

Agenda



Listening Learning Leading

Contact Officer: Jennifer Thompson

Tel: 01491 823619

Fax: 01491 823605

E-mail: jennifer.thompson@southoxon.gov.uk

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Website: <http://www.southoxon.gov.uk>

A MEETING OF THE

Scrutiny Committee

WILL BE HELD ON TUESDAY 15 JANUARY 2013 AT 6.00 PM

COUNCIL CHAMBER, COUNCIL OFFICES, CROWMARSH GIFFORD

Members of the Committee:

Mrs Eleanor Hards (Chairman)

Ms Joan Bland (Vice-Chairman)

Mrs Celia Collett, MBE

Mr Steve Connel

Mr John Cotton

Ms Kristina Crabbe

Mrs Pat Dawe

Mr Leo Docherty

Mr Will Hall

Mr Paul Harrison

Mr Stephen Harrod

Ms Elizabeth Hodgkin

Mr David Turner

Substitutes

Mr Roger Bell

Mr Felix Bloomfield

Mr David Bretherton

Mr Bernard Cooper

Mr Philip Cross

Mrs Margaret Davies

Mr Mark Gray

Mr Tony Harbour

Mr Marcus Harris

Mr Marc Hiles

Ms Lynn Lloyd

Mrs Ann Midwinter

Ms Anne Purse

Mr Robert Simister

Mrs Jennifer Wood

Miss Rachel Wallis

Mr Michael Welply

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- 1 **Apologies**
- 2 **Declaration of disclosable pecuniary interest**
- 3 **Minutes, 11 December 2012 (circulated separately)**
- 4 **Conduct of the 2011 local elections: update on progress**
(Pages 1 - 6)

Purpose: To consider progress on the implementation of the scrutiny committee's recommendations on the review of the 2011 local elections.

5 **2013/14 Budget update report** (Pages 7 - 72)

Purpose: to inform the scrutiny committee of the budget target for 2013/14 and the composition of the base budget, to set out the issues to be considered by councillors before council sets a revenue and capital budget for 2013/14, and to report on 2013/14 government funding.

The committee is asked to discuss the report

MARGARET REED

Head of Legal and Democratic Services

Scrutiny Committee Report



Listening Learning Leading

Report of Head of Legal and Democratic Services

Author: Steven Corrigan

Telephone: 01491 823049

E-mail: steven.corrigan@southandvale.gov.uk

To: Scrutiny Committee

Date: 15 January 2013

Conduct of the 2011 local elections: update on progress

Recommendation: to note the progress on the election action plan

Purpose of Report

1. To consider progress on the implementation of the scrutiny committee's recommendations on the review of the 2011 local elections.

Background

2. At its meeting on 17 April 2012 the committee considered an update report and requested a further update following the Police and Crime Commissioner elections held on 15 November 2012. Appended to this report is a table setting out the recommendations and the current position in addressing the recommendations.

Progress on implementation of recommendations

3. Since its meeting in April 2012 the elections team has successfully delivered a number of by elections and the Police and Crime Commissioner (PCC) elections in November. These elections have allowed the team to further address the actions identified in the review and enhance their project management/risk management processes.
4. The **attached** schedule provides an update on the status of the committee's recommendations.
5. The schedule shows good progress against the recommendations. We did encounter problems at two recent by elections, details of which are set out below. These issues highlight that even with good planning and control measures in place problems can arise outside of the returning officer's direct control.
6. At the Chinnor by election in May 2012 we received information that a number of properties had not received poll cards despite assurances and checks with our

printer that showed the number of poll cards handed to the mail company matched the electorate figure data sent to them. As a precaution the returning officer authorised the re-issue of poll cards. Shortly after the election the returning officer received a letter from UKMail together with 1,722 undelivered poll cards which they had failed to deliver to Royal Mail for delivery to households. In light of this error the returning officer instructed the print company to transfer poll cards and postal votes for all future elections direct to Royal Mail to avoid the risks associated with third party involvement.

7. The Didcot All Saints by election in October 2012 presented the elections team with a number of complications arising from the fact that the electoral register compiled during the annual canvass could not be legally published until just over a week before the election therefore delaying the despatch of poll cards and preparation of postal vote packs. Because of this we sent a letter to every elector earlier in the month alerting them to the date of the by-election. However, this tight timetable impacted on the delivery of postal votes. Because of the lateness of the issue, for the reasons already stated, the returning officer instructed officers to hand deliver the packs to households rather than risk a further delay within the postal system.
8. Although issues did arise during the preparation for the PCC elections (shortage of staff, availability of polling stations, possible loss of electricity) robust project management and risk assessment allowed officers to address/mitigate against any issues. Both the project plan and risk register are available on request.

Financial Implications

9. None arising from this report.

Conclusion

18. At its meeting in April 2012 the committee considered an update report on the implementation of its recommendations, agreed at its meeting in July 2011, for suggested improvements for the future management of elections and requested a further update following the PCC elections. The committee is asked to note progress to date.

Background Papers: Report to committee meeting held on 17 April 2012.
Minutes of scrutiny committee meeting held on 21 July 2011 and 17 April 2012

Update on status of committee's recommendations

	Recommendation	Status comment
1		
i	exercise to identify and select a suitably experienced printing firm be undertaken	The company appointed by the returning officer (RO) has successfully delivered two annual canvass registrations, a number of by elections and the PCC elections. The RO and his staff have met several times with representatives of the company and have built up a good working relationship. The RO is in discussions with the company regarding future election work.
ii	a suitable local printer be identified to deal with small scale elections printing and to provide back up in the crucial period immediately prior to an election	As previously reported a local printer identified and agreed to provide back up for printing ballot papers.
iii	a communications strategy be developed for all elections using the councils' facilities and a wide range of media;	The elections team works closely with the communications team and specifically their identified 'communications buddy' during all elections. For the PCC elections a full communications strategy was put in place. This will be repeated for all major elections.
iv	during the nominations process <u>frequent</u> communication take place with agents	Agents are now regularly updated on developments (issue of poll cards/postal votes etc and advised of any problems).
v	the nomination process be reviewed to ensure a more efficient and effective use of resources and eliminate use of paper records	Due to the low number of candidates standing at recent by elections a meaningful analysis of the advantages and disadvantages of the paper based and electronic processes has not been possible. Officers will raise the issue with colleagues at the forthcoming Association of Electoral Administrators Conference to assess best practice.
vi	clerks of parish and town councils should be advised that they are not required to handle completed nomination papers	Guidance note to parish clerks has been amended to reflect this and will form part of written instructions to parish clerks for future elections.
vii	analysis take place to identify those activities which must be carried out by the core team and those which are peripheral and could be carried out by other parts of the organisation but shaped by the elections team	At the recent PCC elections non core team officers were trained and administered the postal vote opening sessions. The training of presiding officers and poll clerks was delivered via an online session followed up with a short briefing session from the RO when staff collected their ballot boxes. This released elections staff from the resource intensive process of delivering numerous training sessions.

