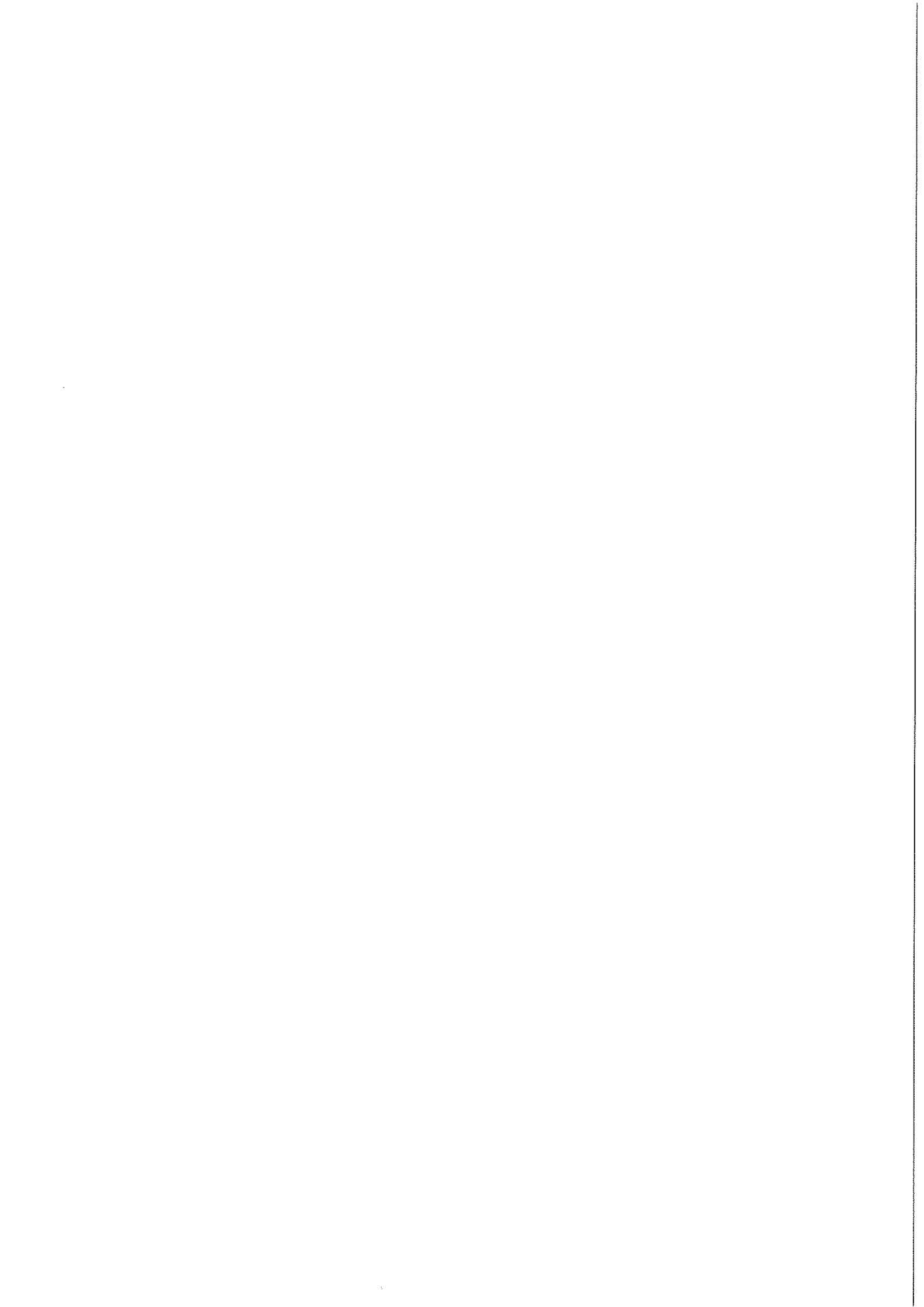




South Bucks
District Council

**RESOURCES PORTFOLIO
2012/13 BUDGET PROPOSALS**

**RESOURCES POLICY ADVISORY GROUP
12th JANUARY 2012**



INDEX

	Page No
Revenue Budgets	
Revenue Summary (at net running expenses level)	3
Environment - Investment Properties - Chris Marchant	5
Offices - Beaconsfield	6
Offices - Brindley House	7
Stoke Park	8
Stoke Place	9
Depots	10
Misc Land/Property	11
Hsg Dwellings	12
Caravan Site	13
Environment - Property & Facilities - Chris Marchant	15
Property & Facilities	16
Offices - Capswood	17
Executive & Support - TBC	19
Executive & Support	20
Joint Working	21
Performance & Improvement	22
Print/Copy Services	23
Reception	24
Personnel & Training	25
Democratic Processes	26
Committee Services	27
Finance & IT - Finance - Rodney Fincham	29
Finance	30
Internal Audit	31
Corporate Management Costs	32
Non Distributed Costs	32
Other Expenses	34
Finance & IT - ICT - Linda Grange	35
Information Technology	36
Finance & IT - Revenues & Benefits - Neil Berry	37
Revenues & Benefits Client	38
Council Tax Collection	39
NNDR Collection	40
Council Tax Benefits	41
Housing Benefits	42
Legal Services - Lynne Reardon	43
Legal Services	44
Overview & Scrutiny	45
Fees and Charges	47

