

CABINET

OSC Agenda Item 78 APPENDIX

Brighton & Hove City Council

Subject:	General Fund Revenue Budget & Council Tax 2009/10		
Date of Meeting:	12th February 2009		
Report of:	Interim Director of Finance & Resources		
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Key Decision:	Yes	Forward Plan No. CAB6525	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The revenue budget sets out, in financial terms, the council's service priorities for the forthcoming year. The report also asks the Cabinet to recommend to Council the level of council tax for 2009/10 based on their agreed level of spending.
- 1.2 The budget has been prepared on the basis of the Administration's proposals for a 3.5% increase in the 2009/10 council tax for Brighton & Hove City Council but ultimately it is for Full Council to determine the council tax at its meeting on 26 February 2009.
- 1.3 The council tax precepts have not yet been agreed by the Sussex Police Authority and East Sussex Fire Authority, so it is not possible to put to Cabinet the full details of the council tax proposals for recommendation to Council. The supplementary papers listed in paragraph 4.8 will therefore be prepared for the budget setting Council.

2. RECOMMENDATIONS:

- 2.1 To recommend to Council, subject to 2.3 below, the 2009/10 General Fund Revenue Budget proposals including;
 - The 2009/10 budget allocations to services as set out in paragraphs 3.22 to 3.25 and appendix 1.
 - The council's budget for 2009/10 of £219.0m.
 - The Directorate budget strategies as set out in appendix 7
 - The corporate budgets of £9.2m

- The contingency budget of £3.6m as set out in table 7.
 - The reserves allocations as set out in appendix 4 including earmarking sufficient reserves to cover projected investment income losses over the next 3 years.
 - The borrowing limit of £317m for the year commencing 1 April 2009.
 - The annual Minimum Revenue Provision statement as set out in paragraphs 3.43 and 3.44.
 - The prudential indicators as set out in appendix 6 to this report.
 - That any LABGI grant is earmarked for the purposes set out in paragraph 3.17.
 - To increase the value of taxi vouchers to £65 as set out in paragraph 3.37.
 - The licensing fees and charges set out in appendix 8 and the amendments to Culture Recreation & Tourism fees and charges set out in paragraph 3.34.
 - The confirmation of allocations of LPSA2 reward grant following consideration by the Public Services Board as set out in paragraph 3.14 and appendix 9
- 2.2 Note the budget and resource projections for 2010/11 and 2011/12 as set out in appendix 5 based on council tax increases of 2.5% for each year.
- 2.3 Note that supplementary information needed to set the overall council tax will be provided for the budget setting Council as listed in paragraph 4.8.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

The Context to the Budget

- 3.1 The 2009/10 budget has been prepared in the context of unprecedented changes in the worlds financial markets. This time last year UK interest rates were expected to rise to combat forecasts of higher levels of inflation; fuel and energy prices were increasing dramatically and the UK economy was expected to enter a brief slowdown. Now base interest rates are at record lows, inflation is falling very quickly and the slowdown has become a sharp recession which is likely to last much longer.
- 3.2 This has had an impact on the council's budget in terms of reduced income from some services (for example, land charges), increases in energy costs, increases in demand for some services (for example, housing benefits) and falling investment income due to the dramatic reductions in interest rates.
- 3.3 In addition, certain grants, in particular Area Based Grants, are reducing and the council is intending to settle the Equal Pay issue.

- 3.4 The budget reflects the changes that have taken place as a result of these events but there is still much uncertainty about the future and provision has also been made in the budget and in reserves for potential financial risks.

Local Government Finance Settlement 2009/10 and 2010/11

- 3.5 The formula grant from government for 2009/10 and provisional settlement for 2010/11 were announced on 21 January 2009 and showed no change from the grant previously issued on 24 January 2008. The council will continue to receive the minimum floor increase in formula grant of £1.85m or 1.75% for 2009/10 and £1.614m or 1.5% for 2010/11.
- 3.6 Table 1 shows the level of formula grant the council will receive in 2009/10 and 2010/11. The cash increases are shown on a like-for-like basis and are slightly different from the change in formula grant from one year to the next because of some small funding changes as described in paragraph 3.19.

Table 1: Changes in grant for 2009/10 & 2010/11			
	B&H £m	Unitary Average	National Average
2009/10 Formula Grant	107.593		
Cash increase	1.850		
Percentage increase	+1.75%	+3.3%	+2.8%
2010/11 Formula Grant (Provisional)			
	109.185		
Cash increase	1.614		
Percentage increase	+1.5%	+3.0%	+2.6%

- 3.7 The provisional 2009/10 non-domestic rating multipliers for business rates calculated by government have increased in line with the September Retail Prices Index (RPI) inflation figure of 5%. The non-domestic rating multiplier is 48.5 pence in the pound and the small business non-domestic rating multiplier is 48.1 pence in the pound.

Schools Funding

- 3.8 Schools funding in the form of the Dedicated Schools Grant (DSG) will increase by £5.3m in 2009/10 and £6.9m in 2010/11. These sums are based on estimated pupil numbers so may change when the results of the January 2009 pupil count are known. The increased amount per pupil of 3.6% in 2009/10 and 4.1% in 2010/11 is however fixed.

Table 2: DSG allocation for Brighton & Hove				
	Dedicated Schools Grant £m	Cash increase	Per pupil increase	National Per pupil increase
2008/09	122.581			
2009/10	127.870	+4.3%	+3.6%	+3.7%
2010/11	134.744	+5.4%	+4.1%	+4.3%

- 3.9 Not every school within Brighton & Hove will receive an increase in their budget of 3.6% per pupil as each local authority has a local funding formula, which distributes the total funding between each school. The formula does provide for a minimum funding guarantee of 2.1% per pupil. This local formula is agreed by the Schools Forum, which is made up of representatives from local schools. In 2009/10 the weighting given to social deprivation in the formula will be increased. Also schools with falling pupil numbers may still find it challenging to balance their budgets.
- 3.10 The other important funding source for schools is government specific grants. Details of these grants at a council wide level are contained in appendix 2 and on average will increase by 4.1% next year.

Specific Grants; Area Based Grant (ABG) and Local Public Services Agreement 2 (LPSA2) reward grant

- 3.11 In 2009/10 the council is anticipating the receipt of about £55m specific and special grants, an increase of approximately 4.9% over 2008/09 although a few grant allocations have not yet been announced. Details of all the known grant allocations are shown in appendix 2. Specific and special grants are allocated by the government with strings attached and must be spent in the service areas specified.
- 3.12 A number of specific grants were transferred last year into ABG where the council is given freedom over how these grants are spent. In 2009/10 the council is anticipating the receipt of about £13.7m ABG, approximately 1.5% less than 2008/09, a notional breakdown of which is also shown in appendix 2. The majority of the separate allocations remain fairly constant throughout the three year period, however, there are two areas where the allocations drop significantly in 2009/10 and then fall to zero by 2010/11; they are the Safer Stronger Communities Fund (SSC) and the Working Neighbourhoods Community Fund (WNF), which was formerly the Neighbourhood Renewal Fund. These funding streams also suffered a reduction in 2008/09 and so the 2008/09 budget contained an allocation from reserves and a reallocation from other funding streams to help support these areas.
- 3.13 The Medium Term Financial Strategy (MTFS) includes the provision of £0.250m recurrent funding in 2009/10 as replacement funding for priority services where grant is coming to an end. There is an additional £0.250m recurrent funding included for 2010/11. In addition, some priorities will be supported through allocations from the LPSA2 reward grant.
- 3.14 The council along with public sector partners will achieve targets included within the LPSA 2. These targets were incorporated into the previous Local Area Agreement. As a result the council is estimated to receive reward grant of at least £3.2m over the next 2 years. The allocations of this reward grant proposed by the Public Services Board are included in appendix 9.

Local Authority Business Growth Incentive (LABGI) Scheme

- 3.15 The Department for Communities and Local Government (CLG) undertook a consultation during the autumn on how to reform the LABGI scheme for 2009/10 and 2010/11. The CLG have not yet announced details of the new scheme and therefore no allowance has been made in the budget for the receipt of LABGI grant in 2009/10.
- 3.16 The council is also holding £149,000 originally funded by LABGI in an earmarked reserve for the promotion of a Private Bill for the control of sex establishments in Brighton & Hove. The government is currently promoting a Policing and Crime Bill that will provide for the controls sought by the council and therefore the reserve is no longer required.
- 3.17 The Cabinet may wish to consider that the £149,000 referred to above and any amount that is received from the new LABGI scheme is allocated towards further measures to help local businesses during the recession and community safety initiatives. Specific proposals would be considered at a future Cabinet meeting.

Expenditure Estimates

Latest position in 2008/09

- 3.18 The month 9 Targeted Budget Management (TBM) report elsewhere on the agenda shows a projected under spending of £1.65m (less than 1% of the total net budget) after taking into account the projected 2008/09 deficit on the collection fund of £1.45m and the overspending on services managed on the council's behalf by the NHS Trust. This is an improvement of £1.63m from month 6. The under spending will contribute to general reserves which will be used to support the MTFs as proposed later in this report.

2008/09 Adjusted Base Budget

Changes in function / funding

- 3.19 As part of the grant settlement the council sees a reduction of £0.057m in the 2009/10 formula grant for the gradual loss of responsibility for the administration of student finances. A further transfer of £0.022m will occur in the 2010/11 formula grant.

Internal Transfers

- 3.20 Internal transfers relate to changes in responsibility between directorates. There has been one significant internal transfer which is the voluntary sector and external funding unit from Cultural Services to Strategy & Governance, as well as a number of other minor changes. There have been no additional resource requirements as a consequence of any of these changes.

2009/10 Budget

% changes in budget

- 3.21 The 2008/09 adjusted base budget is the base from which percentage changes have been proposed by the administration to generate budget allocations for the main services provided by the council. The cash limits were agreed by Cabinet in June 2008 and Council in July 2008 as part of the Corporate Plan and MTFS.
- 3.22 The percentage changes are net of savings and are designed to provide cash limited funding allocations that directorates are expected to manage within.
- 3.23 The following table shows the proposed percentage changes for services, appendix 1 shows the detailed build up of the budget and the directorate budget strategies in appendix 7 show how each service will deliver budgets based on these changes.

Table 3: 2009/10 Budget	Change
Adult Social Care & Housing	0.5%
Learning Disabilities	4.0%
Health Led Services	0.5%
Cultural Services	1.7%
CYPT - Local Education Authority Administrative Functions	0.0%
CYPT – Children’s and Other Services	4.0%
Environment overall	0.5%
- <i>Waste Disposal</i>	0.0%
- <i>Cityclean</i>	-4.8%
- <i>Parking income</i>	-9.9%
- <i>Environment – planning, parks and other services</i>	8.2%
Finance & Resources	0.0%
Planned Maintenance	1.5%
Strategy & Governance	0.2%

- 3.24 The cash limited allocations to directorates include : -
- £250,000 recurrent funding to replace grants that are coming to an end such as neighbourhood renewal fund and stronger safer communities.
 - £60,000 to open Hove Library for half a day on Mondays.
 - One of the lowest spending (per head) of all unitary councils on its central support services such as human resources, legal and finance. The budget and the MTFS aim to continue to freeze the cost of these services in cash terms to maximise budgets for front line services and council priorities.
 - Efficiency savings of over £6.4m as part of the pledge to make better use of public money. This is equivalent to £69 on a band D council tax.
 - Support for local businesses through the package of measures announced in 2008/09 and by increasing the council’s spend on goods

and services with businesses within the BN postcode from the current respectable 49% to 55% by 2011. The proposed budget also includes earmarking remaining LABGI and any future grant in 2009/10 to fund existing or future measures to support the city during the recession.

- The opening of the Access Point for Adult Social Care to provide support and assistance to a wider range of people. It is also improving value for money by making access to things like grab rails and luncheon clubs much simpler. This has and will continue to improve customer service and reduces the need for costly assessments for smaller needs that make a difference to peoples' lives.
- The benefits advisory service in Adult Social Care and Housing which has enabled older people in the city to receive an additional £1.6m in benefits over the past year. The service will continue to provide this vital work.
- Absorbing the loss of £650,000 in central government support in relation to community safety and crime reduction with the help of temporary funding from the successful implementation of the Local Public Services Agreement. All priority services will be able to continue. This includes the work with the councils partners on the Crime and Disorder Reduction Partnership to reduce crime and the causes and consequences of drugs abuse.
- Continuing funding for the Environment Improvement Team currently funded from a one off allocation to maintain its focus on improving the physical environment.
- £100,000 for increased mowing, particularly verges in order to keep the city looking clean and tidy.
- Continuing to fund the Active for Life programme to provide a range of opportunities which help to improve health in local communities by increasing regular physical activity levels. Over 35,000 hours of physical activity have been undertaken by over 3,000 people during the project which is supported by more than 40 volunteers.
- Providing additional funding for the cost of free swimming for the over 60s and under 16s because government grant does not provide for the full cost.
- Improving value for money of Cityclean by 17% or just under £1m.
- Improving value for money in Cultural Services through activities such as sharing functions, for example in marketing, web services and through cross-selling in the tourism and venues services. This includes making better use of technology; the latest example of this is the new VisitBrighton website.
- The review and restructure of leadership and management in CYPT saving of £520,000 after one off costs.
- £600,000 above inflation being put into Children's Services including continuing £200,000 of funding for Youth Provision currently provided from grants which are being reduced by the government.

- 3.25 The following table shows the build up of the 2009/10 budget after applying the percentage changes to the service budgets.

Table 4	£m
Base Budget 2008/09	216.6
Changes in function & funding	-0.1
Adjusted 2008/09 base budget	216.5
Pay awards and Inflation	5.0
Service pressures & improvements	8.5
Efficiency & other savings	-10.1
Changes in corporate budgets	-0.9
Forecast Budget 2009/10	219.0

Pay Awards and Inflation

- 3.26 The pay award for 2008/09 is not resolved and remains in arbitration. The assumed pay award for 2009/10 is 2.3%, this will also need to cover any additional pay award above the 2.45% already paid in 2008/09. If the combined pay award is lower than 2.3% it is proposed that the surplus funding is removed from service cash limits and transferred to the risk provision.
- 3.27 A general provision of 2.5% has been allowed for all other budgets. Although inflation is expected to continue to fall in the near future, inflation rates may be volatile over the financial year and certain contracts and costs are fixed at a time when inflation was at a higher rate, for example, the business rates increase in 2009/10 will be 5% which will affect council buildings as well as city businesses.

Service Pressures

- 3.28 Provision for spending pressures to maintain existing service levels are incorporated into directorate budget strategies. The spending pressures include the known impact of the recession for example loss of income from land charges. The most significant spending pressures include increased demand for both learning disability services as a result of people's transition from Childrens Services to Adult Services, and independent foster agency placements. Energy costs across the council have again risen sharply during 2008/09 and the full year impact is reflected in the 2009/10 budget. The council also sees a further reduction in transitional grant within the ABG. The table below shows the main service pressures.

Table 5: Main Service Pressures	£m
Learning Disability transitions from CYPT	0.98
Independent Foster Agency Placements	0.91
Energy costs	0.90
Learning Disabilities increasing clients	0.90
Area Based Grants – reduction in grant for Stronger Safer	0.90
Communities and Working Neighbourhoods	
Adult Social Care	0.80

Table 5: Main Service Pressures	£m
Increased Landfill Tax	0.45
Land Charges – reduction in income	0.40
Planning	0.25
Leaving Care payments	0.24
Youth Service reduction in grant	0.20
Preserved rights reduction in grant	0.17
Physical disabilities increasing clients	0.16
Active for Life – loss of grant	0.15
Disability Agency	0.13

Savings Proposals

- 3.29 Each directorate has been required to identify efficiency savings as part of their budget strategies as well as any further savings or income needed to manage within their cash limit. Overall the savings package includes £6.4m efficiency savings and £3.7m additional savings and income. Further details of the proposed savings are included in the directorate budget strategies at appendix 7.

Staffing Implications of Proposed Savings

- 3.30 The proposed savings package results in an estimated reduction of 123 posts across the council. The council is committed to working positively with staff and unions to avoid compulsory redundancies wherever possible through redeployment. At the time of writing this report there were 26 staff at risk of redundancy of which 5 are under notice.
- 3.31 To minimise the impact on staff directorates have been operating vacancy management controls for some time. Human Resources are coordinating the following measures:
- The examination of every post to be advertised as a possible redeployment for staff at risk before other applications are considered.
 - Searches for alternative employment options across the council and externally in partnership with the Trade Unions.
 - Supported trial periods and identification of training needs.

Fees and Charges

- 3.32 Fees and charges have inflated by 2.5% in line with the budget strategy except where separate reports have been presented to Cabinet Member Meetings.
- 3.33 Licensing fees are not set entirely at the council's discretion, but should be set at a level reasonably expected to cover costs of service provision and cannot be used as a general revenue raising power. Any fees charged must be in accordance with any requirements of the legislation under which they are charged. It is therefore important to be able to show that due consideration was given to each fee rather than raising all fees and charges

by a set percentage. Officers have reviewed budgets and trading accounts and, where appropriate, compared with neighbours and comparators. The licensing fees and charges for 2009/10 are set out in appendix 8.

