

**GOVERNANCE DIRECTORATE
ESTIMATES 2014/15**

Governance Directorate

Revenue Budget 2014/15

Introduction

The budget has been prepared in line with the revised management structure that comes into effect from 1 April 2014. As a result of the restructure staff savings have been achieved and these have been allocated as far as practically possible to the Directorate where the savings will fall. An assessment has also been made of the effect on the Housing Revenue Account. The exact allocation of the savings between the General Fund and Housing Revenue Account will not be known until the 2014/15 budget is revisited in late 2014.

The Governance Directorate is responsible for the services listed on the summary page, opposite.

Further detail of the services and the related CSB growth and DDF items are shown on the appropriate budget page.

Depreciation

Where a service employs fixed assets in service delivery, depreciation on those assets is charged to the relevant service. This however does not impact on the level of Council Tax, these charges are reversed out in the Revenue Expenditure, Income and Financing Summary after the net operating expenditure is calculated.

Pension costs

The budget shows the current service cost element of the pension scheme relating to those employees currently in service. These figures have increased however in calculating the amount to charge against the Council Tax an amount is reversed out in the budget summary to bring the figures back to the Councils contributions to the Fund.

Revenue Expenditure funded from Capital under statute

Some expenditure incurred by the authority is of a capital nature but does not relate to fixed assets of the Authority. In this situation the expenditure is classified as revenue but can be funded from capital resources the funding side of the transaction like the depreciation reversals is shown in the Revenue Expenditure, Income and Financing Summary after the net operating expenditure is calculated.

Compliance with accounting guidance

The 2014/15 budget has been prepared in accordance with the latest guidance, in particular the Service Reporting Code of Practice for Local Authorities (SeRCOP). The code of practice replaced the Best Value Accounting Code of Practice and has the status of statutory "proper practice". It is also expected that members of CIPFA will comply with all the requirements of the Code as it defines best professional practice in terms of financial reporting. The only divergence from the code in these budget papers occurs where the Directorate service groupings differ from those required by the Code of Practice. The Directorate groupings are given precedence in these papers.

In order to increase the degree of consistency across all sectors of the economy when presenting financial information, central government has adopted International Financial Reporting Standards (IFRS). Local Authorities have adopted this for financial years beginning on 1 April 2010. IFRS is more concerned with the presentation of financial information in the Statutory Statement, but there is a minor impact on the budget figures.

Budget format

Even though the Directorate Structure has changed, the format of the attached budget papers is the same as that adopted last year. The summary page is split into three groups: Direct Services, Regulatory Services and Support & Trading Services. Not all Directorates will have all three types of service grouping. The additional DDF requirements and the ongoing savings as a result of the restructure are shown as part of the Support and Trading Services and these figures do not come back to zero because of this.

Direct Services –These reflect the headline services provided by the directorate.

Regulatory Services –The Cabinet has no part to play in the exercise of regulatory functions such as planning and licensing. However the Cabinet is responsible for the totality of the Council's budget. The costs of the regulatory functions therefore have been included in the appropriate Directorate budgets.

Support and Trading Services -Responsibility for support services and trading type arrangements has been split across a number of Directorates. In order to be transparent about the costs associated with these areas, they have been included in the relevant Directorate. However the net cost of these services is recharged to the direct and regulatory functions, either within the same Directorate or across a number of Directorates. Therefore to avoid double counting the costs are reversed out so as to arrive back at the true net cost of the Directorate.

