

**GOVERNANCE DIRECTORATE  
ESTIMATES 2017/18**

**GOVERNANCE DIRECTORATE SUMMARY  
ESTIMATES 2017/18**

	2015/16	2016/17		2017/18		
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure
	£000's	£000's	£000's	£000's	£000's	£000's
Elections	396	424	404	608	(183)	425
Member Activities	1,018	1,114	1,032	1,069	-	1,069
Planning & Development	1,223	1,578	1,435	3,241	(1,700)	1,541
<b>Grand Total</b>	<b>2,637</b>	<b>3,116</b>	<b>2,871</b>	<b>4,918</b>	<b>(1,883)</b>	<b>3,035</b>
Governance Support Services	3,527	3,753	3,789	4,010	(71)	3,939
Internally Recharged	(3,527)	(3,753)	(3,789)	(4,010)	71	(3,939)
<b>Directorate Total</b>	<b>2,637</b>	<b>3,116</b>	<b>2,871</b>	<b>4,918</b>	<b>(1,883)</b>	<b>3,035</b>
Continuing Services Budget	3,001	2,962	3,022			2,908
Continuing Services Budget - Growth	116	69	106			20
Continuing Services Budget - Savings	(187)	-85	-204			0
<b>Total Continuing Services Budget</b>	<b>2,930</b>	<b>2,946</b>	<b>2,924</b>			<b>2,928</b>
District Development Fund - Expenditure	176	255	243			336
District Development Fund - Savings	(469)	(85)	(296)			(229)
Invest to Save	-	-	-			-
<b>Total District Development Fund / Invest to Save</b>	<b>(293)</b>	<b>170</b>	<b>(53)</b>			<b>107</b>
<b>Directorate Total</b>	<b>2,637</b>	<b>3,116</b>	<b>2,871</b>			<b>3,035</b>

## Governance Directorate

### CSB Growth & Development Fund Items

		Original Estimate 2016/17 £000's	Probable Outturn 2016/17 £000's	Original Estimate 2017/18 £000's
<b>CSB Growth Items</b>				
Building Control	Fees & Charges		(25)	
Building Control	Ring Fenced Account		25	
Conservation Policy	Bring Listed Building Service in house		(5)	
Development Control	Fees & Charges	(75)	(125)	
Development Control	Pre Application Consultation Fees	(10)	(10)	
Governance Admin	Training	9	10	5
Governance Admin	Equipment New		6	
Internal Audit	Corporate Fraud Team	10	5	8
Internal Audit	Shared Service (GF element)		(29)	
Legal Services	Fees & Charges		(6)	
Local Land Charges	Reduction Re Fees & Charges		12	
Members Allowances	Increase in Basic Allowances	50	43	7
Planning Appeals	Fees & Charges		(4)	
Public Relations & Information	Committee Attendance		5	
		<b>(16)</b>	<b>(98)</b>	<b>20</b>

### Development Fund Items

Building Control	Fees & Charges		(40)	
Conservation Policy	Consultant Fees & Grants		(5)	
Development Control	Pre Application Consultation Fees	(10)	(30)	(13)
Development Control	Fees & Charges	(75)	(175)	(175)
Development Control Group	Trainee Contaminated Land Officer	22	15	23
Development Control Group	Trainee Planning Officer	45	24	45
Development Control Group	Agency Staff		30	
Development Management	Administrative Assistant	10	9	13
Development Management	Additional Temporary staffing	27	27	28
Development Management	Planning Validation Officer			26
Development Management	Document Scanning	68	79	113
Elections	Savings from cost of elections			(41)
Electoral Registration	Individual Registration Costs		25	37
Electoral Registration	Individual Registration Grant		(23)	
Enforcement / Trees & Landscape	Technical Assistant - Conservation	11	7	
Legal Services	Transformation Programme	27	17	10
Legal Services	Additional Income		(10)	
Local Land Charges	Government Grant - New Burdens		(8)	
Planning Appeals	Contingency for Appeals	45	10	41
Standards Committee	Contribution from Other Local Authorities		(5)	
		<b>170</b>	<b>(53)</b>	<b>107</b>