	Recommendation	Status comment
		<p>A temporary agency worker was employed during the course of the PCC election to assist with general telephone queries and the administration of registration forms. Non core team officers from the department's business unit were on standby to assist with telephone queries (they were not required due to the low volume of calls received during the PCC elections).</p> <p>We are investigating the option of engaging a project manager from outside the core team on major elections.</p>
viii	during the election period the project plan and risk register be regularly updated to form part of short and focussed meetings of the core elections team chaired by the returning officer (or a deputy authorised to act on his behalf) to oversee progress	RO continues to hold monthly update meetings with core team. During the PCC election these were held weekly to monitor progress and to review and update the project plan and risk register.
ix	the two separate IT systems used by the elections team be integrated as soon as possible	Joint data base system in place and operating successfully.
x	data be supplied to the printer in a timely manner so that majority of postal vote packs are in future provided to Royal Mail on the day after the postal vote deadline;	Implemented. Data supplied early with a second issue for late registrations.
xi	the Online Business Account be used by both the printer and the elections staff in a timely manner to check the quantities of documents supplied to Royal Mail against the data file supplied to the printer;	<p>Officers receive data from the printers on the number of data files received, poll cards and postal vote packs produced and supplied to the postal service and from Royal Mail on the number of packs received from the printers and entering the mail system. As evidenced by the Chinnor by election (details in the body of this report) this system is not fool proof as it relies on other parties accurately recording information.</p> <p>For each election the election team ensures it has a named contact at Royal Mail to follow up on any issues that may arise.</p>
xii	an exercise be carried out to identify colleagues outside the core elections team who can support the process in a variety of roles such as overseeing postal votes, inspecting polling stations, count	As noted in vii non core team officers managed the postal vote opening/verification work for the PCC elections. This will be operated at all future major elections (the election team will administer those for by elections).

	Recommendation	Status comment
	supervision having received appropriate training;	<p>Non core elections officers continue to act as polling station supervisors and count supervisors.</p> <p>Appropriate briefing/training sessions are held and updated to reflect each type of election.</p>
xiii	all options for count venue(s) in 2015 be considered and each potential count venue be subject to a detailed written assessment and that a named person holds responsibility for the preparation of the selected venue(s);	For the PCC elections the counts for South and Vale were held at the Abingdon Leisure and Tennis Centre in Abingdon. This proved very successful. The County Council elections in May 2013 will provide officers with a further opportunity to assess the suitability of this venue for future counts. This information will be used to finalise arrangements for 2015.
xiv	a training course be developed for count supervisors encompassing all aspects of their role;	Comprehensive briefing sessions and a full mock count exercise were held for count supervisors employed for the PCC elections. These will be repeated for future elections.
xv	the 'combination method' is not a recognised means of counting 'split votes' and should not be used;	Officers will agree the count method before each election, train and instruct staff accordingly and explain the process to agents. At a recent by election in Vale the 'block vote' method of counting was used with no problems where four candidates stood for two seats.
xvi	the returning officer review the method used for counting 'split votes';	As above. Procedures to be revised in light of the above.
xvii	all staff employed by the returning officer be paid by BACS through the payments system; use of cheques becoming an exception;	Due to the timing of the PCC elections staff were not paid by BACS due to concerns that payments would not be received before Christmas as favoured by the Home Office. The elections team have made progress with this project and will implement the recommendation for the forthcoming County Council elections in May 2013 and then assess its success.
xviii	the allocation of polling stations be reviewed in the light of the electorate and turnout figures;	Polling district and places review completed and agreed by Council at its meeting in December 2011.
2	the returning officer shall provide a report to the scrutiny committee in six months and in November 2014 setting out progress on implementing these recommendations, and the scrutiny committee should regularly monitor progress on implementation;	The report to this committee in April 2012 fulfilled the first part of this recommendation. This report fulfils the request made at the April meeting for a further update.

	Recommendation	Status comment
3	To ask the Electoral Commission to examine and report on the council's elections systems fitness for purpose within the next 12 months.	As reported in April 2012 the Electoral Commission does not undertake such work although it does require the submission of data and information during an election and uses this to monitor performance. This replaces the previous annual self assessment regime. For the PCC elections the council was selected by the Electoral Commission as part of the 15 per cent sample whose performance standards they would like to look at in more detail. This involved the submission of supporting evidence. No issues were raised by the Electoral Commission.

Scrutiny Committee



Listening Learning Leading

Report of Head of Finance

Author: Simon Hewings

Tel: 01491 823583

E-mail: simon.hewings@southandvale.gov.uk

Cabinet Member responsible: David Dodds

Tel: 01844 297714

E-mail: david.dodds@southoxon.gov.uk

DATE: 15 January 2013



2013/14 budget update report

Purpose of report

1. The purpose of this report is to inform the scrutiny committee of the budget target for 2013/14 and the composition of the base budget, to set out the issues to be considered by councillors before council sets a revenue and capital budget for 2013/14, and to report on 2013/14 government funding.

Background

2. On 14 February 2013 cabinet will consider a report on the revenue and capital budgets for 2013/14 and will recommend 2013/14 budgets to council. To allow councillors to make informed recommendations all relevant issues affecting funding, expenditure and income must be brought to their attention in a timely manner to allow them an opportunity to challenge and consult on the options available.
3. This report considers revenue and capital income and expenditure and funding options available, paying particular attention to those areas where councillors have significant discretion over the outcomes.
4. In preparing the revenue and capital budgets the council must have regard to the Medium Term Financial Strategy (MTFS) considered by cabinet on 6 December 2012 and agreed by council on 13 December 2012. This sets out a number of objectives to be achieved and a set of principles to be followed in the preparation of budgets.

Revenue budget 2013/14

Budget target 2013/14

5. The MTFs approved by council on 13 December 2012 sets a target within which the revenue budget will be set each year. It is:

‘to set a revenue budget requirement that increases by no more than inflation each year, except where new responsibilities are placed on the council’.

6. To meet this objective the budget must be set within the budget limit for 2013/14. This has been calculated as £12,774,253, representing the budget requirement for 2012/13 (£12,154,358) as adjusted for inflation, and new responsibilities.