Governance Directorate

General Fund Estimate Summary

2012/13	2013/14			2014/15		
Actual £000	Original Estimate £000	Probable Outturn £000		Gross Expend £000	Gross Income £000	Net Expend £000
Direct Services						
398	261	236	Elections	523	110	413
945	1,010	1,019	Member Activities	1,322	283	1,039
1,529	1,564	1,484	Planning	2,522	964	1,558
231	253	222	Other Activities	511	195	316
3,103	3,088	2,961	Total (Transferred to GF Summary)	4,878	1,552	3,326
Support and Trading Services						
385	389	410	Corporate Support Policy	450	0	450
472	488	492	Democratic Services	517	0	517
233	243	255	Internal Audit	265	0	265
692	746	755	Legal Services	834	51	783
183	198	180	Performance Management Unit	205	0	205
438	459	454	Public Relations & Information	480	0	480
694	677	625	Planning Administration	709	0	709
145	153	213	Planning Policy Group	122	0	122
(3,242)	(3,353)	(3,327)	Recharged to Services	(3,610)	(51)	(3,559)
0	0	58	Total	(27)	0	(27)
3,103	3,088	3,019	Directorate Total	4,851	1,552	3,299
3,072	3,274	3,233	Continuing Services Budget			3,137
152	19	104	Continuing Services Budget - Growth			24
(204)	(101)	(190)	Continuing Services Budget - Savings			(73)
3,020	3,192	3,147	Total Continuing Services Budget			3,088
286	90	220	District Development Fund - Expenditure			333
(203)	(194)	(348)	District Development Fund - Savings			(122)
83	(104)	(128)	Total District Development Fund			211
3,103	3,088	3,019	Directorate Total			3,299

Governance Directorate

Development Fund & Growth Items

		Original 2013/14 £000's	Probable Outturn 2013/14 £000's	Original 2014/15 £000's
CSB Growth Items				
Building Control Ring Fenced Acc	Savings from removal Vacant Posts	(29)	(29)	
Building Control Ring Fenced Acc	Savings from removal Vacant Posts	19	19	
Building Control Ring Fenced Acc	Reduction in Fee Income		73	
Building Control Ring Fenced Acc	Reduction in Fee Income		(73)	
Development Control	Planning Fees increase	(50)	(24)	
Development Control	Pre Application Fees Increase		(32)	
Development Control	Publicity savings		(8)	
Conservation Policy	Conservation Advice SLA		12	2
Local Land Charges	ECC Charge for highways LLC search	(9)	(9)	
Democratic Services	Democratic Services Assistant (Premises Licences)			22
Performance Management	Staff Suggestion scheme		(2)	
Directorate Restructure	Savings			(73)
Directorate Savings	General	(5)	(5)	
Governance Directorate	Savings from removal Vacant Posts	(8)	(8)	
		(82)	(86)	(49)

		Original 2013/14 £000's	Probable Outturn 2013/14 £000's	Original 2014/15 £000's
Development Fund Items				
Elections	No District Elections May 2013	(110)	(110)	
Electoral Registration	Individual Registration Grant		(7)	(33)
Electoral Registration	Individual Registration Costs		7	33
Civic & Member	Electronic Delivery of Agendas	5	5	
Members Allowances	Members Mileage Tax 2009-2013		7	
Building Control Group	Salary saving re vacant posts (net of Consultants)	(36)	(79)	(89)
Building Control Group	Salary saving re vacant posts Ring Fenced Element	24	62	69
Development Control	Contingency for Appeals	50	48	
Development Control	Fees & Charges-additional large applications		(55)	
Development Control	Pre Application Consultants Fees - saving	(10)	(10)	
Development Control	Pre Application Fees Increase	(4)	(5)	
Planning Services	Technical Assistant - Conservation			7
Local Land Charges	Increased Income	(20)	(30)	
Local Land Charges	Claims for Personal Search charges		5	88
Democratic Services	Committee Officer - Licensing		17	
Planning Admin	Document Scanning		(20)	55
Planning Policy	Temporary Assistant Director Post (Economic Development)			24
Performance Management	Salary saving Economic Development secondment		(18)	
Public Relations & Information	Website Officer	11	11	11
Public Relations & Information	Contribution from Uttlesford toward post DPR/02	(14)	(14)	
Governance	Restructure - Severance Pay		58	46
		(104)	(128)	211

Governance Directorate

Elections

Electoral Registration

This budget incorporates the cost of maintaining an accurate Electoral Roll for the Epping Forest District area. Included in the 2013/14 and 2014/15 budgets is grant income and associated expenditure of £7,000 and £33,000 to fund the move to Individual Registration of Electors.