REVENUE SUMMARY - RESOURCES

2010/11 ACTUALS		2011/12 BUDGET	2011/12 EST OUTTURN*	2012/13 BUDGET	CHANGE	CHANGE
£		£	£	£	£'000	%
	<u>INVESTMENT PROPERTIES</u>					
(74,000)	Offices - Beaconsfield	(74,980)	(74,980)	(75,000)		0.0%
(9,208)	Offices - Brindley House	(29,330)	(29,330)	(29,500)		0.6%
6,465	Stoke Park	1,560	1,560		(2)	-100.0%
(114,389)	Stoke Place	(113,890)	(113,890)	(118,760)	(5)	4.3%
154	Depots	(15,660)	(27,660)	(24,950)	(9)	59.3%
(32,928)	Misc Land/Property	(34,830)	(34,830)	(35,030)		0.6%
17,375	Housing Dwellings	8,680	8,680	7,530	(1)	-13.2%
(15,966)	Caravan Site	(16,500)	(16,500)	(16,500)		0.0%
	<u>ENVIRONMENT - PROPERTY & FACILITIES</u>					
188,649	Property & Facilities	212,610	212,610	216,780	4	2.0%
618,062	Offices - Capswood	641,990	641,990	649,720	8	1.2%
	<u>EXECUTIVE & SUPPORT</u>					
491,394	Executive & Support	514,990	494,990	519,280	4	0.8%
	Joint Working					-
94,897	Performance & Improvement	108,910	108,910	101,150	(8)	-7.1%
6,136	Print/Copy Services	(7,360)	(7,360)	(7,360)		0.0%
79,996	Reception	74,620	74,620	75,630	1	1.4%
91,547	Personnel & Training	99,490	99,490	108,350	9	8.9%
252,346	Democratic Processes	290,100	278,100	275,460	(15)	-5.0%
70,110	Committee Services	79,780	78,780	79,510		-0.3%
	<u>FINANCE & IT - FINANCE</u>					
416,806	Finance	413,450	408,450	403,510	(10)	-2.4%
37,006	Internal Audit	38,750	38,750	40,050	1	3.4%
155,191	Corporate Management Costs	157,400	149,900	149,500	(8)	-5.0%
117,773	Non Distributed Costs	123,000	116,000	120,500	(3)	-2.0%
118,272	Other Expenses	13,650	5,250	21,300	8	56.0%
	<u>FINANCE & IT - ICT</u>					
699,028	Information Technology	719,750	719,750	689,360	(30)	-4.2%
	<u>FINANCE & IT - REVENUES & BENEFITS</u>					
124,160	Revenues & Benefits Client	133,280	132,780	140,650	7	5.5%
347,444	Council Tax Collection	364,560	364,560	327,460	(37)	-10.2%
41,188	NNDR Collection	27,690	1,690	(16,860)	(45)	-160.9%
37,610	Council Tax Benefits	73,580	73,580	38,930	(35)	-47.1%
203,531	Housing Benefits	213,320	213,320	71,170	(142)	-66.6%
	<u>LEGAL SERVICES</u>					
322,508	Legal Services	342,110	342,110	347,650	6	1.6%
44,910	Overview & Scrutiny	49,580	49,580	50,360	1	1.6%
4,336,067	Net Running Expenses	4,410,300	4,310,900	4,109,890	(300)	-6.8%

* Estimated outturn figures taken from October 2011 monthly monitoring report.

Service Unit:
Service Area:

INVESTMENT PROPERTIES
ENVIRONMENT

2010/11 ACTUALS		2011/12 BUDGET	2012/13 BUDGET
£		£	£
	INVESTMENT PROPERTIES		
(74,000)	Offices - Beaconsfield	(74,980)	(75,000)
(9,208)	Offices - Brindley House	(29,330)	(29,500)
6,465	Stoke Park	1,560	
(114,389)	Stoke Place	(113,890)	(118,760)
154	Depots	(15,660)	(24,950)
(32,928)	Miscellaneous Land/Property	(34,830)	(35,030)
17,375	Housing Dwellings	8,680	7,530
(15,966)	Caravan Sites	(16,500)	(16,500)
(222,497)	Net Running Expenses	(274,950)	(292,210)

<i>Budget Movements</i>	£'000
2011/12 Budget	(275)
Savings	
Rent reviews	(15)
Stoke Park	(2)
2012/13 Budget	(292)

Service Unit:

PROPERTY & CONTRACT SERVICES

Service Area:

ENVIRONMENT

2010/11 ACTUALS	Offices - Beaconsfield	2011/12 BUDGET	2012/13 BUDGET
£		£	£
2,074	Employees		
	Premises Related Expenses	1,830	2,070
152	Transport Related Costs		
	Supplies & Services	160	160
	Third Party Payments		
	Transfer Payments		
2,226	Running Expenses	1,990	2,230
(76,226)	Fees & Charges and Other Income	(76,970)	(77,230)
	Grant Income		
(74,000)	Net Running Expenses	(74,980)	(75,000)

This cost centre contains the cost of the Offices at Beaconsfield.

Premises: This budget is mainly for premises insurance.

