – although the grants awarded for 2011/12 and 2012/13 are known or can be estimated quite accurately, total grants awarded in excess of the £250 million set aside by government for 2012/13 to 2014/15, will be funded from formula grant. The government has stated that “Those authorities which respond to the incentive and embrace housing growth will reap the benefits”².

33. On 16 February 2011, the welfare reform bill was introduced to parliament. The Universal Credit, a major feature of this bill, will be administered by the Department for Work and Pensions (DWP). It aims to simplify the current benefits system providing a basic allowance which will replace amongst other benefits housing benefit currently administered by local authorities. The potential implications and opportunities for local authorities are significant.

² New homes bonus: final scheme design DCLG February 2011

34. The DWP will hold further discussions with local authorities about the detail and implications of universal credit for their housing benefit operations, including consideration of whether there may still be a role for local authorities in dealing with non-mainstream housing benefit cases (for example, people living in supported or temporary accommodation). Local authorities may also have a role to play in delivering face-to-face contact for those who cannot use other channels to claim and manage their universal credit. Although it is likely that implementation dates will slip, the government's timetable indicates that by April 2014 all new benefit claims will be made through universal benefit.
35. Appendix A of this report presents a Medium Term Financial Plan (MTFP) for the council, which quantifies the financial pressure on the council over the medium term. It assumes that government grant funding will fall in total by 40 per cent by 2014/15 and a one per cent year on year reduction thereafter. It also incorporates assumptions on interest income, and other known pressures on the council, such as inflation and salary increments. In line with the draft corporate plan, it assumes no change to council tax for 2012/13 and 2013/14, with a two per cent increase thereafter. It does not however reflect the items in paragraphs 48 to 50 above, where costs and revenues are unquantifiable at the present time.
36. Although required to set a balanced budget, the council is allowed to prudently call upon general fund balances to support the revenue budget in the short term. Based on current assumptions, the general fund will need to be used as follows in table 4 below:

Table 4: use of the general fund balances

	(Contribution to)/Use of general fund balances £000	General fund balance at year end £000
2012/13	550	(2,411)
2013/14	1,119	(1,292)
2014/15	1,680	387
2015/16	1,795	2,183
2016/17	2,302	4,484
Total	7,446	N/A

37. As identified above, if the budget for 2012/13 were to be adopted with no further changes then, based on the assumptions, the general fund balances of the council would fall below a sustainable level in 2014/15.

Financial Implications

38. These are included within the body of the report.

Legal Implications

39. There are no legal implications arising directly from this report.

Conclusion

40. This report brings together all known, relevant income and expenditure and funding information. This should aid members in understanding the major issues to be faced in setting the 2012/13 budget and allow them to consider and challenge that information before council sets its 2012/13 revenue and capital budget in February 2012.

Background Papers

Appendices

- Appendix A – medium term financial plan
- Appendix A1 – Summary of budget changes
- Appendix B – essential growth
- Appendix C – service budget savings
- Appendix D – revenue growth bids
- Appendix E – capital programme to 31 March 2017
- Appendix F – capital growth bids

Other background papers

- Budget monitoring: September 2011 – cabinet 9 November 2011
- Universal credit : welfare that works (white paper) – Nov 2010 department for works and pensions
- Welfare reform bill 2011 (green paper) – February 2011 – department for works and pensions

Medium Term Financial Plan to 2016/17

Appendix A

	A	B	C	D	E	F	G	H
1	Scrutiny	Original Budget		Base Budget	Indicative	Indicative	Indicative	Indicative
2	Version 2-0	2011/12		2012/13	2013/14	2014/15	2015/16	2016/17
3	Service Costs							
4	Commercial Services	3,444,060		Service area deleted and absorbed into other services				
5	Corporate Management	655,150		599,310	599,310	599,310	599,310	599,310
6	Corporate Strategy	1,127,660		4,590,820	4,590,820	4,590,820	4,590,820	4,590,820
7	Economy, Leisure and Property	1,803,370		1,496,690	1,496,690	1,496,690	1,496,690	1,496,690
8	Finance	1,601,960		1,941,680	1,941,680	1,941,680	1,941,680	1,941,680
9	HR, IT, Customer	1,633,770		1,753,500	1,753,500	1,753,500	1,753,500	1,753,500
10	Housing and Health	1,454,110		1,255,890	1,255,890	1,255,890	1,255,890	1,255,890
11	Legal and Democratic	1,009,850		798,340	798,340	798,340	798,340	798,340
12	Planning	707,700		568,850	568,850	568,850	568,850	568,850
13								
14	Contingency	224,720		214,720	264,720	264,720	264,720	264,720
15	Inflation and salary increments	70,000		In base				
16	Salary increment				35,000	70,000	105,000	140,000
17	Salary inflation (estimate)				124,310	251,810	382,550	516,610
18	Other inflation (estimate)				181,120	365,640	553,630	745,150
19	Previous year agreed growth & savings	0		0	8,280	20,540	0	23,200
20	Net Cost of Service	13,732,350		13,219,800	13,618,510	13,977,790	14,310,980	14,694,760
21	Investment Income	(371,800)		(417,900)	(537,000)	(742,600)	(1,128,700)	(1,128,700)
22	Property Income	(1,561,350)		(1,618,580)	(1,722,140)	(1,545,500)	(1,505,500)	(1,505,500)
23	s.31 Council Tax Freeze grant (2011/12)	(141,558)	287	(141,271)	(141,271)	(141,271)		
24	s.31 Council Tax Freeze grant (2012/13)			(143,166)				
25	New Homes Bonus - tranche 1 11/12		(451,595)	(451,595)	(451,595)	(451,595)	(451,595)	(451,595)
26	New Homes Bonus - tranche 2 12/13			(546,050)	(546,050)	(546,050)	(546,050)	(546,050)
27	Impact of known costs/savings on general fund balances [line 83]	(279,932)		(27,020)	3,280	61,840	241,840	441,840
28	Variations to reserve budgets in direct services	0		0	100,000	(40,000)	80,000	(40,000)
29	Essential Growth	812,690		345,800	343,310	345,310	314,310	309,310
30	Savings proposals	(710,450)		(419,920)	(419,920)	(419,920)	(419,920)	(419,920)
31	Growth proposals	89,500		388,760	193,800	112,200	99,200	99,200
32	Revenue impact of Capital Bids 2011/12	(48,500)		27,000	7,000	7,000	7,000	7,000
33								
34	Net Expenditure	11,520,950		10,215,858	10,447,924	10,617,204	11,001,565	11,460,345
35								
36	<u>Contribution to Earmarked Reserves</u>							
37	Total Contributions to Earmarked Reserves	127,215	451,595	1,202,468	1,102,645	1,102,645	1,062,645	1,102,645
38	Total Usage of Earmarked Reserves	(286,245)	(69,505)	(120,000)	(220,000)	(80,000)	(200,000)	(80,000)
39		(159,030)	382,090	1,082,468	882,645	1,022,645	862,645	1,022,645
40								
41	Amount to be Financed	11,361,920		11,298,326	11,330,569	11,639,849	11,864,210	12,482,990
42	Contribution to/(from) Balances	31,230		(550,080)	(1,118,710)	(1,679,590)	(1,795,470)	(2,301,660)
43	Contribution of carry forwards							
44	Budget Requirement (after use of reserves)	11,393,150		10,748,246	10,211,859	9,960,259	10,068,740	10,181,330
45								
46	Government Grant income	(5,598,015)		(4,820,569)	(4,356,604)	(3,960,549)	(3,920,944)	(3,881,734)
47		(5,598,015)		(4,820,569)	(4,356,604)	(3,960,549)	(3,920,944)	(3,881,734)
48	Collection Fund (surplus)/deficit transfer	(144,300)		(201,056)	(100,000)	(100,000)	(100,000)	(100,000)
49	Gross amount to be met from Council Tax (before use of balances)	5,619,605		6,276,701	6,873,965	7,579,300	7,843,266	8,501,256
50	Net Amount to be met from Council Tax using balances=Tax base x Council Tax	5,650,835		5,726,621	5,755,255	5,899,710	6,047,796	6,199,596
51								
52	Tax Base	48,426		49,075.5	49,320.9	49,567.5	49,815.3	50,064.4
53	Council Tax (0% in 12/13 & 13/14; then 2.0%)	116.69		116.69	116.69	119.02	121.40	123.83
54								
55	Earmarked Revenue Reserves							
56	At start of year - Reserves	(750,791)		(973,851)	(2,056,319)	(2,938,964)	(3,961,609)	(4,824,254)
57								
58	Net reduction of/(Contribution to) Reserves	159,030	(382,090)	(1,082,468)	(882,645)	(1,022,645)	(862,645)	(1,022,645)
59	(includes govt grants direct to earmarked reserves)							
60	At end of year - Earmarked Reserves	(591,761)	(382,090)	(2,056,319)	(2,938,964)	(3,961,609)	(4,824,254)	(5,846,899)
61								
62	General Fund Balances							
63	At start of year-General Fund Balances	(3,325,792)		(2,961,091)	(2,411,011)	(1,292,301)	387,289	2,182,759
64								
65	Use of/(contribution to) general fund balances	(31,230)	395,931	550,080	1,118,710	1,679,590	1,795,470	2,301,660
66								
67	At end of year-General Fund Balances (min 5% budget requirement)	(3,357,022)	(2,961,091)	(2,411,011)	(1,292,301)	387,289	2,182,759	4,484,419

