

PEOPLE FIRST PORTFOLIO
ESTIMATES 2006/07

People First

Revenue Budget 2006/07

Introduction

The Portfolio is responsible for the following services.

Elections and Electoral Registration

Corporate Activities

Civic and Members Activities

Local Council Liaison

Customer Services

Compliments and Complaints

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

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 2005. 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 portfolio service groupings differ from those required by the Code of Practice. The portfolio groupings are given precedence in these papers.

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 portfolios will have all three types of service grouping.

Direct Services –These are self-explanatory and reflect the headline services provided by the portfolio.

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 portfolio budgets.

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

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.

People First

General Fund Estimate Summary

2004/05	2005/06			2006/07		
<i>Actual</i> £000	<i>Original</i> Estimate £000	<i>Revised</i> Estimate £000		Gross Expend £000	Gross Income £000	Net Expend £000
Direct Services						
250	252	202	Elections	272	4	268
1,409	1,318	1,399	Corporate Activities	1,605	0	1,605
840	907	892	Member Activities	999	3	996
210	195	245	Other Activities	245	0	245
2,709	2,672	2,738	Total (Transferred to GF Summary)	3,121	7	3,114
Support and Trading Services						
306	335	308	Public Relations	352	0	352
(97)	(90)	(77)	Recharged to this Portfolio	(95)	0	(95)
(209)	(245)	(231)	Recharged to other Portfolio's	(257)	0	(257)
0	0	0	Total	0	0	0
2,709	2,672	2,738	Portfolio Total	3,121	7	3,114
2,671	2,649	2,759	Continuing Services Budget			2,989
32	67	73	Continuing Services Budget - Growth			54
(6)	(85)	(79)	Continuing Services Budget - Savings			0
2,697	2,631	2,753	Total Continuing Services Budget			3,043
12	41	25	District Development Fund - Expenditure			71
0	0	(40)	District Development Fund - Savings			0
12	41	(15)	Total District Development Fund			71
2,709	2,672	2,738	Portfolio Total			3,114

**People First
Development Fund & Growth Items**

		Original 2005/06 £000's	Revised 2005/06 £000's	Original 2006/07 £000's
CSB Growth Items				
Civic and Member	Members Allowances- Spec Resp Allow	36	38	
Civic and Member	Members Allowances- Basic			18
Civic and Member	Members Allowances- SRA Chair Scrutiny Panels			4
Civic and Member	Members Superannuation Employers Costs	1	1	
Civic and Member	Member Electronic Services (Trans from IEG)		10	9
Civic and Member	Member Electronic Services Training			5
Civic Ceremonial	Civic Awards			2
Corporate Policy Making	Top Management Structure staff savings	(85)	(79)	
Electoral Registration	A form envelopes	2	2	
Electoral Registration	Additional postage re canvassing	1	7	
Electoral Registration/Voting	Changes in arrangements			2
Standards Committee	Operational Budget	2	4	
Research & Democratic Services	Scrutiny Support Officer- new post	25	11	14
		(18)	(6)	54

		Original 2005/06 £000's	Revised 2005/06 £000's	Original 2006/07 £000's
Development Fund Items				
Corporate Policy Making	Dev of Community Strategy-consulting & printir	10	10	10
Corporate Policy Making	Top Man Structure Salary Increases		15	30
Public Relations	Improvements to Main Reception Area	31		31
Elections	No District Elections by Thirds in 2005/06		(40)	
		41	(15)	71

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Elections

Electoral Registration

CSB Growth items for the current year relate to the cost of postage and envelopes relating to the requirement by Royal Mail to use pre-paid envelopes for the return of annual canvass A forms. CSB Growth is also included in 2006/07 for the costs of forthcoming changes in legal requirements for electoral registration and postal voting.

Other increases relate to a reallocation of overhead costs and inflationary increases on running costs including postages.