Base budget composition 2013/14

7. The starting point for building the base budget 2013/14 is the 2012/13 base service budgets for service teams, of £15,022,821 plus the budget contingency of £332,500. This has then been updated for the following:

- opening budget adjustments, including the removal of one-off growth items relating to 2012/13
- addition of
 - inflation, salary increments and other salary adjustments
 - essential growth, including new responsibilities
- removal of costs relating to
 - base budget savings
 - Fit for the Future (FFTF) savings
 - managed vacancy factor
- other budget adjustments
- funding from reserves

to produce a budget requirement for 2013/14 of £11,766,520. This is well within the budget limit referred to in paragraph 6 above.

8. This budget represents the base budget submitted by officers and it affords resources to allow the council to provide services at the current standards and reflects known and previously agreed policy decisions. It also includes essential growth items which include any growth in respect of new responsibilities placed on the council.
9. The 2013/14 figures are provisional and are liable to change as work continues on refining the budget. The paragraphs below identify how the budget requirement for 2013/14 has been reached.

2013/14 base budget build changes

10. **Appendix A** summarises the movements in the base service budgets of £15,022,821 for 2012/13 and the 2013/14 net cost of services amount of £14,926,547. These movements are detailed in paragraphs 10–19 below.

Opening budget adjustments (**appendix A1**)

11. A total of £469,523 is removed from the base budget for one-off items agreed in previous budgets, and the realisation of the full-year effect of savings proposals identified in previous years.

Inflation, salary increments, and other salary adjustments (**appendix A2**)

12. Together these total £232,622. The salary and contract inflation totals £323,883, representing an average increase of just over two per cent on the 2012/13 net expenditure budgets. For all council employees an increase in salary of two per cent is budgeted for 2013/14. Increments payable to council employees not at the top of their salary range total £57,413. Other salary adjustments represent a net saving of £148,674 reflecting additional savings arising from restructures initiated in prior years and other budget corrections. The introduction of a managed vacancy factor, discussed in paragraph 18 below, should also be noted.

Essential growth (**appendix B**)

13. These items total £332,880. They comprise additional expenditure which is considered unavoidable, and reflect changes that have occurred in the current year or which are known will happen in 2013/14. These items have been reviewed by strategic management board and cabinet members.
14. The essential growth includes two items that are the result of the changes to government funding taking place for 2013/14. The first reflects a net loss in subsidy income in respect of council tax benefit in finance, due to that scheme being replaced by the new council tax reduction scheme, of £69,450. The second is the change to homelessness prevention grant funding of £50,000 whereby instead of being the grant credited to Health and Housing, it is instead subsumed within general government grant funding. Changes to government grant funding are considered in detail later in the report.

Base budget savings (**appendix C**)

15. These items total £292,516. These base budget savings are reductions in costs identified by officers which may be the result of more efficient working or previously agreed policy decisions, cost reductions outside of the council's control, or correction to budgets. These savings do not affect frontline service delivery.

Fit for the Future savings

16. The council uses a lean systems thinking approach to remove inefficiencies in business processes and improve the quality of customer service. Internally this approach is known as Fit for the Future (FFTF) – savings made to date are already included in the service area base budgets.
17. The latest phase of this project is underway and involves processes in some of the council's service teams being looked at in detail with the aim of identifying efficiency savings. Savings of £50,000 were identified for 2012/13 budget setting and this increases to £100,000 in 2013/14 and £250,000 in future years. The

£50,000 increase in savings for 2013/14 is reflected in the based budget and future years' savings are included in the medium term financial plan. Total savings targets for this phase are summarized in table 1 below.

Table 1: FFTF savings targets

Year	£
2012/13	50,000
2013/14	100,000
2014/15	250,000
2015/16	250,000

Managed vacancy factor

18. In order to recognise a level of establishment vacancies which occur every year, a managed vacancy factor is to be implemented. This will reduce the employee budgets across the council from the 100 per cent of the establishment list to 98 per cent. This saving of £182,237 replaces funding from the vacancy reserve seen in prior years. This change should help reduce perceived over-budgeting and the size of any year-end underspend.
19. As a result of all of these changes, the revised base budget for 2013/14 is £14,926,547.

Treasury income

20. In 2011/12 the council received £2.5 million in investment income. This income was used as follows:
- £500,000 to support capital grants (CIF);
 - £1,200,000 to support the revenue budget for 2012/13;
 - £650,000 reinvested in financial instruments; and
 - £150,000 transfer to general fund balances
21. Treasury income earned in 2012/13 will be available to finance expenditure in 2013/14 and is currently forecast to be £2.514 million, and would be used as follows under current practice:
- £500,000 to support capital grants (CIF);
 - £1,649,000 to support the revenue budget for 2013/14; and
 - £365,000 reinvested in financial instruments.
22. Interest rates are expected to remain low for the foreseeable future, as shown in table 2 below:

Table 2: projections of future interest

	2013/14	2014/15	2015/16	2016/17	2017/18
	£m	£m	£m	£m	£m
Estimate of average balance in year	90.1	81.3	75.0	72.5	69.8
Forecast average interest rate	2.0%	2.25%	2.5%	3.0%	3.0%
Forecast interest earnings	2.1	2.2	2.2	2.6	2.5

23. The current base budget assumes that £0.5 million of the forecast distributable investment interest of £2.1 million expected to be earned in 2013/14 is used to finance capital grants, £0.25 million is reinvested in financial instruments, with the balance used to fund revenue expenditure in 2014/15.

Property income

24. Net property income represents the council's net income from its investment property portfolio, and is estimated at £1,034,243.
25. After taking investment and property income into account the net expenditure budget for 2013/14 is estimated at £11,789,304. The net budget is further adjusted by the managed use of earmarked reserves, as identified in the following paragraphs.

Use of reserves and other funding

Community Investment Fund (CIF)

26. Each year the council has to make an explicit decision regarding the use of income earned by the CIF. The income is revenue money that could be used to pay for either revenue or capital expenditure. In preparing the draft budgets, as discussed in paragraph 23 above, it has been assumed that £0.5 million of the interest earned by the council is used to support capital grants, with the remainder being used to finance the revenue budget

Other financing and transfers to / from reserves

27. The government has announced provisional allocations for New Homes Bonus payments for 2013/14, the third year of the scheme, and the council is to receive £1.1 million. So far the council's policy has been not to use New Homes Bonus payments to support general revenue expenditure, but to earmark it instead for other purposes, and this report assumes this policy will continue. This amount is therefore budgeted to be transferred wholly to reserves. Councillors should however note the likely government expectation that councils should use New Homes Bonus as general government grant funding reduces over the medium term.
28. The government has also announced a third tranche of Council Tax Freeze Grant for 2013/14. As discussed later in this report the first tranche, which was for four years, has been subsumed within government grant funding, whilst the second tranche was for one year only. The third tranche, which represents grant funding equivalent to a one per cent increase in council tax, equates to just over £67,000 and this amount will also be received in 2014/15.