3.34 The Culture, Recreation & Tourism Cabinet Member Meeting on 20 January 2009, agreed a set of fees and charges for 2009/10, relating to beach chalets & huts, fishing lockers, boat licences, outdoor events and the Volk's Railway. Unfortunately incorrect information was shown against two charges, the correct charges are shown below, and both propose fee increases of 2.5%.

- Beach Chalet Ovingdean £381.30 excl VAT
- Beach Hut Licence – Hove Promenade £235.75 excl VAT

Corporate Budget Commitments

3.35 The budget includes a number of commitments and the impact of previous decisions made by Cabinet on the corporate budgets. The main changes are listed below.

Table 6: Main Changes in corporate budgets	£m
Reduction in investment interest	1.09
Additional provision for future pay & equal pay	1.00
Risk provision	0.75
Net financing costs increase of funding the capital programme	0.50
Reduction to insurance budget following re-tender	-0.68
Net reduction in the concessionary fares budget	-1.29
Additional contributions from reserves	-2.61

Central Budgets - Concessionary Fares

3.36 The 2008/09 budget was reduced by £1.8m during the year for the reasons detailed in the TBM month 4 report to Cabinet, largely due to the removal of the provision for higher reimbursement rate to cover successful bus operator appeals. Due to data collection problems the council has only recently received detailed information on the number of concessionary journey's starting within the city boundaries during 2008/09. For 2009/10 the council has pulled out of the Sussex countywide scheme to develop a robust scheme more suited to the needs of the city and is currently negotiating with local bus operators over the shape of the Brighton & Hove scheme for next year. There is therefore some uncertainty associated with the 2009/10 budget provision until the negotiations have been completed and any operator appeals against the scheme are determined by the Department for Transport probably in early 2010. The budget provision for 2009/10 represents an increase of 6.6% over the revised budget for 2008/09 reflecting the growing popularity of the national free fare scheme.

3.37 The council also currently issues £45 of taxi vouchers to people who would qualify for a free bus pass but because of a disability are unable to use buses. The value of the vouchers has not increased since 1997 and it is now proposed to increase the value to £65 in line with the increase in taxi

fares since 1997. The estimated cost of £40,000 can be met within the 2009/10 concessionary fares budget.

Central Budgets – Insurance Premia

- 3.38 The insurance retendering was completed in March 2008, too late for inclusion in the 2008/09 budget. The retender resulted in a saving of £680,000 per annum in the insurance budget for the period 2008/09 to 2010/11 partly as a result of improved risk management employed by the council and partly due to a relatively soft insurance market at the time of tendering. To reflect these reasons a permanent reduction of £300,000 has been made in the budget and the remaining £380,000 will contribute to general reserves each year until the next major retendering in early 2011 when a harder market may result in higher levels of premia.

Financing Costs and Prudential Indicators

- 3.39 The financing costs budget reflects the cost of the council's capital investment plans. Under the prudential capital finance system the level of outstanding borrowing is based on the council's assessment of affordability. The council has a fully funded capital programme and the costs of funding the programme are fully provided for in the revenue budget.
- 3.40 The prudential system requires the council to set a number of indicators for affordability, prudence and sustainability. The recommended indicators are set out in appendix 6. Cabinet should note the indicator for the authorised limit is a statutory limit required to be determined by full Council under section 3(1) of the Local Government Act 2003.
- 3.41 The proposed budget for Financing Costs in 2009/10 is £9,519,000, which is an increase of £1,590,000 on the 2008/09 budget. The crisis within the global financial markets, together with the economic downturn, has resulted in a sharp fall in official interest rates. This fall has had a significant impact on investment income to the council and this is reflected in the 2009/10 budget forecast and the forecasts for the following 2 years which are now anticipated to be about £3m lower than previously forecast. The proposals for the use of reserves shown in paragraph 6.10 recommend that reserves are earmarked to cover this forecast shortfall.
- 3.42 The budget has been calculated on the latest forecasts for interest rates, capital spend and resources. Capital spend is based on the 2009/10 Capital Finance Settlement announced by the government, details of which can be found in the Capital Resources and Capital Investment Programme report for 2009/10 elsewhere on the agenda.

Annual Minimum Revenue Provision (MRP) Statement

- 3.43 Regulations issued by the government in February 2008 require the council to prepare an annual statement on the amount of debt that will be repaid in the following year.

- 3.44 For 2009/10 the following provision will be made in the revenue account:
- for debt where the government provides revenue support the council will set aside a sum of 4% of the notional debt relating to capital investment, but excluding capital investment on the HRA housing stock (known as the non-HRA capital financing requirement),
 - for debt where the government provides no revenue support:
 - where the debt relates to an asset the council will set aside a sum equivalent to repaying debt over the life of that asset in equal annual instalments, or
 - where the debt relates to expenditure which is subject to a capitalisation direction issued by the Government the council will set aside a sum equivalent to repaying debt over a period consistent with the nature of the expenditure under the annuity basis, or
 - if it is subsequently decided that council borrowing is used to fund the housing LDV then the council will set aside a sum equivalent to the amount payable by the LDV under any loan agreement between the council and the LDV.

Contingency

- 3.45 The council's contingency budget includes provision for costs, which are likely to occur but for which the estimated cost cannot be adequately foreseen at this stage. The proposed contingency for 2009/10 is £3.63m.

Table 7: Contingency	£m
Provision for borrowing costs of equal pay compensation settlement and future pay including changes to allowances	2.43
Risk Provision to cover uncertainties in the budget	0.75
Investment fund to help deliver value for money initiatives	0.15
Allocation to services to be finalised in 2009/10	0.30
Total	3.63

Equal Pay & Future Pay (Single Status)

- 3.46 The council has a statutory duty to address inequalities in pay. Having conducted an equal pay review in accordance with the National 2004 NJC Agreement, the budget needs to make provision both for the one-off costs of back pay compensation settlement and the estimated impact of implementing job evaluation and introducing a new package of any changes to allowances.
- 3.47 The Governance Committee authorised the Director of Strategy and Governance to negotiate with Trade Unions on the offer made by the council to settle, equal pay compensation settlements.
- 3.48 Two other aspects of equal pay also need to be resolved over the coming months – future pay and allowances. Budgetary provision will need to be made for those items although the full outcome will only be known after the budget is agreed.

- 3.49 At the time of writing, the Trade Unions are still considering the council's offer on back pay so it is not possible to include the outcome of the negotiations in this report. Financial implications of the outcome of the negotiations on the compensation settlement will be reported to full Council on 26 February 2009 as part of the named supplementary report to Council.
- 3.50 It should be noted that the issue was discussed at the Schools Forum on 26 January 2009. It was recognised that schools could neither meet the whole cost of the offer for non-teaching schools based staff nor a proportion of the liability without the ability to spread costs over a number of years. The proposal put to the Schools Forum was based on the need to:
- Fund the overall compensation settlement offer to the trade unions or directly to staff which is not possible without a contribution from the schools formula budget.
 - Address the issue at a whole school community level to minimise the impact on the education of children and young people across the city.
 - Provide schools with insurance against further potential costs and thereby give schools some certainty about the issue in the future.
- 3.51 In summary the Schools Forum agreed to a £1m per annum contribution for 10 years to the borrowing costs and agreed to the resultant breach in the central expenditure limit to fund the contribution.

4 COUNCIL TAX

- 4.1 The collection fund is the account into which all council tax is paid. It is a statutory requirement that the collection fund is reviewed each January to determine whether it is projected to be in surplus or deficit. The collection fund is forecast to have a total deficit of £2.95m at 31 March 2009, of which £1.255m relates to an increase in the 2007/08 outturn deficit and £1.695m which is forecast to occur during 2008/09. The main reason for the deficit is the increase in the number of student exempt properties and the lower than anticipated number of new properties as a result of the credit crunch. The council tax element of the deficit is shared with Sussex Police Authority and East Sussex Fire Authority in proportion to the previous year's demand or precept. The total share to be met by the council is £2.515m. On the 12 June 2008 Cabinet agreed that the £1.070m that related to the council's share of the increased deficit for 2007/08 would be funded from unallocated general reserves. The remaining £1.445m to be met by the council has been reported in the TBM reports and is being offset from the forecast under spending on concessionary bus fares which will be carried forward to 2009/10 in general reserves.
- 4.2 The 2009/10 tax base of 92,511.63 was agreed by Cabinet on 15 January 2009 and represented a 0.9% reduction from the 2008/09 figure due to lower numbers of new properties and increased student exemptions.
- 4.3 The proposed council tax at band D for the city council only will be £1,231.42, an increase of 3.5% or £41.64.

- 4.4 The Sussex Police Authority is due to set its council tax on 12 February 2009, the East Sussex Fire Authority is due to set its council tax on 5 February 2009 and the precept for Rottingdean Parish will be set on 2 February 2009

Council Tax Capping

- 4.5 The Local Government Minister John Healey MP wrote to all council leaders in December saying that he would expect to see council tax rises substantially below 5% but he had not decided where the capping level will be. The government will not determine capping limits on budgets and council taxes until all authorities have set their 2009/10 budgets.
- 4.6 The budget and council tax increases for 2009/10 proposed in this report will not result in the council being capped. However, any alternative budget proposals that result in a council tax increase of more than 5% will certainly lead to capping and any increase less than but close to 5% carries a significant capping risk.
- 4.7 Councils, Police or Fire authorities exceeding any capping threshold by a small margin are extremely unlikely to be asked to re-bill and incur the considerable financial consequences. Instead they are likely to have their 2010/11 (and possibly 2011/12) budget and council tax increases capped in advance and will be required to draw up their budget proposals within these imposed resource constraints.

Supplementary Budget report to Budget Council

- 4.8 Not all the budget and council tax information is available at present therefore additional information will be provided for Budget Council. This will include:-
- Feedback from the meeting with Business Ratepayers to be held on 2 February 2009.
 - An update on LABGI grant if any announcement is made.
 - An update on the progress of equal pay negotiations.
 - The levies agreed by the levying bodies.
 - The council taxes set by the Police and Fire Authorities.
 - The statutory council tax calculations required under the 1992 Local Government Finance Act.
 - Council Taxes and increases for each property band.
 - The full budget and council tax resolution for Budget Council

5 MEDIUM TERM FINANCIAL STRATEGY AND RISK ASSESSMENT

- 5.1 The timing of the next General Election is uncertain but if a Conservative government is elected then they have promised that any council setting a council tax increase of 2.5% or less will receive sufficient additional funding to enable that council to freeze its council tax for 2 years. The financial projections have been prepared for 2010/11 & 2011/12 based on council tax increases of 2.5% for each year to enable the council to receive this

extra funding should circumstances arise. The projections are shown in appendix 5.

- 5.2 These projections are based on the best information currently available, however, in the current financial climate and with 2010/11 being the last year of the current national budget cycle there are many uncertainties. In 2011/12 the government has announced an increase in national insurance contributions of 0.5% which will increase employer contributions for the general fund by £0.6m. The budgets for 2009/10 and 2010/11 include the use of LPSA2 reward grant to support services where grant funding is ending. For these services to continue beyond 2010/11 will require £0.4m replacement funding. The risk assessment also set out in appendix 5 explains in more detail the uncertainties facing the budget over the next 3 years.

6 REPORT OF THE CHIEF FINANCE (SECTION 151) OFFICER UNDER SECTION 25 OF THE LOCAL GOVERNMENT ACT 2003

- 6.1 Section 25 of the Local Government Act 2003 requires the Chief Finance (Section 151) Officer of a local authority to report on the robustness of the estimates included in the budget and the adequacy of the reserves for which the budget provides. This report (and the supporting statement at Appendix 3) has to be considered by council as part of the budget approval and council tax setting process. The budget reports on this agenda are focused on the general fund 2009/10 and capital programme. It also considers key medium term issues faced by the council. The corresponding statement on the HRA is reported to the Cabinet and Council within the HRA budget report.

Robustness of Estimates

- 6.2 There is inevitably an element of judgement as budget estimates of spending and income made at a point in time and which may change as circumstances change. This statement about the robustness of estimates cannot give a 100% guarantee about the budget but gives the council reasonable assurance that the budget has been based on the best information and assumptions available at the time.
- 6.3 In setting the budget for 2009/10, current expenditure trends and service demands have been considered by service management and joint commissioners (for social care). The budget for 2009/10 has therefore been set on the basis of anticipated cost and/or demand.
- 6.4 The most significant service and cost pressures relate to:
- The ongoing effects of equal pay compensation settlements. Resources are set aside in reserves for any further individual settlements and appeals. The final figures for the bulk of the settlement are being calculated.
 - The loss in investment income due to dramatically reducing interest rates which is covered by a 3 year earmarked risk reserve.

- Rising demand for services due to demography and to some extent from the recession.

- 6.5 The budget also remains at some risk from falling income for goods and services due to the recession. This has either been reflected in the budget where it has materialised or reflected in the level of reserves/working balance where there is not yet any evidence of a fall in income.
- 6.6 In addition the budget and MTFs contains an ongoing risk contingency of £0.75m in 2009-10 rising to £1.75m in 2011-12. Given the economic climate of volatility and uncertainty it is highly recommended that this is maintained.

Adequacy of Reserves

- 6.7 The recommendation on the prudent level of general fund working balance has been based on the robustness of estimates information and a risk assessment of the budget.
- 6.8 The analysis indicates a continuation of an underlying prudent level of working balance of £9m (excluding school balances). This represents 4.1% of the council's net revenue budget excluding schools.
- 6.9 The level of working balance is currently at this target as set by the council in the MTFs of £9m and it is proposed to retain this level for the period 2009/10 to 2011/12, subject to annual review.
- 6.10 In addition there is a projected further £4.8m in unallocated general reserves over the next 3 years, which will be needed to meet the projected collection fund deficit and provide for falling investment income due to dramatically falling interest rates.
- 6.11 2009/10 and the period of the MTFs represents an unprecedented period of external financial volatility and unpredictability. This presents the council with additional financial risk against which it should reinforce its reserves strategy. In these circumstances, the Council, Cabinet, and Directors will need to:
- Remain within their service budget for 2009/10 and within agreed MTFs cash limited targets for future years (to 2011/12) with a strict adherence to recovering overspends within future years' financial plan targets.
 - Repay any use of working balance over a period of no more than three years should risks materialise that cannot be accommodated by management or policy action.
 - Direct any windfall revenue savings/under spends to reserves *should* the general fund revenue reserves/working balance fall below the approved level.
- 6.12 Details of the review of reserves, proposed transfers between reserves and further information on the analysis of risk for the working balance are set out in appendix 4.

Assurance Statement of the Council's Section 151 Officer (Assistant Director - Finance)

- 6.13 In relation to the 2009/10 general fund revenue budget the Section 151 officer has examined the budget proposals and believes that, whilst the spending and service delivery proposals are challenging, they are nevertheless achievable given political and management will to implement the changes, good management, and the sound monitoring of performance and budgets.
- 6.14 In terms of the adequacy of reserves the Section 151 officer considers a working balance of £9m to be adequate taking into account other reserves, the risk contingency and the council's track record in budget management.

7. CONSULTATION

- 7.1 This report represents the culmination of the budget process, which has included a number of consultative processes with members, trade unions and in some cases service users.
- 7.2 The council also has a statutory duty to consult with business ratepayers and a meeting will be held on 2 February 2009.
- 7.3 The council tax consultation process this year concentrated on a postal questionnaire to randomly chosen household across the city, as well as the councils citizens panel (Exchange). The results of the consultation will be presented to a cross party Budget Review Group on 9 February 2009. The key conclusions from the consultation will be circulated to all Members as well as access to the full report.

8. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 8.1 These are contained in the main body of the report.

Finance Officer Consulted: Mark Ireland

Date: 30 January 2009

Legal Implications:

- 8.2 The preparation, for submission to the authority for their consideration, of estimates of the amounts to be aggregated in making the calculation as to the budget requirement and the basic amount of council tax is the responsibility of the Executive (i.e. the Cabinet). The approval and adoption of the budget based on the Cabinet's proposals are the preserve of full council.

Lawyer Consulted: Oliver Dixon

Date: 27 January 2009

Equalities Implications:

- 8.3 The proposed budget includes provisions to meet both equal pay compensation and address inequalities in pay through the implementation of job evaluation including changes to allowances package. Equalities issues have also been taken into account throughout the budget setting process and the development of budget strategies for individual services.

Sustainability Implications:

- 8.4 Sustainability issues have been taken into account throughout the council's budget setting process.

Crime & Disorder Implications:

- 8.5 The budget identifies resources to help replace the reduction in government grants funding certain crime and disorder initiatives.

Risk & Opportunity Management Implications:

- 8.6 A risk and opportunity matrix for the medium term financial strategy is included as appendix 5.

Corporate / Citywide Implications:

- 8.7 The report is relevant to the whole of the city.

9. EVALUATION OF ANY ALTERNATIVE OPTION(S)

- 9.1 The budget process allows all parties to put forward viable alternative budget and council tax proposals to Budget Council on 26 February. Budget Council has the opportunity to debate both the proposals put forward by Cabinet at the same time as any viable alternative proposals. All budget amendments must have been "signed off" by finance officers no later than 4pm on 24 February.