Income: This is the income for the letting of the offices.

Service Unit:

PROPERTY & CONTRACT SERVICES

Service Area:

ENVIRONMENT

2010/11 ACTUALS	Offices - Brindley House	2011/12 BUDGET	2012/13 BUDGET
£		£	£
1,354	Employees		
	Premises Related Expenses	2,190	2,070
	Transport Related Costs		
36	Supplies & Services		
	Third Party Payments		
	Transfer Payments		
1,390	Running Expenses	2,190	2,070
(10,598)	Fees & Charges and Other Income	(31,520)	(31,570)
	Grant Income		
(9,208)	Net Running Expenses	(29,330)	(29,500)

This cost centre contains the cost of the Offices at Brindley House.

Premises: This is mainly the repair & maintenance budget.

Income: Rental income.

Service Unit:
Service Area:

PROPERTY & CONTRACT SERVICES
ENVIRONMENT

2010/11 ACTUALS	Stoke Park	2011/12 BUDGET	2012/13 BUDGET
£ 6,465	Employees Premises Related Expenses Transport Related Costs Supplies & Services Third Party Payments Transfer Payments	£ 1,560	£
6,465	Running Expenses Fees & Charges and Other Income Grant Income	1,560	
6,465	Net Running Expenses	1,560	

This cost centre contains the cost of maintaining Stoke Park.

Service Unit:

PROPERTY & CONTRACT SERVICES

Service Area:

ENVIRONMENT

2010/11 ACTUALS	Stoke Place	2011/12 BUDGET	2012/13 BUDGET
£		£	£
13,380	Employees	13,550	11,660
	Premises Related Expenses		
159	Transport Related Costs	160	170
	Supplies & Services		
	Third Party Payments		
	Transfer Payments		
13,539	Running Expenses	13,710	11,830
(127,928)	Fees & Charges and Other Income	(127,600)	(130,590)
	Grant Income		
(114,389)	Net Running Expenses	(113,890)	(118,760)

This cost centre contains the cost of maintaining Stoke Place.

Premises: This budget is for building repairs and insurance.

Income: This budget is mainly the Stoke Place rental income and recharge of insurance premiums.

Service Unit:

PROPERTY & CONTRACT SERVICES

Service Area:

ENVIRONMENT

2010/11 ACTUALS	Depots	2011/12 BUDGET	2012/13 BUDGET
£		£	£
28,334	Employees		
	Premises Related Expenses	13,400	14,110
2,444	Transport Related Costs		
	Supplies & Services		
	Third Party Payments		
	Transfer Payments		
30,778	Running Expenses	13,400	14,110
(30,624)	Fees & Charges and Other Income	(29,060)	(39,060)
	Grant Income		
154	Net Running Expenses	(15,660)	(24,950)

This cost centre contains the cost of maintaining the two Depots.

Dropmore Road Depot

Bath Road Depot

Premises: This budget is for repairs, electricity, NNDR and premises insurance.

Income: This budget is mainly for rental income.

Service Unit:
Service Area:

PROPERTY & CONTRACT SERVICES
ENVIRONMENT

2010/11 ACTUALS	Misc Land/Property	2011/12 BUDGET	2012/13 BUDGET
£		£	£
3,402	Employees		
	Premises Related Expenses	480	1,710
488	Transport Related Costs		
	Supplies & Services		
	Third Party Payments		
	Transfer Payments		
3,890	Running Expenses	480	1,710
(36,818)	Fees & Charges and Other Income	(35,310)	(36,740)
	Grant Income		
(32,928)	Net Running Expenses	(34,830)	(35,030)

This cost centre contains the costs relating to the other Council land / property.

Income: This is rental income from these assets.

Service Unit:
Service Area:

HOUSING
COMMUNITY

2010/11 ACTUALS	Housing Dwellings	2011/12 BUDGET	2012/13 BUDGET
£		£	£
12,637	Employees		
	Premises Related Expenses	9,330	9,330
7,839	Transport Related Costs		
	Supplies & Services	1,290	100
5,413	Third Party Payments	8,370	8,620
	Transfer Payments		
25,889	Running Expenses	18,990	18,050
(8,514)	Fees & Charges and Other Income	(10,310)	(10,520)
	Grant Income		
17,375	Net Running Expenses	8,680	7,530

This cost centre contains costs and income relating to a few housing properties

Premises: This budget is for the leaseback of properties at Holtspur, plus minor repairs.

Supplies & Services: This budget is for insurances fees, which are recharged out.

Third Party Payments: This is to cover the grasscutting recharge.

Income: The income is mainly from the leaseback of the properties at Holtspur but also includes wayleaves and other minor income.

Service Unit:
Service Area:

HOUSING
COMMUNITY

2010/11 ACTUALS	Caravan Site	2011/12 BUDGET	2012/13 BUDGET
£	Employees Premises Related Expenses Transport Related Costs Supplies & Services Third Party Payments Transfer Payments	£	£
(15,966)	Running Expenses Fees & Charges and Other Income Grant Income	(16,500)	(16,500)
(15,966)	Net Running Expenses	(16,500)	(16,500)

This cost centre contains the income from the rent of the caravan site.

Income: This is the rental income from the land at Wyatts Covert which is rented by the Cavaran Club.