29. In addition to the transfer to reserves of the New Homes Bonus payment, the other transfers to / from earmarked reserves reflect:

- Use of the enabling fund for previously agreed one-off growth bids already included in the base budget, and essential growth items that are one-off in nature;
- The transfer to reserves of the treasury income earned in year; and
- The transfer from reserves of treasury income earmarked to support the revenue account in the previous financial year.

There is also the budgeted use of £175,000 of reserves to arrive at a budget requirement that reflects the government grant settlement, and assumptions around council tax level, which are discussed later in the report. In 2012/13 there was a budgeted transfer to the revenue budget smoothing reserve of over £600,000.

30. Taking into account these contributions the provisional budget requirement for 2013/14 totals £11,766,250.

Capital programme 2013/14 to 2017/18

31. The capital programme has been reviewed in detail by heads of service in conjunction with finance staff as part of the budget monitoring process, and has been changed to reflect current expectations of the spending profile. An updated programme, reflecting these changes, is attached as **appendix E**. The programme also includes a statement of how it will be funded. This excludes capital growth proposals which are discussed later in this report.

Government funding for revenue expenditure

Significant changes

32. There are significant changes to the financing of local authorities from April 2013 onwards, some of which are easier to estimate than others. On 19 December 2012 the government announced the grant settlement details for 2013/14, and also provisional details for 2014/15. Officers are continuing to work through the consequences of the settlement. The main changes to government funding are detailed in the following paragraphs.

Localisation of council tax benefit

33. Up to and including 2012/13 now council tax benefits has been a national scheme administered by councils on behalf of the government. The benefits councils paid out were reimbursed through subsidy payments from central government. The Welfare Reform Act 2012 provided for this scheme to be abolished with effect from 31 March 2013 and replaced with local council tax reduction schemes (CTRS). So from 1 April 2012 each council has to determine its own scheme.

34. Councils do not have a totally free hand in the design of their schemes as the government has legislated that pensioners and other vulnerable groups (not defined) should be no worse off than they would have been under the old national council tax benefit scheme. In addition the government is reducing funding of

CTRS to 90 per cent of the actual anticipated expenditure in 2013/14. So councils can either design a scheme that reduced entitlements in order to cope with the reduced funding or retain existing entitlements and fund the resulting shortfall themselves.

35. This council, along with the other councils in Oxfordshire, decided that in year one, 2013/14, it would operate a scheme that mirrors the current scheme so in effect it has decided to meet this gap in funding from its own resources. Further details on this were reported to cabinet and council in December 2012: council approved the local scheme to be adopted on 13 December 2012.
36. Under current arrangements council tax benefit claimants are billed in full for the amount due for their property, then benefit payments make up the shortfall between what they owe and what it is deemed they are able to pay. Under the new scheme this changes so that the amount the claimant is due to pay for their property is reduced by means of a discount. This has two budgetary impacts:
- Firstly all budgets within finance for council tax expenditure and subsidy income have been deleted. This has resulted in an essential growth bid in finance as, due to the complex funding of council tax benefit bad debts there was a net income base budget for council tax benefit of £69,450; and
 - Second, the council's tax base is reduced by the introduction of the discounts. As per the December cabinet report the reduction in the tax base equates to 3,888.8 which, based on the council's band "D" equivalent council tax, represents a reduction in income of £469,145. To compensate, government has provided additional government grant funding as part of the general government grant settlement. In 2013/14 this equates to £665,142, although as town and parish councils are similarly affected by this change £245,967 of that grant is identified by the government as payable to the town and parish councils. The remaining grant relating to this council is £419,175, just under £50,000 less than the lost income due to the council tax base reduction.
37. Whilst the government has explicitly indicated within the government grant settlement details the element for CTRS support for 2013/14 it has not done so for 2014/15. It is not clear whether this will be provided for future years at current levels, and it is not clear whether the amount of funding intended for town and parish councils will be made clear in future years' settlements. Officers have therefore not assumed any future payments to town and parish councils after 2013/14.
38. Under the new scheme government funding is fixed but the amount we award in discounts will fluctuate depending on the number of council tax payers who meet our eligibility criteria. The risks and (and rewards) associated with changes in benefits caseloads have therefore transferred from the government to councils. There is a risk that the cost of the scheme will rise (i.e. a reduction in council tax due to a growth in claimant numbers). Similarly the costs would fall if claimant numbers reduce.

Council tax exemptions and discounts

39. The Local government Finance Act 2012 also affords councils new powers in relation to the award of council tax exemptions and discounts. Council agreed to new exemption and discount levels at its meeting of 13 December 2012. This decision has resulted in an increase in the council tax base of 502.8, which based on the current level of council tax represents increased income of £60,658.

Business rates retention scheme

40. Up to and including 2012/13 formula grant funding has been made up of Revenue Support Grant (RSG) and redistributed National Non Domestic Rates (NNDR), or business rates. Councils collected business rates on behalf of the government who redistributed the amount received on the basis of need. There was no incentive within this system for councils to seek to generate more business rate income, although the council has always achieved a high collection rate.

41. In the new settlement a reworked RSG remains, but the redistributed NNDR system has been replaced by the business rates retention scheme. The new scheme aims to provide a direct link between business rates growth and the amount of money the council has to spend on local people and local services. The council will retain a proportion of the business rates revenue as well as growth on the revenue that is generated in South Oxfordshire. The government is hoping that this will provide a financial incentive for councils to achieve economic growth in their areas. Some of the risk (and reward) associated with changes in business rates recovery has therefore transferred from the government to councils.

42. The fundamentals of the new scheme are:

- The government has set a baseline for each council for business rate income, based on 40 per cent of the last two years' collection amounts (see table 3);
- The government has also set a spending baseline for each council. Where the business rate baseline is higher than the spending baseline (as it is for this and many district councils) the difference is paid to the government and is known as the tariff (see table 4);
- Once set for a financial year, the tariff is fixed irrespective of what business rates are actually collected. The tariff then rises annually by the inflation multiplier applied to business rates;
- Of the actual business rates collected the government receives 50 per cent. In two tier areas, of the remaining 50 percent, 80 per cent is attributed to district councils and 20 per cent goes to county councils;
- Districts then use their 40 per cent share to pay their tariff;
- Where councils collect business rates in excess of their business rate baseline they are allowed to keep a percentage of the increase. In the case of this council it is 20 per cent of the total amount collected above the baseline, with 50 per cent going to the government, 5 per cent to the county council and the remaining 25 per cent again goes to the government and is called a levy; and

- Where councils collect less business rates than their business rate baseline they suffer their share of the loss (i.e. districts 40 per cent, counties 10 per cent). The loss a council can suffer is limited by a safety net which is calculated as 92.5 percent of their spending baseline (see table 5).