Elections

The 2013/14 Probable Outturn includes the cost of Essex County Council Elections held in May 2013 which have been fully reimbursed. Also included in the 2013/14 Probable Outturn is a DDF saving of £110,000 as no District elections were scheduled for 2013.

The 2014/15 budget includes the cost of running Elections in May 2014 for 1/3 of the District as well as the European Elections which will be 75% reimbursable. An amount of £5,500 is included to cover the cost of any by elections that may arise.

Governance Directorate

Elections

2012/13	2013/14			2014/15		
<i>Actual</i>	<i>Original</i>	<i>Probable</i>		<i>Gross</i>	<i>Gross</i>	<i>Net</i>
<i>£000</i>	<i>Estimate</i>	<i>Outturn</i>		<i>Expend</i>	<i>Income</i>	<i>Expend</i>
	<i>£000</i>	<i>£000</i>		<i>£000</i>	<i>£000</i>	<i>£000</i>
159	163	164	Electoral Registration	205	35	170
239	98	72	Elections	318	75	243
398	261	236	Total (Transferred to Summary)	523	110	413
377	371	346	Continuing Services Budget			413
3	0	0	Continuing Services Budget - Growth			0
0	0	0	Continuing Services Budget - Savings			0
380	371	346	Total Continuing Services Budget			413
221	0	7	District Development Fund - Expenditure			33
(203)	(110)	(117)	District Development Fund - Savings			(33)
18	(110)	(110)	Total District Development Fund			0
398	261	236	Directorate Total			413

Governance Directorate

Member Activities

Members Activities

Income shown on these budgets relate to recharges to the Housing Revenue Account which is assessed in accordance with CIPFA Accounting guidelines.

Civic Ceremonial

This budget includes the allowances payable to the Chairman and Vice-Chairman of the Council and related ceremonial expenditure including the Chairman's Awards. There is a change to the support service recharge to this budget which relates to the reallocation of costs of Democratic Services.

Civic and Member

This budget includes costs of members services and support, including training and accommodation costs of the council chamber and members room. The charges for support services have been allocated in accordance with CIPFA Accounting guidelines, as a result reductions are reflected in the 2013/14 Probable Outturn and 2014/15 Support Service recharge from Democratic Services.

Members Allowances

This budget consists of the payments of members allowances and Connect scheme payments to members. There is no significant change in this budget.

Overview and Scrutiny

This budget incorporates the operational costs of the Overview and Scrutiny Committee. The increased cost in the probable outturn 2013/14 and 2014/15 is as a result of higher recharges from the Democratic Services Group.

Standards Committee

This budget was approved to meet any costs incurred by the Standards Committee in respect of local adjudication on complaints against councillors. The increase on this budget relates to a change in the amount of time spent on these activities.

Governance Directorate

Member Activities

2012/13	2013/14			2014/15		
<i>Actual</i>	<i>Original</i>	<i>Probable</i>		Gross	Gross	Net
<i>£000</i>	<i>Estimate</i>	<i>Outturn</i>		Expend	Income	Expend
<i>£000</i>	<i>£000</i>	<i>£000</i>		£000	£000	£000
41	48	74	Civic Ceremonial	96	21	75
643	698	642	Civic & Member	857	191	666
241	242	253	Members Allowances	319	71	248
1	2	11	Overview & Scrutiny	11	0	11
19	20	39	Standards Committee	39	0	39
945	1,010	1,019	Total (Transferred to Summary)	1,322	283	1,039
948	1,005	1,007	Continuing Services Budget			1,039
0	0	0	Continuing Services Budget - Growth			0
(3)	0	0	Continuing Services Budget - Savings			0
945	1,005	1,007	Total Continuing Services Budget			1,039
0	5	12	District Development Fund - Expenditure			0
0	0	0	District Development Fund - Savings			0
0	5	12	Total District Development Fund			0
945	1,010	1,019	Directorate Total			1,039

Governance Directorate

Planning Services

Building Control Fee Earning

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 2010.

Building Control income has been suffering from the downturn in the economy and competition from the commercial sector and the CSB reduction in income has been further reduced by £73,000. The balance on the Building Control Ring Fenced account at 31 March 2013 was a surplus £21,000, which will be eliminated by 31 March 2014. Cost savings on salaries and a proactive marketing strategy have been introduced in an attempt to minimise the impact of the anticipated deficits.

