

**DEPUTY CHIEF EXECUTIVE
DIRECTORATE
ESTIMATES 2011/12**

Deputy Chief Executive

Revenue Budget 2011/12

Introduction

The Deputy Chief Executive Directorate is responsible for the services listed on the summary page, opposite.

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

Directorate Savings

Within each directorate, a saving line has been included within the Growth listing that has been achieved through the budget process. This saving is the result of identifying scope to reduce budgets, based on the averaging of the last three years actuals.

Capital Charges

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

Compliance with accounting guidance

The 2011/12 budget has been prepared in accordance with the latest guidance, in particular the Service Reporting Code of Practice for Local Authorities (SeRCOP). The code of practice replaced the Best Value Accounting Code of Practice and has the status of statutory "proper practice". It is also expected that members of CIPFA will comply with all the requirements of the Code as it defines best professional practice in terms of financial reporting. The only divergence from the code in these budget papers occurs where the Directorate service groupings differ from those required by the Code of Practice. The Directorate groupings are given precedence in these papers.

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

Budget format

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

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

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

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

The summary page then 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

2009/10 Actual £000	2010/11 Original Estimate £000	2010/11 Probable Outturn £000		2011/12 Gross Expend £000	2011/12 Gross Income £000	Net Expend £000
Direct Services						
718	777	749	Arts & Museum	869	131	738
736	829	796	Sports Development & Other Miscellaneous Amenities	992	220	772
89	97	113	Other Activities	117	0	117
1,543	1,703	1,658	Total (Transferred to GF Summary)	1,978	351	1,627
Support and Trading Services						
1,874	2,095	2,019	Support and Trading Services	2,075	0	2,075
(1,086)	(1,166)	(1,124)	Recharged to this Directorate	(1,155)	0	(1,155)
(788)	(929)	(895)	Recharged to other Directorate	(920)	0	(920)
0	0	0	Total	0	0	0
1,543	1,703	1,658	Directorate Total	1,978	351	1,627
1,483	1,559	1,581	Continuing Services Budget			1,663
0	0	6	Continuing Services Budget - Growth			0
(10)	0	(33)	Continuing Services Budget - Savings			(117)
1,473	1,559	1,554	Total Continuing Services Budget			1,546
212	207	183	District Development Fund - Expenditure			81
(142)	(63)	(79)	District Development Fund - Savings			0
70	144	104	Total District Development Fund			81
1,543	1,703	1,658	Directorate Total			1,627

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Development Fund and Growth Items

		Original	Probable	Original
		2010/11	2010/11	2011/12
		£000's	£000's	£000's
CSB Growth Items				
Community Arts / Public Relations Savings				(100)
All Weather Pitch	Townmead project			(17)
Museum	Increase in rents		6	
Directorate savings	General		(33)	
		0	(27)	(117)
		Original	Probable	Original
		2010/11	2010/11	2011/12
		£000's	£000's	£000's
Development Fund Items				
Public Relations	Improvements to Main Reception Area	12	3	3
Public Relations & Information	Website Officer	23	24	25
Sports Development &	Additional Projects	53	63	75
Other Misc Amenities	Additional Projects	(53)	(63)	(75)
Regional Touring Exhibitions	Additional Projects	10	11	
	Additional Projects	(10)	(11)	
Museum	NDR Refund		(5)	
Youth Council	Youth Council	12	12	12
Limes Farm Hall	Costs of Management/Admin/Mtc/Repairs	27	22	19
NWA Strategy Action Plan	North Weald Airfield Action Plan.	50	48	2
NWA Strategy Action Plan	Aviation Consultant	20		20
		144	104	81

Deputy Chief Executive

Arts & Museum

Community Arts

The reduction in probable outturn is due to the changes in staff allocations and a vacant post will not be filled during 2010/11. In 2011/12 savings will be achieved as a result of a report to Cabinet on 6 December 2010 by the Leisure & Wellbeing Portfolio Holder.

Arts Programme

The reduction in the original estimate for 2011/12 is due to savings being found as part of the report mentioned above.

Museum

The reduction between original estimates 2010/11 and 2011/12 is due to the museum moving its storage facility from Langston Road depot to Brooker Road.

Regional Touring Exhibitions / Youth Arts

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

Deputy Chief Executive

Arts & Museum

2009/10	2010/11			2011/12		
<i>Actual</i>	<i>Original</i>	<i>Probable</i>		<i>Gross</i>	<i>Gross</i>	<i>Net</i>
£000	£000	£000		Expend	Income	Expend
				£000	£000	£000
297	324	305	Community Arts	327	12	315
22	29	27	Arts Programme	26	14	12
399	424	417	Museum	422	11	411
0	0	0	Regional Touring Exhibitions	40	40	0
0	0	0	Youth Arts	54	54	0
718	777	749	Total (Transferred to Summary)	869	131	738
718	777	748	Continuing Services Budget			763
0	0	6	Continuing Services Budget - Growth			0
0	0	0	Continuing Services Budget - Savings			(25)
718	777	754	Total Continuing Services Budget			738
2	10	11	District Development Fund - Expenditure			0
(2)	(10)	(16)	District Development Fund - Savings			0
0	0	(5)	Total District Development Fund			0
718	777	749	Directorate Total			738

Deputy Chief Executive

Sports Development and Other Miscellaneous Amenities

Marketing & Promotions

Revised salary allocations for 2010/11 has seen a reduction in estimate for that year. The reduction between original 2010/11 and 2011/12 is due to savings being found.