Service Unit:
Service Area:

PROPERTY & FACILITIES
ENVIRONMENT

2010/11 ACTUALS		2011/12 BUDGET	2012/13 BUDGET
£		£	£
	<u>ENVIRONMENT - PROPERTY & FACILITIES</u>		
188,649	Property & Facilities	212,610	216,780
618,062	Offices - Capswood	641,990	649,720
806,711	Net Running Expenses	854,600	866,500

<i>Budget Movements</i>	£'000
2011/12 Budget	855
Changes in salaries	
Cost of living increase & increments	4
Inflation on expenditure	11
Savings	(4)
Other	1
2012/13 Budget	867

Service Unit:
Service Area:

PROPERTY & FACILITIES
ENVIRONMENT

2010/11 ACTUALS	Property & Facilities	2011/12 BUDGET	2012/13 BUDGET
£ 170,656	Employees	£ 186,390	£ 190,370
7,415	Premises Related Expenses	7,120	7,120
10,578	Transport Related Costs	19,100	19,290
	Supplies & Services		
	Third Party Payments		
	Transfer Payments		
188,649	Running Expenses	212,610	216,780
	Fees & Charges and Other Income		
	Grant Income		
188,649	Net Running Expenses	212,610	216,780

This cost centre contains the cost of running the Property & Facilities section.

Employees: There are 3 staff in the section as follows:
Head of Environment
Facilities & Property Manager
Property & Development Manager

Transport: These budgets are for the mileage claims and mileage allowances.

Supplies & Services: These budgets are for printing & stationery, mobile telephones and other minor business expenses.

Service Unit:
Service Area:

PROPERTY & FACILITIES
ENVIRONMENT

2010/11 ACTUALS	Offices - Capswood	2011/12 BUDGET	2012/13 BUDGET
£		£	£
	Employees		
625,976	Premises Related Expenses	649,700	659,560
	Transport Related Costs		
28,528	Supplies & Services	27,290	25,160
	Third Party Payments		
	Transfer Payments		
654,504	Running Expenses	676,990	684,720
(36,442)	Fees & Charges and Other Income	(35,000)	(35,000)
	Grant Income		
618,062	Net Running Expenses	641,990	649,720

This cost centre contains the cost of renting and maintaining the Capswood offices.

Employees: There are no members of staff in the section as caretaking duties are provided under contract

Premises: These are the budgets for the service charge, security, electricity, rent, NNDR and insurance for the building that the Council is responsible for.

Supplies & Services: These are the budgets for the vending machines and the limited off site storage that we rent.

Income: This is the budget for the rental income from contractors.

Service Unit:
Service Area:

EXECUTIVE & SUPPORT
EXECUTIVE & SUPPORT

2010/11 ACTUALS		2011/12 BUDGET	2012/13 BUDGET
£		£	£
	<u>EXECUTIVE & SUPPORT</u>		
491,394	Executive & Support	514,990	519,280
	Joint Working		
94,897	Performance & Improvement	108,910	101,150
6,136	Print/Copy Services	(7,360)	(7,360)
79,996	Reception	74,620	75,630
91,547	Personnel & Training	99,490	108,350
252,346	Democratic Processes	290,100	275,460
70,110	Committee Services	79,780	79,510
1,086,426	Net Running Expenses	1,160,530	1,152,020

<i>Budget Movements</i>	£'000
2011/12 Budget	1,161
Changes in salaries	
Cost of living increase & increments	21
Inflation on expenditure	1
Transfers	(3)
Savings	
No residents survey	(9)
Democratic processes	(18)
Other	(3)
Other	2
2012/13 Budget	1,152

Service Unit:
Service Area:

EXECUTIVE AND SUPPORT
EXECUTIVE AND SUPPORT

2010/11 ACTUALS	Executive & Support	2011/12 BUDGET	2012/13 BUDGET
£ 477,631	Employees	£ 477,740	£ 488,980
6,321	Premises Related Expenses		
14,034	Transport Related Costs	6,000	6,000
	Supplies & Services	32,420	25,490
	Third Party Payments		
	Transfer Payments		
497,986	Running Expenses	516,160	520,470
(6,592)	Fees & Charges and Other Income	(1,170)	(1,190)
	Grant Income		
491,394	Net Running Expenses	514,990	519,280

This cost centre contains the cost of running the Executive and Corporate Support section.

Employees: There are 7 staff in the section as follows:
Chief Executive
Director of Resources
Director of Services
Team Leader - Corporate Support (p/t)
Administration Officer (x2)
Administration Assistant

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: These costs mainly relate to printing & stationery, insurances and other minor business expenses. Including £4,000 to cover the cost of mystery shopping exercises.

Service Unit:

EXECUTIVE AND SUPPORT

Service Area:

EXECUTIVE AND SUPPORT

2010/11 ACTUALS	Joint Working	2011/12 BUDGET	2012/13 BUDGET
£	Employees Premises Related Expenses Transport Related Costs Supplies & Services Third Party Payments Transfer Payments	£	£
(9,415)	Running Expenses Fees & Charges and Other Income Grant Income		
(9,415)	Net Running Expenses		

This cost centre contains miscellaneous items of expenditure in regard to the joint working projects.