Table 3: breakdown of business rates baseline 2013/14

	Share of business rates baseline £
Central government	20,744,674
South Oxfordshire DC	16,595,739
Oxfordshire CC	4,148,935
Total	41,489,348

Table 4: baseline funding level 2013/14

	£
Share of business rates baseline	16,595,739
Tariff payment	(14,320,047)
Spending baseline funding level	2,275,692

Table 5: estimates of business rates collection 2013/14

	£
Baseline funding level	2,275,692
Safety net (92.5 per cent of baseline funding level)	2,105,300
Total estimated business rates income	41,283,267
SODC share of estimated income (40 percent of total)	16,513,307
Less: tariff payment	(14,320,047)
Total SODC share of estimated income after tariff	2,193,260
Shortfall to baseline funding level	82,432

43. **Of the £41,283,267 of business rates we expect to collect for 2013/14 we have estimated that we will be able to keep £2,193,620.** Latest estimates of business rates collection for 2013/14 suggest that income collected will be below the business rate baseline set by the government, but will not be lower than the safety net. The impact of this is a pressure of £82,432 in 2013/14. This is exemplified in table 5 above.

Local government settlement

44. On 19 December 2012 the government announced the 2013/14 provisional settlement with headline figures for 2014/15. The total funding is now referred to as the “start-up funding assessment”. As these figures are provisional they may be subject to change. Table 6 below details the funding outlined for the council.

Table 6: local government settlement 2013/14 to 2014/15

	2013/14 Provisional £	2014/15 Provisional £
Baseline funding level	2,275,692	2,345,490
Revenue support grant	3,420,690	2,623,094
Start-up funding assessment	5,696,382	4,968,584

45. As discussed earlier in the report other grant funding streams have been rolled into the settlement. These streams include:

- Council tax freeze grant (2011/12 tranche)
- CTRS (of which an element is payable to town and parish councils)
- Homelessness prevention funding.

As table 7 below shows, with the exception of CTRS these elements are separately identified in the settlement details for both years.

Table 7: breakdown of start-up funding allocation

	Start-up funding allocations					
	2013/14			2014/15		
	RSG £	Baseline funding £	Total £	RSG £	Baseline funding £	Total £
CT freeze	102,830	68,410	171,240	100,732	70,508	171,240
CTRS	399,419	265,722	665,141	-	-	-
Homelessness	30,025	19,975	50,000	29,411	20,589	50,000
Other	2,888,416	1,921,585	4,810,001	2,492,951	2,254,393	4,747,344
Total	3,420,690	2,275,692	5,696,382	2,623,094	2,345,490	4,968,584

46. It will be noted that, whilst the baseline funding amount has increased by 3.1 per cent to reflect inflation – an increase enshrined in the business rates retention scheme - the RSG element has fallen by 23 per cent. The overall reduction in funding in 2014/15 is 12.7 per cent. It should also be noted that these figures exclude New Homes Bonus funding which for 2013/14, as discussed earlier in the report, has been earmarked as per agreed policy.

47. The extent of the changes made to local government funding mean it is difficult to make a like-for-like comparison between funding levels in 2012/13 and 2013/14. All things being equal, officers calculate that, excluding New Homes Bonus, the council has seen a reduction in comparable funding of £569,788, as detailed in table 8 below.

Table 8: reduction in funding 2012/13 to 2013/14

	£
2012/13 government grant funding	
▪ RSG / NNDR	5,238,594
▪ CT freeze grant	171,240
▪ Homelessness prevention grant	50,000
Total 2012/13 government grant funding	5,459,834
2013/14 government grant funding	5,696,382
▪ Less town / parish element of CTRS	(245,967)
Total 2013/14 government grant funding	5,450,415
Reduction in government grant funding	(9,419)
Other budget changes	
▪ Changes in tax base following CTRS introduction (excluding growth in tax base during 2013/14)	(408,487)
▪ Estimated shortfall on business rates collection	(82,432)
▪ Removal of net council tax subsidy budget	(69,450)
Total impact on budget	(569,788)

Issues for consideration, the MTFP and council reserves

48. The paragraphs below set out further issues that need to be considered before the final budget for 2013/14 is set by council in February 2013. As such they represent areas of discretion in the budget setting process that are open to councillors.

Revenue and capital growth

49. In setting the annual budget the council must consider if it wishes to enhance, improve or extend existing service provision. Heads of service have submitted a number of suggestions for additional spend that support the council's key aims as set out in the council's corporate plan, and management team has agreed that a number of these merit further consideration as part of the budget setting process.

50. These proposals are not included in the base budget as they are still under consideration and are subject to political decision as to whether they will be included in the formal budget proposals. The council could include one or more of the growth items in the revenue budget for 2013/14 or the capital programme without increasing the council's budgeted expenditure by funding growth proposals that are one-off from the enabling fund.

51. The growth bids are attached to the report as follows:

- **appendix D** – revenue growth bids - £582,070
- **appendix F** – capital growth bids – including net revenue ongoing costs of £14,570

52. It will be for the council to decide in February whether these or any other proposals are included in the final budgets. If any member of the committee wishes to have further details of any of the bids please can they contact the relevant head of service.

Uncommitted resources – earmarked revenue reserves

53. As part of the 2011/12 budget, a “revenue budget smoothing reserve” was created to help ensure that in an environment of falling government funding, the council could keep council tax increases to a minimum. During the year the balances on the pension fund reserve, vacancy reserve and other small value reserves have been added to this fund so as to reduce the number of and simplify the reserves maintained. The value of the reserve will be £3.5 million at 31 March 2013. This earmarked reserve will be used before the enabling fund to balance the revenue budget in future years where the council’s budgeted expenditure exceeds its income.
54. The estimated enabling fund balance – which is included within the council’s general fund balances – as at 1 April 2013 is £15.3 million. However, for the purposes of budget setting, the relevant figure is the estimated uncommitted enabling fund balance after taking into account existing funding commitments (e.g. capital schemes) and projected earnings on investments. As at the 31 March 2018 it is estimated the uncommitted balance will be £3.8 million. The council’s general fund balance in total is estimated to be £15.2 million, with earmarked revenue reserves equating to £12.3 million. (Appendix G rows 55/56).
55. This estimated balance does not include the growth bids proposed in this report, and assumes that the enabling fund is used to balance the revenue budget in future years only after the revenue smoothing reserve is exhausted.
56. Earmarked reserves include New Homes Bonus receipts. To date the only use of this reserve has been to fund New Homes Bonus grants. This policy may need to be reviewed in future if the government expects councils to use New Homes Bonus receipts to make up the funding gap caused by the reduction in government grant funding.

