

**DEPUTY CHIEF EXECUTIVE  
DIRECTORATE  
ESTIMATES 2010/11**

## Deputy Chief Executive

### Revenue Budget 2010/11

#### Introduction

The Deputy Chief Executive Directorate is responsible for the following services;

Arts & Museum  
Sports Development & Other Miscellaneous Amenities  
Customer Services  
Compliments & Complaints

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

#### Management & Portfolio Changes

In previous years the budget has been reported on a Portfolio by Portfolio basis, this has now been changed following discussions with the Leader and the groupings within the budget report are based on the Directorate that is responsible for the delivery of the services. This has required a recasting of the 2008/09 Actual and the 2009/10 Original Estimate, so whilst the Net Cost of Services figure within the General Fund Estimate Summary remains unchanged the directorate budget summary totals and indeed the directorate CSB/DDF schedules cannot be directly compared to those reported previously.

#### Capital Charges

Accounting standards require that local authority fixed assets are accounted for on a consistent basis whereby proper provision for depreciation is made within service revenue accounts to reflect the cost of fixed assets used in the provision of services. The depreciation charge is based on the valuation of each asset, which is updated as necessary, or the historic cost of the asset as appropriate and the period over which each asset is depreciated is based on the useful life of the asset. Impairment charges would also be chargeable in the event of an asset suffering damage and/or the loss of economic benefits (e.g. storm damage). No impairment charges, however, are anticipated within the budgets. To ensure that capital charges do not impact on the level of Council Tax, these charges are reversed out in the Revenue Expenditure, Income and Financing Summary after the net operating expenditure is calculated.

#### Compliance with CIPFA Standards

The budget has been prepared in accordance with the latest CIPFA guidance, in particular the Best Value Accounting Code of Practice 2009. The code of practice has the status of statutory "proper practice". It is also expected that members of CIPFA will comply with all the requirements of the Code as it defines best professional practice in terms of financial reporting. The only divergence from the code in these budget papers occurs where the directorate service groupings differ from those required by the Code of Practice. The directorate groupings are given precedence in these papers.

#### Budget format

The format of the attached budget papers is the same as last year. The summary page is split into three groups: Direct Services, Regulatory Services and Support & Trading Services. Not all directorates will have all three types of service grouping.

**Direct Services** – these are self-explanatory and reflect the headline services provided by the directorate.

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

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

The summary page includes the traditional re-analysis of the budget in terms of its' opening Continuing Services Budget, CSB growth and savings, and District Development Fund expenditure and savings.

## Deputy Chief Executive

### General Fund Estimate Summary

2008/09	2009/10			2010/11		
Actual	Original	Revised		Gross	Gross	Net
£000	Estimate	Estimate		Expend	Income	Expend
	£000	£000		£000	£000	£000
<b>Direct Services</b>						
736	751	746	Arts & Museum	913	136	777
705	806	751	Sports Development & Other Miscellaneous Amenities	1,024	195	829
87	90	94	Other Activities	97	0	97
<b>1,528</b>	<b>1,647</b>	<b>1,591</b>	<b>Total (Transferred to GF Summary)</b>	<b>2,034</b>	<b>331</b>	<b>1,703</b>
<b>Support and Trading Services</b>						
1,908	2,088	1,970	Support and Trading Services	2,101	6	2,095
(1,122)	(1,148)	(1,115)	Recharged to this Portfolio	(1,170)	(4)	(1,166)
(786)	(940)	(855)	Recharged to other Portfolio's	(931)	(2)	(929)
<b>0</b>	<b>0</b>	<b>0</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1,528</b>	<b>1,647</b>	<b>1,591</b>	<b>Directorate Total</b>	<b>2,034</b>	<b>331</b>	<b>1,703</b>
1,568	1,500	1,523	Continuing Services Budget			1,559
0	2	2	Continuing Services Budget - Growth			0
0	(10)	(10)	Continuing Services Budget - Savings			0
<b>1,568</b>	<b>1,492</b>	<b>1,515</b>	<b>Total Continuing Services Budget</b>			<b>1,559</b>
100	179	231	District Development Fund - Expenditure			207
(140)	(24)	(155)	District Development Fund - Savings			(63)
<b>(40)</b>	<b>155</b>	<b>76</b>	<b>Total District Development Fund</b>			<b>144</b>
<b>1,528</b>	<b>1,647</b>	<b>1,591</b>	<b>Portfolio Total</b>			<b>1,703</b>