Medium Term Financial Plan to 2016/17

	A	B	C	D	E	F	G	H	
68									
69		Impact of known costs/ savings		Indicative	Indicative	Indicative	Indicative	Indicative	
70		budgeted	not						
71			achieved						
72		2011/12		2012/13	2013/14	2014/15	2015/16	2016/17	
72	* Impact of known costs/savings								
73	Revenue savings from capital projects not achieved (line 27)		50,000						
74	Reduction in costs of council's operational property	(202,280)	22,950		0	0	0	0	
75	Service review savings (below 4th tier)	(140,642)			0	0	0	0	
76	Reduction in Car Allowances	(78,960)	7,340	(4,620)	(16,860)	(29,100)	(29,100)	(29,100)	
77	Net future unavoidable budget changes				200,000	400,000	600,000	800,000	
78	One off costs from savings (line 23)	383,850	(35,000)	35,000	30,000	20,000			
79	Review of Corporate Management	(80,000)			(16,060)	(16,060)	(16,060)	(16,060)	
80	Freedom to increase planning fees	(161,900)	161,900						
81	FFtF phase III			(57,400)	(193,800)	(313,000)	(313,000)	(313,000)	
82	Forecast outturn for 2011/12 (as at Qtr 2)		188,454						
83		(279,932)	395,644	(27,020)	3,280	61,840	241,840	441,840	
84									
85									
86									
87									
88	Assumptions and %age changes								
89									
90	% Council Tax increase	0.00%		0.00%	0.00%	2.00%	2.00%	2.00%	
91	% increase in budget requirement	3.8%		-5.7%	-5.0%	-2.5%	1.1%	1.1%	
92									
93	Variables								
94	Change in formula grant (from base)	-15.20%		-11.80%	-7.00%	-6.00%	-1.00%	-1.00%	
95	CT Base growth			1.34%	0.50%	0.50%	0.50%	0.50%	
96	CT charge increase	0.00%		0.00%	0.00%	2.00%	2.00%	2.00%	
102									
103									
104	Notes								
105									
106	This does not include the net impact of discretionary rate relief to Active Nation		Estimated at:	(8,300)	(8,300)	(8,300)	(8,300)	(8,300)	
107	Line 94 - Base is 10/11 for the CSR to 14/15. 15/16 and 16/17 is reduction from previous financial year								
108									

2012/13 budget build changes (MTFP 12-13 v2.0)

£

Original Budget 2011/12 (YP Net Cost of Service) 13,732,350

Original budget 2011/12 (after posting growth and savings - YP lines 26-29) 13,595,660

Removal of one-off growth/savings and full year effect of previous year growth/savings

Corporate Management Team	-15,000
Corporate Strategy	-58,410
Economy, Leisure & Property	-120,510
Finance (excluding Contingency)	-72,380
HR, IT & Customer	-175,520
Housing & Health	-39,000
Legal & Democratic Services	-48,000
Planning	-159,070
	<u>-687,890</u>

Salary adjustments (including increments and cost of living award at 2%)

Corporate Management Team	15,080
Corporate Strategy	-70,370
Economy, Leisure & Property	-182,450
Finance (excluding Contingency)	28,570
HR, IT & Customer	20,770
Housing & Health	47,650
Legal & Democratic Services	-60,710
Planning	-33,170
	<u>-234,630</u>

Inflation

Corporate Strategy	134,300
Economy, Leisure & Property	-13,590
Finance (excluding Contingency)	47,880
HR, IT & Customer	-200
Housing & Health	-2,960
Legal & Democratic Services	-160
Planning	-1,000
	<u>164,270</u>

Other adjustments

Corporate Management Team	-10,320
Corporate Strategy	97,930
Economy, Leisure & Property	194,590
Finance (excluding Contingency)	5,000
Housing & Health	-8,110
Legal & Democratic Services	-125,000
Planning	-44,320
Contingency	272,620
	<u>382,390</u>

Base Budget 2012/12 13,219,800

updated 13/12/11

Vale - budget setting 2012/13 - essential growth

Note: none of the essential growth items represents new legislative responsibilities