10. REASONS FOR REPORT RECOMMENDATIONS

- 10.1 The council is under a statutory duty to set its council tax and budget before 11 March each year. The recommendations to Budget Council contained within this report together with the recommendations to follow in the supplementary report to full Council, will enable the council to meet its statutory duty.

SUPPORTING DOCUMENTATION

Appendices:

1. Movements in Block Allocations 2008/09 to 2009/10
2. Summary of special, specific and area based grant allocations
3. Report of the Chief Finance Officer Supporting Statement
4. Review of the Council's reserves
5. Summary of Medium Term Financial Position and assessment of risks
6. Prudential Indicators 2009/10 to 2011/12
7. Directorate Budget Proposals
8. Licensing fees and charges
9. LPSA2 reward grant allocations

Documents in Members' Rooms

1. None

Background Documents

1. Files held within Strategic Finance section

Movements in block allocations 2008/09 to 2009/10										APPENDIX 1
	2008/09 Revised Base	Changes in function / funding	Internal Transfers	2008/09 Adjusted Base	Inflation	Service Pressures / Improvements	Savings	2009/10 Original Budget	Change over adjusted base	Change over adjusted base
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%
LEA Functions	8,080	-57	-18	8,005	186	200	-386	8,005	0	0.0
CYPT Other Services	35,930	0	155	36,085	870	1,437	-864	37,528	1,443	4.0
Adult Social Care & Housing	40,749	0	100	40,849	972	1,434	-2,202	41,053	204	0.5
Learning Disabilities	21,703	0	41	21,744	524	1,481	-1,135	22,614	870	4.0
Health Led Services	12,485	0	20	12,505	304	130	-371	12,568	63	0.5
Waste Disposal	11,487	0	0	11,487	287	450	-737	11,487	0	0.0
Cityclean	12,957	0	1	12,958	306	0	-923	12,341	-617	-4.8
Parking Income	-11,063	0	7	-11,056	-280	0	-817	-12,153	-1,097	9.9
Environment - Other Services	23,002	0	43	23,045	539	1,926	-572	24,938	1,893	8.2
Planned Maintenance	3,628	0	0	3,628	91	0	-37	3,682	54	1.5
Finance & Resources	14,308	0	115	14,423	318	1,178	-1,496	14,423	0	0.0
Strategy & Governance	9,668	0	2,161	11,829	221	31	-227	11,854	25	0.2
Cultural Services	12,770	0	-1,682	11,088	297	237	-348	11,274	186	1.7
Total Directorate Spending	195,704	-57	943	196,590	4,635	8,504	-10,115	199,614	3,024	1.54
Corporate Budgets	10,870	0	-126	10,744	261	-1,831	0	9,174	-1,570	
Financing Costs	7,929	0	0	7,929	0	1,590	0	9,519	1,590	
Contingency	2,390	0	-817	1,573	60	1,994	0	3,627	2,054	
Levies to External Bodies	192	0	0	192	5	-1		196	4	
NET REVENUE EXPENDITURE	217,085	-57	0	217,028	4,961	10,256	-10,115	222,130	5,102	2.35
Contributions to/ from(-) reserves	-490	0	0	-490		-2,614		-3,104	-2,614	
BUDGET REQUIREMENT	216,595	-57	0	216,538	4,961	7,642	-10,115	219,026	2,488	1.15
Funded by										
Formula Grant	105,800	-57		105,743				107,593	1,850	
Collection Fund deficit	-298			-298				-2,515	-2,217	
Council Tax	111,093			111,093				113,948	2,855	
Total	216,595	-57		216,538				219,026	2,488	

Summary of Specific and Special Grant allocations

Appendix 2

(Note: This reflects the latest position at 27/01/09 with some grants having indicative allocations)

tba = to be announced

	2008/09	2009/10	2010/11
	£m	£m	£m
Adult Social Care & Housing			
AIDS Support	0.357	tba	tba
Supporting People ¹	12.464	11.841	Area Based
Homelessness Strategies	0.855	0.855	0.855
Social Care Reform Grant	0.414	0.956	1.167
Stroke Strategy Grant	0.094	0.094	0.093
CYPT - Schools			
School Development Grant ²	6.762	6.893	7.041
School Standards Grant (including personalisation) ²	5.937	6.138	6.294
School Lunch Grant	0.316	0.310	0.310
Ethnic Minority Achievement Grant	0.302	0.336	0.350
Music Services	0.426	0.427	0.427
Playing for Success	0.160	0.160	0.160
Extended Schools - Sustainability	0.283	0.523	0.736
Extended Schools - Subsidy	0.000	0.124	0.000
Targeted Primary Strategy	0.670	0.710	tba
Targeted Secondary Strategy	0.685	0.422	tba
Key Stage 4 Engagement Programme	0.272	0.000	0.000
Making Good Progress	0.068	0.506	0.000
Aim Higher	0.025	tba	tba
Funding for Sixth Form Students	5.742	5.829	tba
Early Years : Increasing Flexibility for 3-4 year olds	0.000	0.333	1.252
Targeted Mental Health in Schools	0.327	0.241	0.157
Schools PFI special grant	2.390	2.390	2.390
CYPT - Non Schools			
Youth Opportunity Fund	0.141	0.141	0.141
Sure Start, Early Years & Childcare grant	5.749	6.171	7.208
Contact Point (formerly Information Sharing Index)	0.152	tba	tba
Parenting Practitioner grant	0.050	0.050	0.050
Aiming High for Disabled Children	0.266	0.859	0.859
Cultural			
Library PFI special grant	1.505	1.505	1.505
Environment			
Waste PFI special grant	1.498	1.498	1.498
Free Swimming Programme – Aged 60 years		0.066	0.066

	2008/09	2009/10	2010/11
	£m	£m	£m
or over ³			
Free Swimming Programme – Aged 16 or under ³		0.105	0.105
Housing & Planning Delivery Grant ⁴	0.126	tba	tba
Youth Crime Action Plan ⁵	tba	tba	tba
Finance & Resources			
Housing Benefit & Council Tax Benefit administration	3.023	3.103	tba
Additional HB/CTB administration costs subsidy ⁶		0.264	
Corporate Items			
Concessionary Bus Fares	1.715	1.756	1.804

Summary of Area Based Grant allocations

(Note: This reflects the latest position at 27/01/09)

	2008/09	2009/10	2010/11
	£m	£m	£m
14-19 Flexible Funding Pot	0.058	0.058	0.059
Adult Social Care Workforce	0.666	0.677	0.689
Care Matters time for change white paper change fund	0.186	0.246	0.281
Carers	1.102	1.167	1.232
Child and Adolescent Mental Health Services (CAMHS)	0.419	0.443	0.466
Child Death Review Processes	0.033	0.034	0.035
Children's Fund	0.798	0.798	0.798
Children's Social Care Workforce	0.082	0.082	0.083
Children's Trust Fund	0.004	0.007	0.008
Choice Advisers	0.030	0.030	0.030
Climate Change Policy	0.023	0.023	0.023
Connexions	2.181	2.190	2.168
Crime Reduction/Drug Strategy/ASB – Revenue	0.312	0.312	0.312
Education Health Partnerships	0.070	0.056	0.056
Extended Rights to Free Transport	0.053	0.107	0.162
Extended Schools – Start up	0.481	0.798	0.328
General Duty on Sustainable Travel to School	0.016	0.016	0.016
Learning Disability Development Fund	0.231	0.232	0.232
Local Involvement Networks (LINKs)	0.148	0.147	0.147
Mental Capacity Act grants	0.121	0.152	0.145
Mental Health	0.736	0.777	0.819
Positive Activities for Young People	0.112	0.192	0.249
Preserved Rights	1.827	1.698	1.596
Preventing Violent Extremism Toolkit	0.012	0.000	0.000
Primary Strategy: Central Co-ordination	0.121	0.121	0.121
Rural Bus Subsidy	0.027	0.028	0.029
School Development Grant (LA Retained Grant)	1.071	1.071	1.071

	2008/09	2009/10	2010/11
	£m	£m	£m
School Improvement Partners	0.075	0.077	0.077
School Intervention Grant	0.049	0.049	0.049
School Travel Advisers	0.026	0.026	0.026
Secondary: Behaviour and Attendance	0.068	0.068	0.068
Secondary: Central Co-ordination	0.145	0.146	0.146
Specific Road Safety grant (resource)	0.344	0.389	0.396
Stronger Safer Communities Fund	0.413	0.258	0.000
Supporting People Administration	0.207	0.191	0.164
Teenage Pregnancy Support	0.151	0.151	0.151
Working Neighbourhoods Fund – Transitional ⁷	1.260	0.504	0.000
Young Peoples Substance Misuse Grant (Home Office)	0.071	0.071	0.071
Young Peoples Substance Misuse Grant (DCSF)	0.030	0.030	0.030
Youth Taskforce	0.150	0.150	0.150
Total ABG before new grants added from 09/10	13.909	13.569	12.478
Supporting People ¹			11.249
Preventing Violent Extremism ⁸		0.125	0.131
Total Area Based Grant expected	13.909	13.694	23.858

Notes to the tables for Specific, Special and Area Based Grants

1. The supporting people grant is expected to be transferred into Area Based Grant from 2010/11.
2. These are provisional figures as they will be partly based on January pupil numbers in each year.
3. This is a new grant following the introduction of the free swimming programme from 1st April 2009.
4. In light of changes in the market government are reviewing options for the housing and planning delivery grant in 2009/10 and 2010/11.
5. In September 2008 the Home Office announced funding for 69 areas to boost the drive to tackle youth crime. Each area is being offered £0.7m to implement an intensive package of action over the next three years.
6. As a result of the economic downturn government has provided additional administration subsidy grant to respond to the expected extra Housing Benefit and Council Tax Benefit workload in local authorities.
7. There has been a consultation on the distribution of the Working Neighbourhood Fund allocations for 2009/10 & 2010/11. The allocations will not be finalised within ABG until the results of the consultation are known, however the council's allocation is expected to remain at £0.504m for 2009/10.

8. A decision is still outstanding on whether this grant will be within the Area Based Grant or issued as a separate grant. However the previous allocations announced for this are unlikely to change.

Report of the Chief Finance (Section 151) Officer under Section 25 of the Local Government Act 2003 – Supporting Statement

This supporting statement provides further information upon which the Section 151 Officer's assurances about the robustness of estimates and adequacy of reserves are given. It covers the processes in place to prepare the budget and to review reserves.

Processes

In order to meet the requirement to prepare robust estimates a number of key processes have been put in place, including:

- Issuing clear guidance to directorates on preparing budgets.
- A council wide risk assessment of the budget.
- The use of Targeted Budget Management (TBM) information to inform the budget and identify risks.
- The Section 151 Officer providing advice throughout the process of budget preparation and budget monitoring.
- Directors and the Section 151 Officer's reviewing directorate budgets and budget sensitivities during December 2008.
- A review of budget proposals by TMT in October 2008.
- A review of budget proposals by Executive Members in November and December 2008.
- A review of the budget proposals by the Overview & Scrutiny Commission in early February 2009.
- The involvement of partners in assessing demand for services and enquiries made directly by the Section 151 Officer.

Notwithstanding these arrangements, which are designed to test the budget throughout its various stages of development, considerable reliance is placed on the Directors, Assistant Directors and Heads of Service having proper arrangements in place to identify issues, project costs, service demands, to consider value for money and efficiency, and to implement changes in their service plans.

The processes above are supported by appropriately qualified financial staff.

Adequacy of Reserves

Putting in place appropriate levels of reserves is essential to provide the council with a safety net for risks, unforeseen or other circumstances. The working balance must last the lifetime of the council unless contributions are made from future years' revenue budgets. The minimum level of balances cannot be judged merely against the current risks facing the council as these can and will change over time. This is critical given the volatility and unpredictable nature of the financial environment within which the budget and MTFs are being set.

Determining the appropriate levels of reserves is not a precise science or a formula but must be a professional judgement based on local circumstances including the overall budget size, risks, robustness of budgets, major initiatives being undertaken,

budget assumptions, other earmarked reserves and provisions, and the council's track record in budget management.

The consequences of not keeping a minimum prudent level of balances can be serious. In the event of a major problem or a series of events, the council would run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

The recommendation on the prudent level of balances has been based on the robustness of estimates information and the Corporate Risk Register. In addition, the other strategic, operational and financial risks taken into account when recommending the minimum level of the working balance include:

- There is always some degree of uncertainty over whether the full effects of any economy measures and/or service changes will be achieved. Directors have been advised to be prudent in their assumptions and that those assumptions, particularly in respect of demand-led budgets, should hold true in changing circumstances.
- The Bellwin Scheme for Emergency Financial Assistance to Local Authorities provides assistance in the event of an emergency. The Local Authority is able to claim assistance with the cost of dealing with an emergency over and above a threshold set by the Government.
- Risks surrounding the funding of equal pay compensation settlement in order to implement the single status agreement.
- Risks of rising demand and falling income during the recession.
- The risk of major legal challenge, both current and in the future.
- Risks in the financial inter-relationship between NHS partners and the council.
- The risk of losing subsidy arising from outstanding Housing Benefit and Council Tax Benefit Subsidy Claims.
- Major and unforeseeable volume increases, for example due to new legal requirements, in demand led budgets, particularly in children's services, learning disabilities, physical and sensory impairment, and housing benefits.
- The need to retain a general contingency to provide for some measure of unforeseen circumstances which may arise.
- The need to retain reserves for general day-to-day cash flow needs.

The potential financial sensitivity of the budget and financial risks has been analysed. In addition, the cash flow risk for unitary authorities is significant given the full range of services provided. £9.0m represents about 4 weeks of council tax revenue. The working balance would help cover any costs arising from delays in council tax billing. This could arise, for example, from a systems failure. It could also arise if the council had to re-bill following it or a precepting authority being designated for capping. In either of these scenarios it is likely that the first payment instalment would be missed and the council would need short term funding for its running costs.

Estimated Earmarked General Fund Revenue Reserves

Processes are in place to regularly review the council's earmarked revenue reserves. Details of the review of reserves, proposed transfers between reserves and further information on the analysis of risk for the working balance are set out in appendix 4

Schools' Balances

Schools' balances, while consolidated into the Council's overall accounts, are a matter for Governing Bodies. Nevertheless, under the council's Scheme for Financing Schools the council has a duty to scrutinise whether any school holds surplus balances. The council's Scheme for Financing Schools is in line with the requirements of the Secretary of State for Children, Schools and Families and the arrangements in place are considered adequate.

Review of the Council's reserves

	Forecast Balance 31 Mar 2009	Review arrangements	Conclusions
	£'000		
Working Balance	9,000	Against register of financial risks taking into account CIPFA guidelines and requirements of Local Government Act 2003.	To meet the CIPFA guideline a minimum unallocated reserve of £9m is required.
General Reserves - GF	4,801	Following closure of accounts & through TBM monthly monitoring	Resources fully committed. £2.5m to cover collection fund deficit and the remainder to cover the reduction in investment income
Collection Fund Working Balance	-2,950	Reviewed in January each year as part of council tax surplus/deficit calculation	Deficit included in the 2009-10 council tax calculations to be met from general reserves, the Police Authority and Fire Authority. The Councils element is £2.515m.
Schools LMS Balances	2,400	Following closure of accounts	Best estimate of usage based on latest projections of schools expenditure.
Portslade CC Adult Education balance	8	Following closure of accounts	Use at the discretion of the college
Cemeteries Maintenance	223	Following closure of accounts	Retain for maintenance & replacement as required
Sect 117 Mental Health Act	250	Ongoing review & resolution of cases with potential liability	Reduce reserve to £0.25m based on latest review of cases and transfer £0.2m to general reserves
Insurance Reserve - General	6,622	Actuarial review every 5 years and an annual independent health check.	Maintain reserve at £6.6m in line with the most recent actuarial advice plus inflation

	Forecast Balance 31 Mar 2009	Review arrangements	Conclusions
Insurance Reserve - Risk Management	255	Following closure of accounts	Earmarked for future risk management projects
Capital Reserves	4,152	Following closure of accounts	Committed to fund the capital programme.
Library PFI Project Reserve	128	Following closure of accounts	Use for funding project over the lifetime of the PFI
Schools PFI Project Reserve	2,001	Following closure of accounts	Use for funding project over the lifetime of the PFI
Waste PFI Project Reserve	10,000	Regularly with review of project risks	Use for funding project over the lifetime of the PFI. £20m transferred to equal pay / future pay reserve
Section 106 Receipts	3,760	Dependant upon individual schemes	Retain for use as per contractual agreements
Priory House dilapidations reserve	100	Following closure of accounts	Retain for specific purpose
Brighton Centre Redevelopment Reserve	3,039	Following closure of accounts	Retain to support the development. A further contribution of £0.5m is included in the 2009/10 budget
Museum Objects Acquisition Reserve	104	Following closure of accounts	Retain for specified purpose
Pavilion Renewals Fund	77	Following closure of accounts	Retain for specified purpose
Jack Thompson – Hove Museum	269	Following closure of accounts	Retain for specified purpose
Winter Maintenance	465	Following closure of accounts	Retain at forecast level for extreme weather conditions
Dome Planned Maintenance	304	Following closure of accounts	Retain – subject to lease agreement with Festival Society
Animal Welfare Vehicles reserve fund	18	Following closure of accounts	Retain for specified purpose
James Green Foundation	71	Following closure of accounts	Retain for specified purpose
National History Society	5	Following closure of accounts	Retain for specified purpose