Life walks

Life walks is a walking for health scheme run by Epping Forest District Council. Walkers have a weekly choice of five health walks around the district. The reduction in 2010/11 and 2011/12 is due to revisions in staff allocations.

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. There are no major variations to report.

Sports Development

Revisions in staff allocations have seen estimates increase in 2010/11 and 2011/12.

Community Development

Revisions in staff allocations have seen estimates increase in 2010/11 and 2011/12.

Limes Farm Hall

The budget for 2010/11 and 2011/12 are both DDF expenditure to meet the management and essential repairs to the Limes Farm Hall whilst the new hall is developed. No new DDF has been requested for 2011/12, the current year DDF has been reprofiled to cover the two years. In 2011/12 the hall is being converted to house some office accommodation. The original 2011/12 expenditure in relation to this is within the corporate support services budget.

Youth Strategy

There are no significant variations to report on this budget.

Youth Council

Revisions in staff allocations have seen estimates slightly increase in 2011/12.

All Weather Pitch

The reduction in the original 2011/12 estimates is due to income being received from August 2011 for the Townmead All Weather Pitch.

North Weald Airfield Strategy

The original 2010/11 estimate relates to a £70,000 DDF to engage a consultant to undertake a feasibility study on the future use of the airfield to make it economically viable. This work is ongoing and the budget has been reprofiled over the two years.

Deputy Chief Executive

Sports Development & Other Miscellaneous Amenities

2009/10	2010/11			2011/12		
<i>Actual</i>	<i>Original</i>	<i>Probable</i>		Gross	Gross	Net
£000	Estimate	Outturn		Expend	Income	Expend
£000	£000	£000		£000	£000	£000
51	58	50	Marketing & Promotions	54	0	54
40	45	26	Lifewalks	33	5	28
46	50	47	New Horizons	86	34	52
174	182	193	Sports Development	288	94	194
234	252	264	Community Development	292	20	272
16	0	0	Active Health	50	50	0
38	27	22	Limes Farm Hall	19	0	19
87	91	90	Youth Strategy	91	0	91
32	36	38	Youth Council	39	0	39
6	6	7	All Weather Pitch	7	17	(10)
10	10	9	North Weald Gym	9	0	9
2	72	50	North Weald Airfield Strategy	24	0	24
736	829	796	Total (Transferred to Summary)	992	220	772
690	720	714	Continuing Services Budget			738
0	0	0	Continuing Services Budget - Growth			0
0	0	0	Continuing Services Budget - Savings			(19)
690	720	714	Total Continuing Services Budget			719
186	162	145	District Development Fund - Expenditure			53
(140)	(53)	(63)	District Development Fund - Savings			0
46	109	82	Total District Development Fund			53
736	829	796	Directorate Total			772

Deputy Chief Executive

Other Activities

Customer Services

This budget relates to the general liaison with the public. Revisions in staff allocations have increased the estimates for 2010/11 and 2011/12.

Compliments and Complaints

This budget relates to the operation of the compliments and complaints procedures. Revisions in staff allocations have increased the estimates for 2010/11 and 2011/12.

Deputy Chief Executive

Other Activities

<i>2009/10</i>	<i>2010/11</i>			<i>2011/12</i>		
<i>Actual</i>	<i>Original</i>	<i>Probable</i>		<i>Gross</i>	<i>Gross</i>	<i>Net</i>
<i>£000</i>	<i>Estimate</i>	<i>Outturn</i>		<i>Expend</i>	<i>Income</i>	<i>Expend</i>
<i>£000</i>	<i>£000</i>	<i>£000</i>		<i>£000</i>	<i>£000</i>	<i>£000</i>
28	32	41	Customer Services	44	0	44
61	65	72	Compliments & Complaints	73	0	73
89	97	113	Total (Transferred to Summary)	117	0	117

89	97	113	Continuing Services Budget	117
0	0	0	Continuing Services Budget - Growth	0
0	0	0	Continuing Services Budget - Savings	0
89	97	113	Total Continuing Services Budget	117
0	0	0	District Development Fund - Expenditure	0
0	0	0	District Development Fund - Savings	0
0	0	0	Total District Development Fund	0
89	97	113	Directorate Total	117

Deputy Chief Executive

Support and Trading Services

Deputy Chief Executive Policy Group

The increase in probable outturn and 2011/12 estimates is due to the changes in how Support Service allocations are now processed (see main introduction).

Deputy Chief Executive Admin Group

The increase in probable outturn and 2011/12 estimates is due to changes in the allocations of ICT.

Performance Management Unit

The reduction in the probable outturn and 2011/12 estimates is due to savings being found from the publications budget.