No	Service	Cost centre	Description of essential growth	South only or joint bid?	Amount required 2012/13	One-off/ ongoing?	Future years requirements				Comments
							2013/14	2014/15	2015/16	2016/17	
CORPORATE STRATEGY											
JCORREVESS1	Corporate Strategy	RC01 & CL51	Revenue funding is required to pay for a storage facility for the bins that we hold ready for delivery as and when they are needed. The current storage facility is at Culham and costs £60,000 which is split 50/50 across both councils. We do not have any budget to pay for storage next year and so a growth bid is needed.	Joint	30,000	Ongoing	30,000	30,000	30,000	30,000	
VCORREVESS2	Corporate Strategy	CL71 & CL51	We know that more houses are being built and occupied. We need revenue funding to cover the costs of waste collection that will accompany the increased numbers of houses.	Vale	17,770	Ongoing	17,770	17,770	17,770	17,770	
VCORREVESS3	Corporate Strategy	PA41	Additional routine grounds maintenance work to new areas of parks and open spaces that are adopted by the council	Vale	12,000	Ongoing	12,000	12,000	12,000	12,000	As discussed with Accy - these are comuted sums from developers
VCORREVESS4	Corporate Strategy	PA41	Additional reactive (non-routine) maintenance work to parks and open spaces that are adopted by the council		10,000	Ongoing	10,000	10,000	10,000	10,000	As discussed with Accy - these are comuted sums from developers
					69,770		69,770	69,770	69,770	69,770	

ECONOMY, LEISURE AND PROPERTY											
VELPREVESS1	Economy, Leisure & Property	PS11	Recent reports of flooding have highlighted the need to carry out investigations and repairs on surface water drainage systems constructed by the council's predecessors for which responsibility rests with the council. These systems are not recorded and have only come to light following investigation	Vale	5,000	Ongoing	5,000	5,000	5,000	5,000	
					5,000		5,000	5,000	5,000	5,000	

FINANCE										

Vale - budget setting 2012/13 - essential growth

Note: none of the essential growth items represents new legislative responsibilities

No	Service	Cost centre	Description of essential growth	South only or joint bid?	Amount required 2012/13	One-off/ ongoing?	Future years requirements				Comments
							2013/14	2014/15	2015/16	2016/17	
VFINREVESS1	Finance	RS42 & HM31	The purpose of this growth bid is to fund the net increase in costs of Housing Benefits.	Vale	171,710	Ongoing	171,710	171,710	171,710	171,710	
VFINREVESS2	Finance	RS41	The DWP has reduced the Benefits Administration subsidy receivable for 2012/13.	Vale	57,830	Ongoing	57,830	57,830	57,830	57,830	
					229,540		229,540	229,540	229,540	229,540	

Vale - budget setting 2012/13 - essential growth

Note: none of the essential growth items represents new legislative responsibilities

No	Service	Cost centre	Description of essential growth	South only or joint bid?	Amount required 2012/13	One-off/ ongoing?	Future years requirements				Comments
							2013/14	2014/15	2015/16	2016/17	
HEALTH AND HOUSING											
VHAHREVESS1	Health & Housing	HE31	Expected income from immigration expenses fees and formal enforcement notices is now not achievable. This is because the process for immigration review has altered and EH are no longer required to carry out this function	Vale	5,000	Ongoing	5,000	5,000	5,000	5,000	
VHAHREVESS2	Health & Housing	HM31	Growth bid to reverse the automatic inflationary uplift for the contribution from Sovereign Vale to the costs of Choice based lettings	Vale	1,490	One-off	0	0	0	0	
					6,490		5,000	5,000	5,000	5,000	
LEGAL AND DEMOCRATIC											
JLEGREVESS1	Legal & Democratic	LC01 & LG21	Following the recent audit commission review of taxi licensing fee setting at SODC it was agreed that allocation of costs and recharges to the service would be reviewed. This may need to be extended to land charges, and may lead to a reduction in fees which at this stage cannot be quantified.	Joint	Not Known	Ongoing					Submitted as joint bid but Vale has not experienced level of scrutiny on this as SODC and review of fees at Vale may not be considered necessary
JLEGREVESS2	Legal & Democratic	HL01 & LC31	Following the recent audit commission review of taxi licensing fee setting at SODC it was agreed that allocation of costs and recharges to the service would be reviewed. This may lead to a reduction in fees that can be charged which at this stage cannot be quantified.	Joint	Not Known	Ongoing					Submitted as joint bid but Vale has not experienced level of scrutiny on this as SODC and review of fees at Vale may not be considered necessary
					0		0	0	0	0	

Vale - budget setting 2012/13 - essential growth

Note: none of the essential growth items represents new legislative responsibilities

No	Service	Cost centre	Description of essential growth	South only or joint bid?	Amount required 2012/13	One-off/ ongoing?	Future years requirements				Comments
							2013/14	2014/15	2015/16	2016/17	
PLANNING											
JPLAREVESS1	Planning	DC11	As part of the FFTF programme, £150,350 of Vale savings are due to be delivered in 2012/13. Although some savings have been achieved, due to a combination of IT capacity, councillor views and practical issues there is both a delay and a reduction in the deliverability of the profiled savings for 2012/13	Joint	35,000	One-off	34,000	36,000	5,000	0	
					35,000		34,000	36,000	5,000	0	
Overall total					345,800		343,310	345,310	314,310	309,310	

345,800	343,310	345,310	314,310	309,310
0	0	0	0	0

Vale - Budget Setting 2012/13 - other savings

		One-off / ongoing	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	Notes
CORPORATE MANAGEMENT TEAM								
1	Removal of a Personal Assistant's post (Post ID 220003)	Ongoing	(31,310)	(31,310)	(31,310)	(31,310)	(31,310)	
			(31,310)	(31,310)	(31,310)	(31,310)	(31,310)	
CORPORATE STRATEGY								
2	Comms - no longer producing 'UnValed'	Ongoing	(34,700)	(34,700)	(34,700)	(34,700)	(34,700)	
3	Comms - various small savings	Ongoing	(1,570)	(1,570)	(1,570)	(1,570)	(1,570)	
4	Grounds maint - change in percentage recharge of staff	Ongoing	(7,110)	(7,110)	(7,110)	(7,110)	(7,110)	
5	Parks - new GM contract	Ongoing	(63,450)	(63,450)	(63,450)	(63,450)	(63,450)	
6	Brown bins - increase in customer numbers	Ongoing	(16,820)	(16,820)	(16,820)	(16,820)	(16,820)	
7	Reduction in partnership grants	Ongoing	(34,200)	(34,200)	(34,200)	(34,200)	(34,200)	
			(157,850)	(157,850)	(157,850)	(157,850)	(157,850)	