Elections

The future funding of elections is a matter currently being considered by Central Government and it is possible that future funding will be controlled centrally rather than locally. The Electoral Commission have therefore advised all authorities to review budgets carefully as future central funding is likely to be based on such budgets. A DDF saving of £40,000 is included in the current year Revised Estimate as there were no District elections by thirds in 2005/06.

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Elections

2004/05	2005/06			2006/07		
<i>Actual</i>	<i>Original Estimate</i>	<i>Revised Estimate</i>		Gross Expend	Gross Income	Net Expend
£000	£000	£000		£000	£000	£000
118	119	118	Electoral Registration	134	3	131
132	133	84	Elections	138	1	137
250	252	202	Total (Transferred to Summary)	272	4	268
248	249	233	Continuing Services Budget			266
2	3	9	Continuing Services Budget - Growth			2
0	0	0	Continuing Services Budget - Savings			0
250	252	242	Total Continuing Services Budget			268
0	0	0	District Development Fund - Expenditure			0
0	0	(40)	District Development Fund - Savings			0
0	0	(40)	Total District Development Fund			0
250	252	202	Portfolio Total			268

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Corporate Activities

Corporate Policy Making

A CSB saving is included in the current year in respect of savings arising from the Top Management restructuring.

The current year includes a DDF item of £10,000 relating to the Development of the Community Strategy, and £15,000 for the second phase of the Top management restructuring. The budget for 2006/07 includes a further DDF item of £10,000 for continuation of the development of Community Strategy, and £30,000 for Top management restructuring.

Other increases in the budget relate to a re-allocation of overhead costs such as Corporate Services and Managerial and Professional central overhead charges.

Corporate Public Accountability

The reduction in the budget for the current year revised and 2006/07 relates to reallocations of overhead costs such as Corporate Services and Managerial and Professional central overhead charges.

Subscriptions

This heading relates to the Council subscriptions that are paid to various organisations including the Local Government Association, Association of Essex Councils, CIPFA Best Value advisory service and East of England Regional Assembly.

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Corporate Activities

2004/05	2005/06			2006/07		
<i>Actual</i>	<i>Original Estimate</i>	<i>Revised Estimate</i>		Gross Expend	Gross Income	Net Expend
£000	£000	£000		£000	£000	£000
1,134	1,037	1,155	Corporate Policy Making	1,370	0	1,370
245	251	213	Corporate Public Accountability	202	0	202
30	30	31	Subscriptions	33	0	33
1,409	1,318	1,399	Total (Transferred to Summary)	1,605	0	1,605
1,397	1,393	1,453	Continuing Services Budget			1,565
0	0	0	Continuing Services Budget - Growth			0
0	(85)	(79)	Continuing Services Budget - Savings			0
1,397	1,308	1,374	Total Continuing Services Budget			1,565
12	10	25	District Development Fund - Expenditure			40
0	0	0	District Development Fund - Savings			0
12	10	25	Total District Development Fund			40
1,409	1,318	1,399	Portfolio Total			1,605

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Member Activities

Civic Ceremonial

The budget for 2006/07 includes CSB Growth of £2,000 for the increased cost of holding the Civic Awards evening. Other increases relate to a small reallocation of overhead costs and inflation.

Civic and Member

CSB Growth of £10,000 is included in the current year for Member's electronic services, with a further £9,000 for 2006/07. CSB Growth of £5,000 is included in 2006/07 for member's training relating to electronic services. Other increases relate to additional recharge costs for Central Computers for IT support to members, and re-allocated Central overhead costs.

Members Allowances

CSB Growth is included in the current year estimates for the implementation of the Special Responsibility Allowance at the initial 40% level. The Special Responsibility Allowance increases in 2006/07 to 50% implementation with the additional cost being contained following a restructuring by Overview and Scrutiny. CSB Growth is included in 2006/07 for an increase in Basic Allowances of £18,000 for 90% implementation, and Special Responsibility Allowances for the Chairmen of Scrutiny Panels of £4,000.