Service Unit:
Service Area:

POLICY & PERFORMANCE
EXECUTIVE AND SUPPORT

2010/11 ACTUALS	Performance & Improvement	2011/12 BUDGET	2012/13 BUDGET
£ 87,039	Employees	£ 84,950	£ 91,260
	Premises Related Expenses		
557	Transport Related Costs	530	530
7,301	Supplies & Services	23,430	9,360
	Third Party Payments		
	Transfer Payments		
94,897	Running Expenses	108,910	101,150
	Fees & Charges and Other Income		
	Grant Income		
94,897	Net Running Expenses	108,910	101,150

This cost centre contains the cost of running the Policy & Performance section.

Employees: There are 3 staff in the section as follows:
Policy & HR Manager (p/t)
Performance & Improvement Officer (p/t)
Policy Officer (p/t)

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: These budgets mainly relate to the running costs for the performance management system and other minor business expenses.

Service Unit:

CUSTOMER & SUPPORT SERVICES

Service Area:

EXECUTIVE AND SUPPORT

2010/11 ACTUALS	Print/Copy Services	2011/12 BUDGET	2012/13 BUDGET
£		£	£
9,657	Employees Premises Related Expenses Transport Related Costs Supplies & Services Third Party Payments Transfer Payments	(6,360)	(6,360)
9,657	Running Expenses	(6,360)	(6,360)
(3,521)	Fees & Charges and Other Income Grant Income	(1,000)	(1,000)
6,136	Net Running Expenses	(7,360)	(7,360)

This cost centre is now used as a holding code for recharging photocopying costs directly to services.

Service Unit:
Service Area:

CUSTOMER & SUPPORT SERVICES
EXECUTIVE AND SUPPORT

2010/11 ACTUALS	Reception	2011/12 BUDGET	2012/13 BUDGET
£ 75,159	Employees	£ 71,910	£ 73,130
	Premises Related Expenses		
	Transport Related Costs		
6,079	Supplies & Services	3,810	3,600
	Third Party Payments		
	Transfer Payments		
81,238	Running Expenses	75,720	76,730
(1,242)	Fees & Charges and Other Income	(1,100)	(1,100)
	Grant Income		
79,996	Net Running Expenses	74,620	75,630

This cost centre contains the cost of running the reception service.

Employees: There are 4 staff in the section as follows:
Receptionist Team Leader
Customer Services Officers (x3) (all p/t)

Supplies & Services: These budgets relate to the cost of staff uniforms, floral displays and other minor business expenses.

Income: This is various miscellaneous income.

Service Unit:
Service Area:

PERSONNEL & TRAINING
EXECUTIVE AND SUPPORT

2010/11 ACTUALS	Personnel & Training	2011/12 BUDGET	2012/13 BUDGET
£		£	£
80,130	Employees	82,050	83,140
	Premises Related Expenses		
1,735	Transport Related Costs	2,020	2,020
10,027	Supplies & Services	15,420	23,190
	Third Party Payments		
	Transfer Payments		
91,892	Running Expenses	99,490	108,350
(345)	Fees & Charges and Other Income		
	Grant Income		
91,547	Net Running Expenses	99,490	108,350

This cost centre contains the cost of running the personnel and training section.

Employees: There are 2 staff in the section as follows:
Personnel Officer
Personnel Assistant

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: These costs mainly relate to printing & stationery and other minor business expenses relating to P&T issues.

Service Unit:
Service Area:

DEMOCRATIC & ELECTORAL SERVICES
EXECUTIVE & SUPPORT

2010/11 ACTUALS	Democratic Processes	2011/12 BUDGET	2012/13 BUDGET
£		£	£
5,426	Employees	6,590	3,800
	Premises Related Expenses		
4,693	Transport Related Costs	7,000	6,000
242,227	Supplies & Services	276,510	265,660
	Third Party Payments		
	Transfer Payments		
252,346	Running Expenses	290,100	275,460
	Fees & Charges and Other Income		
	Grant Income		
252,346	Net Running Expenses	290,100	275,460

This cost centre contains the cost of Members' allowances and other Member related expenses.

Employees: This is the budget for the National Insurance payable on Members' allowances, and the member training budget.

Transport: This budget is for Member travel claims and the hire of vehicles.

Supplies & Services: This budget is for Members Allowances, corporate subscriptions (LGA, South East Employers etc), and other minor business expenses.

Service Unit:
Service Area:

DEMOCRATIC & ELECTORAL SERVICES
EXECUTIVE & SUPPORT

2010/11 ACTUALS	Committee Services	2011/12 BUDGET	2012/13 BUDGET
£		£	£
63,400	Employees	74,650	74,630
	Premises Related Expenses		
6	Transport Related Costs	1,130	1,130
6,704	Supplies & Services	4,000	3,750
	Third Party Payments		
	Transfer Payments		
70,110	Running Expenses	79,780	79,510
	Fees & Charges and Other Income		
	Grant Income		
70,110	Net Running Expenses	79,780	79,510

This cost centre contains the Committee Services Section

Employees: There are 3.1 staff in this section as follows:
Democratic and Electoral Services Manager
Democratic and Electoral Services Officer (x2)
Admin Support Asst (10%)
Costs of the above are shared equally with the Electoral Services cost centre in the Community portfolio.