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## Deputy Chief Executive

### Development Fund and Growth Items

	<b>Original 2009/10 £000's</b>	<b>Revised 2009/10 £000's</b>	<b>Original 2010/11 £000's</b>
<b>CSB Growth Items</b>			
Performance Management Unit    Ten Performance Manager	2	2	0
Public Relations & Information    Consultation	(10)	(10)	
	<u><b>(8)</b></u>	<u><b>(8)</b></u>	<u><b>0</b></u>

	<b>Original 2009/10 £000's</b>	<b>Revised 2009/10 £000's</b>	<b>Original 2010/11 £000's</b>
<b>Development Fund Items</b>			
Public Relations                    Improvements to Main Reception Area	20	11	12
Public Relations & Information    Website Officer	25	5	23
Community Development          Additional Projects	12	56	7
Community Development          Additional Projects	(12)	(56)	(7)
Sports Development                Additional Projects	12	83	40
Sports Development                Additional Projects	(12)	(83)	(40)
BLF Children's Play                Additional Projects		13	6
BLF Children's Play                Additional Projects		(13)	(6)
Regional Touring Exhibitions      Museum Apprentice		3	10
Regional Touring Exhibitions      Museum Apprentice		(3)	(10)
Youth Council                        Youth Council	12	12	12
Limes Farm Hall                    Costs of Management/Admin/Mtc/Repairs	48	48	27
NWA Strategy Action Plan          North Weald Airfield Action Plan.	50		50
NWA Strategy Action Plan          Aviation Consultant			20
	<u><b>155</b></u>	<u><b>76</b></u>	<u><b>144</b></u>

## **Deputy Chief Executive**

### **Arts & Museum**

#### **Community Arts**

Revisions in staff allocations have seen estimates increase in 2009/10 and 2010/11. New allocations of website and office services recharges have also increased the estimates in both years.

#### **Arts Programme**

There are no significant variations to report on this budget.

#### **Museum**

Revision in staff allocations have seen estimates reduce in 2009/10. There is also a slight decrease in salaries in 2009/10 due to a vacancy which has now been filled on a lower spinal point.

#### **Regional Touring Exhibitions / Youth Arts Council**

These are externally funded projects run by Epping Forest District Council.

## Deputy Chief Executive

### Arts & Museum

2008/09	2009/10			2010/11		
<i>Actual</i>	<i>Original</i>	<i>Revised</i>		<i>Gross</i>	<i>Gross</i>	<i>Net</i>
£000	£000	£000		Expend	Income	Expend
				£000	£000	£000
287	299	309	Community Arts	335	11	324
27	30	27	Arts Programme	43	14	29
422	422	410	Museum	434	10	424
0	0	0	Regional Touring Exhibitions	45	45	0
0	0	0	Youth Arts Council	56	56	0
<b>736</b>	<b>751</b>	<b>746</b>	<b>Total (Transferred to Summary)</b>	<b>913</b>	<b>136</b>	<b>777</b>
726	751	746	Continuing Services Budget			777
0	0	0	Continuing Services Budget - Growth			0
0	0	0	Continuing Services Budget - Savings			0
<b>726</b>	<b>751</b>	<b>746</b>	<b>Total Continuing Services Budget</b>			<b>777</b>
10	0	3	District Development Fund - Expenditure			10
0	0	(3)	District Development Fund - Savings			(10)
<b>10</b>	<b>0</b>	<b>0</b>	<b>Total District Development Fund</b>			<b>0</b>
<b>736</b>	<b>751</b>	<b>746</b>	<b>Directorate Total</b>			<b>777</b>

## **Deputy Chief Executive**

### **Sports Development and Other Miscellaneous Amenities**

#### **Marketing & Promotions**

Revisions in staff allocations have seen estimates increase in 2009/10 and 2010/11.