Overview and Scrutiny Committee Operations

A CSB Growth item which was originally included in the 2005/06 budget for the cost of a Scrutiny Support Officer, has now been rephased due to the delay in making an appropriate appointment. The current year now includes CSB Growth of £11,000 and 2006/07 £14,000.

Standards Committee Operations

CSB Growth of £4,000 is included in the current year Revised Estimate for this new budget, which has been approved to meet any costs incurred in respect of local adjudication on complaints against councillors by the Standards Committee.

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Member Activities

2004/05	2005/06			2006/07		
<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>e</i>	<i>e</i>		<i>£000</i>	<i>£000</i>	<i>£000</i>
	<i>£000</i>	<i>£000</i>				
76	75	75	Civic Ceremonial	82	0	82
620	630	624	Civic & Member	702	3	699
137	167	168	Members Allowances	187	0	187
5	31	18	O & S Cttee Operational Budget	21	0	21
2	4	7	Standards Cttee Operational Budget	7	0	7
840	907	892	Total (Transferred to Summary)	999	3	996
816	843	828	Continuing Services Budget			944
30	64	64	Continuing Services Budget - Growth			52
(6)	0	0	Continuing Services Budget - Savings			0
840	907	892	Total Continuing Services Budget			996
0	0	0	District Development Fund - Expenditure			0
0	0	0	District Development Fund - Savings			0
0	0	0	Total District Development Fund			0
840	907	892	Portfolio Total			996

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Other Activities

Local Council Liaison

The increase in this budget relates to additional overhead charges from Legal Services for advice and liaison in respect of the transfer of functions to the South of the District Parishes and Town Councils. A Legal Services post is currently unfilled and is identified to work relating to the Roding Valley area (Loughton Town Council), and various Waltham Abbey land and building matters (Waltham Abbey Town Council).

Customer Services

The reduction in this budget relates to a reallocation of overhead charges from Corporate Services. The budget relates to general liaison with the public.

Compliments & Complaints

The increase in this budget relates to a reallocation of overhead charges from Corporate Services.

The budget relates to the operation of the compliments and complaints procedure.

People First

Other Activities

2004/05	2005/06			2006/07		
<i>Actual</i>	<i>Original Estimate</i>	<i>Revised Estimate</i>		Gross Expend	Gross Income	Net Expend
£000	£000	£000		£000	£000	£000
49	43	83	Local Council Liaison	94	0	94
111	102	111	Customer Services	90	0	90
50	50	51	Compliments & Complaints	61	0	61
210	195	245	Total (Transferred to Summary)	245	0	245
210	195	245	Continuing Services Budget			245
0	0	0	Continuing Services Budget - Growth			0
0	0	0	Continuing Services Budget - Savings			0
210	195	245	Total Continuing Services Budget			245
0	0	0	District Development Fund - Expenditure			0
0	0	0	District Development Fund - Savings			0
0	0	0	Total District Development Fund			0
210	195	245	Portfolio Total			245

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Support Services

Public Relations and Information

A DDF item of £31,000 was included in the current year relating to improvements to the main reception area in the Civic Offices This item has now been re-phased to 2006/07. There are no other changes to this budget.

People First
Support Services

2004/05		2005/06		2006/07		
Actual	Original Estimate	Revised Estimate		Gross Expend	Gross Income	Net Expend
£000	£000	£000		£000	£000	£000
306	335	308	Public Relations & Information	352	0	352
306	335	308	Total (Transferred to Summary)	352	0	352
306	304	308	Continuing Services Budget			321
0	0	0	Continuing Services Budget - Growth			0
0	0	0	Continuing Services Budget - Savings			0
306	304	308	Total Continuing Services Budget			321
0	31	0	District Development Fund - Expenditure			31
0	0	0	District Development Fund - Savings			0
0	31	0	Total District Development Fund			31
306	335	308	Portfolio Total			352