	Forecast Balance 31 Mar 2009	Review arrangements	Conclusions
Preston Manor Fund	17	Following closure of accounts	Retain for specified purpose
Brunschwig Royalties	26	Following closure of accounts	Retain for specified purpose
Sustainable Transport reserve	100	Following closure of accounts	Retain for specified purpose
LABGI	169	Following closure of accounts	£20k earmarked for discretionary rate relief and £149k to support the promotion of a private bill as set out in paragraph 3.16
Single status – equal pay compensation and one-off future pay costs	23,487	Following closure of accounts	Earmarked for equal pay. Balance includes transfer from Waste PFI reserve
Investment fund to help deliver value for money initiatives	170	Following closure of accounts	Held for allocation during 2009/10 to support delivering Value for Money measures
Sustainable Temporary Accommodation reserve	163	Following closure of accounts	Held for dilapidation costs for leased temporary accommodation
HMO licence fee reserve	124	Following closure of accounts	Retain to support annual inspections of HMO premises
Mercury Abatement Reserve	168	Following closure of accounts	Earmarked for works required to the Crematorium to meet mercury abatement legislation.
Restructure & Redundancy Reserve	1,074	Following closure of accounts	Planned contributions from this reserve are included in the financial strategy.
Total	70,602		

Summary of Medium Term Financial Position

Assumptions	2009/10	2010/11	2011/12
Employee inflation	2.30%	2.00%	2.00%
General inflation	2.50%	2.00%	2.00%
Grant floor increase	1.75%	1.50%	1.00%
Efficiency Savings	3.00%	3.00%	3.00%
Council Tax Increase	3.5%	2.5%	2.5%

Budget Projections	2009/10 £'000	2010/11 £'000	2011/12 £'000
Budget brought forward	216,595	219,026	225,981
Function & funding changes	-57	-22	0
Revised budget brought forward	216,538	219,004	225,981
Inflation	4,961	4,253	4,336
Service pressures & Improvements	10,256	7,500	8,500
Efficiency Savings	-6,427	-6,300	-6,300
Additional Savings & Income	-3,688	-899	-2,174
Total	221,640	223,558	230,343
% increase in budget	2.4%	2.1%	1.9%

Change in contribution in reserves	-2,614	2,423	-350
Budget requirement	219,026	225,981	229,993

Funding Projections			
Grant	107,593	109,185	110,276
Council Tax	111,433	116,796	119,717
Total	219,026	225,981	229,993

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Potential Risks and Opportunities affecting 2009/10 to 2011/12					
Changes to the provisional grant settlement in 2010/11 resulting in a lower grant floor and/or reductions in specific and area based grants	2	3 1% reduction in grant floor = £1m 1% reduction in all specific and area based grants = £0.6m	6	The government are committed to a 3 year grant settlement so significant changes are very unlikely. A reduction in formula grant would require reductions in the 2010/11 cash limits	Identify "at risk" grants. As far as possible ensure that "at risk" grants do not cover on-going expenditure. Respond to consultation papers and lobby government on impact.
Collection of council tax falls during the recession resulting in a deficit on the collection fund	3	3 0.1% reduction in council tax collection = £0.1m	9	Immediate impact on reserves Would require reductions in the cash limits for the following year to repay reserves	Close monitoring of the collection fund Implement appropriate collection strategies to minimise impact
Council tax base is lower than anticipated e.g. lower number of new properties / more student exempt properties, resulting in a deficit on the collection fund	3	3 1% reduction in council tax base = £1.1m	9	Immediate impact on reserves Would require reductions in the cash limits for the following year to repay reserves	Close monitoring of the collection fund particularly new property developments and student numbers Working with further education establishments to develop more dedicated student accommodation

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Pay award in 2008/09 is more than 2.75%	2	2 0.25% change in pay award = £0.3m	4	Reduction in 2008/09 underspend and lower level of reserves Would require use of risk provision in 2009/10	Monitor progress on pay award arbitration
Pay award lower than the 2% per annum forecast	3	2 0.25% change in pay award =£0.3m	6	Would provide additional resources to cover any underestimate on equal and future pay provisions	Any lower than anticipated pay award to be transferred out of cash limits into corporate risk provision
Provisions for Equal pay and future pay insufficient to meet liabilities	4	4 1% variation in total pay = £1.3m p.a.	16	Successful equal pay claims above the provision would reduce the level of reserves A reduction in the proposed contribution from schools would reduce the resources available to the General Fund for future pay High levels of successful job evaluation appeals would increase the overall pay bill of the council	Maintain and update a risk register Monitor progress on a frequent basis and update financial forecasts regularly particularly in the light of any new legal rulings
General inflation lower than the 2.5% forecast for 09/10 and 2% forecast for 10/12	4	3 0.5% change in inflation = £0.4m	12	Would provide additional resources within cash limits to help meet any adverse financial impacts of the recession not built into the	Monitor inflation rates and impact on contract costs closely

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
				budget	
Investment interest rates lower than anticipated	3	2 0.5% lower = £0.5m	6	Would need more reserves to cover anticipated 3 year shortfall in investment interest	Keep investment strategy under constant review including opportunities to repay debt
Long term borrowing rates lower than anticipated	3	1 0.5% lower = £0.05m for each £10m borrowed	3	Would help business cases involving borrowing and make invest to save schemes more financially attractive	Closely monitor long term borrowing rates and future borrowing requirements to help identify the best time to borrow
The recession results in delays in the receipt of income to the council, cash-flows worse than projected and consequently reduced investment interest	4	2 5% reduction in cash-flows = £0.1m	8	Would need more reserves to cover anticipated 3 year shortfall in investment interest	Monitor cash-flows closely and highlight any problem areas
Services fail to operate within cash limits due to; <ul style="list-style-type: none"> • Increased service demand • Price variations • Unachieved income levels • Unachieved savings 	3	3 1% overspend on net GF budget = £2.2m in 2009/10	9	Departmental service pressures that can only be met through additional resources, such as the risk provision, or savings elsewhere in the budget. Reduction in reserves	Monitor corporate critical budgets and overall budget through TBM. Identify action plans to mitigate cost pressures. Apply strict cash limits but at least repay any use of reserves over no more than 3 years should risk materialise that cannot be accommodated

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
					by management or policy action.
Waste tonnages higher than projected resulting in additional landfill costs and deficit in landfill trading allowance permits	2	2 1% increase in tonnage in 09/10 = £0.1m	4	Unable to maintain budget freeze on budget provision without a re-assessment of the provisions for risk in the waste reserve	Provision for higher tonnages made in assessment of waste PFI reserve Monitor and identify specific areas of growth and undertake waste minimisation measures
Recession has a greater than anticipated impact on collection of income and commercial rents	4	3 1% reduction in income = £1.2m 1% reduction in commercial rents = £0.1m	12	Services would need to identify compensating savings and in particular look at whether expenditure could be reduced in those income generation areas	Identify action plans to mitigate income and rent shortfalls
The downturn in housing market creates spending pressures within the homelessness budget	3	3 10% increase in homelessness budget = £0.2m	9	Would create additional pressures in the Adult Social Care & Housing cash limit to find compensating savings	Re-classify budget as corporate critical and monitor accordingly and develop financial recovery plans
The number of children taken into care and the number of child protection cases are higher than	3	3 1% increase in looked after	9	Would create additional pressures in the CYPT cash limit to find compensating	Monitor corporate critical budget through TBM and develop financial recovery

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
anticipated particularly following recent national high profile cases		children budget = £0.2m		savings	plans
Increasing demand for adult social care services above projections	3	3 1% increase in adult social care budget = £0.8m	9	Would create additional pressures in the Adult Social Care & Housing, Learning Disabilities and Health led services cash limits to find compensating savings	Monitor corporate critical budget through TBM and develop financial recovery plans
The number of free bus journeys and / or the level of reimbursement to the bus operators is lower than the projection in the budget	4	3 1% of concessionary fares budget = £0.1m	12	Would enable a transfer to the risk provision	Number of journeys starting within Brighton & Hove monitored on monthly basis Brighton & Hove local scheme developed to minimise risk of future successful legal challenges
Major civil incident occurs e.g. storm	2	3 Estimated "Bellwin" threshold = £0.8m	6	Budget overspend/reduction in reserves Pressures on other budgets	Ensure adequate levels of reserves to cover threshold expenditure Ensure appropriate insurance cover is in place.
Pupil numbers lower than projected	3	3 1% of DSG Grant = £1.3m	9	Schools funding through dedicated schools grant lower than anticipated.	Review & improve pupil number projections. Consultation with schools forum.

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Cost overruns occur on schemes in the agreed capital programme	2	3 1% cost overrun on total programme = £0.7m	6	Reserves or other capital resources redirected to fund overspend Unable to meet capital investment needs	Effective cost control and expenditure monitoring. Flexibility within programme to re-profile expenditure if necessary.
Capital receipts lower than anticipated	3	4 10% reduction in receipts = £1m	12	Fewer resources available for SIF and other strategic funds	Flexible capital programme that allows plans to be reduced or re-profiled.
LPSA2 reward grant higher than anticipated	3	3 Maximum £1.1m	9	Would provide additional resources on a one-off basis to help fund a wide range of initiatives where grant funding is declining	Monitoring performance against targets.
Further risks affecting 2011/12 only					
Grant floor in 2011/12 is less than the 1% assumed increase	4	3 1% reduction in grant floor = £1.1m	12	Financial pressures on the national budget are likely to lead to an extremely tight spending round starting in 2011/12, combined with potentially low inflation and higher efficiencies grants may see a year-on-year freeze or	Lobbying government on grant distribution and grant floor

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
				decreases Reductions in cash limits or upward pressure on council tax	
Reductions in specific and area based grants in 2011/12 causing additional budget pressures	4	3 1% reduction in all specific and area based grants = £0.6m	12	Financial pressures on the national budget are likely to lead to an extremely tight spending round starting in 2011/12, combined with potentially low inflation and higher efficiencies grants may see year-on-year decreases, expenditure will need to be cut accordingly to avoid upward pressure on the council tax	Identify "at risk" grants. As far as possible ensure that "at risk" grants do not cover on-going expenditure. Respond to consultation papers and lobby government on impact.
Changes in the national funding regime for concessionary fares results in net loss of resources	3	4 Concessionary fares budget = £10m	12	Reductions in cash limits or upward pressure on council tax	Lobbying for appropriate resource distribution.
Reduction in Dedicated Schools Grant following review of existing formula	3	4 1% reduction in DSG = £1.4m	12	Additional pressure on schools budgets	Respond to consultation papers and lobby government on impact
Pension costs increase at next actuarial review to	4	4	16	Reductions in cash limits or	Implement actuarial advice on

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
cover any deficit		Each 1% additional employer contribution = £1.2m		upward pressure on council tax	contribution rate. All employment decisions include allowance for full pension costs. Maximise contributions to pension fund where affordable
Insurance premia retendering in early 2011 results in higher than anticipated payments	3	2 10% increase in premia = £0.3m	6	Provision for £0.4m increase already in projections but any further increase would result in reductions in cash limits or upward pressure on council tax	Insurance market closely monitored Continue work on risk management and implementation of risk minimisation measures across the council

KEY : Likelihood: 1 – Almost impossible, 2 – Unlikely, 3 – Possible, 4 – Likely, 5 – Almost certain.
Impact: 1 – Insignificant, 2 – Minor, 3 – Moderate, 4 – Major, 5 – Catastrophic or fantastic.
Risk (L x I): 1-3 Low, 4-7 Moderate, 8-14 Significant, 15-25 High.

Prudential Indicators 2009/10 to 2011/12

The following prudential indicators are recommended to the council.

A Prudential indicators for Affordability

In demonstrating the affordability of its capital investment plan the council must:

- determine the ratio of financing costs (e.g. capital repayments, interest payments, investment income, etc) to net revenue stream for both the Housing Revenue Account (HRA) and non-HRA services for a 3 year period; and
- determine the incremental impact on the council tax and housing rents (in both instances the scope for increases is governed by the Government's ability to limit council tax increases and the current restriction on council rents).

Indicator A1 sets out the ratio of financing costs to net revenue stream. The estimates of financing costs include current commitments and the proposals in this budget report. Note that depending on how the housing LDV is financed indicators A1 to C2 may change. Indicators D1 and D2 allow for the LDV to be financed through council borrowing should this be the option chosen.

A1 *Prudential indicator – Estimates of the ratio of financing costs to net revenue stream 2009/10 to 2011/12*

	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate
Non-HRA	7.9%	7.7%	7.3%
HRA	30.1%	30.7%	29.8%

Indicators A2 and A3 set out the estimated incremental impact on both the levels of council tax (Band D equivalent) and housing rents of the recommended capital investment plans and funding proposals. The impact has been calculated using the latest projections on interest rates for both borrowing and investments. The impact does not take account of government support included for new borrowing within the formula spending share and housing subsidy.

A2 *Prudential indicator – Estimates of the incremental impact of the new capital investment decisions on the council tax 2009/10 to 2011/12*

	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate
Addition in council tax requirement	£20.17	£31.65	£39.38

A3 Prudential indicator – Estimates of the incremental impact of the new capital investment decisions on the average weekly housing rents 2009/10 to 2011/12

	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate
Addition in average weekly housing rent	£7.62	£4.86	£4.98

B Prudential indicators for Prudence

A key indicator of prudence is that, over the medium term, net borrowing will only be for a capital purpose (net borrowing being total borrowing less investment). Under the Code the underlying need to borrow for a capital purpose is measured by the capital financing requirement.

Indicator B1 compares the estimated net borrowing with the estimated capital financing requirement as at 31 March each year. Indicator B1a is supplemental to indicator B1 and compares the capital financing requirement against projected gross debt levels (i.e. before the deduction of investments).

B1 Prudential indicator – Net borrowing and the capital financing requirement 2009/10 to 2011/12

	31/03/10 Estimate	31/03/11 Estimate	31/03/12 Estimate
	£000	£000	£000
Net borrowing	155,248	160,950	161,903
Capital financing requirement	261,118	261,777	260,712

B1a Prudential indicator (supplemental) – Gross borrowing and the capital financing requirement 2009/10 to 2011/12

	31/03/10 Estimate	31/03/11 Estimate	31/03/12 Estimate
	£000	£000	£000
Gross borrowing	227,491	228,191	228,191
Capital financing requirement	261,118	261,777	260,712

Indicator B1a is not a requirement of the prudential code but it does show more clearly the comparison between the underlying need to borrow and outstanding debt.

C Prudential indicator for Capital Expenditure

Elsewhere on this agenda is a report recommending the capital investment plans for the council over the next three years. Indicator C1 summarises the recommendations within that report. Indicator C2 sets out the estimates of the capital financing requirement over the same period.

C1 Prudential indicator – Estimates of total capital expenditure 2009/10 to 2011/12

	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate
	£000	£000	£000
Total non-HRA	71,146	46,280	34,760
Total HRA	36,119	19,169	18,941
Total programme	107,265	65,449	53,701

In considering the capital investment plan the council has had regard to a number of key issues, namely:

- affordability, e.g. implications for council tax/housing rents
- prudence and sustainability, e.g. implications for external borrowing
- value for money, e.g. option appraisal
- stewardship of assets, e.g. asset management planning
- service objectives, e.g. strategic planning for the authority
- practicality, e.g. achievability of the forward plan.

C2 Prudential indicator – Estimates of capital financing requirement 2009/10 to 2011/12

	31/03/10 Estimate	31/03/11 Estimate	31/03/12 Estimate
	£000	£000	£000
Non-HRA	168,510	167,939	165,644
HRA	92,608	93,838	95,068
Total	261,118	261,777	260,712

The estimates are based on the financing options included in the capital investment report. The estimates will not commit the council to particular methods of funding – the actual funding of capital expenditure will be determined after the end of the relevant financial year.

The council has a number of daily cashflows, both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with the approved treasury management strategy and practices. In day to day cash management no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending. It is possible, therefore, that external debt could exceed the capital financing requirement in the short term.

D Prudential indicators for External Debt

A number of prudential indicators are required in relation to external debt.

D1 *Prudential indicator – Authorised limit 2009/10 to 2011/12*

	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate
	£000	£000	£000
Borrowing	317,000	302,000	307,000
Other long term liabilities	0	0	0
Total	317,000	302,000	307,000

The authorised limit is the aggregate of gross borrowing (i.e. before investment) and other long term liabilities such as finance leases. **In taking its decisions on the budget report the council is asked to note that the authorised limit determined for 2009/10 in the above table is a statutory limit required to be determined by full Council under section 3(1) of the Local Government Act 2003.**

The authorised limits are consistent with the council's current commitments, existing plans and the proposals in the budget report for capital expenditure and financing, and with its approved treasury management policy statement and practices. The Director of Finance & Resources confirms that they are based on the estimate of most likely, prudent but not worst case scenario, with in addition sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cashflow requirements for all purposes.