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: This budget is for printing & stationery, insurances and other minor office costs.

Service Unit:
Service Area:

FINANCE
FINANCE & IT

2010/11 ACTUALS		2011/12 BUDGET	2012/13 BUDGET
£		£	£
	<u>FINANCE & IT - FINANCE</u>		
416,806	Finance	413,450	403,510
37,006	Internal Audit	38,750	40,050
155,191	Corporate Management Costs	157,400	149,500
117,773	Non Distributed Costs	123,000	120,500
118,272	Other Expenses	13,650	21,300
845,048	Net Running Expenses	746,250	734,860

<i>Budget Movements</i>	£'000
2011/12 Budget	746
Changes in salaries	
Cost of living increase & increments	8
Inflation on expenditure	7
Transfer Finance system Licenses from ICT	11
Savings	
In house finance bid	(29)
External audit fee	(12)
Gratuities	(4)
Other - net prior year unallocated saving	8
2012/13 Budget	735

Service Unit:
Service Area:

FINANCE
FINANCE & IT

2010/11 ACTUALS	Finance	2011/12 BUDGET	2012/13 BUDGET
£ 344,635	Employees	£ 340,500	£ 331,810
	Premises Related Expenses		
2,803	Transport Related Costs	2,990	2,990
56,848	Supplies & Services	57,260	55,630
12,520	Third Party Payments	12,700	13,080
	Transfer Payments		
416,806	Running Expenses	413,450	403,510
	Fees & Charges and Other Income		
	Grant Income		
416,806	Net Running Expenses	413,450	403,510

This cost centre contains the cost of running the Finance section.

Employees: There are 8 staff in the section as follows:
Head of Finance & IT
Principal Accountant (x2)
Accountancy Assistant (x2) (one p/t)
Finance Officer
Finance Assistant (x2) (both p/t)

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: Costs mainly relate to printing & stationery and the purchase of essential accountancy publications.
It also includes the managed service contract to maintain our accounting system, and the cost of the Finance system licenses.

Third Party Payments: This is mainly the cost of the contract with Aylesbury Vale District Council to provide our payroll system.

Service Unit:
Service Area:

FINANCE
FINANCE & IT

2010/11 ACTUALS	Internal Audit	2011/12 BUDGET	2012/13 BUDGET
£		£	£
	Employees		
	Premises Related Expenses		
	Transport Related Costs		
173	Supplies & Services	10	50
36,833	Third Party Payments	38,740	40,000
	Transfer Payments		
37,006	Running Expenses	38,750	40,050
	Fees & Charges and Other Income		
	Grant Income		
37,006	Net Running Expenses	38,750	40,050

This cost centre contains the cost of maintaining an internal audit function.

Third Party Payments: This is the cost of the internal audit contract.

Service Unit:
Service Area:

FINANCE
FINANCE & IT

2010/11 ACTUALS	Corporate Management Costs	2011/12 BUDGET	2012/13 BUDGET
£	Employees Premises Related Expenses Transport Related Costs	£	£
155,191	Supplies & Services Third Party Payments Transfer Payments	157,400	149,500
155,191	Running Expenses Fees & Charges and Other Income Grant Income	157,400	149,500
155,191	Net Running Expenses	157,400	149,500

This cost centre contains those costs that are specified in the Accounting Code of Practice as 'Corporate Management Costs' which is defined as those activities and costs that provide the infrastructure that allows services to be provided, whether by the authority or not, and the information that is required for public accountability.

Supplies & Services: These costs are the Authority's treasury management costs, bank charges and external audit fees.

Service Unit:
Service Area:

FINANCE
FINANCE & IT

2010/11 ACTUALS	Non Distributed Costs	2011/12 BUDGET	2012/13 BUDGET
£ 118,604	Employees Premises Related Expenses Transport Related Costs Supplies & Services Third Party Payments Transfer Payments	£ 124,000	£ 121,000
118,604	Running Expenses	124,000	121,000
(831)	Fees & Charges and Other Income Grant Income	(1,000)	(500)
117,773	Net Running Expenses	123,000	120,500

This cost centre contains those costs that are specified in the Accounting Code of Practice as 'Non Distributed Costs' which is defined as those costs that do not relate to the provision of current services. Primarily these costs relate to any ongoing pension costs relating to retired employees.

Employees: These budgets are the ongoing payments to the Bucks County Council Pension Fund for added years pension payments and gratuity payments to a few ex employees who were not entitled to a pension.

Income: This is contributions from other authorities towards the gratuity payments.

Service Unit:
Service Area:

FINANCE
FINANCE & IT

2010/11 ACTUALS	Other Expenses	2011/12 BUDGET	2012/13 BUDGET
£ 9,393	Employees	£ 7,650	£ 7,650
109,373	Premises Related Expenses Transport Related Costs Supplies & Services Third Party Payments Transfer Payments	21,560	13,700
118,766	Running Expenses	29,210	21,350
(494)	Fees & Charges and Other Income Grant Income	(15,560)	(50)
118,272	Net Running Expenses	13,650	21,300

This cost centre contains a number of miscellaneous items of expenditure.

Employees: This is the budget for standby allowances.