#### **Lifewalks**

Lifewalks is a walking for health scheme run by Epping Forest District Council. Walkers have a weekly choice of five health walks around the district. There are no major variations to report.

#### **New Horizons**

New Horizons is a leisure and social programme for elderly people, which operates across the whole of the district. The programme includes swimming, yoga, dancing and bowls. Revision in staff allocations have seen a decrease in revised 2009/10, however further revisions have seen 2010/11 estimates return in line with original 2009/10 estimates.

#### **Sports Development**

Salary allocations and support services have increased slightly in 2009/10 and 2010/11 due to revisions of allocations.

#### **Community Development**

Revisions in staff allocations have seen estimates increase in 2009/10 and 2010/11.

#### **Limes Farm Hall**

The budget for 2009/10 and 2010/11 are both DDF expenditure to meet the management and essential repairs to the Limes Farm Hall whilst members consider the options for the long term development of the hall.

#### **Youth Strategy**

Revisions in staff allocations have seen a decrease in 2009/10 and 2010/11 estimates.

#### **Youth Council**

Revisions in staff allocations have seen estimates increase in 2010/11.

#### **North Weald Airfield Strategy**

The original 2009/10 estimate relates to a £50,000 DDF to engage a consultant to undertake further strategic feasibility work and develop a scoping report and brief examining the intensification of aviation use with limited business or other uses including leisure as required to make it economically viable. This has now been carried forward to 2010/11 and an additional £20,000 DDF has been transferred from North Weald Airfield cost centre.



## Deputy Chief Executive

### Sports Development & Other Miscellaneous Amenities

2008/09	2009/10			2010/11		
Actual	Original	Revised		Gross	Gross	Net
£000	Estimate	Estimate		Expend	Income	Expend
	£000	£000		£000	£000	£000
35	52	54	Marketing & Promotions	58	0	58
45	44	43	Lifewalks	50	5	45
56	51	44	New Horizons	89	39	50
169	173	176	Sports Development	240	58	182
240	241	247	Community Development	284	32	252
25	0	0	Active Health	46	46	0
0	48	48	Limes Farm Hall	40	13	27
116	96	90	Youth Strategy	91	0	91
0	32	31	Youth Council	36	0	36
6	6	6	All Weather Pitch	8	2	6
13	13	10	North Weald Gym	10	0	10
0	50	2	North Weald Airfield Strategy	72	0	72
<b>705</b>	<b>806</b>	<b>751</b>	<b>Total (Transferred to Summary)</b>	<b>1,024</b>	<b>195</b>	<b>829</b>
700	696	691	Continuing Services Budget			720
0	0	0	Continuing Services Budget - Growth			0
0	0	0	Continuing Services Budget - Savings			0
<b>700</b>	<b>696</b>	<b>691</b>	<b>Total Continuing Services Budget</b>			<b>720</b>
72	134	212	District Development Fund - Expenditure			162
(67)	(24)	(152)	District Development Fund - Savings			(53)
<b>5</b>	<b>110</b>	<b>60</b>	<b>Total District Development Fund</b>			<b>109</b>
<b>705</b>	<b>806</b>	<b>751</b>	<b>Directorate Total</b>			<b>829</b>

## **Deputy Chief Executive**

### **Other Activities**

#### **Customer Services**

This budget relates to the general liaison with the public. There are no significant variations to report in this budget.

#### **Compliments and Complaints**

This budget relates to the operation of the compliments and complaints procedures. There are no significant variations to report in this budget.