Vale - Budget Setting 2012/13 - other savings

		One-off / ongoing	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	Notes
ECONOMY, LEISURE AND PROPERTY								
8	Facilities Mngt - telephone allowance	Ongoing	(100)	(100)	(100)	(100)	(100)	
9	Mobile Homes Parks - water rates	Ongoing	(7,000)	(7,000)	(7,000)	(7,000)	(7,000)	
10	Mobile Homes Parks - reduction in GM contract	Ongoing	(1,120)	(1,120)	(1,120)	(1,120)	(1,120)	
11	General Property - reduction in standby allowance (now in base budget)	Ongoing						
12	General Property - ctax on 4 Turn Again Lane	Ongoing	(920)	(920)	(920)	(920)	(920)	
13	General Property - reduction in GM contract	Ongoing	(160)	(160)	(160)	(160)	(160)	
14	ELP Sp - reduction in rents, telephones, postage	Ongoing	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)	
15	Wantage LC - reduction in GM contract	Ongoing	(640)	(640)	(640)	(640)	(640)	
16	Faringdon LC - increase in GM contract	Ongoing	10	10	10	10	10	
17	Tilsley Park - reduction in GM contract	Ongoing	(9,290)	(9,290)	(9,290)	(9,290)	(9,290)	
18	WHL&TC - reduction in GM contract	Ongoing	(1,790)	(1,790)	(1,790)	(1,790)	(1,790)	
19	Abingdon Outdoor Pool - reduction in GM contract	Ongoing	(520)	(520)	(520)	(520)	(520)	
20	STW - increase in GM contract	Ongoing	50	50	50	50	50	
21	STW - increase in fee income	Ongoing	(1,480)	(1,480)	(1,480)	(1,480)	(1,480)	
22	Car Parks - reduction in electricity costs	Ongoing	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)	
23	Car Parks - increase in GM contract	Ongoing	1,470	1,470	1,470	1,470	1,470	
24	Car Parks - reduction in equipment costs	Ongoing	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	
			(37,390)	(37,390)	(37,390)	(37,390)	(37,390)	

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Vale - Budget Setting 2012/13 - other savings

		One-off / ongoing	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	Notes
FINANCE								
25	Payroll - saving on extension of capita contract	Ongoing	(290)	(290)	(290)	(290)	(290)	
26	Payroll - reduced recharge for shared payroll function due to outsourcing	Ongoing	(39,210)	(39,210)	(39,210)	(39,210)	(39,210)	
27	AP - saving on extension of capita contract	Ongoing	(970)	(970)	(970)	(970)	(970)	
28	Council Tax - saving on extension of capita contract	Ongoing	(390)	(390)	(390)	(390)	(390)	
29	Sundry Debtors - saving on extension of capita contract	Ongoing	(5,670)	(5,670)	(5,670)	(5,670)	(5,670)	
30	Business Rates - reduction in budget for discretionary rate relief	Ongoing	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	
31	Business Rates - saving on extension of capita contract	Ongoing	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	
32	Ben Admin - saving on extension of capita contract	Ongoing	(8,940)	(8,940)	(8,940)	(8,940)	(8,940)	
33	CTB - expenditure adjustment	Ongoing	17,370	17,370	17,370	17,370	17,370	
34	CTB - income adjustment	Ongoing	(71,710)	(71,710)	(71,710)	(71,710)	(71,710)	
35	Benefit Fraud - Reduction in budget for external fraud legal support (Darbys)	Ongoing	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	
36	Accy - Saving on re-letting the treasury advice contract	Ongoing	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	
37	Accy - remove balance of computer supplies budget	Ongoing	(290)	(290)	(290)	(290)	(290)	
38	Accy - saving on extension of capita contract.	Ongoing	(560)	(560)	(560)	(560)	(560)	
			(123,260)	(123,260)	(123,260)	(123,260)	(123,260)	

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Vale - Budget Setting 2012/13 - other savings

		One-off / ongoing	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	Notes
HEALTH & HOUSING								
39	Homelessness - tenant's reimbursements of rents paid in advance uplifted	Ongoing	(2,650)	(2,650)	(2,650)	(2,650)	(2,650)	
			(2,650)	(2,650)	(2,650)	(2,650)	(2,650)	
HR, IT & CUSTOMER								
40	Trg & Dev - cut First Aid allowances	Ongoing	(110)	(110)	(110)	(110)	(110)	
41	Trg & Dev - cut prof subs	Ongoing	(50)	(50)	(50)	(50)	(50)	
42	Trg & Dev - cut fees and hired services	Ongoing	(20)	(20)	(20)	(20)	(20)	
43	Trg & Dev - cut telcoms	Ongoing	(170)	(170)	(170)	(170)	(170)	
44	Trg & Dev - cut subsistence	Ongoing	(30)	(30)	(30)	(30)	(30)	
45	Payroll - cut fees and hired services	Ongoing	(390)	(390)	(390)	(390)	(390)	
46	Ocella/Uniform - purchase of software/licence	Ongoing	(37,690)	(37,690)	(37,690)	(37,690)	(37,690)	
47	MFDs - consumerable costs	Ongoing	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	
48	MFDs - photocopying costs	Ongoing	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)	
			(48,460)	(48,460)	(48,460)	(48,460)	(48,460)	

Vale - Budget Setting 2012/13 - other savings

		One-off / ongoing	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	Notes
LEGAL AND DEMOCRATIC			0	0	0	0	0	
PLANNING								
49	Dev Mngt - Increase in income from pre-app advice (non-household)	Ongoing	(19,000)	(19,000)	(19,000)	(19,000)	(19,000)	
			(19,000)	(19,000)	(19,000)	(19,000)	(19,000)	
Overall total			(419,920)	(419,920)	(419,920)	(419,920)	(419,920)	

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONE-OFF GROWTH BIDS									
CORPORATE MANAGEMENT TEAM									
				0	0	0	0	0	

ECONOMY, LEISURE AND PROPERTY									
JELPREV1	Leisure centre condition surveys	Condition surveys of the councils' leisure centres will need to be undertaken during 2012/13 in order to ensure that current information on the condition of the facilities in both districts is available to contractors tendering for the leisure management contract. It is planned that tender documents will be issued early in 2013/14 year.	Joint	30,000	0	0	0	0	
JELPREV2	Leisure consultancy support for 2014 leisure management	Consultancy to advise on the leisure management contract(s) procurement process	Joint	8,500	13,500	3,000	0	0	

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONE-OFF GROWTH BIDS (continued)									
JELPREV3	Support for 2012 celebrations	The Olympic torch relay will be travelling through both districts in July 2012. The attraction of seeing the torch is likely to bring people into our town and village centres. In addition, it is likely that other events will develop during the Olympic year, as well as the celebrations for the Queen's jubilee. This bid is in anticipation of events as yet unknown, but which could include control and management of large crowds, supporting, promoting and advertising events, temporary public conveniences and additional cleaning of council-owned land and property	Joint	10,000	0	0	0	0	
JELPREV4	Olympic legacy – information leaflets on 2012 sporting opportunities	To create a lasting legacy from the 2012 Olympics, we would like to work with local clubs and create a brochure for the Olympic year that identifies every sports club in both Vale and South and contains all the contact details. We would also include a full timetable of activities and opportunities for both adults and children to get involved in the sport of their choice locally.	Joint	3,500	0	0	0	0	
VELPREV1	Participation co-ordinator	The participation co-ordinator would be a continuation of the current Go Active co-ordinator post, but with a wider project remit to include young people and focus on priority. Go Active was a three year externally-funded project that ran from December 2008 – December 2011 focussing on adult (16 plus) participation in sport and activity. This bid is to extend the role until 2014	Vale	36,100	36,100	0	0	0	1