Supplies & Services: These costs relate to the publicity, insurance and procurement support costs.
The 2010/11 budget included £8,790 for the LAA pump priming contribution that has now ceased

Service Unit:
Service Area:

ICT
FINANCE & IT

2010/11 ACTUALS		2011/12 BUDGET	2012/13 BUDGET
£		£	£
699,028	<u>FINANCE & IT - ICT</u> Information Technology	719,750	689,360
699,028	Net Running Expenses	719,750	689,360

<i>Budget Movements</i>	£'000
2011/12 Budget	720
Changes in salaries	
Cost of living increase & increments	4
Inflation on expenditure	10
Transfer Finance system Licenses to ICT	(11)
Savings	(35)
Other	1
2012/13 Budget	689

2010/11 ACTUALS	Information Technology	2011/12 BUDGET	2012/13 BUDGET
£ 186,893	Employees	£ 183,440	£ 189,600
	Premises Related Expenses		
4,295	Transport Related Costs	4,910	5,170
160,259	Supplies & Services	182,690	159,790
347,871	Third Party Payments Transfer Payments	348,710	334,800
699,318	Running Expenses	719,750	689,360
(290)	Fees & Charges and Other Income Grant Income		
699,028	Net Running Expenses	719,750	689,360

This cost centre contains the cost of running the ICT section.

Employees: There are four staff in the section as follows:
ICT Manager
Website & ICT Officer
GIS Officer
GIS/LLPG Technician

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: These costs are primarily the purchase of minor miscellaneous ICT equipment and ICT hardware & software maintenance costs.

Third Party Payments: This is the cost of the IT Facilities Management contract.

Service Unit:
Service Area:

REVENUES & BENEFITS
FINANCE & IT

2010/11 ACTUALS		2011/12 BUDGET	2012/13 BUDGET
£		£	£
	FINANCE & IT - REVENUES & BENEFITS		
124,160	Revenues & Benefits Client	133,280	140,650
347,444	Council Tax Collection	364,560	327,460
41,188	NNDR Collection	27,690	(16,860)
37,610	Council Tax Benefits	73,580	38,930
203,531	Housing Benefits	213,320	71,170
753,933	Net Running Expenses	812,430	561,350

<i>Budget Movements</i>	£'000
2011/12 Budget	812
Changes in salaries	
Cost of living increase & increments	2
Inflation on expenditure	34
Unavoidable increases	
Cut in benefit grant	22
Savings	
Extra court costs	(20)
Savings on new contract	(294)
Other	5
2012/13 Budget	561

Service Unit:
Service Area:

REVENUES & BENEFITS
FINANCE & IT

2010/11 ACTUALS	Revenues & Benefits Client	2011/12 BUDGET	2012/13 BUDGET
£ 125,504	Employees	£ 121,600	£ 129,020
	Premises Related Expenses		
2,192	Transport Related Costs	3,170	3,170
12,886	Supplies & Services	10,010	10,210
29,524	Third Party Payments	1,000	750
	Transfer Payments		
170,106	Running Expenses	135,780	143,150
(12,790)	Fees & Charges and Other Income	(2,500)	(2,500)
(33,156)	Grant Income		
124,160	Net Running Expenses	133,280	140,650

This cost centre contains the costs relating to the client side management of Revenues and Benefits. It also includes the cost of the anti fraud function.

Employees: There are 2 staff in the section as follows:
Revenues & Benefits Client Manager
Benefits Policy Officer
There is also a Shared Fraud Officer with CDC

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: This budget is for printing & stationery, insurances and other minor office costs. The printing of the Council Tax leaflet is undertaken at no cost to this Council as it is funded from advertising revenues and contributions from some of the other Bucks Authorities.

Third Party Payments: Budget for transcription service.

Income: This budget is for HB Admin Penalties.

Service Unit:
Service Area:

REVENUES & BENEFITS
FINANCE & IT

2010/11 ACTUALS	Council Tax Collection	2011/12 BUDGET	2012/13 BUDGET
£		£	£
30,402	Employees		
	Premises Related Expenses		
	Transport Related Costs		
436,912	Supplies & Services	9,010	9,010
	Third Party Payments	405,550	388,450
	Transfer Payments		
467,314	Running Expenses	414,560	397,460
(119,870)	Fees & Charges and Other Income	(50,000)	(70,000)
	Grant Income		
347,444	Net Running Expenses	364,560	327,460

This cost centre contains the cost of the Council Tax Collection function.

Supplies & Services: This budget is for court fees.

Third Party Payments: This is the cost of the contract to provide the Council Tax Collection service. It includes potential contract bonus payments.

Income: This budget is for court costs that are recovered following legal action to recover sums due.

Service Unit:
Service Area:

REVENUES & BENEFITS
FINANCE & IT

2010/11 ACTUALS	NNDR Collection	2011/12 BUDGET	2012/13 BUDGET
£		£	£
	Employees		
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services	100	100
142,299	Third Party Payments	125,590	80,040
16,915	Transfer Payments	17,000	18,000
159,214	Running Expenses	142,690	98,140
(8,153)	Fees & Charges and Other Income	(7,000)	(7,000)
(109,873)	Grant Income	(108,000)	(108,000)
41,188	Net Running Expenses	27,690	(16,860)

This cost centre contains the cost of the NNDR Collection function.