**GOVERNANCE DIRECTORATE  
ESTIMATES 2017/18  
ELECTIONS**

	2015/16	2016/17		2017/18			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Elections	223	225	165	311	(181)	130	This budget comprises the cost of carrying out all District elections and the associated overheads. Costs of carrying out Elections on behalf of other bodies, such as the County Council, Parishes or Central Government are fully reimbursable. The 2016/17 probable outturn includes the reimbursement of the EU Referendum held in June 2016. The 2017/18 budget is made up of the net cost of a single type election due May 2017.
Electoral Registration	173	199	239	297	(2)	295	This budget incorporates the cost of maintaining an accurate Electoral Register for the Epping Forest District area. The budget includes a £62,000 DDF brought forward from 2015/16 which has been phased to be spent £25,000 probable outturn 2016/17 and £37,000 in 2017/18. A Government Grant of £23,000 has been received in 2016/17 to facilitate the transfer from household registration to individual registration which will be spent in later periods.
<b>Grand Total</b>	<b>396</b>	<b>424</b>	<b>404</b>	<b>608</b>	<b>(183)</b>	<b>425</b>	

**GOVERNANCE DIRECTORATE  
ESTIMATES 2017/18  
MEMBERS ACTIVITIES**

	2015/16	2016/17		2017/18			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Civic & Member Expenditure	606	628	599	604	-	604	This budget includes costs of members services and support, including training and accommodation costs of the council chamber and members room. The variance from Original 2016/17 arises due to the estimation of officer time spent on this budget reflecting the change in some processes.
Civic Ceremonial	58	63	36	38	-	38	The budget relates to ceremonial expenditure including the Chairman's Awards. The reduction in the overall budget for both the probable outturn 2016/17 and 2017/18 is due to a transfer of the Chairman and Vice-Chairman allowances to the Members Allowances budget, as it is deemed appropriate to have all member allowances under one budget heading. There is also a realignment of the support service allocations to various headings.
Local Council Liaison	23	24	22	23	-	23	This budget includes the operational costs of the Local Council Liaison Committee. There are no significant changes in the budget.
Members Allowances	242	280	283	289	-	289	This budget consists of the payments of member's allowances and Connect scheme payments. The increase is due to a transfer of the Chairman and Vice-Chairman allowances from the Civic Ceremonial budget.
Overview & Scrutiny	53	74	56	63	-	63	This budget incorporates the operational costs of the Overview and Scrutiny Committee. The reduction of estimates from Original 2016/17 is due to an element of these costs now being allocated to the Housing Revenue Account.
Standards Committee	36	45	36	52	-	52	This budget was approved to meet any costs incurred in respect of local adjudication of complaints against councillors. The decrease in the probable outturn 2016/17 is due to contributions received from other Council's for conducting and reporting on complaints.
<b>Grand Total</b>	<b>1,018</b>	<b>1,114</b>	<b>1,032</b>	<b>1,069</b>	<b>-</b>	<b>1,069</b>	

**GOVERNANCE DIRECTORATE  
ESTIMATES 2017/18  
PLANNING AND DEVELOPMENT**

	2015/16	2016/17		2017/18			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Building Control	(48)	-	-	450	(450)	0	The Building Control chargeable activities relate mainly to checking of plans in accordance with work deposited under section 16 of the Building Act 1984, and site inspections in accordance with the regulations. Building Control income has been steadily improving with the upturn in the housing market reflecting a change in the building industry. In addition the Building Control service has grown the Local Authority Building Control Partnership portfolio helping to resist the threat of competition from the commercial sector. The probable outturn 2016/17 is estimated at £490,000 including a CSB growth of £25,000 and £450,000 in 2017/18 for fees and charges to be received by the council.
Building Control Non Fee	117	131	138	150	-	150	The Building Control non fee earning budget relates to aspects of the service which are not chargeable activities. Non-chargeable activities are listed in the Building Regulations 2010. A full establishment of building control staff is budgeted for in 2016/17 and 2017/18 increasing the cost base.
Conservation Policy	334	338	301	320	-	320	The role of the Conservation team is to protect and enhance the appearance of the District, including those areas that require further protection due to their landscape quality, architectural or historical interest. The reduction in the budget is due to a service level agreement with Essex County Council terminated during the year. This service is provided in house allowing for some of the savings to be used to make an existing post permanent, as a result CSB growth saving of £5,000 is included in the probable outturn 2016/17.
Development Control	321	494	415	1,487	(1,078)	409	Uncertainty in the economy is having a positive effect on planning application and pre-planning application submissions as householder extensions become the preferred option against moving house. This is mirrored by the increase in the fees and charges estimate which is shown as a saving of £50,000, includes an additional £100,000 into DDF for 2016/17 probable outturn and £175,000 2017/18 which will be used to fund additional resources required in the Development management team over the next two years to cover scanning of old documents and other admin burdens.