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONE-OFF GROWTH BIDS (continued)									
VELPREV3	Printing and promotion	To promote the changes at the Wantage Civic Hall regarding catering, removal of the premium rate, creation of new party packages and introduction of new activities, it is necessary to have a budget for promotions. This would include printing of booking forms, newsletters and posters as well as advertising in local publications to raise the profile and so increase usage and income	Vale	5,000	0	0	0	0	
VELPREV4	Replacement of worn out carpets and decoration of internal walls at Wantage Civic Hall (internal redecoration element - carpets included in capital growth bids)	To replace the worn out carpets and repaint the internal walls at Wantage Civic Hall. Exploring options for the further development of Wantage Civic Hall as a successful community facility has been identified as a priority in the draft corporate plan. The threadbare areas of carpet, which are held down with gaffer tape, have been identified in the health and safety audit as a trip hazard and need to be replaced. The internal walls of the facility are in need of redecoration. In order to develop the facility further, we first need to ensure that the Civic Hall is in good condition in order to provide a safe and welcoming venue for users to visit.	Vale	13,000	0	0	0	0	2

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONE-OFF GROWTH BIDS (continued)									
VELPREV7	Westway Shopping Centre - strategic property advice	The Vale Council, as part of a consortium of land owners, presently proposes to sell off part of its freehold interest in this site for a food store development, which if successful will generate a substantial capital receipt. Part of that receipt is earmarked for a refurbishment of the remaining centre in order to upgrade the appearance of the centre and its appeal to shoppers and retailers. This work will require the services of a number of professionals and this bid is to fund those costs for 2012/13	Vale	30,000	0	0	0	0	

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONE-OFF GROWTH BIDS (continued)									
VELPREV8	Strategic property review implementation	A strategic property review (SPR) of the Vale Council's assets is underway and is due to report by end of quarter three this year. This will consider the performance of existing council-owned properties and review whether there are opportunities for disposal or investment in assets in order to maximise financial return or service delivery. Whilst the outcome of the SPR is not known, it is expected that consultants' advice will be required in relation to the implementation phase, the fees for which could not be found out of the existing budget code. This growth bid is therefore to cover the estimated shortfall	Vale	20,000	10,000	0	0	0	
VELPREV9	New Wantage/Grove leisure centre feasibility work	Reviewing the potential for building a new leisure centre in Wantage/Grove as the town expands is identified as an objective in the draft corporate plan. A budget will be required in order to undertake initial feasibility work, which will make recommendations, such as the facilities to include, estimated build cost, projected revenue return and estimated usage.	Vale	50,000	0	0	0	0	
				206,100	59,600	3,000	0	0	

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONE-OFF GROWTH BIDS (continued)									
HR, IT & CUSTOMER SERVICES									
VHICREV1	Automatic BLP Creation	Purchase of software which will help to create a solid basis for all future GIS data capture at Vale of White Horse, thereby improving the speed and accuracy level at which the data capture team will be able to work, and accelerating the usefulness of the proposed joint Corporate GIS at Vale (where there is currently lack of data, both in quantity and quality), it is desirable to create an accurate polygon for each Basic Land and Property Unit in the district. This will enable more efficient working, for instance automated responses to search requests. Without this, updates will have to be done manually which will	Vale	15,000	0	0	0	0	
				15,000	0	0	0	0	

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONE-OFF GROWTH BIDS (continued)									
LEGAL & DEMOCRATIC									
JLEGREV3	External legal fees for 2014 leisure management contract	All four existing leisure management contracts in South and the Vale expire on 31 August 2014. Work has already commenced on planning the procurement process for the 2014 contract(s) – although no formal decision has yet been taken as to whether this will be a shared or separate contracts. The in-house legal team do not have the capacity to deal with the volume of work arising from this project, of which elements will require specialist legal expertise which will need to be sourced externally	Joint	15,000	25,000	10,000	0	0	
				15,000	25,000	10,000	0	0	
ONE-OFF GROWTH BIDS (continued)									
PLANNING									
VPLAREV1	Appeal costs due to the lack of a five year housing land supply and the introduction of an interim housing policy	The council currently lacks a five year housing land supply, as required by government. It is expected that some landowners and/or developers will feel it is in their interest to submit planning applications for new housing on sites which are not currently identified for development. If permission is refused, appeals are very likely to be lodged, which will incur additional costs	Vale	50,000	10,000	0	0	0	3
				50,000	10,000	0	0	0	
TOTAL ONE-OFF				286,100	94,600	13,000	0	0	

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONGOING GROWTH BIDS									
CORPORATE STRATEGY									
JCORREV1	Green waste support	The garden waste service is currently supported by officers on fixed term contracts. When the budget for these posts comes to an end at 31/3/12 there will be no money available to support the day to day running of the garden waste service. This bid is to pay for one post to deliver the day to day running of the service	Joint	10,090	10,090	10,090	10,090	10,090	
				10,090	10,090	10,090	10,090	10,090	
ECONOMY, LEISURE AND PROPERTY									
VELPREV5	Reduction in the income target for the Wantage Civic Hall bar.	Reduce the income target of the Wantage Civic Hall bar by £15,000 to create a more realistic and achievable target. This will be partially offset by a reduction in the supplies budget of £8,000.	Vale	7,000	7,000	7,000	7,000	7,000	
VELPREV6	Loss of income due to the withdrawal of the catering contract	Commission previously taken from Absolute Catering will no longer be achievable following the termination of the contract.	Vale	5,000	5,000	5,000	5,000	5,000	
				12,000	12,000	12,000	12,000	12,000	

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONGOING GROWTH BIDS (continued)									
HR, IT & CUSTOMER									
JHICREV1	Shared cash receipting system	At present the two councils operate different cash receipting systems, used for processing not only cash income but also cheques and credit / debit card transactions. This growth bid is to cover the procurement of a shared cash receipting system. With the current system in place at Vale, there is a significant risk of heavy fines for non-compliance.	Joint	70,050	20,050	20,050	20,050	20,050	4
				70,050	20,050	20,050	20,050	20,050	