Third Party Payments: This is the cost of the contract to provide the NNDR Collection service. It includes potential contract bonus payments

Transfer Payments: This is the cost of the NNDR Discretionary relief that falls to the Council to pay.

Income: This budget is for Government Grant that is received to help towards collection and court costs that are recovered following legal action to recover sums due.

Service Unit:
Service Area:

REVENUES & BENEFITS
FINANCE & IT

2010/11 ACTUALS	Council Tax Benefits	2011/12 BUDGET	2012/13 BUDGET
£		£	£
	Employees		
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services		
191,016	Third Party Payments	177,390	116,750
3,262,858	Transfer Payments	3,360,000	3,530,000
3,453,874	Running Expenses	3,537,390	3,646,750
	Fees & Charges and Other Income		
(3,416,264)	Grant Income	(3,463,810)	(3,607,820)
37,610	Net Running Expenses	73,580	38,930

This cost centre contains the cost of running the Council Tax Benefit (CTB) section and the net cost of awarding CTB

Third Party Payments: This is the cost of the contract to provide the CTB service. It includes potential contract bonus payments.

Transfer Payments: This is the amount of CTB that is awarded in the year.

Income: This budget is for the Government grant that is received to help towards the cost of running the CTB service and the grant that is payable to refund the cost of CTB awarded.

Service Unit:
Service Area:

REVENUES & BENEFITS
FINANCE & IT

2010/11 ACTUALS	Housing Benefits	2011/12 BUDGET	2012/13 BUDGET
£		£	£
	Employees		
	Premises Related Expenses		
	Transport Related Costs		
152,612	Supplies & Services	1,500	1,500
461,268	Third Party Payments	440,480	276,920
13,448,243	Transfer Payments	12,490,500	13,124,000
14,062,123	Running Expenses	12,932,480	13,402,420
(372)	Fees & Charges and Other Income		
(13,858,220)	Grant Income	(12,719,160)	(13,331,250)
203,531	Net Running Expenses	213,320	71,170

This cost centre contains the cost of running the Housing Benefit (HB) section and the net cost of awarding HB

Supplies & Services: This budget is for legal fees.

Third Party Payments: This is the cost of the contract to provide the HB service. It includes potential contract bonus payments.

Transfer Payments: This is the amount of HB that is awarded in the year.

Income: This budget is for the Government grant that is received to help towards the cost of running the HB service and the grant that is payable to refund the cost of HB awarded.

Service Unit:
Service Area:

LEGAL SERVICES
LEGAL SERVICES

2010/11 ACTUALS		2011/12 BUDGET	2012/13 BUDGET
£		£	£
	<u>LEGAL SERVICES</u>		
322,508	Legal Services	342,110	347,650
44,910	Overview & Scrutiny	49,580	50,360
367,418	Net Running Expenses	391,690	398,010

<i>Budget Movements</i>	£'000
2011/12 Budget	392
Changes in salaries	
Cost of living increase & increments	8
Savings	(1)
Other	(1)
2012/13 Budget	398

Service Unit:
Service Area:

LEGAL SERVICES
LEGAL SERVICES

2010/11 ACTUALS	Legal Services	2011/12 BUDGET	2012/13 BUDGET
£ 304,121	Employees	£ 319,240	£ 324,570
	Premises Related Expenses		
4,073	Transport Related Costs	4,120	4,120
24,214	Supplies & Services	23,750	23,960
	Third Party Payments		
	Transfer Payments		
332,408	Running Expenses	347,110	352,650
(9,900)	Fees & Charges and Other Income	(5,000)	(5,000)
	Grant Income		
322,508	Net Running Expenses	342,110	347,650

This cost centre contains the cost of running the Legal section.

Employees: There are 6.9 staff in the section as follows:
Head of Legal Services
Senior Assistant Solicitor (p/t)
Principal Assistant Solicitor (p/t)
Principal Legal Assistant
Assistant Solicitor (x2)
Admin Support Assistant (p/t) (90%)

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: These costs mainly relate to printing & stationery, the purchase of essential legal publications, and outside solicitor support in the magistrates court

Income: This is various miscellaneous income.

Service Unit:

LEGAL SERVICES

Service Area:

LEGAL SERVICES

2010/11 ACTUALS	Overview & Scrutiny	2011/12 BUDGET	2012/13 BUDGET
£		£	£
44,465	Employees	46,060	46,790
	Premises Related Expenses		
122	Transport Related Costs	460	460
471	Supplies & Services	3,060	3,110
	Third Party Payments		
	Transfer Payments		
45,058	Running Expenses	49,580	50,360
(148)	Fees & Charges and Other Income		
	Grant Income		
44,910	Net Running Expenses	49,580	50,360

This cost centre contains the cost of running the Overview & Scrutiny support section.

Employees: There is 1 member of staff in the section as follows:
Corporate Information Management Officer

Transport: This budget is for mileage claims.

Supplies & Services: These costs mainly relate to printing & stationery, and a budget for data protection expenses.

RESOURCES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2012

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

DATA PROTECTION ACT	General ledger code	2011/12 £	2012/13 £
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Subject Access Request (1a)	2305-0937	10.00	10.00
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MISCELLANEOUS

Permission for works at Council property or related matters	-	Variable hourly rate appropriate for officer
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