PR & Information

The reduction in the probable outturn and 2011/12 estimates is due to savings being found as part of the report that went to Cabinet by the Leisure & Well Being Portfolio Holder.

Community & Culture

The increase in estimates for the probable outturn and 2011/12 estimates is due to the changes in calculating superannuation.

Deputy Chief Executive

Support Services

2009/10	2010/11			2011/12		
<i>Actual</i>	<i>Original</i>	<i>Probable</i>		Gross	Gross	Net
£000	Estimate	Outturn		Expend	Income	Expend
£000	£000	£000		£000	£000	£000
284	303	351	Deputy Chief Executive Policy Group	332	0	332
151	169	187	Deputy Chief Executive Admin Group	192	0	192
163	224	183	Performance Management Unit	199	0	199
555	630	523	PR & Information	571	0	571
721	769	775	Community & Culture	781	0	781
1,874	2,095	2,019	Total (Transferred to Summary)	2,075	0	2,075
1,860	2,060	1,992	Continuing Services Budget			2,120
0	0	0	Continuing Services Budget - Growth			0
(10)	0	0	Continuing Services Budget - Savings			(73)
1,850	2,060	1,992	Total Continuing Services Budget			2,047
24	35	27	District Development Fund - Expenditure			28
0	0	0	District Development Fund - Savings			0
24	35	27	Total District Development Fund			28
1,874	2,095	2,019	Directorate Total			2,075

DEPUTY CHIEF EXECUTIVE DIRECTORATE
SUBJECTIVE ANALYSIS 2011/12

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
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Arts & Museum														
Community Arts	183,330	400	12,650	16,877	0	113,640	0	326,897		0	0	11,637	11,637	315,260
Arts Programme	2,000	4,170	100	19,540	0	0	0	25,810		13,490	0	840	14,330	11,480
Museum	211,300	64,480	7,390	34,280	0	87,250	16,770	421,470		10,320	0	430	10,750	410,720
Regional Touring Exhibitions	26,510	0	800	12,000	0	560	0	39,870		0	0	39,870	39,870	0
Youth Arts	3,700	8,470	0	42,110	0	0	0	54,280		43,020	0	11,260	54,280	0
Sports Development & Other Miscellaneous Amenities														
Marketing & Promotions	8,510	2,150	590	21,840	0	21,320	0	54,410		0	0	0	0	54,410
Lifewalks	14,920	0	110	4,350	0	13,770	0	33,150		5,430	0	0	5,430	27,720
New Horizons	32,890	0	1,300	18,650	0	32,720	0	85,560		33,660	0	0	33,660	51,900
Sports Development	102,180	0	6,480	98,080	0	80,860	0	287,600		18,540	0	75,000	93,540	194,060
Community Development	150,320	6,990	7,830	19,290	0	107,050	580	292,060		20,400	0	0	20,400	271,660
Active Health	30,960	0	2,000	7,730	0	9,450	0	50,140		1,000	0	49,140	50,140	0
Limes Farm Hall	9,830	8,630	0	0	0	270	0	18,730		0	0	0	0	18,730
Youth Strategy	37,650	0	2,600	11,380	0	39,760	0	91,390		0	0	0	0	91,390
Youth Council	22,140	0	6,820	3,410	0	6,650	0	39,020		0	0	0	0	39,020
All Weather Pitch	0	0	0	0	0	0	6,820	6,820		17,000	0	0	17,000	(10,180)
North Weald Gym	0	0	0	0	0	1,560	7,820	9,380		0	0	0	0	9,380
North Weald Airfield Strategy	0	0	0	22,000	0	2,110	0	24,110		0	0	0	0	24,110
Other Activities														
Customer Services	0	0	0	340	0	44,050	0	44,390		0	0	0	0	44,390
Compliments & Complaints	0	0	0	3,500	0	69,880	0	73,380		0	0	0	0	73,380
TOTAL (Trans to GF summary)	836,240	95,290	48,670	335,377	0	630,900	31,990	1,978,467	0	162,860	0	188,177	351,037	1,627,430
Support and Trading Services														
Deputy Chief Exec. Policy Group	244,600	0	14,450	1,430	0	71,010	0	331,490	(331,390)	0	0	100	100	0
Deputy Chief Exec. Admin Group	92,730	0	250	31,230	0	67,800	0	192,010	(192,010)	0	0	0	0	0
Performance Management Unit	121,630	0	450	15,190	0	62,190	0	199,460	(199,460)	0	0	0	0	0
PR Information Unit	301,900	3,140	10,900	97,060	15,030	142,730	0	570,760	(570,630)	0	0	130	130	0
Community & Culture Admin.	556,600	0	37,950	350	0	186,350	0	781,250	(781,250)	0	0	0	0	0
Total Support & Trading Service	1,317,460	3,140	64,000	145,260	15,030	530,080	0	2,074,970	(2,074,740)	0	0	230	230	0
TOTAL	2,153,700	98,430	112,670	480,637	15,030	1,160,980	31,990	4,053,437	(2,074,740)	162,860	0	188,407	351,267	1,627,430