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ESTIMATES 2017/18  
PLANNING AND DEVELOPMENT**

	2015/16	2016/17		2017/18			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Enforcement	380	361	359	370	-	370	This budget contains the costs of carrying out planning enforcement action on properties in the District. A change in staff allocations from the Tree Preservation and Landscape service account for the increase in 2017/18.
Local Land Charges	(31)	90	93	296	(164)	132	Local Land Charges provide official search data to the public in return for a fee. In 2015/16 a one off Grant was received from Central Government to cover new burdens brought about by legislative changes. From Original 2016/17 a further reduction in the level of fee income compared to 2015/16 has arisen and hence as at Probable Outturn 2016/17 CSB growth of £12,000 as been added. A DDF of £8,000 is included for the receipt of a Government Grant to cover further legislative changes. In 2017/18 the scanning of old files to a digital version has increased Support Service recharges.
Planning Appeals	150	164	128	168	(8)	160	This cost centre deals with representing the Council's case in appeals made against planning application refusals and notice appeals. DDF bids are made at intervals to cover outside legal advice and consultancy services that are spent over a number of years depending on the nature and complexity of the appeal.
<b>Grand Total</b>	<b>1,223</b>	<b>1,578</b>	<b>1,435</b>	<b>3,241</b>	<b>(1,700)</b>	<b>1,541</b>	

**GOVERNANCE DIRECTORATE  
ESTIMATES 2017/18  
GOVERNANCE SUPPORT SERVICES**

	2015/16	2016/17		2017/18			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Compliments & Complaints Group	73	75	74	64	-	64	This budget relates to the operation of the compliments and complaints procedures for the Council. A review of support service allocations has resulted in accounting for these costs as a support service chargeable directly to services. The reduction in the 2017/18 budget relates to a change in the allocation of central overhead support services.
Corporate Fraud Investigation	154	214	221	247	-	247	This budget comprises of staff that form the corporate counter fraud team which focus on preventing, detecting, investigating and reporting on claims and loss of revenue for the council. The increase in the probable outturn for 2016/17 and 2017/18 relates to the changes in the establishment of the fraud team. The team now includes a Senior Fraud Investigator in contrast to previously where only a Corporate Fraud Manager and 3 Corporate Fraud Investigators posts existed.
Democratic Services	439	424	427	463	-	463	Democratic Services provide a service to members and officers of the Council ensuring the democratic decision making process remains within statutory guidelines. The probable outturn 2016/17 remains in line with the 2016/17 original estimate. The increase in the 2017/18 estimates is a reflection of the change in the method of allocating the reprographics service within the council. There has also been an increase in the annual maintenance contract of the webcasting system which has been reflected through the ICT recharges.
Development Management	650	646	674	731	-	731	Development Management provide support in improving the operational efficiency for planning and building control services. The increase in the budget arises due to a DDF item of £79,710 (2016/17) and £113,040 (2017/18) which is to be used for progressively moving away from the use of paper records and developing electronic records enabling services within planning to move towards mobile and flexible working. DDF of £25,820 in the 2017/18 budget allows for the appointment of a Validation Officer to administer the technical elements of validating planning applications.



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GOVERNANCE SUPPORT SERVICES**

	2015/16	2016/17		2017/18			
	Actuals	Original Estimate	Probable Outturn	Gross Expenditure	Gross Income	Net Expenditure	
	£000's	£000's	£000's	£000's	£000's	£000's	
Governance Admin	87	95	107	119	-	119	This budget comprises of a centralised Admin section for the Governance Directorate including costs for training, stationery, books & publications and new furniture & equipment. The initial budget of Governance Admin was derived by transferring monies from other services of the directorate which has proven difficult to maintain. Therefore a growth of £15,700 has been included in the probable outturn and £5,000 in the estimated outturn for 2017/18 for the development and training of staff within the directorate.
Governance Policy Group	645	701	694	709	-	709	The Governance Policy group is a support service group comprising of the costs relating to the Director, Assistant Directors and Executive Assistant. The changes in budget for both the probable outturn 2016/17 and 2017/18 in comparison to the original 2016/17 budget are minimal. However the marginal increase in budget is due to changes in the costs of pensions and ICT.
Internal Audit	238	232	224	208	-	208	The success of the current internal audit arrangements has led to a creation of a shared internal audit service between the council, Harlow District Council and Borough of Broxbourne Council which will come into force from 1st April 2017. The purpose of this is to improve business resilience and to produce efficiency savings which have been reflected in the budgets for 2017/18.
Legal Services	677	752	739	823	(71)	752	The Council's in-house legal team deals with a wide range of matters, both providing legal advice to departments within the council, and representing the Council in legal actions. The probable outturn 2016/17 contains a CSB growth of £10,000 and a DDF of £10,000 for an increase in the fees and charges received by the council. DDF of £27,000 was included in the original estimate 2016/17 for the screening of the legal files under the transformation programme. This has now been profiled to be spent £17,000 probable outturn 2016/17 and £10,000 in 2017/18.
Performance Improvement Unit	127	151	153	158	-	158	The Performance Improvement Unit collates and reports data on the Councils performance against the Council's key performance indicators. The overall budget has not changed considerably from the original estimate 2016/17 except incremental increases on salaries and pension costs.
Public Relations & Information	437	463	476	488	-	488	The probable outturn 2016/17 includes a CSB growth of £4,500 for committee attendance which mirrors the increase in number of council meetings which require webcasting. The budget for 2017/18 covers the cost of a full establishment for the PR department.
<b>Grand Total</b>	<b>3,527</b>	<b>3,753</b>	<b>3,789</b>	<b>4,010</b>	<b>(71)</b>	<b>3,939</b>	