**PEOPLE FIRST PORTFOLIO
SUBJECTIVE ANALYSIS 2005/06 REVISED**

Cost Centre	Employees	Premises Related Expenses	Transport	Supplies Related Expenses	Third Party	Support Services	Asset Rentals	(Internally Recharged)	Gross Expenditure		Fees & Charges	Other Income	Net Expenditure
	£	£	£	£	£	£	£	£	£	£	£	£	£
Electoral Registration	44,210		1,500	42,090		33,280			121,080	-	2,780		118,300
Elections	24,440		1,190	12,860		46,090			84,580	-	500		84,080
Corporate Policy Making	252,230		7,720	36,560		1,111,570	49,020	(302,140)	1,154,960	-			1,154,960
Corporate Public Accountability	91,940		3,230	3,200		161,010		(46,680)	212,700	-			212,700
Subscriptions				29,470		2,070			31,540	-			31,540
Civic Ceremonial			3,100	28,560		59,910		(16,490)	75,080	-			75,080
Civic and Member	49,170		1,800	56,600		655,990		(136,590)	626,970	-		3,000	623,970
Members Allowances	208,340					7,260		(47,440)	168,160	-			168,160
O & S Cttee Operational Budget	11,000			5,000		1,650			17,650	-			17,650
Standards Cttee Operational Budget				5,000		1,990			6,990	-			6,990
Local Council Liaison	140		10			82,430			82,580	-			82,580
Customer Services	37,900		1,250	10,410		61,840			111,400	-			111,400
Compliments & Complaints	33,530		1,110	3,840		12,470			50,950	-			50,950
Total	752,900	-	20,910	233,590	-	2,237,560	49,020	(549,340)	2,744,640		3,280	3,000	2,738,360
Support Service													
Public Relations & Information	209,120		7,690	95,130		96,810		(408,750)	-	308,210		-	-
Total	962,020	-	28,600	328,720	-	2,334,370	49,020	(958,090)	2,744,640	308,210	3,280	3,000	2,738,360

**PEOPLE FIRST PORTFOLIO
SUBJECTIVE ANALYSIS 2006/07**

Cost Centre	Employees	Premises Related Expenses	Transport	Supplies Related Expenses	Third Party	Support Services	Asset Rentals	(Internally Recharged)	Gross Expenditure		Fees & Charges	Other Income	Net Expenditure
	£	£	£	£	£	£	£	£	£	£	£	£	£
Electoral Registration	46,000		1,560	48,320		37,330			133,210	-	2,850		130,360
Elections	28,000		1,340	55,160		52,950			137,450	-	510		136,940
Corporate Policy Making	396,060		11,290	37,930		1,263,200	59,860	(398,290)	1,370,050	-			1,370,050
Corporate Public Accountability	70,790		2,370	2,710		169,910		(43,420)	202,360	-			202,360
Subscriptions				30,520		2,270			32,790	-			32,790
Civic Ceremonial			1,130	31,210		68,010		(18,680)	81,670	-			81,670
Civic and Member	51,140		1,760	72,690		739,830		(163,470)	701,950	-		3,000	698,950
Members Allowances	231,630					8,590		(52,780)	187,440	-			187,440
O & S Cttee Operational Budget	14,000			5,130		1,800			20,930	-			20,930
Standards Cttee Operational Budget				5,130		2,270			7,400	-			7,400
Local Council Liaison	8,250		480	250		85,070			94,050	-			94,050
Customer Services	17,460		520	10,310		61,760			90,050	-			90,050
Compliments & Complaints	41,370		1,250	3,000		15,220			60,840	-			60,840
Total	904,700	-	21,700	302,360	-	2,508,210	59,860	(676,640)	3,120,190		3,360	3,000	3,113,830
Support Services													
Public Relations & Information	220,030		7,730	128,570		111,590		(467,920)	-	351,690		-	-
Total	1,124,730	-	29,430	430,930	-	2,619,800	59,860	(1,144,560)	3,120,190	351,690	3,360	3,000	3,113,830