D2 *Prudential indicator – Operational boundary 2009/10 to 2011/12*

	2009/10 Estimate	2010/11 Estimate	2011/12 Estimate
	£000	£000	£000
Borrowing	294,000	279,000	283,000
Other long term liabilities	0	0	0
Total	294,000	279,000	283,000

The operational boundary is based on the authorised limit but without the additional headroom. The operational boundary represents a key management tool for in-year monitoring by the Director of Finance & Resources. As with the authorised limit figures for borrowing (gross) and other long term liabilities are separately identified.

The authorised limit and operational boundary separately identify borrowing from other long-term liabilities. The council is recommended to delegate authority to the Director of Finance & Resources, within the total limit for any individual year, to effect

movement between the separately agreed limits for borrowing and other long term liabilities, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the council at its next meeting following the change.

E Prudential indicators for Treasury Management

A number of prudential indicators are required in respect of treasury management. The indicators are based on the council’s treasury management strategy and take into account the pre-existing structure of the council’s borrowing and investment portfolios.

E1 *Prudential indicator – Brighton & Hove City Council has adopted the “CIPFA Code of Practice for Treasury Management in the Public Services” within Financial Standing Orders.*

E2 *Prudential indicators – Upper limits on interest rate exposure 2009/10 to 2011/12*

	2009/10	2010/11	2011/12
Upper limit on fixed interest rate exposure	138%	135%	134%
Upper limit on variable interest rate exposure	55%	54%	54%

The above percentages are calculated on the net outstanding principal sums (i.e. net of investments). The upper limit of 134-138% is a consequence of the council maintaining an investment portfolio. Indicator E2a exemplifies the indicator over borrowing and investment.

E2a *Prudential indicators (supplemental) – Upper limits on interest rate exposure 2009/10 to 2011/12*

	2009/10	2010/11	2011/12
Upper limit on borrowing – fixed rate exposure	100%	100%	100%
Upper limit on borrowing – variable rate exposure	40%	40%	40%
Upper limit on investments – fixed rate exposure	100%	100%	100%
Upper limit on investments – variable rate exposure	100%	100%	100%

Indicator E2a is supplemental to Indicator E2 and shows separately the maximum limits for both borrowing and investments. The indicator is not a requirement of the prudential code but it does show more clearly the interest rate exposure limits within which borrowing and investments will be managed. The effect of the limits is the Director of Finance & Resources will manage fixed interest rate exposure within the range 60% to 100% for borrowing and within the range 0% to 100% for investments.

E3 Prudential indicator – Upper and lower limits on the maturity structure of borrowing 2009/10

	Upper limit	Lower limit
under 12 months	30%	0%
12 months and within 24 months	30%	0%
24 months and within 5 years	40%	0%
5 years and within 10 years	75%	0%
10 years and above	100%	50%

The limits in Indicator E3 represent the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate at the start of the period.

E4 Prudential indicator – Principle sums invested for periods longer than 364 days

	2009/10	2010/11	2011/12
	£000	£000	£000
Limit	35,000	35,000	35,000

ADULT SOCIAL CARE & HOUSING 2009/10 BUDGET PROPOSALS

General approach to the budget proposals taken within the Directorate:

The directorate provides vital services to support some of the most vulnerable people in the city. The services provided are; Adult Social Care (Older People & Physical Disabilities, Management & Support and Service Strategy); Housing (Housing Strategy & Development, Homelessness & Housing Needs, Private Sector Housing, Housing Support Service, Supporting People and Learning Disabilities).

The directorate's objectives support the council's corporate plan and directorate development plan by:

- Providing homes to meet the needs of the City
- Improving housing quality in the City to ensure all have access to Decent Homes
- Delivering high quality, personalised services
- Delivering Value for Money
- Working in partnership
- Reducing inequality
- Delivering excellent customer services
- Developing our workforce

The directorate's approach to the budget proposals are based upon:

- Understanding and costing the delivery of our statutory obligations.
- Working in partnership to improve efficiency and value for money across the health economy while ensuring 'front line' services are delivered effectively.
- Implementation of the personalisation programme and learning from value for money reviews undertaken across the directorate and identified best practice.

Financial and Service Pressures

The main financial pressures on the directorate's service in 2009/10 include:

- Existing demand pressures from service users with physical disabilities and expected growth in 2009/10 of £156,000.
- The impact on provider fees from the implementation of the Working Time Directive and Fairer Contracting of £100,000.
- Increased energy costs of £120,000.
- An effective reduction in the Preserved Rights Grant of £173,000 and the impact on services from no inflationary increase on the Supporting People Grant £80,000.
- Funding public health, addressing historic deficits, and other inflationary pressures £465,000.

- Significant unexpected in-year pressures in 2008-09 which the financial recovery plan is addressing leaving an expected shortfall of £340,000.

These pressures require the directorate to find over £2.2 million of savings (or 5.4% of its budget) to meet a cash limit in 2009-10 based on a 0.5% uplift on the base budget.

Value for Money and Proposals for Main Service Areas

Performance and cost is regularly benchmarked against other authorities and the budget proposals focus on plans to achieve good performance and deliver reduced unit costs. Residential costs are higher than average compared to similar authorities. However, the Council has made a decision to contract with providers based more on quality than price through Fairer Contracting which is reflected in the unit costs.

The focus for future efficiencies is on the implementation of the value for money programme, building on the reviews undertaken in 2008/09, and the further developments of the personalisation programme across the directorate's services in order to improve outcomes for service users and encourage self directed support. A further area of focus is on making the best use of accommodation available across the city to support families, vulnerable people and Adult Social Care service users.

The opening of the access point for adult social care has allowed us to provide support and assistance to a wider range of people. It is also improving value for money by making access to things like grab rails and luncheon clubs much simpler. This has and will continue to improve customer service and reduces the need for costly assessments for smaller services or equipment that make a difference to peoples' lives.

The extra care facilities at Vernon Gardens for disabled people aged 19–65 will be developed during the year.

The main proposals for each service area are shown below and are expected to generate £2.202 million: -

Adult Social Care

- Implementation of the value for money recommendations and the personalisation programme, including the self directed support strategy, reducing the number of assessments that do not result in a service, and continuing initiatives in home care including the re-ablement pilot and day care (£598,000).
- Full year effect of financial recovery plans for Adult Social Care developed in 2008/09 (£220,000).
- Better procurement of supported housing options for Adult Social Care service users (£200,000).
- Use of relevant grants to support the Community Care budget. This effectively 'top slices' the grants to meet increased demands in core services (£450,000).
- Review fees and charges and contract arrangements for services provided to health and other partner organisations (£210,000).
- New value for money reviews in back office areas (£45,000).

- A focus on re-ablement and self directed support against assessed needs and reviewing all high and medium cost care packages ensuring that they meet a person's needs in the most cost effective way (£164,000).

Housing

- Improvements in housing procurement, reviewing fees and charges for licensing and enforcement, and charging partners for housing services (£315,000).

Staffing Implications for the Directorate:

The proposals include a reduction of 10 posts which are currently vacant. A further review of any temporary staffing arrangements will be undertaken regularly.

Key Risks:

The impact of the recession in general and on the delivery of new housing and achievement of affordable housing targets may increase homelessness with consequent pressures on the council's services and budgets.

A further risk is any unplanned or growth in service user numbers, in particular those with physical disabilities.

2009/10 Budget proposals summary:

Adult Social Care & Housing						
	Adjusted Base Budget 2008/09	Inflation	Service Pressures	Efficiency Savings	Other Savings	Net Change in Budget to 2009/10
Main Service Area	£'000	£'000	£'000	£'000	£'000	£'000
Adult Social Care	36,235	868	1,354	-1,063	-824	335
Housing Strategy	4,614	104	80	-145	-170	-131
TOTAL	40,849	972	1,434	-1,208	-994	204

S75 LEARNING DISABILITIES 2009/10 BUDGET PROPOSALS

General approach to the budget proposals taken within the Directorate

There are approximately 700 people who use a learning disability service including residential care, supported living, floating support, respite breaks, adult placements, day services and employment support. The continued use of individualised budgets and self directed support will manage growth more effectively and will be used to commission and remodel services so that they are more personalised and flexible and so achieve improved outcomes and value for money.

Financial and Service Pressures

The main financial pressures on the service in 2009/10 include:

- Anticipated growth pressures through increased demand and transitions of £1.481 million.
- Delivery of the financial recovery plan for 2008/09 with a current estimated shortfall £400,000 and managing demand.

These pressures require the service to find over £1.1 million of savings (or 5.2% of its budget) to meet its cash limited budget in 2009/10 which has been increased by 4% over 2008/09.

Value for Money and Proposals

The Learning Disability Service has delivered significant efficiencies of over £2.8m since transfer of management and lead to the authority. Significant reductions have been made in the cost of services whilst improving the quality and increasing the choice available through adopting best practice, following government proposals and implementing the value for money recommendations. This has been recognised in the recent assessments by government agencies.

The Learning Disability service has high unit costs (per head of population) compared with other unitary authorities. This is partly due to having a proportionately higher number of adults with a learning disability in the city. Significant progress has been made in developing a financial recovery plan to help manage the demand pressures on the budget for the last two financial years. Further actions are now needed and will focus on development of the 3-year financial recovery plan with strong links to the commissioning strategy.

The main proposals for the service are shown below:-

- Re-commissioning out of area placements through flexible and personalised models of support (£25,000).
- Extending individualised budgets and self directed support in particular for those coming through the transition process providing more flexible and personalised models of support (£150,000).
- Renegotiating spot and block contracts with providers (£213,000).
- Full year effect of financial recovery plans for Learning Disability Services developed in 2008/09 and a focus on re-ablement and self directed support against assessed needs. The emphasis is on reviewing care packages to

ensure that they meet a person's needs in more cost effective ways (£412,000).

- Re-commissioning in-house accommodation services to ensure they are 'fit for purpose' and provide the most appropriate accommodation for assessed needs and represent value for money (£135,000).
- Increase efficiency through combining managerial roles and other best practice initiatives (£200,000)

Staffing Implications for the Directorate:

There is likely to be an impact on accommodation and day services staff where 10.5 posts are expected to be deleted of which 2 posts are vacant; the remaining postholders will be redeployed. There will be a continued vacancy freeze on permanent appointments to minimise the risk of redundancy.

Key Risks:

- Shortage of suitable options for re-commissioning out of area placements.
- Growth may be greater than expected because of ordinary residence claims as a result of tenancies and other non registered services.
- There is also a risk of increased pressures from services being registered which is estimated to be £150,000.

2009/10 Budget proposals summary:

Section 75 : Learning Disabilities						
	Adjusted Base Budget 2008/09	Inflation	Service Pressures	Efficiency Savings	Other Savings	Net Change in Budget to 2009/10
Main Service Area	£'000	£'000	£'000	£'000	£'000	£'000
Council Lead						
Learning Disabilities	21,744	524	1,481	-800	-335	870
TOTAL	21,744	524	1,481	-800	-335	870

HEALTH LED S75 ARRANGEMENTS 2009/10 BUDGET PROPOSALS

General approach to the budget proposals:

Under S75 of the Health Act 2006, National Health Service (NHS) bodies and local authorities can form partnership arrangements for lead commissioning, integrated provision of services and pooled budgets. Brighton & Hove City Teaching Primary Care Trust (PCT) acts as lead commissioner for some adult social care services. Sussex Partnership NHS Foundation Trust is the lead provider for Adult Mental Health, Older People Mental Health and Substance Misuse Services. South Downs Health Trust is the lead provider for Intermediate Care, Integrated Community Equipment Store and AIDS/HIV services.

Health budgets are generally uplifted in line with their central government allocation. Health partners have been advised of the budget context for the Social Care uplift offering of 0.5% cash limited and budget proposals have been discussed and agreed to support the Personalisation Programme.

Issues on Sussex Partnership Foundation Trust (SPT) Led Services:

The uplift on the health elements of the integrated budgets is expected to be 2.3% (inflation uplift less efficiency savings). SPT have worked with the council to identify potential savings to deliver against the cash limited budget available. The proposals are subject to the current review of senior management structures across SPT and the impact of these changes on the Social Care element of the budget.

Whilst there are indications of increasing younger people with mental health needs this needs to be considered against the demand on Older People Mental Health Services which has reduced over the past 18 months. SPT have agreed to manage overall demand.

A financial recovery plan has been put in place in the light of the 2008/09 pressures, further detail is awaited on the expected results of this and the full year effect on 2009/10.

Savings proposals for SPT Led Services

- Reduction in use of agency staff (£40,000)
- Review of Mental Health integrated management costs for the Social Care element of the budget (£140,000)

Issues on South Downs Health Trust Led Services:

The pressures within the Integrated Community Equipment Service and evidence of increased demand may lead to a potential pressure of £130,000. However expectations of compensating reductions within Health and Social Care Services have not been quantified.

Savings proposals for South Downs Health Trust Led Services

- Intermediate Care - reduction of 2 care support worker posts and reduction in temporary staff (£41,000).
- HIV/Aids - reduction in supplies and services budget (£2,000).
- Integrated Community Equipment Service - due to the complexities of commissioning of equipment further analysis is required and options

considered to address all aspects of the ICES budget. This will be led by South Downs Health Trust and involve the PCT and City Council.

2009/10 Budget proposals summary:

Health Led Section 75 arrangements						
	Adjusted Base Budget 2008/09	Inflation	Service Pressures	Efficiency Savings	Other Savings	Net Change in Budget to 2009/10
Main Service Area	£'000	£'000	£'000	£'000	£'000	£'000
SPT						
Mental Health and Substance Misuse	10,380	253	0	0	-180	73
SDHT						
Intermediate Care, ICES and HIV/AIDS	2,125	51	130	-63	-128	-10
TOTAL	12,505	304	130	-63	-308	63

CULTURAL SERVICES DIRECTORATE 2009/10 BUDGET PROPOSALS

General approach to the budget proposals taken within the Directorate:

The Directorate's strategy to meet its budget savings target is to focus on proposals that implement the recent Value for Money review recommendations and minimise the effect on frontline services. This process will also assist in generating additional income streams, driving down unit costs in service areas and in our partnerships / award of grants to external organisations.

In order to address the increases in the contract for energy costs, tough decisions have been taken to deliver further efficiencies. These may have an impact on frontline services although the risks associated with this are considered manageable.

Financial and Service Pressures

The cash limited budget requires savings to be made to address service pressures and inflationary increases. Key service pressures for Cultural Services include:

- Energy costs where the anticipated increase of £150,000 has been mitigated by a one off corporate contribution of £60,000 to reduce this pressure to £90,000.
- Inflationary costs including staff increments £89,000.
- Grants for Community Development Commissioning via the Trust for Developing Communities and the Brighton & Hove Community and Voluntary Sector Forum are a pressure for 2009/10 and subsequent years. Service Pressure recurrent funding of £220,000 has been recommended along with an additional £100,000 from Area Based Grant for 2009/10 only. Plans will be developed to address the shortfall of £100,000 in 2010/11.

Value for Money and Proposals for Main Service Areas:

In overall terms, spending on cultural services are higher than found in comparable authorities. However, this reflects the priority this Council places on culture and tourism and its ambition to 'punch above its weight', recognising the economic and employment benefits this brings to the City. In addition, the city is a regional hub for culture and tourism and has a major conference centre as well as the Royal Pavilion and Museum's collections which are of international significance.

Summaries of the main proposals for each service area, focussing on the most significant areas, are shown below: -

Economic Development & Regeneration (including Arts & Creative Industries)

A 6-point plan to help small businesses tackle the effects of the credit crunch and economic downturn has been initiated. It includes the establishment of a new Economy Task Force; urging local banks to provide sensitive support; funding additional business support clinics; launching a 'buy-local' campaign; moving towards 10-day invoice payments for small business; offering monthly instead of quarterly rent payments for our commercial tenants; and 12

instalments for business rates instead of 10. This activity is being delivered in partnership with organisations including SEEDA, Business Link, Brighton & Hove Business Forum and the Chamber of Commerce.

Value for Money - The division has successfully negotiated draft developer contributions to support apprenticeships, training and workforce development activity.

Proposals - The division proposes to reduce its supplies and service budget and work towards securing additional external grants to assist in delivering the City's economic priorities. There will be no inflation on the Community & Voluntary Sector Grants budget creating a saving of £30,000 against the contingency. This proposal will not reduce the amount of funding already committed to organisations in receipt of 3 year grants. Member decisions for the 2009/10 year have already been made at Policy & Resources Committee in November 2006.

Subscriptions have been reviewed and the value gained through subscriptions has been assessed against cost. Savings of £20,000 can be achieved through the withdrawal from the South East Regional Assembly.

Major Projects & Venues

A plan is in place to take forward the redevelopment of the Brighton Centre by initiating a procurement process to appoint a lead architect and professional development team to undertake a detailed feasibility design study.

Value for Money - Brighton & Hove is at the forefront of SEEDA's South East Coastal Strategy, one of the sub-regional delivery frameworks for the Regional Economic Strategy. This framework identifies culture and leisure based growth as a priority for stimulating wider economic transformation. Each of the major projects has the potential to deliver significant economic impact and offer the opportunity to consolidate the city's role as a key sub-regional service centre on the South East coast and, in regional policy terms, to support the economic development of Brighton & Hove as one of the South East's 8 'diamonds for growth' within the Regional Economic Strategy.