Council tax

57. Given the announcement by the cabinet member for finance regarding council tax reductions, officers have assumed a 2.5 per cent reduction in the council’s council tax charge for 2013/14, 2014/15 and 2015/16. Officers have assumed no further Council Tax Freeze Grant after the latest tranche which is payable in 2013/14 and 2015/15.

MTFP

58. In addition to considering the budget for the 2013/14 financial year, consideration must also be given to the financial position of the council over the medium term. In particular, the impact of the likely continued reduction in government grant funding over the medium term will present a significant challenge for the council.
59. **Appendix G** of this report presents a Medium Term Financial Plan (MTFP) for the council, which quantifies the financial pressure on the council over that period. It assumes that government grant funding will fall in total by 35 per cent by 2017/18. It also incorporates assumptions on interest income, and other known pressures on the council, such as inflation and salary increments. Based on current assumptions, the revenue budget smoothing reserve and the enabling fund will need to be called upon to set a balanced budget in future years. The projected use of these reserves is shown in table 9 below:

Table 9: use of reserves to set balanced budget

	Use of reserves £000
2013/14	175
2014/15	1,439
2015/16	2,294
2016/17	3,096
2017/18	3,514
Total	10,518

60. As identified above, if base budget for 2013/14 was adopted as the budget for the year with no further changes then in future years then, based on current assumptions, the council would need to use £10.518 million of reserves by 31 March 2018.

Budget consultation

61. Councillors should note the results of the budget consultation exercise carried out in the Autumn. This provides the views of a representative cross section of the community. For further details of the consultation please contact the council's consultation officer.

Future prospects

62. There are other issues for which costs and potentially revenues are not known. These are detailed in paragraphs 63-69 below.

63. On 16 February 2011, the welfare reform bill was introduced to parliament. The Universal Credit (UC), a major feature of this bill, will be administered by the Department for Work and Pensions (DWP). It aims to simplify the current benefits system providing a basic allowance which will replace amongst other benefits housing benefit currently administered by local authorities. The potential implications and opportunities for local authorities are significant.

64. Some early feedback from the pilots which commenced in June 2012 relating to change of circumstances indicate that up to 40 per cent of UC claimants are contacting their local authority rather than DWP / HRMC. The DWP is looking at how to minimise this impact, accepting that they still have not defined the role of local authorities in any future ongoing face to face contact. The government has reiterated that from April 2014 all new benefit claims will be made through UC.

65. The benefit fraud team will be working to the rules of the national Single Fraud Investigation Service (SFIS) from April 2013. SFIS will be a partnership between HMRC, DWP and local authorities and will be responsible for investigating all welfare benefit fraud. The benefit fraud team will continue to be employed by the council but SFIS design work, which is ongoing, will determine arrangements from 2014.

66. The government has completed consultation on proposals to decentralise responsibility for setting planning fees to local planning authorities. The proposals will allow authorities to set planning applications fees on the basis of full cost recovery, if they wish. This will help reduce the local taxpayer subsidising the planning service. If the authority decided to recover costs in this way, there will be a significant increase in application fees.

67. Officers are currently waiting for confirmation of the Regulations that will set out how the authority can set its own fees and a timetable for implementation. An interim 15 per cent increase in fees nationally has been reflected in the budget. When the regulations are released officers will work through the implications and report to cabinet. Cabinet will then need to decide whether and when it wishes to implement this change.
68. Lawyers representing some waste reprocessors have submitted an application for a Judicial Review against Defra and the Welsh Government's Waste (England and Wales) Regulations. The Judicial Review is significant for local authorities because it will determine whether councils can continue to collect recyclables commingled, as the current Waste (England and Wales) Regulations allow. The alternative is separate collection of plastic, glass and metals.
69. There are potential medium term cost implications if the review is successful, although officers anticipate that such an outcome is unlikely. The council's current reprocessor is not involved in the action.

Financial Implications

70. These are included within the body of the report.

Legal Implications

71. There are no legal implications arising directly from this report.

Conclusion

72. This report brings together all known, relevant income and expenditure and funding information. This should aid members in understanding the major issues to be faced in setting the 2013/14 budget and allow them to consider and challenge that information before council sets its 2013/14 revenue and capital budget in February 2013.

Background Papers

Appendices

- Appendix A – revenue budget summary
- Appendix A1 – opening budget adjustments
- Appendix A2 - Inflation, salary increments and other salary adjustments
- Appendix B – essential growth
- Appendix C – base budget savings
- Appendix D – revenue growth bids
- Appendix E – capital programme to 31 March 2018
- Appendix F – capital growth bids
- Appendix G – medium term financial plan

Other background papers

- Medium term financial strategy 2013/14-2017/18 – cabinet 6 December 2012
- Council tax reduction scheme – cabinet 6 December 2012
- Council tax discounts and exemptions – cabinet 6 December 2012

- New Homes Bonus Interim Policy – cabinet 12 April 2012
- Budget consultation report for 2013/14
- Business rates retention and the local government finance settlement: a plain English guide – DCLG – 19 December 2012
- Council tax base 2013/14 – cabinet 7 December 2012

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South - revenue budget summary 2013-14

	2012/13 Budget	2013/14 Base	Comment
Base budget			
Base service budgets 2012/13	15,022,821	15,022,821	
Contingency 2012/13	332,500	332,500	
Total base budget	15,355,321	15,355,321	
Revisions to base budget			
Opening budget adjustments		(469,523)	Appendix A1
Inflation, salary increments and other salary adjustments		232,622	Appendix A2
Essential growth - one-off		109,380	Appendix B
Essential growth - ongoing		223,500	
Base budget savings		(292,516)	Appendix C
FFTF savings		(50,000)	
Managed vacancy factor		(182,237)	
Total revised base budget for scrutiny committee	15,355,321	14,926,547	
Net property income	(1,034,529)	(1,034,243)	
Gross treasury income	(2,380,000)	(2,103,000)	
Net expenditure	11,940,792	11,789,304	13,892,304
New Homes Bonus	(606,240)	(1,143,231)	
Council Tax Freeze grant	(343,229)	(67,405)	
Transfers to / from earmarked reserves	1,163,035	1,187,852	
Amount to be financed / budget requirement	12,154,358	11,766,520	
Financing			
Start-up funding allocation - new 2013/14		(5,696,382)	
Government grant settlement - old 2012/13	(5,238,594)	0	
Parish contribution - council tax support funding	0	245,967	
NNDR under/(over) collection estimates	0	82,432	
Balance on collection fund	(201,883)	(210,902)	
Council tax requirement after use of reserves	6,713,881	6,187,635	