**GOVERNANCE DIRECTORATE SUBJECTIVE ANALYSIS 2017/18**

	Employee Expenses	Premises Related Expenses	Transport Related Expenses	Supplies And Services	Support Services	Asset Charges	Internal Recharges		Fees & Charges	Misc Income	Other Contributions		
<b>Elections</b>													
Elections	29,970	-	90	180,020	101,060	-	-	311,140	(10,600)	-	(170,000)	(180,600)	130,540
Electoral Registration	87,230	-	220	117,940	91,330	-	-	296,720	(2,000)	-	-	(2,000)	294,720
<b>Member Activities</b>													
Local Council Liaison	-	-	-	20	23,300	-	-	23,320	-	-	-	-	23,320
Civic Ceremonial	-	-	2,000	18,890	27,170	-	(10,590)	37,470	-	-	-	-	37,470
Civic & Member Expenditure	370	-	-	17,870	756,840	-	(170,520)	604,560	-	-	-	-	604,560
Members Allowances	-	-	-	370,000	-	-	(81,400)	288,600	-	-	-	-	288,600
Overview & Scrutiny	-	-	-	1,250	80,050	-	(17,890)	63,410	-	-	-	-	63,410
Standards Committee	-	-	-	5,000	47,120	-	-	52,120	-	-	-	-	52,120
<b>Planning &amp; Development</b>													
Building Control	381,020	-	17,190	(84,180)	135,970	-	-	450,000	(450,000)	-	-	(450,000)	-
Building Control Non Fee	106,190	-	4,790	2,110	36,880	-	-	149,970	-	-	-	-	149,970
Enforcement	212,400	-	11,250	1,060	146,050	-	-	370,760	-	(550)	-	(550)	370,210
Planning Appeals	45,320	-	1,600	65,000	55,740	-	-	167,660	(8,000)	-	-	(8,000)	159,660
Development Control	641,220	-	24,240	52,990	767,730	-	-	1,486,180	(1,077,860)	-	-	(1,077,860)	408,320
Local Land Charges	158,720	-	440	26,130	110,280	-	-	295,570	(164,000)	-	-	(164,000)	131,570
Conservation Policy	202,570	-	10,890	21,450	85,250	-	-	320,160	-	-	-	-	320,160
<b>Governance Support Services</b>													
Internal Audit	470	-	-	167,830	40,110	-	(208,410)	-	-	-	-	-	-
Democratic Services	284,860	1,600	500	2,060	174,230	-	(463,050)	200	(200)	-	-	(200)	-
Legal Services	468,430	-	1,150	93,470	260,230	-	(751,880)	71,400	(71,400)	-	-	(71,400)	-
Performance Improvement Unit	96,610	-	250	2,010	58,750	-	(157,620)	-	-	-	-	-	-
Public Relations & Information	331,700	-	2,370	41,840	112,130	-	(488,040)	-	-	-	-	-	-
Development Management	473,590	-	150	35,540	216,830	4,940	(730,880)	170	(170)	-	-	(170)	-
Governance Policy Group	422,180	-	6,600	400	279,680	-	(708,860)	-	-	-	-	-	-
Compliments & Complaints Gro	30,580	-	1,300	190	32,130	-	(64,200)	-	-	-	-	-	-
Governance Admin	50,000	-	-	24,100	44,470	-	(118,570)	-	-	-	-	-	-
Corporate Fraud Investigation	178,920	200	5,200	15,100	47,580	-	(247,000)	-	-	-	-	-	-
<b>Grand Total</b>	<b>4,202,350</b>	<b>1,800</b>	<b>90,230</b>	<b>1,178,090</b>	<b>3,730,910</b>	<b>4,940</b>	<b>(4,218,910)</b>	<b>4,989,410</b>	<b>(1,784,230)</b>	<b>(550)</b>	<b>(170,000)</b>	<b>(1,954,780)</b>	<b>3,034,630</b>