Proposals - Following a thorough review of all external income sources, the division proposes to generate additional income by sub-letting an area of the Brighton Centre kitchens, increasing the projected budget for catering commission at the Brighton Centre and increasing fees & charges across both venues by 1.5% above inflation. Concessionary rates for both weekday and weekend bookings apply at Hove Town Hall to registered charities, Brighton & Hove based non profit making organisations and local community groups.

Royal Pavilion and Museums

A solution for the future management of Foredown Tower is being developed with the Hove and Adur Sea Cadets which will safeguard its future and minimise future investment and costs to council tax payers. The cadets are being encouraged to

consider the option of establishing a community trust in the future for running the Tower.

Value for Money - In line with recommendations from the recent Value for Money review the division is introducing a recommended level of donations at the city's museums to improve income from visitors, linking to a proposed saving of £23,000 in the 2009/10 budget. The division is also investing in systems to improve the capability to make sales of admissions, functions, tours and other services, in line with major competitors. The division has improved user satisfaction (up to 65%) for museums and galleries and is now 2nd in our comparator group behind York in 2007/08.

Proposals - The division propose to reshape one management and one curatorial post to provide clearer focus on key heritage assets and career progression opportunities.

Tourism

The new VisitBrighton website that has just been launched provides a fantastic new way for the City to make its offer known to millions of potential visitors while making us more efficient and generating additional income through an improved and much more accessible booking system.

Value for Money - The re-launched website www.visitbrighton.com will increase website traffic and deliver the accommodation bookings required to achieve VFM targets. Traffic to the website will reach two million unique visitors in the current year. The relocation of the Visitor Information Centre has reduced costs and increased footfall from 170,000 to 300,000 in one year with increased income and better customer service.

Proposals - The division proposes to secure accommodation booking revenue following the implementation of the new website and improvements to conference sales activity generating an additional £20,000. Subscriptions have been reviewed and the value gained through subscriptions has been assessed against cost. Savings of £6,000 can be achieved through the withdrawal from the British Resorts and Destinations Association.

Libraries and Information Services

The division will build on the council's continuing commitment to improve access to public library services with a trial extension of opening hours at Hove Library to 6 days a week, through additional funding for half-day opening on Mondays.

Value for Money - Jubilee Library continues to be in the top 5 libraries in the country – fifth in terms of visits and fourth re issues per year. Following the successful extension of opening hours at Jubilee Library last year, it is proposed to open Hove Library for half a day on Mondays and assess the take up during the year. Sunday opening at Jubilee has generated approximately 73,000 extra visits per annum. User satisfaction with libraries increased to 88% in 2007/08. The library service continues to provide better value than Bournemouth, the only other Library PFI authority in the country (£23.79 per head as opposed to Bournemouth's £32.95 in 2007/08). The

Service is using 'Transformation Bid' monies to carry out an options appraisal on the future development of community libraries, following the recommendations of the VFM audit in 2008.

Proposals - The division will reduce supplies and services budgets for events, exhibitions, marketing and promotions, new library materials, design, print and reproduction and general office costs.

Directorate wide

The directorate will implement a range of measures to effectively manage and reduce its energy consumption in buildings, reduce supplies and services budgets and introduce a vacancy management procedure.

Staffing implications for the Directorate

Six staff posts are affected by the directorate's proposals of which 3 are vacant posts to be deleted. In ensuring value for money, the directorate is in the middle of re-shaping senior management responsibilities that will result in the deletion of the vacant Assistant Director Economic Development & Regeneration post and the Head of Strategic Projects posts which will be at risk of redundancy.

Key Risks:

The directorate will manage additional in-year service pressures of £89,000 as well as inflationary pressures. These include the costs of staffing increments not associated with the re-structure.

Energy costs are a key issue where the increase in contract costs are estimated at £150,000. £60,000 of this has now been met by a corporate contribution.

The proposals do not currently include any provision for the continuation of employment initiative projects funded through the Area Based Grant in 2008/09 at £200,000 and which was expected to end in 2008/09. This will impact on our partners delivering pre-employment and training courses. Separate decisions are yet to be held regarding LABGI and LPSA Reward funding and it is anticipated some of these activities can be supported by LABGI and LPSA.

Uncertainty on the impact of the economic downturn on the economy and in particular on visitor numbers which may have an impact on the ambitious income targets set for 2009/10 and beyond.

2009/10 Budget proposals summary:

Cultural Services						
	Adjusted Base Budget 2008/09	Inflation	Service Pressures & priorities	Efficiency Savings	Other Savings	Net Change in Budget to 2009/10
Main Service Area	£'000	£'000	£'000	£'000	£'000	£'000
Economic Development & Regeneration (& Arts & Creative Industries)	2,880	112	17	-138	-20	-29
Major Projects and Venues	205	1	35	-15	-40	-19
Royal Pavilion & Museums	2,222	47	77	-56	-23	45
Tourism	1,847	44	10	-10	-26	18
Libraries & Information services	3,934	93	98	-20	0	171
TOTAL	11,088	297	237	-239	-109	186

CHILDREN & YOUNG PEOPLE'S TRUST 2009/10 BUDGET PROPOSALS

General approach to the budget proposals taken within the Directorate:

The Children and Young People's Trust provides a range of universal, targeted and specialist services for children, young people and families in Brighton and Hove. The focus of the Trust's work is to improve outcomes for children and young people with a particular emphasis on supporting vulnerable children including those with a special educational need or disability and looked after children. Emphasis is placed on prevention and early intervention which means identifying and providing services as early as possible where there is an identified need.

The Trust is currently reviewing the Children and Young People's Plan for 2009 – 2012. The Trust's draft objectives are to:

- Provide the leadership to drive cultural change throughout children's services.
- Improve the well being of all children, narrowing the gap between the most disadvantaged and their peers to reduce inequality by increasing opportunity.
- Improve quality standards of services for children and young people across the city.
- Commission and deliver excellent services that are value for money.
- Become an employer of choice.

The Trust's approach to the budget is based upon:

- Minimising any significant impact on front-line delivery of children and young people's services.
- Building on the considerable progress made in 2008/09 to manage expenditure within budget and to ensure rigorous and effective management of identified corporate critical areas.
- Addressing areas of higher cost, for example, looked after children and children with Special Educational Needs (SEN) to improve value for money.

2009/10 represents the first stage of a three year budget strategy. The CYPT is two years old and the budget strategy will align with the development of the Trust at the next stage and be reflected in the new Children and Young People's Plan. The main elements of the strategy are:

- An overall reduction in management costs to be achieved through a restructure of management, a review of the area model of service delivery and a review of city-wide services.
- Rationalisation of accommodation to reduce energy and other costs.
- Increased contributions from the Sure Start Grant to the Early Years Visiting Service which is of particular significance given the current national focus on safeguarding.

Financial and Service Pressures

The main financial pressures of £1,637,000 on the directorate's services in 2009/10 include:

- Demand for disability agency placements of £127,000.
- Increased independent foster agency placements of £907,000. This pressure has been reviewed and a savings target set (see below).
- Decreased residential agency placements offsetting other pressures by £152,000 following a review of the likely level of cases for 2009/10.
- A loss of Area Based Grant funding for the Youth Service of £200,000.
- Current demand pressures on the children's Leaving Care budget of £239,000.
- Improvement to safeguarding children amounting to £50,000, including an independent chair for the Local Children's Safeguarding Board (LCSB).
- Staff Increments £200,000.
- Introduction of a performance analyst post to inform and support management in further improvement in services and value for money £45,000.
- Other small pressures £21,000.

These pressures require the directorate to deliver over £1.25 million of savings to meet a target of no cash increase over 2008/09 for Local Education Authority (LEA) Services and a 4% cash increase in other CYPT services. The cash limit has been met from improved efficiency (£1,040,000) and increased income (£160,000). The remaining £50,000 results from a saving on Legal Fees.

There are signs that the increased national focus on safeguarding has contributed to increased activity in terms of referrals to child protection. The CYPT has undertaken a stock-take of its safeguarding arrangements and there is a recognition that recent increased activity may lead to longer term pressures on front-line child protection services and provision for Looked After Children. This risk is considered in the overall council budget proposals.

Value for Money and Proposals for Main Service Areas

The central LEA services are just above the average for similar authorities while spending per pupil in schools is close to the average. In the Annual Performance Assessment of children's Services, Ofsted has identified academic achievement and personal development as good and above average for the Foundation Stage and Key Stages 1 and 2. At Key Stage 4 achievement is also good and standards achieved at age 16 are better than those in similar authorities.

The costs of children's social care are high compared to other similar authorities and in particular Looked After Children. The CYPT has reviewed activity and spend on

Looked After Children (LAC) and as a result of this focus, numbers of LAC are reducing steadily (now at 79/10,000 against 84/10,000 in 2006) and the forward trajectory continues downwards. The use of Independent Foster Agency placements (IFAs) is now lower than the numbers budgeted for based on previous trend analysis. A joint, sub regional tendering process has been completed with colleagues in West Sussex that will procure residential and IFA placements at a cost that will offer further budget savings. The recent and sustained national focus on safeguarding children may militate against further progress in this area of work.

Spending on Special Educational Needs (SEN) is also high compared to similar authorities. The CYPT is actively engaged in reducing out of city placements for children with Special Educational Needs (SEN) and funding for local authority special schools is under review. This should serve to ensure this area is managed within budget in 2009/10 and with appropriate redirection of resources for 2010/11 onward. This work will build on the successful strategies developed for LAC.

The savings target of £1,250,000 has been met as follows:

- Management restructuring and review of current area model of service delivery £540,000;
- Accommodation savings £50,000;
- Reduction in Independent Fostering Agency numbers £450,000;
- Further Contribution from Sure Start Grant to Early Years Visitors £130,000;
- Funding the £30,000 contribution for educational work by the Brighton Festival from the Reward Grant element of the Local Public service Agreement 2 (LPSA2) in accordance with the decision by the Public Service Board;
- Reduced legal costs £50,000.

Staffing Implications

There are staffing implications arising from the proposed changes to the tiers two and three staffing structures and the area model review. These have and will continue to be consulted upon outside of the budget process.

Key Risks

To achieve the level of efficiencies only two years following the inception of CYPT, significant change management arrangements are need to be put in place to minimise the impact on statutory responsibilities, the delivery of services to safeguard children, and staff morale.

Recent national events relating to safeguarding have led to an increase in the level of referrals over recent weeks. There is a risk that this may lead to longer term pressures on front-line child protection services and provision for Looked After Children.

Any redundancy costs from restructuring will need to be met by spreading the costs over five years which will produce a lower net saving for that period.

2009/10 Budget proposals summary:

CYPT						
	Adjusted Base Budget 2008/09	Inflation	Service Pressures	Efficiency Savings	Other Savings	Net Change in Budget to 2009/10
	£'000	£'000	£'000	£'000	£'000	£'000
Main Service Area						
Director	-495	26	67			93
Specialist Services	23,864	599	912	-450	-50	1,011
Learning & Schools	1,690	29	13		-31	11
Central Area and Schools Support	7,129	154	27	-50	-40	91
East Area, Early Years and NHS commissioning	5,671	122	277		-44	355
West Area and Youth Support	4,926	101	264		-45	320
Quality & Performance	1,305	25	77			102
TOTAL	44,090	1,056	1,637	-500	-210	1,983
Directorate restructure				-540		-540
TOTAL	44,090	1,056	1,637	-1,040	-210	1,443

ENVIRONMENT DIRECTORATE 2009/10 BUDGET PROPOSALS

General approach to the budget proposals taken within the Directorate

The Environment directorate provides some of the city's most visible services from street cleansing to safer streets, and from parking to parks. The main services within the directorate include, sustainable transport, seafront, parks & open spaces, planning, city clean (waste services), sport & leisure, community safety, conservation and design, parking, countryside, highways management, environmental awareness and recycling. The budget proposals for Environment, cover the portfolios of two Cabinet Members. The Cabinet Member for Environment is responsible for the majority of the service. The Cabinet Member for Culture, Recreation & Tourism has responsibility for the sport & events aspects.

The directorate's objectives to support the council's corporate plan priorities are to:

- To preserve, enhance and improve the city's built and natural environment
- To improve the appearance of the city
- To protect and improve public health, community safety services and provide a range of sports and leisure services in the city
- To continuously improve service delivery, efficiency, operations and performance
- To provide and deliver services that meet the needs of the many different people and communities who live in and visit our city.

The directorate's approach to the budget proposals is based upon:

- Improving value for money in higher cost services.
- Maintaining income where possible by broadening the range of services that we can offer.
- Investment in services with a high priority.

The cash limit for the directorate is set to increase by £179,000 for 2009/10 a rise of less than 0.5%. The cash limit has been achieved despite significant pressures of almost £2.5 million. Savings and other funding totalling over £3 million have been generated to achieve a balanced budget, with the most significant efficiencies having been identified in City Clean.

Financial and Service Pressures

The directorate is facing a significant number of unavoidable service pressures, including unprecedented rises in energy costs and substantial loss of grant funding. The main financial pressures on the directorate's services in 2009-10 include:

- Loss of grant funding as shown below:

Funding Source	Service	£
Area based grant	Public Safety	498,000
Communities & Local Government	Planning	250,000
Sport England	Active for Life programme	145,000
LPSA 2 Pump Priming grant	Environmental Improvement team	151,000
Total		1,044,000

- Increased energy costs of £553,000 on Street Lighting and at the King Alfred Leisure Centre.
- Increased landfill tax costing a further £450,000.
- Income shortfalls at our leisure facilities of £180,000.

The budget proposals are based on a full year's operational activity at the King Alfred Leisure Centre, there would therefore be a financial pressure created by any period of temporary shutdown for maintenance and/or repair works.

The budget proposals set out in this report have achieved the cash limit, and at the same time:

- Safeguarded critical front line community and public safety services despite the loss of government grant funding.
- Increased investment in city planning.
- Protected investment in parks & gardens and funded increased mowing frequencies.
- Provided replacement funding for the Active for Life programme.
- Offered free swimming to the under 16's and over 60's.
- Carried out value for money reviews in City Clean, City Parks and Development Control that have delivered improved efficiencies and significant savings in City Clean.

The approach over future budget strategies will be to continue to protect front line services, generate new investment for priority services, whilst absorbing the loss of further grant funding streams.

Value for Money and Proposals for Main Service Areas

A significant proportion of the directorate's savings for 2009/10 will be made from the changes made to refuse and recycling rounds following the opening of the waste transfer station and materials recycling facility at Hollingdean and the extension of communal bins, which has enabled the directorate to streamline operations in this important service area. We have also not experienced the waste growth anticipated and experienced across the country allowing for reduced waste disposal costs.

Summaries of the main proposals for each service area focussing on the most significant areas are shown below: -

Sustainable Transport

Annual inflationary increases are being introduced to all parking charges and income will be generated from the introduction of a new controlled parking zone. Therefore, as set out in last years budget proposals an annual average inflationary increase of 2.5% has been applied across all parking fees. This is expected to generate a small additional return due to the different usage levels for each tariff.

Following the successful refurbishment and modernisation of the Lanes and London Road car parks it is proposed to increase the charges to bring them into line with market rates (whilst still being below other city centre car park levels). The proposed Preston Park resident parking scheme would also generate further income. This coupled with efficiencies in service delivery will allow the service to achieve a much higher percentage reduction in net budget than that set out in the Medium Term Financial Strategy as follows:

- Uplift of charges to more competitive levels at the Lanes & London Road car parks following redevelopment works will generate £200,000.
- Subject to member agreement on the introduction of the new Preston Park controlled parking zone an additional £273,000 would be generated.
- Back office efficiencies including centralising our parking information service in Hove Town Hall will generate £50,000.

A continued fall in patronage of the Park & Ride service from Withdean means the service no longer offers value for money and therefore it is proposed that the service will be replaced with additional investment of £90,000 in the regular 27 bus service which follows an identical route. A further £32,000 will be invested in subsidised bus routes in addition to the current £1million subsidy.

Public Safety

Grant funding for many essential services in public safety are due to end in March 2009, with further loss of grant due in 2010/11. Many of the services affected are part of the council's core service provision and deliver many of the agreed LAA targets. Following extensive external assessment the services have also been shortlisted for a national Beacon Council Award and in a separate process national accreditation has been achieved for the Domestic Violence services. Significant progress is being made in the delivery of the Council's Community safety, Crime Reduction and Drugs Strategy. For example, in comparison to the same period in 2007, during the period April to December 2008:

- Total police recorded crime has reduced by 8.1%
- Criminal damage has reduced by 11.3%
- Violent crimes with injury has reduced by 11.6%
- Assault without injury has reduced by 10.6%

In order to continue this work mainstream funding needs to be allocated to these services to ensure their continuation. To allow the authority time to absorb the grant losses within its mainstream budgets, a share of the LPSA 2 reward grant has been secured from the Public Sector Board. An allocation of £0.500 million from the reward grant in 2009/10 and £0.400 million in 2010/11, will secure the funding needed to continue the services in the short term. This would then allow the authority time to secure mainstream funding for all the core services from within its cash limit across the life of the three year budget strategy.