A review of the service is currently underway with a view to reversing the recent downward trend in activity and income.

Building Control Non Fee Earning

The Building Control non fee earning budget relates to aspects of the service which are not chargeable activities. Non-chargeable activities include liaison with statutory authorities, enforcement of national and local acts relating to building regulations, general advice, work relating to health, safety and welfare, and all other non chargeable services listed in the 2010 regulations.

Conservation Policy

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 Council has a service level agreement with Essex County Council for the provision of specialist advice on Conservation issues which has been renewed at a higher cost than previously agreed, as a result CSB growth of £12,000 and £2,000 is included in 2013/14 and 2014/15 respectively. An existing DDF carried forward from 2012/13 has been rephased and £7,000 will now be spent in 2014/15.

Development Control

The 2013/14 probable outturn includes a CSB reduction of £7,500 in publicity costs, other reductions in expenditure are due to decreases in support service recharges. The increase in Planning Application Fees originally estimated at £50,000 has been revised to £24,000 with a DDF amount of £55,000 included in 2013/14 as a number of large applications have been received. Further increases in income are included for pre application fees of £32,000 CSB and £5,000 DDF in 2013/14.

Development Control - Enforcement

This budget contains the costs of carrying out planning enforcement action on properties in the District. The reduction in the 2013/14 outturn is a result of reductions in Support Service allocations to the Development Control Group.

Planning Appeals

The 2013/14 budget included £48,000 DDF for Appeals Contingency which is now available for Direct Enforcement action costs. Any amounts unused will be carried forward to 2014/15.

Governance Directorate

Planning Services

2012/13	2013/14			2014/15		
Actual	Original	Probable		Gross	Gross	Net
£000	Estimate	Outturn		Expend	Income	Expend
£000	£000	£000		£000	£000	£000
0	0	0	Building Control Fee Earning	386	386	0
153	163	126	Building Control Non Fee Earning	128	0	128
276	249	303	Conservation Policy	336	18	318
381	459	386	Development Control	1,010	555	455
495	476	461	Development Control Enforcement	479	0	479
224	217	208	Planning Appeals	183	5	178
1,529	1,564	1,484	Total (Transferred to Summary)	2,522	964	1,558

1,592	1,600	1,585	Continuing Services Budget	1,569
149	19	104	Continuing Services Budget - Growth	2
(185)	(79)	(166)	Continuing Services Budget - Savings	0
1,556	1,540	1,523	Total Continuing Services Budget	1,571
68	74	110	District Development Fund - Expenditure	76
(95)	(50)	(149)	District Development Fund - Savings	(89)
(27)	24	(39)	Total District Development Fund	(13)
1,529	1,564	1,484	Directorate Total	1,558

Governance Directorate

Other Activities

Local Council Liaison

This budget includes the operational costs which are support services of the Local Council Liaison Committee. The increase in costs is a result of an increased level of legal advice to the town and parish councils.

Local Land Charges

Local Land charges income has seen an increase in 2013/14, due to the recent upturn in the housing market, the DDF item for increased income has therefore been adjusted from £20,000 to £30,000.

The DDF item for £100,000 for claims by Personal search companies relating to reclaiming fees previously paid has been rephased to reflect those claims already settled (£7,000) and those outstanding to £5,000 in 2013/14 and £88,000 in 2014/15.

National Assistance Act Burials

It is the duty of the Council to bury or cremate the body of any person who has died in the Epping Forest District area, where no other suitable arrangements for the disposal of the body have been made. Direct costs are recovered where possible from the estate of the deceased person, and the costs shown for this budget relate to support service charges for work undertaken by the Corporate Support Services Administration group.

Compliments and Complaints

This budget relates to the operation of the compliments and complaints procedures. Increases in Support Service charges account for the change in 2013/14 and 2014/15.

Customer Services

This budget relates to the general liaison with the public. There is no significant change in this budget.