## Deputy Chief Executive

### Other Activities

<i>2008/09</i>	<i>2009/10</i>			<i>2010/11</i>		
<i>Actual</i>	<i>Original</i>	<i>Revised</i>		<i>Gross</i>	<i>Gross</i>	<i>Net</i>
<i>£000</i>	<i>Estimate</i>	<i>Estimate</i>		<i>Expend</i>	<i>Income</i>	<i>Expend</i>
<i>£000</i>	<i>£000</i>	<i>£000</i>		<i>£000</i>	<i>£000</i>	<i>£000</i>
31	30	30	Customer Services	32	0	32
56	60	64	Compliments & Complaints	65	0	65
<b>87</b>	<b>90</b>	<b>94</b>	<b>Total (Transferred to Summary)</b>	<b>97</b>	<b>0</b>	<b>97</b>

80	90	94	Continuing Services Budget			97
0	0	0	Continuing Services Budget - Growth			0
0	0	0	Continuing Services Budget - Savings			0
<b>80</b>	<b>90</b>	<b>94</b>	<b>Total Continuing Services Budget</b>			<b>97</b>
7	0	0	District Development Fund - Expenditure			0
0	0	0	District Development Fund - Savings			0
<b>7</b>	<b>0</b>	<b>0</b>	<b>Total District Development Fund</b>			<b>0</b>
<b>87</b>	<b>90</b>	<b>94</b>	<b>Directorate Total</b>			<b>97</b>

## **Deputy Chief Executive**

### **Support and Trading Services**

#### **Deputy Chief Executive Policy Group**

There are no major variations to report in this budget.

#### **Deputy Chief Executive Admin Group**

The decrease from original to revised 2009/10 is due to an increase in income recharges from SLM for postal recharges. The increase from original 2009/10 to original 2010/11 is due to a transfer of budgets under supplies & services from the Administration & Secretarial cost centre to this cost centre.

#### **Performance Management Unit**

The decrease in estimates for 2009/10 and 2010/11 is due to revision of recharges for managerial & professional (legal services).

#### **PR & Information**

The majority of the decrease from original to revised 2009/10 estimates is due to vacant posts, with the projection that they will be filled in 2010/11 on lower grades after restructure of staff. The other main variance relates to the rephasing of the £23,000 DDF for the improvements to main reception area to be spread evenly over the two years.

#### **Community & Culture**

The increase on the original 2010/11 estimates is due to increments on salary staff and a number of employees have now joined the Council's superannuation scheme.

## Deputy Chief Executive

### Support Services

2008/09 Actual £000	2009/10			2010/11		
	Original Estimate £000	Revised Estimate £000		Gross Expend £000	Gross Income £000	Net Expend £000
290	298	298	Deputy Chief Executive Policy Group	303	0	303
172	162	158	Deputy Chief Executive Admin Group	175	6	169
185	232	205	Performance Management Unit	224	0	224
531	652	574	PR & Information	630	0	630
730	744	735	Community & Culture	769	0	769
<b>1,908</b>	<b>2,088</b>	<b>1,970</b>	<b>Total (Transferred to Summary)</b>	<b>2,101</b>	<b>6</b>	<b>2,095</b>

1,970	2,051	1,962	Continuing Services Budget	2,060
0	2	2	Continuing Services Budget - Growth	0
0	(10)	(10)	Continuing Services Budget - Savings	0
<b>1,970</b>	<b>2,043</b>	<b>1,954</b>	<b>Total Continuing Services Budget</b>	<b>2,060</b>
11	45	16	District Development Fund - Expenditure	35
(73)	0	0	District Development Fund - Savings	0
<b>(62)</b>	<b>45</b>	<b>16</b>	<b>Total District Development Fund</b>	<b>35</b>
<b>1,908</b>	<b>2,088</b>	<b>1,970</b>	<b>Directorate Total</b>	<b>2,095</b>