City Planning

The service has suffered a loss of £250,000 in grant funding, but we will be investing a further £315,000 in City planning to cover this loss and to increase resources in policy planning and in particular Development Control in order to ensure that we meet government targets and complete a programme of transformational change. There will also be an expansion of the pre application planning advice service to cover medium size applications for which a cost recovery charge will be levied.

Following the strategic Value for Money review, work is continuing in the Development Control service to implement service improvements. Having achieved the majority of key national performance indicator targets for the service in 2007/8, the outcomes of the review will help deliver further improvements in efficiency.

City Services (City Clean and City Parks)

A reorganisation of refuse and recycling rounds following the opening of the waste transfer station and materials recycling facility at Hollingdean, and the extension of communal bins will enable the directorate to make over £920,000 savings in next financial year. In addition further savings of over £737,000 will be made by reduction in waste tonnages. A service pressure of £450,000, relates to an increase of £8 per tonne in Landfill Tax. An extra £100,000 is to be invested to increase the frequency of mowing the grass across the city. Value for money reviews have been completed in city clean and city parks during the current financial year with the following headlines:

City clean review

A peer review was carried out by the London Borough of Southwark of our city clean service with the following headlines:

- Productivity has improved and refuse service costs reduced from £46.1 per household pa to £29.09
- Customer satisfaction with refuse increased from 46% to 77.5%
- Cleanliness of streets has improved
- The new recycling service has increased recycling from 14% to 28%

City parks review

The review established that the service is judged as good value for money evidenced by:

- Medium “cost per head” compared to other authorities in class, falling year on year.
- High levels of customer satisfaction with the city’s parks and open spaces, increasing year on year.
- High levels of usage of the city’s parks and open spaces.
- Six of the city’s parks achieved the coveted green flag award

Sport and Leisure

The council will continue to support the hugely successful Active for Life programme; by providing £145,000 of additional funding to replace the loss of grant monies, the programme provides a range of opportunities, which help to improve health in local communities. The project has made a real difference with more than forty weekly

activity sessions, which are part of a programme of more than 360 different activities.

The council has also agreed to participate in the new initiative to offer free swimming to under 16's and over 60's. The Primary Care Trust is part funding the net cost of the scheme with the council.

Staffing implications

City Clean - staffing implications associated with refuse and recycling round changes have been agreed with staff and the trade unions, the associated voluntary redundancy costs have been factored into the proposals.

Area based grant funding – The budget strategy has secured funding for one year for some 36 staff that are affected by the end of this grant funding including 28 staff in the Partnership Community Safety Team, 4 staff in the Drug & Alcohol Action Team, and 4 staff in the Environment Improvement Team.

Active for Life – The additional allocation of council resources has ensured the 7 posts affected can be funded for 2009/10.

During the next year the authority will work to release mainstream funding to allocate to the core services delivered by these teams to ensure their continuation.

2009/10 Budget proposals summary:

Environment						
	Adjusted Base Budget 2008/09	Inflation	Service Pressures & Priorities	Efficiency Savings	Other Savings	Net Change in Budget to 2009/10
Main Service Area	£'000	£'000	£'000	£'000	£'000	£'000
Sport & Leisure	1,523	34	486	0	0	520
Sustainable Transport (excl parking)	10,149	243	605		-52	796
Parking	-11,056	-280	0	-50	-767	-1,097
Public Safety	3,706	84	420	0	-500	4
City Planning	1,948	42	315	0	-20	337
City Clean (Waste collection & Street Cleansing)	12,958	306	0	-923	0	-517
Waste Disposal (PFI)	11,487	287	450	-737	0	0
City Parks	5,719	136	100	0	0	136
TOTAL	36,434	852	2,376	-1,710	-1,339	179

FINANCE & RESOURCES DIRECTORATE 2009/10 BUDGET PROPOSALS

General approach to the budget proposals taken within the Directorate

The directorate provides a diverse range of front line and support services (including council tax and business rates collection, the council's switchboard and reception, concessionary travel, City Direct walk-in centres, electoral services, local land charges, registrars, bereavement services, property and design, ICT, finance, internal audit and strategic procurement). The directorate also hosts the Coroner's service.

The directorate's objectives to support the council's corporate plan priorities are to:

- Improve the customer experience of council services.
- Drive value for money in our own services and supporting other services to achieve the same.
- Promote effective governance and city management.
- Develop sustainable medium term resource strategies (financial, property, information and natural resources) to meet the council's objectives.
- Promote equality and diversity across our services.

The directorate's approach to the budget proposals is based upon:

- Giving even better value from our services by improving performance and efficiency through a customer focus, technology, and better business processes.
- Improving income where possible by broadening the range of services we can charge for and by improving income collection/recovery.
- Improving value for money more widely through reducing accommodation, effective asset management, procurement, insurance, technology, and customer access.

Financial and Service Pressures

The main financial pressures on the Directorate's services in 2009-10 include:

- Increased energy costs of £120,000.
- The loss of income of £494,000 (land charges £400,000; other income £94,000).
- Additional empty property business rates of £140,000.
- Maintaining performance in the benefits service due to increased demand of £100,000.
- An increased caseload in the Coroner's Service costing an additional £40,000.

In the budget proposals the Directorate has also managed to provide:

- Reinvestment of non-recurring savings of £200,000 in ICT into software assurance, information security, data access and an initial investment in virtual technology.
- £30,000 for Coroner's court facilities at Woodvale in advance of anticipated legislation.

- £54,000 to continue rationalising purchasing through the e-procurement system.

These pressures require the directorate to find over £1.5 million of savings (or 8.6% of its budget) to meet a target of no cash increase over 2008-09 (and a 1½% increase in repairs and maintenance). The cash limit has been met from improved efficiency (£732,000 or 4.1% of the budget), additional benefits subsidy for non HRA properties (£500,000 or 2.8%) and increased income (£301,000 or 1.7%).

Value for Money and Proposals for Main Service Areas

The proposals are set within a context of the cost of all the council's central services being among the lowest (per head of population) for unitary authorities.

The directorate has continued to reduce costs while improving performance as evidenced by the council's improvement in its CPA score for use of resources from a 2 to 3 (out of 4). The use of resources includes financial reporting, financial management, asset management, financial standing, and internal control – all core activities of the directorate.

Wherever possible, the directorate benchmarks its performance and costs as part of a continuing programme to improve value for money. Key highlights include:

- Property and design services perform well at low cost. This includes the balance of planned to reactive maintenance, property condition and suitability, delivery of capital projects through an innovative strategic partnership, and CO2 emissions for our operational buildings being among the lowest compared to similar authorities.
- The benefits service scores a maximum of 4 in all the previous CPA measures at below average cost per weighted caseload. The performance in turnaround measures for new claims and change of circumstances is at the average compared with other authorities and within the CPA targets for a 4 star rating.
- The council tax service has been subject to significant benchmarking and best practice comparison during the year. The resulting recommendations are being implemented in 09/10 to further improve collection and provide better value for money in administrative costs.
- ICT is at an average level in terms of service delivery and average cost of ICT, with slightly higher web delivery costs. Since the benchmarking costs have moved to the lower quartile in terms of telephony and close to the lower quartile for desktop and laptop purchasing.
- Low unit costs in transactional finance services, above average compliance with best practice and above average performance in prompt payment.
- Accountancy costs are near the bottom quartile and CPA Use of Resources scores on financial reporting, financial management, financial standing are now all 3 out of 4.
- Internal Audit costs are substantially lower compared to other unitary councils and the CPA Use of Resources score for internal control is at 3 out of 4.

Property and Design Services

The approach to the 2009-10 budget is to:

- Reduce office accommodation (£23,000).
- Restructure our teams after streamlining business processes (£55,000).
- Improve procurement of planned maintenance (£37,000).

Customer Services

The approach to the 2009-10 budget is to:

- Reflect the additional subsidy for non-HRA properties of £500,000.
- Modernise our billing/recovery procedures to save £230,000 with an initial investment of £100,000.
- Introduce new income streams amounting to £50,000.
- Restructure services and working practices saving £45,000.

Information, Communications and Technology Services (ICT)

The approach to the 2009-10 budget is to:

- Implement contract savings of £50,000.
- Introduce and bed down new multi function printing devices to save £100,000.

Finance & Strategic Procurement

The approach to the 2009-10 budget is to:

- Make savings through our business process review (£192,000).
- Implementing the revised procurement strategy to improve value for money across the Council.

Staffing Implications for the Directorate:

In 2009-10 approximately 32 posts are affected by the budget proposals mainly in the Revenues & Benefits division which is proposing contractual changes (excluding equal pay). There is a risk of 2-3 redundancies in total in Financial Services and Property and Design.

Key Risks:

The recession may impact on areas such as commercial rent income, business rates (empty properties), local land charges (due to the housing market) and housing benefit administration if the number of claimants continues to increase. The position will be volatile and difficult to predict and will be closely monitored with alternative strategies and in-year recovery measures developed if necessary.

Rising energy costs can have a significant impact in life event services, the corporate accommodation portfolio, and capital schemes. Energy efficiency measures can help to mitigate some of this risk but this depends on the level of any future increases.

2009/10 Budget proposals summary:

Finance & Resources						
	Adjusted Base Budget 2008/09	Inflation	Service Pressures	Efficiency Savings	Other Savings	Net Change in Budget to 2009/10
Main Service Area	£'000	£'000	£'000	£'000	£'000	£'000
Finance & Procurement	5,982	138	128	-192	0	74
ICT	5,327	126	200	-350	0	-24
Property & Design	2,873	68	211	-115	-151	13
Customer Services	3,869	77	639	-575	-150	-9
TOTAL	18,051	409	1,178	-1,232	-301	54

STRATEGY & GOVERNANCE DIRECTORATE 2009/10 BUDGET PROPOSALS

General approach to the budget proposals taken within the Directorate:

The directorate provides a range of services including legal and democratic services, human resources and payroll, improvement and organisational development, communications and the corporate policy unit.

The Directorates objectives to support the council's corporate plan priorities are:

- Understanding and responding to the City's needs
- Driving improvement and better value for money
- Strengthening the Council's reputation
- Delivering excellence through our people
- Building democratic capacity
- Ensuring legality and ethical decision making

Since 2007/08 S&G have taken a three year approach to the budget and savings process including:

- Maximising internal /external income and funding
- The use of new technology and new business processes
- Where appropriate, teams have been reorganised to focus on the priorities of the organisation and to deliver improved value for money.

This will continue to be our medium term approach in 2009/10.

Financial and Service Pressures

The main financial pressures on the Directorate's services in 2009-10 are for legal services where specific additional capacity is required. This is offset by savings elsewhere in legal services.

Value for Money and Proposals for Main Service Areas

The proposals are set within a context of the cost of all the council's central services being among the lowest (per head of population) for unitary authorities.

By far the largest service pressure in the coming year is the demand of implementing the outcome of any equal pay settlement.

Legal & Democratic Services

The Legal Service restructure, implemented in 2008/09, was designed to deliver savings for the period 2009/10 by streamlining management arrangements and ensuring best use of legal support across the whole service. This will deliver a saving of £21,000.

Through 2008/09 and 2009/10 Legal Services are both upgrading and introducing new and improved software solutions to drive productivity, maximise flexibility and to reduce unit costs where possible. This along with efficiencies in other supplies and services budgets will deliver savings of £15,000.

Human Resources

Savings will be made by the introduction of new business partnering/strategic split arrangements and improved use of technology. In addition, a combination of increasing income for school recruitment support, developing income from Admin All Areas and from rationalisation of payroll dates will achieve savings of £67,000.

The introduction of the new HR structure and the new computer system will both improve value for money by providing more strategic HR resources for departments, reducing the cost and inefficiency of HR transactions and reducing costs through better support of managing attendance and employee relations. This will deliver savings of £17,000 and reductions in temporary staff, saving a further £36,000.

Improvement and Organisational Development

Whilst the management review in 2007/08 delivered management savings the bulk of these have been reinvested to deliver corporate workforce development, improve management capabilities and lead on VFM and Investors in People. Additional efficiencies are being made by introducing Inter Plan, a management information system, to streamline the collection and monitoring of data to support inspection and CAA.

Communications

A new Head of Communications is currently reviewing all aspects of the communication function and design and print expenditure across the council. This will lead to a medium term approach. For 2009/10 the savings will come from increased income targets in the Design and Print service.

As part of a continuing VFM strategy, Communications are currently undertaking a service restructure aimed at eliminating duplication, improving efficiency and accountability and to strengthen the corporate narrative and brand. It is also carrying out a best value review of all print, design, and publicity in order to deliver a streamlined, effective and value for money service.

Corporate Policy Unit

Research & Consultation has been reconstituted as the Analysis and Research Team are taking on additional duties relating to LINKS and is now receiving additional funding while managing the new work within existing resources.

The Policy Unit already delivers excellent value for money, providing a wide range of services with a small staffing complement. In 2008/09, over £110,000 of additional external funding was secured and agreement has been reached with partners to continue this level of funding into 2009/10.

Staffing Implications for the Directorate:

- Deletion of 1 full time post in Improvement and Organisational Development which is currently vacant.

Key Risks:

- Downturn in property market reducing income to Legal Services.
- Lack of external contributions to continue to fund the Local Employment Partnership.
- Unforeseen legislative changes requiring additional resources.
- Reduced project service capacity may hinder the VFM agenda.
- Service areas find it difficult to respond quickly to changing needs of the organisation due to lack of resources.

2009/10 Budget proposals summary:

Strategy & Governance						
	Adjusted Base Budget 2008/09	Inflation	Service Pressures	Efficiency Savings	Other Savings	Net Change in Budget to 2009/10
Main Service Area	£'000	£'000	£'000	£'000	£'000	£'000
Human Resources	2,949	66		-53	-67	-54
Improvement & Organisational Development	1,662	40		-28		12
Legal & Dem	2,071	44	30	-36		38
Policy Unit	2,644	14			-11	3
Director of S&G	459	9		-8		1
Executive Office	396	9		-10		-1
Communications	591	13			-14	-1
Members Allowances	1,057	26	1			27
TOTAL	11,829	221	31	-135	-92	25

Licensing Fees & Charges 2009/10

Any fees charged must be in accordance with any requirements of the legislation under which they are charged. Fees payable to the licensing authority relating to functions covered by the Licensing Act 2003 are set centrally by the Secretary of State for Culture, Media and Sport.

Fees and charges increased in line with a standard 2.5% inflation are assumed within the budget process and do not require the specific approval of the Executive however these are included in the schedules for completeness. The increase over 2008/09 is set out; in most areas a fee increase in line with inflation is assumed. Fee increases are rounded to the nearest £ or 50p which distorts the percentage increase.

Under Financial Regulations the Executive shall keep all charges and income under review and shall receive a report from Directors on price variation above or below the corporately applied rate of inflation.

Some redundant fees have been deleted for administrative convenience or because legislation has been rescinded. Cosmetic piercing registration fees have been consolidated.

Sex establishment fees are considered sufficient to cover service provision.

Comparison was made with relevant comparator groups and near neighbours.

Gambling premises fees were calculated using LACORS advice, issued in January 2007. They are set below legal maxima but appear to provide sufficient income to cover service provision.

Different street trading consent fees are set to recognise the duration and benefits of various short term occasional consents, using Upper Gardner Street Market as a comparator.

Zoo licences are renewable every six years but should be set at a level to recover the annual costs of specialist veterinary inspection.

Despite service pressures, including a medical advice service previously supplied by the Health Protection Agency, proposed DVLA checks and a consultant's taxi demand report scheduled for 2009, taxi licensing income should reasonably cover costs if current charges are raised by the standard inflation rate.

The cost of complying with stray dog duties has risen due to difficulties with re-homing certain breeds, increased kennelling costs and veterinary costs.

Fees & charges set under Highways Act and Road Traffic Regulation Act legislation were not raised in 2008/09, with some fees having no rise for more than 2 years. Most fees have been raised to the nearest £, which distorts the percentage rise but

is no more than an additional £1 on each item. Compared to other similar sized cities and to London boroughs, our charges are relatively low.

Planned Traffic Regulation Orders relate to temporary traffic measures that are introduced to facilitate planned works lasting more than 5 days duration but less than 18 months. The structure of these fees has been changed to include the cost of the legally required advert. This is to improve collection rates for the local authority, as previously it has caused administrative difficulties in ensuring that the cost of the advert is fully reimbursed to the council by the relevant agency. The advert fee has been calculated on the average cost using our current local newspaper rates, and this flat rate has now been included in the upfront total fee. This distorts the percentage figures but is a more accurate reflection of the cost of this service, and brings us more into line with other local authority charges for this.

Access protection lines have not been raised for several years and again, the rise of £5 more accurately reflects the cost of this service.

Legal Implications

Any fees charged must be in accordance with any requirements of the legislation under which they are charged. The power to set a licence fee does not permit the Council to raise revenue generally. There is genuine ambiguity in the Local Authorities (Functions and Responsibilities) Regulations whether setting licence fees is a Council or Executive function; a report to full Council avoids uncertainty. Licensing fees are not set entirely at the Council's discretion, but should be set at a level reasonably expected to cover the costs of service provision. Officers have reviewed budgets and trading accounts and where appropriate compared with neighbours and comparators.