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
ONGOING GROWTH BIDS (continued)									
LEGAL & DEMOCRATIC									
JLEGREV1	Community Safety & CCTV Team Leader	This post is currently part funded £25k per annum by the South and Vale Community Safety Partnership. The remainder of the salary is included in the SODC budget because historically the post holder had responsibility for specific South duties e.g. managing the CCTV town centre contract, PCSO contract and ASB. This post is proposed to include responsibility for CCTV and is no longer strictly speaking a partnership post - this bid therefore reflects the need for this post to be funded internally	Joint	10,520	23,020	23,020	23,020	23,020	
JLEGREV2	Community Safety Partnership (CSP) - Team	The CSP home office funding has been reducing year on year; cut by 20% 2011/12 with a further 40% reduction anticipated for 2012/13, at which time community safety funding will transfer to the Police and Crime Commissioner. At this stage if the district wish to retain the community safety team the posts may need to be funded by the district council - this bid reflects this.	Joint	0	34,040	34,040	34,040	34,040	5
				10,520	57,060	57,060	57,060	57,060	
TOTAL ONGOING				102,660	99,200	99,200	99,200	99,200	
GRAND TOTAL				388,760	193,800	112,200	99,200	99,200	

Vale - 2012/13 revenue growth bids

No	Title of bid	Summary	Vale only or joint bid?	Spending profile:					Notes
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	

Notes

- 1) If the bid is rejected the post will be made redundant in 2011/12, incurring redundancy costs
- 2) the element of this bid relating to re-carpeting (£23,000) is classified as capital
- 3) identified savings (not included above) queried with Adrian Duffield
- 4) bid costs assume moving to the service SODC has with Civica (ie using ICON on a hosted basis)
- 5) it is anticipated that funding for 2012/13 should mean that no growth is required in year 1

new cost centre	officer resp.		exp. To 31.3.11	working budget 2011/12	actual to end Sept 11	proposed 2011/12	proposed 2012/13	proposed 2013/14	proposed 2014/15	proposed 2015/16	proposed 2016/17	estimated total cost pre rev	estimated total cost	F/Y Rev. cost once complete
	key		£	£	£	£	£	£	£	£	£	£	£	£
		specific projects	whole project cost											
YA02	PD	Sewage works	70,523	30,000		30,000						100,523	100,523	
YA04	JD	Mobile Home Parks - Base replacement	79,878	15,880								117,758	79,878	
YA05	JD	M H P - Junct. box replacement	60,501	32,900	14,148	24,000	20,000	11,000				115,401	115,501	
YA07	GH	Great Coxwell Church Wall	1,732	19,200	10,928	10,928						20,932	12,660	
YA18	JD	Development of additional plots at Mobile Home Park	8,920	840,000	650	100,000	740,000					848,920	848,920	(9,000)
YA19	JD	Replacement hot water boilers in Abbey House	13,851	1,000								14,851	13,851	
YA20	PD	Revetment works at rivers Ock and Thames	69,717	5,340	3,492	4,700						75,057	74,417	
YA21	JB	Refurbishment of offices Abbey House		15,000	15,000	15,000						15,000	15,000	
YA22	GH	Grant to ATC re Guildhall		1,200,000	1,200,000	1,200,000						1,200,000	1,200,000	
YC06	MT	Pitches, pathways etc at Mably Way Grove VWH cont.	90,519	12,270		12,270						102,789	102,789	3,500
YC15	AB	Public Arts projects funded by contributions	186,217	64,450	1,250	64,450	25,000					250,667	275,667	
YC24	GH	Maintain building fabric - leisure facilities	156,028	228,972	3,900	228,970	200,000					585,000	584,998	
YC25	TG	Grant to Wantage Town Council towards market place refurbishment		250,000								250,000		
YC26	TG	Grant to Vale & Downland Museum for capital works		90,000		90,000						90,000	90,000	
		Grant to WTC re Wantage Manor Park		525,000								525,000		
YD05	LB	Interactive forms on website	11,861	18,140	6,230	18,140						30,001	30,001	6,000
YD06	STu	Replace existing PCs across council	21,030	16,470		16,470						37,500	37,500	
YD09	LB	IT infrastructure investment		65,000	14,950	65,000	40,000	145,000	70,000			320,000	320,000	
YD10	LB	IT applications investment		5,000		5,000	25,000					30,000	30,000	
YF04	SL	Capita computer equipment	589,932	27,397		27,397	2,609					619,938	619,938	
	BW	IFRS compliant asset accounting software		20,000		20,000						20,000	20,000	4,000
YH01	PAS	Support development of Social Housing	918,308	81,700			386,700					1,000,008	1,305,008	
YH12	LH	CCTV capital works	77,162	72,800		8,000	64,800					149,962	149,962	
YH14	LS	Enhanced choice-based lettings inc. Oxon wide	10,648	1,480								12,128	10,648	11,860
YH15	STr	Climate change investment fund	60,779	139,221	77,758	139,221						200,000	200,000	(16,175)
YH16	PH	IT for mobile working for EH		12,000			12,000					12,000	12,000	
YH17	LS	Online housing applications		20,000		20,000						20,000	20,000	
YH18	PH	2 noise nuisance recorders		8,600		8,600						8,600	8,600	
YH19	LH	Community Safety partnership capital grants		24,212		24,212						24,212	24,212	
YP01	MT	ABITS implementation	94,524	170,880		170,880						265,404	265,404	
YP02	MT	Southern Central Oxfordshire Transport Study	13,600	30,000		30,000						43,600	43,600	
YP05	KC	Electronic delivery of planning service	77,582	22,421		22,421						100,003	100,003	
YP06	MT	New paths/cycleways	3,029	76,500		76,500						79,529	79,529	
YP11	SM	Cont. to Abingdon Museum access and refurbishment	150,000		150,000	150,000						300,000	300,000	
YP12	KC	Online payment for planning applications		10,000	4,400	10,000						10,000	10,000	
YP13	KC	Electronic consultation on planning applications		8,000		8,000						8,000	8,000	(1,000)
YP14	KC	Planning workflow software		10,000		10,000						10,000	10,000	
YP15	KC	Computerising property planning history		18,000		18,000	18,200	18,500	18,800			73,500	73,500	
YP16	KC	Computerising planning and enforcement history		30,000		30,000						30,000	30,000	
YP17	KC	Capture planning constraints data		10,000		10,000						10,000	10,000	
		total specific schemes	2,766,341	4,227,833	1,502,706	2,668,159	1,534,309	174,500	88,800			7,726,283	7,232,109	(815)