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South Oxfordshire DC - 2013/14 budget build changes
Opening budget adjustments

Year of bid	Summary	Spending profile				
		2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
Deletion and adjustments to previously agreed one-off growth						
CORPORATE STRATEGY & WASTE						
2012/13	Storage facility for bins	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
2012/13	Street cleansing - deep clean	(185,000)	(185,000)	(185,000)	(185,000)	(185,000)
2012/13	Green waste support	(114,000)	(114,000)	(114,000)	(114,000)	(114,000)
		(329,000)	(329,000)	(329,000)	(329,000)	(329,000)
ECONOMY LEISURE AND PROPERTY						
2012/13	Leisure centre condition surveys	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
2012/13	Leisure consultancy support	5,000	(5,500)	(8,500)	(8,500)	(8,500)
2012/13	Olympic torch relay costs	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
2012/13	Olympic legacy leaflets	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)
2012/13	Participation co-ordinator	11,000	4,600	0	0	0
2012/13	Market town co-ordinator	0	(41,000)	(41,000)	(41,000)	(41,000)
2012/13	Athletics community coach	3,030	(10,920)	(10,920)	(10,920)	(10,920)
		(34,470)	(106,320)	(113,920)	(113,920)	(113,920)
FINANCE						
2012/13	Cost of restructure	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
2011/12	Increase in fixed element of pension fund contribution	50,000	50,000	50,000	50,000	50,000
		0	0	0	0	0
HEALTH & HOUSING						
2012/13	Fly-tipping enforcement officer	0	(32,800)	(32,800)	(32,800)	(32,800)
		0	(32,800)	(32,800)	(32,800)	(32,800)

South Oxfordshire DC - 2013/14 budget build changes
Opening budget adjustments

Year of bid	Summary	Spending profile				
		2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
Deletion and adjustments to previously agreed one-off growth (continued)						
HR, IT & CUSTOMER SERVICES						
2012/13	Shared cash receipting system	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
		(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
LEGAL & DEMOCRATIC						
2012/13	External legal fees re leisure management contract	5,000	(2,500)	(7,500)	(7,500)	(7,500)
		5,000	(2,500)	(7,500)	(7,500)	(7,500)
PLANNING						
2012/13	Fit for the Future, delay in savings achieved	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
		(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Total one-off growth adjustments		(438,470)	(550,620)	(563,220)	(563,220)	(563,220)

South Oxfordshire DC - 2013/14 budget build changes
Opening budget adjustments

Year of bid	Summary	Spending profile				
		2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
Other changes						
ECONOMY LEISURE AND PROPERTY						
2012/13	One off costs re reduction in car parking charges	(20,167)	(20,167)	(20,167)	(20,167)	(20,167)
2011/12	Further increase in Nexus management fee relating to transfer of Castle to Wallingford School	(548)	(548)	(548)	(548)	(548)
2011/12	Agreed Fit for the Future savings at Cornerstone	(1,495)	(1,495)	(1,495)	(1,495)	(1,495)
		(22,210)	(22,210)	(22,210)	(22,210)	(22,210)
HEALTH AND HOUSING						
2011/12	Process savings from on-line introduction of on line applications	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
2011/12	Process savings from development of on line web based advice service	(11,000)	(11,000)	(11,000)	(11,000)	(11,000)
		(21,000)	(21,000)	(21,000)	(21,000)	(21,000)
LEGAL & DEMOCRATIC						
2012/13	Community safety post	12,500	12,500	12,500	12,500	12,500
		12,500	12,500	12,500	12,500	12,500
PLANNING						
2011/12	Move to one building control manager	(343)	(343)	(343)	(343)	(343)
		(343)	(343)	(343)	(343)	(343)
Total other changes		(31,053)	(31,053)	(31,053)	(31,053)	(31,053)
GRAND TOTAL		(469,523)	(581,673)	(594,273)	(594,273)	(594,273)

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South Oxfordshire DC - 2013/14 budget build changes
Inflation, salary increments and other salary adjustments

Detail	Spending profile				
	2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
ALL SERVICES					
Salary inflation	147,173	297,289	450,408	606,589	765,894
Salary increments	57,413	116,811	176,974	238,340	300,934
Other salary adjustments	(148,674)	(148,674)	(148,674)	(148,674)	(148,674)
Contract inflation	176,710	356,954	540,803	728,329	919,606
GRAND TOTAL	232,622	622,380	1,019,511	1,424,585	1,837,760

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South Oxfordshire DC - 2013/14 budget build changes

Essential growth

No	Title of bid	Summary	South only or joint bid?	One-off/ Ongoing	Spending profile:					
					2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £	
CORPORATE MANAGEMENT TEAM										
SCMTESS1	Didcot and Science Vale	Funding of the Didcot and Science Vale coordinator post (previously grant funded)	Joint	One-off (until 2017/18)	59,380	59,380	59,380	59,380	59,380	59,380
					59,380	59,380	59,380	59,380	59,380	59,380
CORPORATE STRATEGY AND WASTE										
SCORESS1	Reduction in income from recycling credits	Reduction in recycling credit income based on revised proposals for OWP	South	Ongoing	52,187	102,187	152,187	202,187	202,187	202,187
					52,187	102,187	152,187	202,187	202,187	202,187

South Oxfordshire DC - 2013/14 budget build changes

Essential growth

No	Title of bid	Summary	South only or joint bid?	One-off/ Ongoing	Spending profile:				
					2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
FINANCE									
SFINESS1	Reduction in income budget for reimbursement of card processing fees by customers	Actual levels of income receivable have fallen well below the budget level as customers have adopted alternative methods of payment. The purpose of this growth bid is to revise the income budget downwards to a more achievable position.	South	Ongoing	14,000	14,000	14,000	14,000	14,000
SFINESS2	Ending of payment and performance mechanism payments receivable from Capita	Under the terms of CCN19 (15th January 2010), Capita agreed to pay South £16k p/a in settlement of issues under the terms of the payment and performance mechanism. This income was built into the base budget. The final instalment of this sum will be payable in July 2013. Total income receivable for 2013/14 will be £5,330.	South	Ongoing	10,670	16,000	16,000	16,000	16,000
SFINESS3	Expected reduction in Benefits Administration subsidy	The DWP has confirmed the amount of Benefits Administration subsidy payable for 2013/14 as 3.2 per cent for South. This does not take into account any funding for new burdens costs associated with delivering the requirements of localised council tax reduction systems.	South	Ongoing	15,763	15,763	15,763	15,763	15,763
NA - see report	Abolition of council tax benefit	Removal of council tax benefit related budgets.	Joint	Ongoing	69,450	69,450	69,450	69,450	69,450
					109,883	115,213	115,213	115,213	115,213