BRIGHTON & HOVE COUNCIL - FEES AND CHARGES

SERVICE:

DIVISION:

DEPARTMENT:

NETWORK MANAGEMENT

SUSTAINABLE TRANSPORT

ENVIRONMENT

**DESCRIPTION AND BASIS
OF PROPOSED CHARGE**

**2008/09
CHARGE
PER UNIT**

£

**2009/10
CHARGE
PER UNIT**

£

**2009/10
CHARGE
INCREASE**

£

**2009/10
CHARGE
INCREASE**

%

Vehicle Crossing Inspection - First inspection	10.50	11.00	0.50	4.80%
Vehicle Crossing Inspection - Proceeding to works	70.00	72.00	2.00	2.90%
Private Road Opening Licences (New)	289.00	296.00	7.00	2.40%
Private Road Opening Licences (Existing)	186.50	191.00	4.50	2.40%

Additional Search Enquiries

Solicitors and other agency queries per question	29.00	30.00	1.00	3.40%
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Traffic Regulation Orders - Planned (Temp or Permanent)

Administration & advertising costs	333.50	1500.00	1166.50	349.80%
+ Advert cost		To include advertising cost	To include advertising cost	

Traffic Regulation Orders - Notices (Temp - Emergency)

Administration fee & officer time	184.50	189.00	4.50	2.40%
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SCAFFOLD LICENCE

Initial 6 weeks	28.00	29.00	1.00	3.60%
Renewal subsequent 8 weeks	28.00	29.00	1.00	3.60%
Initial 6 weeks for 12m. length along the Public Highway	150.00	154.00	4.00	2.70%
Renewal subsequent 8 weeks for 12m. length along Public Highway	150.00	154.00	4.00	2.70%

SKIP LICENCE

Returnable Deposit	50.00	51.00	1.00	2.00%
Deposit Processing Fees	15.00	15.00	0.00	0.00%
7 day licence	12.00	12.00	0.00	0.00%
28 day licence	30.00	31.00	1.00	3.30%

HOARDING

Area of hoarding less than 10 square metres of ground plan Initial 8 weeks	28.00	29.00	1.00	3.60%
Renewal subsequent 12 weeks per square metre	28.00	29.00	1.00	3.60%
Area of hoarding 10 square meters or more of ground plan 12 weeks per square metre	17.00	18.00	1.00	5.90%

MATERIALS

Per week	12.00	12.00	0.00	0.00%
Secure Hazardous Waste, Lockable Storage Containers, Temporary offices, Welfare facilities and Asbestos removal, decontamination units. Per sq m.	16.00	17.00	1.00	6.30%

OBJECTS ON THE HIGHWAY

(TABLES AND CHAIRS, SHOP DISPLAY ETC)

Initial application less than 5 square metres	94	85.00	87.00	2.00	2.40%
Initial application 5 square metres or greater		280.00	287.00	7.00	2.50%
Annual renewal fee per square metre		17.00	17.00	0.00	0.00%

DESCRIPTION AND BASIS OF PROPOSED CHARGE	2008/09 CHARGE PER UNIT	2009/10 CHARGE PER UNIT	2009/10 CHARGE INCREASE	2009/10 CHARGE INCREASE
	£	£	£	%
A-BOARD LICENCE				
New application first year	66.00	68.00	2.00	3.00%
Annual renewal fee	46.00	47.00	1.00	2.20%
SIGNS				
Brown Tourist signs	150.00	155.00	5.00	3.30%
Neighbourhood watch signs	30.00	31.00	1.00	3.30%
LINING				
Access Protection White Lines	40.00	45.00	5.00	12.50%
Disabled Bays	Free		Free	Free
Skin Piercing Fees : Cosmetic Piercers				
Acupuncturist - Premises	113.00	116.00	3.00	2.65%
Tattooist, ear piercing - Premises	113.00	116.00	3.00	2.65%
Each additional piercer	56.00	116.00	60.00	107.1%
Body Piercing, ear piercing - Premises inc one person	113.00	116.00	3.00	2.65%
Each additional piercer	56.00	116.00	60.00	107.1%
EPA Authorisation Fees				
Other Fees				
Language school inspection	69.00	71.00	2.00	2.90%
Information to solicitors	119.00	122.00	3.00	2.52%
Food Premises Register				
Single page copy	5.00	5.00	0.00	0.00%
Copy containing information regarding particular category (by hand)	72.00	74.00	2.00	2.78%
Copy containing information regarding particular category (by post)	121.00	124.00	3.00	2.48%
Full copy of register (by hand)	226.00	232.00	6.00	2.65%
Full copy of register (by post)	241.00	247.00	6.00	2.49%
Street Trading :				
Upper Gardner Street	511.00	524.00	13.00	2.54%
Zone - other sites	2891.00	removed		
Zone B (mobiles)	613.00	628.00	15.00	2.45%
Zone A (42 sq.ft.)	3506.00	3594.00	88.00	2.51%
Zone A (50 sq. ft.)	4207.00	4312.00	105.00	2.50%
(S) Fri. Sat. Zone C (42 sq.ft.)	1170.00	removed		
(S) Thurs. Fri. Sat. Zone C (42 sq.ft.)	1750.00	removed		
New vendors	468.00	removed		
Street artists	29.00	30.00	1.00	3.45%
Street Trading :				
Miscellaneous short term consents	13.00	30.00	17.00	130.77%
Farmers Market - Per Stall	165.00	227.00	62.00	37.58%
Small Street Market	233.00	300.00	67.00	28.76%

	2008/09 CHARGE PER UNIT £	2009/10 CHARGE PER UNIT £	2009/10 CHARGE INCREASE £	2009/10 CHARGE INCREASE %
Other				
Sex Establishment	11837.00	11837.00	0.00	0.00%
Occasional Sex Establishment	4044.00	4044.00	0.00	0.00%

SERVICE:
DIVISION:
DEPARTMENT:

ENVIRONMENTAL HEALTH
ENVIRONMENT
PUBLIC SAFETY

Licence fees :

Collection of reclaimed dogs :

statutory charge	25.00	25.00	0.00	0.00%
dog warden charge	18.00	20.00	2.00	11.11%
kennelling per day	12.10	20.00	7.90	65.29%
administration charge + vaccination	5.69	30.00	24.31	427.24%
animal boarding	163.00	167.00	4.00	2.45%
dangerous wild animals	194.00	199.00	5.00	2.58%
dog breeding	40.00	41.00	1.00	2.50%
export licences	49.00	50.00	1.00	2.04%
pet shops	109.00	111.00	2.00	1.83%
riding establishments	256.00	262.00	6.00	2.34%
zoo	81.00	10000.00	9919.00	12245.68%
zoo (with dispensation)		6000.00	6000.00	
Dog Fouling- Fixed penalty	50.00	50.00	0.00	0.00%
Noise Pollution- Fixed Penalty	100.00	100.00	0.00	0.00%

Health Promotion/Education

Training Courses :

Basic food hygiene	43.00	44.00	1.00	2.33%
Basic health & safety	43.00	44.00	1.00	2.33%
Assured safe catering	18.00	18.00	0.00	0.00%
2 hour food hygiene	18.00	18.00	0.00	0.00%
Advanced food hygiene	524.00	537.00	13.00	2.48%
Intermediate food hygiene	114.00	117.00	3.00	2.63%
Door Supervisors Training Course fee				

Environmental Health

Officer attendance at Exhumations-
hourly rate

	45.62	47.00	1.38	3.02%
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WID Default charges

Senior EHO per hour	30.99	32.00	1.01	3.26%
Technical Officer per hour	27.04	28.00	0.96	3.55%
Admin staff per hour	15.36	16.00	0.64	4.17%

Pollution Management

Provision of information on contaminated
land :

1 st hour	54.00	55.00	1.00	1.85%
Each subsequent hour	12.00	12.00	0.00	0.00%

	2008/09 CHARGE PER UNIT £	2009/10 CHARGE PER UNIT £	2009/10 CHARGE INCREASE £	2009/10 CHARGE INCREASE %
Verification Fees				
Vehicle Licensing				
Hackney carriage vehicle	176.00	180.00	4.00	2.27%
Private hire vehicle	153.00	157.00	4.00	2.61%
Substitute vehicle fee	28.00	29.00	1.00	3.57%
Drivers initial-Hackney Drivers	64.00	66.00	2.00	3.13%
Drivers renewal-Hackney drivers	43.00	44.00	1.00	2.33%
Private hire – Initial drivers	64.00	66.00	2.00	3.13%
- renewal drivers+A148	43.00	44.00	1.00	2.33%
Private hire operator				
- 1 to 2-Operators License Single	55.00	56.00	1.00	1.82%
- over 2 --operators License Multiple	192.00	197.00	5.00	2.60%
Each additional external plate	27.00	28.00	1.00	3.70%
Temporary Hackney Carriage / Private Hire Drivers Licence	11.00	11.00	0.00	0.00%
CRB Fees	37.00	38.00	1.00	2.70%
Plate Deposit-Hackney Carriage	37.00	38.00	1.00	2.70%
Plate Deposit-Private Hire	27.00	28.00	1.00	3.70%

SCHEDULE 3

SERVICE:

DIVISION:

DEPARTMENT:

TRADING STANDARDS

ENVIRONMENT

PUBLIC SAFETY

Weights

Exceeding 5kg or 10lb or not exceeding 500mg or 2CM	7.00	7.00	0.00	0%
Other weights	5.00	5.00	0.00	0%
Weights where statements of error are requested (e.g. UKAS/ISO 9000).Fee determined by reference to the hourly rate.	62.00	64.00	2.00	3.23%

Measures

Linear measure not exceeding 3m for each scale	8.00	8.00	0.00	0%
Exceeding 3m - full fee for first 3m and 50% of full fee for each additional 3m or part thereof				
Capacity measures without divisions not exceeding 1 litre	5.00	5.00	0.00	0%
Exceeding 1 litre - full fee for first litre and 50% of full fee for each additional litre or part thereof				

Cubic ballast measures (other than brim measures)	132.00	135.00	3.00	2.27%
Cubic ballast measures (verified by linear measurement)	75.00	77.00	2.00	2.67%
Liquid capacity measures for making up and checking average quantity packages	23.00	24.00	1.00	4.35%
Templates				
Per scale - first item	39.00	40.00	1.00	2.56%
Second and subsequent items	14.00	14.00	0.00	0.00%

Weighing Instruments

1. Instruments calibrated to weigh only in imperial or metric units

Not exceeding 15kg (not exceeding 34lb)	24.00	25.00	1.00	4.17%
Exceeding 15kg to 100kg (34lb-224lb)	33.00	34.00	1.00	3.03%
Exceeding 100kg to 250kg (224lb-560lb)	48.00	49.00	1.00	2.08%
Exceeding 250kg to 1 tonne (560lb-2,240lb)	81.00	83.00	2.00	2.47%
Exceeding 1 tonne to 10 tonne (2,240lb-22,400lb)	132.00	135.00	3.00	2.27%
Exceeding 10 tonne to 30 tonne (22,400lb-67,200lb)	278.00	285.00	7.00	2.52%
Exceeding 30 tonne to 60 tonne (67,200lb-134,400lb)	413.00	423.00	10.00	2.42%

Table of Lotteries and Gambling Premises Licence Fees for Brighton & Hove Licensing Authority

Classes of Premises Licence	Reg. 6 and Reg. 8 First Annual and Annual Fees	Reg. 10 Change of Circumstances	Reg. 11 Variation	Reg. 12 Transfer	Reg. 13 Copy of Licence	Reg. 14 Reinstatement	Reg. 15 Provisional Statement	2008/09 Proposed Charge Per Unit	% Increase	2009/10 Proposed Charge Per Unit	% Increase
	£	£	£	£	£	£	£	£	%	£	%
Regional Casino	n/a [15000]	n/a [50]	n/a [7,500]	n/a [6,500]	n/a [25]	n/a [3,000]	n/a [3,000]	n/a	n/a	n/a	n/a
Large Casino	n/a [10000]	n/a [50]	n/a [5,000]	n/a [2,150]	n/a [25]	n/a [3,000]	n/a [3,000]	n/a	n/a	n/a	n/a
Small Casino	n/a [5000]	n/a [50]	n/a [4,000]	n/a [1,800]	n/a [25]	n/a [3,000]	n/a [3,000]	n/a	n/a	n/a	n/a
Existing Casino	n/a [1,500]	£11.55 [50]	£11.55 [7,500]	n/a [6,500]	n/a [25]	n/a [3,000]	n/a [3,000]	n/a	n/a	n/a	n/a
Bingo Premises	£500 [1,000]	£11.55 [50]	£1,155 [1,750]	£1,155 [1,200]	£11.55 [50]	£1,155 [1,200]	£1,155 [3,500]				
AGC's	£500 [1,000]	£11.55 [50]	£1,000 [1,000]	£1,155 [1,200]	£11.55 [25]	£1,155 [1,200]	£1,155 [2,000]				
Betting-Tracks	£500 [1,000]	£11.55 [50]	£1,155 [1,250]	£950 [950]	£11.55 [25]	£950 [950]	£1,155 [2,500]				
FEC's	£375 [750]	£11.55 [50]	£1,000 [1,000]	£950 [950]	£11.55 [25]	£950 [950]	£1,155 [2,000]				

Classes of Premises Licence	Reg. 6 and Reg. 8 First Annual and Annual Fees	Reg. 10 Change of Circumstances	Reg. 11 Variation	Reg. 12 Transfer	Reg. 13 Copy of Licence	Reg. 14 Reinstatement	Reg. 15 Provisional Statement	2008/09 Proposed Charge Per Unit	% Increase	2009/10 Proposed Charge Per Unit	% Increase
	£	£	£	£	£	£	£	£	%	£	%
Betting – Other	£300 [600]	£11.55 [50]	£1,155 [1,500]	£1,155 [1,200]	£11.55 [25]	£1,155 [1,200]	£1,155 [3,000]				
Lotteries - New								£40.00	*	£40.00	0.00
- Renewal								£20.00	*	£40.00	0.00

* Set by Gambling Commission

The figures in brackets [] are the legal maximum that can be charged.

LPSA2 Reward Grant

The Grant

The LPSA2 Reward Grant is given as reward for meeting certain targets in the previous Local Area Agreement. The results for many of the targets are already available and a reasonable estimate can be made of the likely reward that will be received by the council.

The council will receive at least £3.2m, and possibly as much as £4.3m. The reward will be paid over two years, and will be split 50:50 between capital and revenue expenditure.

The decision making process

LPSA reward money is allocated by the government on the basis of performance against LPSA targets across all public sector partners. It has been previously agreed with the Public Service Board that decisions on any LPSA funding and rewards will be taken jointly with them. The anticipated LPSA Reward Grant has therefore been allocated between the different LAA blocks based on a risk assessment of delivery in the area, and the extent to which the relatively small sums involved in the LAA could be of use. The aim was to identify areas where the risks are high, and LPSA Reward Grant could have maximum impact.

Process for allocation

The allocation of LPSA Reward Grant set out in this annex has been approved by the Public Service Board, which represents the various agencies that support the delivery of the Local Area Agreement. Although their approval is not a requirement for the release of funding, it is a demonstration of partners' support for this approach.

A partnership manager representing each block presented on the risks in their area, and the extent to which LPSA money could be of use. In some areas, such as housing, risks were high but the market was so large that even a sizable LPSA sum would make little difference. In other areas, such as resource efficiency and sustainability, risks were lower, but small sums could fund schemes with potentially much larger impacts.

The results of the risk and impact assessments are included in the following table: -

BLOCK	RISK TO LAA TARGETS	POTENTIAL IMPACT OF LPSA FUNDING
Crime / safety	High	High
Health/Wellbeing	Medium	Medium
Stronger Communities	Medium	High
Resource efficiency/ environmental	Low	Medium
Transport	Low	Low
Enterprise/ learning	Low	Medium
Children and Youth	Medium	High
Housing	High	Low

The following table provides the allocations for each area across 2009/10 and 2010/11. It should be noted that the funding available through the LPSA Reward Grant is one-off funding until March 2011 only, and therefore service areas using LPSA money to support recurring funding will need to put alternative funding arrangements or an exit strategy in place for 1 April 2011 onwards.

AREA	INTENDED USE	2009/10 £'000	2010/11 £'000
Crime and Safety	Continuation funding for the Partnership Community Safety Team	500	400
Health	Supporting key LAA targets for mental health and drug use	200	150
Stronger communities	Continuing neighbourhood work and community development	150	370
Environment	Support for the Carbon Management Programme and energy efficiency	50	50
Transport	Support for transport targets for emission reduction and public transport use	0	40
Enterprise	Support for initiatives around learning and counter-recessionary activity	117	250
Schools & Youth	Support for various initiatives including Healthy Schools and Falmer Academy	400	150
Housing	Support for empty homes work	40	40
Partnerships	Purchase of performance management software ("Interplan")	65	0
Contingency		100	173
TOTAL		1622	1623

This distribution of funding is based on the money that we have a high certainty of receiving. In addition, up to £1,141,000 may be received if we are successful on other targets. Any additional money received will be distributed broadly in the same proportions, depending on the nature and scope of needs identified at the time.