Governance Directorate

Other Activities

2012/13	2013/14			2014/15		
<i>Actual</i>	<i>Original Estimate</i>	<i>Probable Outturn</i>		Gross Expend	Gross Income	Net Expend
£000	£000	£000		£000	£000	£000
2	3	7	Local Council Liaison	7	0	7
108	119	84	Local Land Charges	365	195	170
14	11	8	National Assistance Act Burials	9	0	9
64	75	83	Compliments & Complaints	88	0	88
43	45	40	Customer Services	42	0	42
231	253	222	Total (Transferred to Summary)	511	195	316
231	282	256	Continuing Services Budget			228
0	0	0	Continuing Services Budget - Growth			0
0	(9)	(9)	Continuing Services Budget - Savings			0
231	273	247	Total Continuing Services Budget			228
0	0	5	District Development Fund - Expenditure			88
0	(20)	(30)	District Development Fund - Savings			0
0	(20)	(25)	Total District Development Fund			88
231	253	222	Directorate Total			316

Governance Directorate

Support Services

Corporate Support Policy Group

This is a support service group comprising the posts of Director and Assistant Directors of Corporate Support Services. The increase in this budget relates to the increase in Pension costs and a reallocation of support services.

One of the Assistant Directors post accounted for here has been removed from the establishment list as part of the Council restructure reducing the budget for 2014/15.

Democratic Services

This budget includes a DDF item of £17,000 in 2013/14 to fund a Committee officer to support the new arrangements for Premises Licences, this has been converted to a CSB growth item in 2014/15 of £22,000.

Internal Audit

The small change to this budget relates to incremental increases on salaries, and the increase in Pension costs.

Legal Services

The increase in this budget from the 2013/14 original relate to the increase in salaries and Pension costs.

Performance Management Unit

The increase in this budget relate to the increase in pension costs and support service recharges, offset by a CSB saving of £2,000 for the staff suggestion scheme. The 2013/14 probable outturn includes a DDF salary saving of £18,000 for a post seconded to Economic Development.

Public Relations & Information

The increase in this budget relates to the increase in pension costs and support service recharges. Included in the budgets are DDF amounts of £11,000 in 2013/14 and 2014/15 for a Website officer, a DDF contribution of £14,000 from Uttlesford District Council is included in 2013/14 towards a shared information and PR officer.

Planning Administration

The decrease in the probable outturn 2013/14 is as a result of a DDF saving of £20,000 for document scanning and a reduction in computer costs allocation to the planning admin group.

The DDF saving in the probable outturn 2013/14 will be used in 2014/15 in conjunction with £35,000 DDF fund subject to the approval of a cabinet report for this request. These monies will be used to fund the project of converting historical planning microfiche records containing four million images to electronic format.

Planning Policy Group

This is a support service group comprising the posts of Director and Assistant Directors of Planning Services. The increase in this budget for the probable outturn 2013/14 is due to a severance payment for the Director of Planning whose post has been removed from the establishment list as a result of the Council restructure. Thus this results in a saving and a lower budget for 2014/15.

Governance Directorate

Support Services

2012/13	2013/14			2014/15		
<i>Actual</i> £000	<i>Original Estimate</i> £000	<i>Probable Outturn</i> £000		Gross Expend £000	Gross Income £000	Net Expend £000
385	389	410	Corporate Support Policy	450	0	450
472	488	492	Democratic Services	517	0	517
233	243	255	Internal Audit	265	0	265
692	746	755	Legal Services	834	51	783
183	198	180	Performance Management Unit	205	0	205
438	459	454	Public Relations & Information	480	0	480
694	677	625	Planning Administration	709	0	709
145	153	213	Panning Policy Group	122	0	122
3,242	3,353	3,384	Total (Transferred to Summary)	3,583	51	3,532
3,261	3,369	3,365	Continuing Services Budget			3,447
0	0	0	Continuing Services Budget - Growth			22
(16)	(13)	(15)	Continuing Services Budget - Savings			(73)
3,245	3,356	3,350	Total Continuing Services Budget			3,396
(3)	11	86	District Development Fund - Expenditure			136
0	(14)	(52)	District Development Fund - Savings			0
(3)	(3)	34	Total District Development Fund			136
3,242	3,353	3,384	Directorate Total			3,532