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new cost centre	officer resp.		exp. To 31.3.11	working budget 2011/12	actual to end Sept 11	proposed 2011/12	proposed 2012/13	proposed 2013/14	proposed 2014/15	proposed 2015/16	proposed 2016/17	estimated total cost pre rev	estimated total cost	F/Y Rev. cost once complete
	key		£	£	£	£	£	£	£	£	£	£	£	£
		continuous schemes	5 years from current only											
YA01	PD	Flood Prevention	59,160	263,180	27,284	60,000	45,000	45,000	45,000	45,000	45,000	443,180	225,000	
YC03	IRM	New & upgraded parks facilities	28,448	20,952		20,952	15,000	15,000	15,000	15,000	15,000	80,952	75,000	
YC23	IRM	Additional wheeled bins for new properties		47,200		47,200	47,200	47,200	47,200	47,200	47,200	236,000	236,000	varies
YH05	PH	Renovation/Disabled Grants, mandatory	911,508	1,000,000	411,040	1,000,000	1,000,000	1,000,000	850,000	850,000	850,000	4,700,000	4,550,000	
YH06-09	PH	Renovation/Disabled Grants, discretionary	47,767	128,725	22,928	128,750	50,000	50,000	90,000	90,000	90,000	408,725	370,000	
total continuous schemes			1,046,883	1,460,057	461,252	1,256,902	1,157,200	1,157,200	1,047,200	1,047,200	1,047,200	5,868,857	5,456,000	
		Proposed future schemes												
		Essential refurbishment of property assets						400,000				400,000	400,000	
		Capital bids 2012 see schedule					1,071,500		250,000				1,321,500	4,000
		West Way shopping centre refurbishment						300,000	1,000,000	500,000		1,500,000	1,800,000	35,000
proposed new schemes from 2010-11							1,071,500	700,000	1,250,000	500,000		1,900,000	3,521,500	39,000
TOTAL CAPITAL PROGRAMME			3,813,224	5,687,890	1,963,958	3,925,061	3,763,009	2,031,700	2,386,000	1,547,200	1,047,200	15,495,140	18,009,980	38,185
		Proposed funding												
YA01	PD	Flood prevention, Environment Agency grant		(82,270)								(226,300)		
YC06	MT	Pitches, pathways at Mably Way Grove grant rec'd		(12,269)		(12,269)						(33,050)	(12,269)	
YC15	AB	Public Arts projects funded by contributions	(186,217)	(64,449)	(1,250)	(64,450)	(25,000)					(250,000)	(275,667)	
YH01	HN	Support development of Social Housing					(305,000)						(305,000)	
YH05	PH	Gov't subsidy to Disabled Facilities Grant, existing		(510,000)	(510,000)	(510,000)	(510,000)	(510,000)	(510,000)	(510,000)	(510,000)	(2,573,550)	(2,550,000)	
YH19	LH	Community Safety partnership capital grants		(24,212)		(24,212)						(24,212)	(24,212)	
YP05	MG	Electronic delivery of planning service PDG		(22,421)		(22,421)						(100,000)	(22,421)	
YP06	AW	Cyclepath Willow walk. Contribution from developer		(48,000)		(48,000)						(50,000)	(48,000)	
Balance from capital receipts				(4,924,269)	(1,452,708)	(3,243,709)	(2,923,009)	(1,521,700)	(1,876,000)	(1,037,200)	(537,200)	(12,238,028)	(14,772,411)	
Capital receipt b/f from previous year				7,661,971		7,661,971	4,518,262	5,645,253	6,573,553	6,812,553	5,775,353			
projected increase in capital receipts in year				1,000,000	100,000	100,000	4,050,000	2,450,000	2,115,000					
Capital receipt balance to c/f				3,737,702		4,518,262	5,645,253	6,573,553	6,812,553	5,775,353	5,238,153			

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key to officers	AB	Abigail Brown	IRM	Ian Matten	KC	Karen Claridge	LS	Lyn SPD	Peter Dela	SW	Shona Ware
	BW	Bob Watson	JB	John Backley	KA	Kate Arnold	MG	Mike SM	Suzanne Malcolm	SL	Steve Lawrence
	CW	Chris Webb	JD	Jon Dawson	LB	Lee Brown	MT	Miles STR	Sally Truman	TG	Trudy Godfrey
	HN	Helen Novelle	GH	Graham Hawkins	LH	Liz Hayden	PH	Paul STu	Simon Turner		

Vale - 2012/13 capital growth bids

No	Title of bid	Summary	Vale only or joint bid?	CAPITAL SPEND					One-off or rolling	REVENUE CONSEQUENCES				
				Spending profile:						Spending profile:				
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £		2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £
CORPORATE STRATEGY														
JCORCAP1	Econsultation system	Capital funding is required to procure and implement an IT solution to support consultations carried out across both councils. This will enable us to continue to meet legal consultation requirements, improve the quality of consultations, the experience of those taking part and reduce the resources needed to gather feedback to inform decision making.	Joint	12,500	0	0	0	0	One-off	3,000	3,000	3,000	3,000	3,000
JCORCAP2	Electrical equipment - recycling provision	At the moment if people have small electrical equipment eg irons, kettles, toasters they will probably put it in the bin for landfill or take it to the household recycling centre. If the resident takes the item direct to the tip or puts it in landfill we do not get any landfill diversion credit payment nor does it count in our recycling figures. We would like to put one bring bank for electrical equipment in each of the towns - this growth is for the purchase of the bins	Joint	3,000	0	0	0	0	One-off	3,000	3,000	3,000	3,000	3,000
				15,500	0	0	0	0		6,000	6,000	6,000	6,000	6,000

Vale - 2012/13 capital growth bids

No	Title of bid	Summary	Vale only or joint bid?	CAPITAL SPEND					One-off or rolling	REVENUE CONSEQUENCES				
				Spending profile:						Spending profile:				
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £		2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £
ECONOMY LEISURE AND PROPERTY														
VELPCAP1	Sewage treatment works (STW)	This growth bid is for works to STWs at Challow and Sparsholt	Vale	50,000	0	0	0		One-off	0	0	0	0	0
VELPCAP2	Replacement of artificial turf pitches (ATPs) at Tilsley Park	This growth bid is to replace the carpets and shock pads on both full-sized ATPs at Tilsley Park. The normal life expectancy for these facilities is eight to ten years and these carpets are now 16 years old and are being increasingly patched and repaired with growing health and safety concerns.	Vale	350,000	0	0	0	0	One-off	20,000	0	0	0	0
VELPCAP3	Wi-Fi for Vale towns	A pilot exercise is currently proposed for Wantage to implement a free Wi-Fi service for visitors to the town centre. The cost of this pilot will be met by existing resources from within economic development. There is a desire by cabinet to extend this pilot to the other Vale towns. This bid is for the costs associated with installation and purchase of the hardware and software required to provide free Wi-Fi in the towns.	Vale	19,000	0	0	0	0	One-off	0	0	0	0	0
VELPCAP4	Leisure centre essential works 2014/15	The growth bid is required to secure funds for essential capital maintenance works at the Vale leisure centres for 2014/15. The funds will be used to maintain the physical condition of the facilities, including plant and equipment, to a standard that maintains customer satisfaction, use and income.	Vale	0	0	250,000	0	0	Rolling	0	0	0	0	0
VELPREV2	External refurb of Faringdon swimming pool (originally submitted as revenue growth bid)	External refurb of Faringdon swimming pool is required to maintain the external fabric of the swimming pool building. The woodwork will require rubbing down and staining with an approved product. There is high level working involved, which will require hoists and/or scaffolding and, therefore, increase the cost of the works.	Vale	25,000	0	0	0	0	One-off					