**DEPUTY CHIEF EXECUTIVE DIRECTORATE**

**SUBJECTIVE ANALYSIS 2010/11**

Cost Centre	Employee	Premises	Transport	Supplies	Other Contracted Services	Support Services	Depreciation	Gross Expenditure	Internally Recharged	Fees and Charges	Government Grants	Other Contributions	Gross Income	Net Revenue Expenditure
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
<b>Arts &amp; Museum</b>														
Community Arts	186,520	0	10,080	21,840	0	117,120	0	335,560	0	0	0	11,220	11,220	324,340
Arts Programme	2,170	1,280	500	38,690	0	0	0	42,640	0	13,650	0	0	13,650	28,990
Museum	213,130	73,720	6,500	32,420	0	91,260	16,770	433,800	0	9,830	0	430	10,260	423,540
Regional Touring Exhibitions	27,930	0	1,000	15,450	0	360	0	44,740	0	0	0	44,740	44,740	0
Youth Arts Council	3,560	8,970	0	44,040	0	0	0	56,570	0	0	0	56,570	56,570	0
<b>Sports Development &amp; Other Miscellaneous Amenities</b>														
Marketing & Promotions	7,950	2,020	430	24,340	0	23,700	0	58,440	0	0	0	0	0	58,440
Lifewalks	26,430	0	710	4,360	0	18,550	0	50,050	0	5,170	0	0	5,170	44,880
New Horizons	37,150	0	780	18,660	0	32,300	0	88,890	0	38,960	0	0	38,960	49,930
Sports Development	94,590	0	4,710	63,100	0	76,930	0	239,330	0	17,650	0	40,000	57,650	181,680
Community Development	139,400	7,300	5,570	29,310	0	102,230	580	284,390	0	19,520	0	12,860	32,380	252,010
Active Health	27,770	1,400	0	7,730	0	8,700	0	45,600	0	1,000	0	44,600	45,600	0
Limes Farm Hall	20,410	18,920	0	0	0	570	0	39,900	0	12,600	0	0	12,600	27,300
Youth Strategy	37,140	0	2,010	11,390	0	40,420	0	90,960	0	0	0	0	0	90,960
Youth Council	19,760	0	6,400	3,420	0	6,240	0	35,820	0	0	0	0	0	35,820
All Weather Pitch	1,180	0	60	0	0	400	6,820	8,460	0	0	2,620	0	2,620	5,840
North Weald Gym	480	0	30	0	0	1,280	7,820	9,610	0	0	0	0	0	9,610
North Weald Airfield Strategy	0	0	0	70,000	0	1,950	0	71,950	0	0	0	0	0	71,950
<b>Other Activities</b>														
Customer Services	0	0	0	340	0	31,690	0	32,030	0	0	0	0	0	32,030
Compliments & Complaints	0	0	0	3,620	0	61,900	0	65,520	0	0	0	0	0	65,520
<b>TOTAL (Trans to GF summary)</b>	<b>845,570</b>	<b>113,610</b>	<b>38,780</b>	<b>388,710</b>	<b>0</b>	<b>615,600</b>	<b>31,990</b>	<b>2,034,260</b>	<b>0</b>	<b>118,380</b>	<b>2,620</b>	<b>210,420</b>	<b>331,420</b>	<b>1,702,840</b>
<b>Support and Trading Services</b>														
Deputy Chief Exec. Policy Group	244,950	0	15,270	900	0	41,950	0	303,070	(302,970)	0	0	100	100	0
Deputy Chief Exec. Admin Group	89,830	0	250	31,300	0	53,560	0	174,940	(168,940)	0	0	6,000	6,000	0
Performance Management Unit	118,530	0	450	44,140	0	60,820	0	223,940	(223,940)	0	0	0	0	0
PR Information Unit	338,270	12,000	11,120	116,030	15,030	137,830	0	630,280	(630,160)	120	0	0	120	0
Community & Culture Admin.	553,270	0	29,230	500	0	186,150	0	769,150	(769,150)	0	0	0	0	0
<b>Total Support &amp; Trading Service</b>	<b>1,344,850</b>	<b>12,000</b>	<b>56,320</b>	<b>192,870</b>	<b>15,030</b>	<b>480,310</b>	<b>0</b>	<b>2,101,380</b>	<b>(2,095,160)</b>	<b>120</b>	<b>0</b>	<b>6,100</b>	<b>6,220</b>	<b>0</b>
<b>TOTAL</b>	<b>2,190,420</b>	<b>125,610</b>	<b>95,100</b>	<b>581,580</b>	<b>15,030</b>	<b>1,095,910</b>	<b>31,990</b>	<b>4,135,640</b>	<b>(2,095,160)</b>	<b>118,500</b>	<b>2,620</b>	<b>216,520</b>	<b>337,640</b>	<b>1,702,840</b>