**GOVERNANCE DIRECTORATE
SUBJECTIVE ANALYSIS 2014/15 ESTIMATES**

Cost Centre	Employees	Premises	Transport	Supplies	Third Party	Support Services	Depreciation	Gross Expenditure	(Internally Recharged)	Fees & Charges	Rental Income	Government Grant	Other Income	Gross Income	Net Expenditure
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Elections															
Electoral Registration	68,920		1,630	82,140		52,630		205,320		2,000		33,000		35,000	170,320
Elections	36,110		1,250	217,880		62,870		318,110		-			75,000	75,000	243,110
Members															
Civic Ceremonial	-		4,000	29,690		62,030		95,720	(21,300)					-	74,420
Civic and Member	2,020		50	17,600		837,000		856,670	(190,610)					-	666,060
Members Allowances	1,750			309,300		8,170		319,220	(71,030)					-	248,190
Overview & Scrutiny Operational Budget				1,250		9,910		11,160						-	11,160
Standards Committee Operational Budget				5,000		34,100		39,100						-	39,100
Local Council Liaison						6,980		6,980						-	6,980
Planning															
Building Control Fee Earning	189,370		11,960	(30,320)		214,760	230	386,000		386,000				386,000	0
Building Control Non Fee Earning	56,630		3,570	4,010		63,580		127,790						0	127,790
Conservation Policy	187,520		4,890	48,420		94,680		335,510					17,520	17,520	317,990
Development Control	468,930		20,410	31,320		488,670	1,150	1,010,480		555,000				555,000	455,480
Enforcement	250,330		10,340	2,600		215,440		478,710		350				350	478,360
Planning Appeals	63,650		2,450	24,780		91,650		182,530		4,500				4,500	178,030
Other Activities															
Local Land Charges	147,420		260	122,450		94,690	150	364,970		194,940				194,940	170,030
National Assistance Burials				-		9,150		9,150		-				-	9,150
Compliments and Complaints				3,710		83,820		87,530							87,530
Customer Services				330		42,050		42,380							42,380
TOTAL (Transferred to GF Summary)	1,472,650	-	60,810	870,160	-	2,472,180	1,530	4,877,330	(282,940)	1,142,790	-	33,000	92,520	1,268,310	3,326,080
Support Services															
Corporate Support Policy Group	385,330		5,450	820		58,730		450,330	(423,420)					-	26,910
Democratic Services	348,030	1,250	2,310	7,820		157,770		517,180	(517,180)					-	-
Internal Audit	214,220		3,940	740		46,190		265,090	(265,090)					-	-
Legal Services	429,840		1,590	94,030		309,020		834,480	(783,180)	51,300				51,300	-
Performance Management Unit	136,760		300	6,930		60,600		204,590	(204,590)					-	-
Public Relations & Information	259,090	-	4,690	81,570	20,400	113,960		479,710	(479,710)					-	-
Planning Administration	339,280	0	1,080	108,910		255,470	3,860	708,600	(708,600)	0				-	-
Planning Policy Group	89,747		1,449	91		30,856		122,143	(175,993)					-	(53,850)
TOTAL	2,202,297	1,250	20,809	300,911	20,400	1,032,596	3,860	3,582,123	(3,557,763)	51,300	-	-	-	51,300	(26,940)
DIRECTORATE TOTAL	3,674,947	1,250	81,619	1,171,071	20,400	3,504,776	5,390	8,459,453	(3,840,703)	1,194,090	-	33,000	92,520	1,319,610	3,299,140
Policy Unit Group	75,955		2,160	205		37,335		115,655	(115,655)					-	-
Building Control Group	294,310		18,210	40		316,090		628,650	(628,650)					-	-
Development Control Group	676,550		27,640	1,900		556,030		1,262,120	(1,262,040)				80	80	-
TOTAL	1,046,815	-	48,010	2,145	-	909,455	-	2,006,425	(2,006,345)	-	-	-	80	80	-