Vale - 2012/13 capital growth bids

No	Title of bid	Summary	Vale only or joint bid?	CAPITAL SPEND					One-off or rolling	REVENUE CONSEQUENCES				
				Spending profile:						Spending profile:				
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £		2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £
VELPREV4	Replacement of worn out carpets and decoration of internal walls at Wantage Civic Hall - (carpets element - internal redecoration included in revenue growth bids)	To replace the worn out carpets and repaint the internal walls at Wantage Civic Hall. Exploring options for the further development of Wantage Civic Hall as a successful community facility has been identified as a priority in the draft corporate plan. The threadbare areas of carpet, which are held down with gaffer tape, have been identified in the health and safety audit as a trip hazard and need to be replaced. The internal walls of the facility are in need of redecoration. In order to develop the facility further, we first need to ensure that the Civic Hall is in good condition in order to provide a safe and welcoming venue for users to visit.	Vale	23,000	0	0	0	0	One-off					
				467,000	0	250,000	0	0		20,000	0	0	0	0

Vale - 2012/13 capital growth bids

No	Title of bid	Summary	Vale only or joint bid?	CAPITAL SPEND					One-off or rolling	REVENUE CONSEQUENCES					
				Spending profile:						Spending profile:					
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £		2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
HOUSING AND HEALTH															
VHAHCAP1	Open market homebuy scheme	The bid is to propose a Open Market Homebuy Scheme established in partnership with Catalyst Housing Group. The Council would providing £550K ,matched by Catalyst to provide eligible applicants with a loan of up to £50K (£25K from Vale, £25K from Catalyst) to assist with the purchase of a home on the open market. This would help 10 families into home ownwship. It is intended that this would be local people and/or posible armed services personnel. Similar scheme op[erates at SODC and has been very successful with 75 alications for the 10 loans. However it is not intended that the scheme be joint.	Vale	550,000	0	0	0	0	0	One-off	0	0	0	0	0
JHAHCAP1	Implementation of on-line web advice	FFTF process has identified deliverable revenue savings to be made in Housing by the implementation of on-line web advice and on-line housing renewals and change of circumstances. This bid is to provide the ICT necessary to implement these changes. The revenus savings predicted upon this development have already been taken and are already reflected in H&H revenue base budgets. This is a joint bid for both councils as the housing needs team is now a joint team	Joint	24,500	0	0	0	0	0		1,000	1,000	1,000	1,000	1,000
				574,500	0	0	0	0	0		1,000	1,000	1,000	1,000	1,000

Vale - 2012/13 capital growth bids

No	Title of bid	Summary	Vale only or joint bid?	CAPITAL SPEND					One-off or rolling	REVENUE CONSEQUENCES				
				Spending profile:						Spending profile:				
				2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £		2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £
LEGAL & DEMOCRATIC														
JLEGCAP1	Replacement time recording and case management system for the Shared Legal Services team.	This is the estimated cost of replacing the current Axxia time recording and case management (South) and Timebase time recording (Vale) systems. A county-wide project group has been set up to investigate the possibility of a joint procurement in order to maximise discounts and expertise.	Joint	7,500	0	0	0	0	One-off	0	0	0	0	0
VLEGCAP1	Purchase of fire proof cabinets for storage of the Council Deeds and Documents due to the loss of Strong Room which was located within the Guildhall.	This is the estimated cost of fourteen additional (reconditioned) fire proof cabinets which are required for the safe and secure storage of the Council Deeds and Documents once they have been removed from the Strong Room.	Vale	10,000	0	0	0	0	One-off	0	0	0	0	0
				17,500	0	0	0	0		0	0	0	0	0
GRAND TOTAL				1,074,500	0	250,000	0	0		27,000	7,000	7,000	7,000	7,000

SCRUTINY WORK PROGRAMME



containing scrutiny work to be undertaken 1 November 2011 to
30 September 2012

The scrutiny work programme belongs to the council's Scrutiny Committee and sets out a schedule of scrutiny work due to be carried out over during period shown above. It is a rolling plan, subject to change at each Scrutiny Committee meeting; however, the scrutiny work programme and changes to it are subject to the council's approval.

Representations can be made on any of the following issues before an item is considered by the Scrutiny Committee. Representations must be made to the relevant contact officer shown below by 10am on the day the Committee is due to meet. The meeting dates are shown below.

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Budget 2012/13	Scrutiny Committee 22 Dec 2011	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	Cabinet is consulting on the draft budget 2012/13.	To submit comments on the draft budget to the Cabinet.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Customer service	Scrutiny Committee 22 Dec 2011	Sally Truman, Policy and Community Engagement Manager Te. (01235) 540408 Email: sally.truman@soouthandvale.gov.uk			
Section 106 agreements - monitoring implementation	Scrutiny Committee January 2012	Adrian Duffield, Head of Planning Tel. (01235) 540340 Email: adrian.duffield@southandvale.gov.uk	The committee has asked to review the administration of section 106 agreements and to look at how the money raised is managed.	To consider the report and feedback any comments to the Cabinet.	
Garden waste bins - billing	Scrutiny Committee 26 Jan 2012	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@soouthandvale.gov.uk	The committee has asked to review the billing administration of the garden waste scheme.	To consider the report and feedback any comments to the Cabinet.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Recycling and waste contract monitoring	Scrutiny Committee 23 Feb 2012	Clare Kingston, Head of Corporate Strategy Tel. (01235) 540356 Email: clare.kingston@southandvale.gov.uk	To conduct an annual review of the contractor's performance	To consider whether to accept the report or whether to interview the service manager and contractor at a future meeting and recommend any corrective actions or improvements.	
Election review	Scrutiny Committee 22 Mar 2012	Margaret Reed, Head of Legal and Democratic Tel. (01235) 540407 Email: margaret.reed@southandvale.gov.uk	To consider the recommendations from the review of the management of the elections held in May 2011	To request the returning officer and his deputy returning officers to attend.	
Fit for the future annual review	Scrutiny Committee September 2012	Anna Robinson, Strategic Director Tel. (01235) 540523 Email: anna.robinson@southandvale.gov.uk	To receive an update on the fit for the future programme.	To consider a summary report and to question the Cabinet member.	
Grounds maintenance contract review	Scrutiny Committee September 2012	Ian Matten Tel. (01235) 540373 Email: ian.matten@southandvale.gov.uk	The committee has asked to review implementation of the new contract.	To consider the report and feedback any comments to the Cabinet.	

Item title	Meeting date	Lead officer	Why is it here?	Scope	Notes
Grounds maintenance contract review	Scrutiny Committee September 2012	Ian Matten Tel. (01235) 540373 Email: ian.matten@south-handvale.gov.uk	The committee has asked to review implementation of the new contract.	To consider the report and feedback any comments to the Cabinet.	