South Oxfordshire DC - 2013/14 budget build changes

Essential growth

No	Title of bid	Summary	South only or joint bid?	One-off/ Ongoing	Spending profile:					
					2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £	
HEALTH AND HOUSING										
NA - see report	Homelessness prevention	Government is now funding this initiative through the Local services support grant thus funding will no longer be credited to revenue but to reserves	Joint	Ongoing	50,000	50,000	50,000	50,000	50,000	50,000
					50,000	50,000	50,000	50,000	50,000	50,000
LEGAL AND DEMOCRATIC										
SLEGREV2	Reduction in income LN01 – Licensing other LA03, gambling, street trading etc	We have reviewed the income expected for these areas. Best estimate is that next years income total will be £148,000: the budget is currently set at £159,430.	South	Ongoing	11,430	11,430	11,430	11,430	11,430	11,430
					11,430	11,430	11,430	11,430	11,430	11,430

South Oxfordshire DC - 2013/14 budget build changes

Essential growth

No	Title of bid	Summary	South only or joint bid?	One-off/ Ongoing	Spending profile:				
					2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
PLANNING									
SPLAREV1	Assessment of viability reports	This bid is for consultant appraisals of viability reports submitted in connection with planning applications. The government has invited developers to negotiate affordable housing provision and S106 payments where such provision/ payments threaten the viability and deliverability of their building project. The adoption of the Core Strategy means planning officers will be seeking the provision of affordable housing or an appropriate payment on all sites where 3 or more housing units are proposed. We anticipate this may lead to the submission of viability reports for at least 10 major schemes and 25 minor schemes (up to 9 dwellings), all requiring expert appraisal at around £2,500 for major schemes but less for more straightforward housing schemes.	South	One-off	50,000	0	0	0	0
					50,000	0	0	0	0
GRAND TOTAL					332,880	338,210	388,210	438,210	438,210

South Oxfordshire DC - 2013/14 budget build changes

Base budget savings

Item		One-off / ongoing	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £
CORPORATE STRATEGY							
1	Waste contract savings - net reduction in waste contract costs	Ongoing	(104,681)	(104,681)	(104,681)	(104,681)	(104,681)
2	Policy and engagement - reduction in consultations budgets and other running costs	Ongoing	(10,730)	(10,730)	(10,730)	(10,730)	(10,730)
3	Communications - reduction in running costs	Ongoing	(5,796)	(5,796)	(5,796)	(5,796)	(5,796)
			(121,207)	(121,207)	(121,207)	(121,207)	(121,207)
ECONOMY, LEISURE AND PROPERTY							
4	Cornerstone and arts development - net reduction in running costs	Ongoing	(9,688)	(9,688)	(9,688)	(9,688)	(9,688)
5	Car parks - additional excess charges income	Ongoing	(46,000)	(46,000)	(46,000)	(46,000)	(46,000)
			(55,688)	(55,688)	(55,688)	(55,688)	(55,688)
FINANCE							
6	Capita contract - reductions in payments	Ongoing	(13,090)	(13,090)	(13,090)	(13,090)	(13,090)
			(13,090)	(13,090)	(13,090)	(13,090)	(13,090)
PLANNING							
7	Development control - statutory increase in planning fees of 15 per cent from April 2013	Ongoing	(102,531)	(102,531)	(102,531)	(102,531)	(102,531)
			(102,531)	(102,531)	(102,531)	(102,531)	(102,531)
Overall total			(292,516)	(292,516)	(292,516)	(292,516)	(292,516)

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South Oxfordshire DC - 2013/14 revenue growth bids

No	Title of bid	Summary	South only or joint bid?	Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
One-off growth bids								
CORPORATE STRATEGY AND WASTE								
SCORREV2	Increase the level of street cleansing	Extend the deep cleanse undertaken in 2012/13, to those areas that have not been covered such as footpaths between parishes and extending the cutting back of some paths. The size of the team required would be four, the cost approximately £120,000. This cost would vary depending on what areas we choose to focus on and how many people would be required.	South	120,000	0	0	0	0
JCORREV2	Membership of Green Deal Community Interest Company	The councils have an opportunity to join other authorities in setting up a Community Interest Company (CIC) with the purpose of becoming a Green Deal Provider. South Oxfordshire and the Vale of White Horse District Councils can jointly become a shareholder member of the CIC at a combined one off cost of £35,000. Green Deal is a mechanism which will allow householders to get energy efficiency measures installed without having to pay for them up front. This is a commercial operation and the councils would exercise shared control over the uses to which the profits generated by the CIC might be put, to benefit residents.	Joint	17,500	0	0	0	0
JCORCAP2 (revised)	Nappy Recycling Project	We are keen to introduce new recycling schemes and one that has been identified is the recycling of nappies. It is expected that the scheme could increase our recycling rate by approximately 3 per cent. The £71,750 cost of the scheme at each council would be to cover the following: + collection vehicles and operatives + storage and haulage to the recycling facility + caddies for residents	Joint	71,750				
				209,250	0	0	0	0

South Oxfordshire DC - 2013/14 revenue growth bids

No	Title of bid	Summary	South only or joint bid?	Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
ECONOMY, LEISURE AND PROPERTY								
SELPREV1	Continuation of participation activator role to August 2014	GO Active was initially a three year externally-funded project that ran from December 2008 – December 2011 focussing on adult (16 plus) participation in sport and activity. Additional funding made it possible to employ a participation activator to support the co-ordinator in July 2012 and this role is due to finish July 2013. We would like to continue this role for a further year so that the co-ordinator is supported to deliver additional projects, including potential projects with NGBs and community games, to tie in with when the leisure contracts need to be renewed from August 2014.	South	14,400	10,000	0	0	0
JELPREV1	Strategic property technical support officer	The strategic property team requires a part-time post to assist with ongoing project, such as assisting with initial population and upkeep of data for the new estate management software, and assisting with the voluntary registration process planned for Vale in 2013/14. They would also free up existing officers for other tasks, such as fulfilling a more pro-active role in inspections of corporate property, by taking responsibility for Agresso function and providing additional clerical support. The proposal is that the cost would be split on a one third/two thirds basis between South and Vale respectively.	Joint	4,500	0	0	0	0
JELPREV3	Additional leisure staff – five year leisure projects officer post and leisure administration assistant (apprenticeship) post	SMB has agreed some additional staff to manage and support the procurement of the 2014 leisure management contract(s) and in parallel, the procurement and construction process for the new leisure centre for Didcot and any other facilities that are agreed during this time period (potentially Berinsfield and Wantage / Grove). The two members of staff are being recruited in 2012 and will be funded by existing ELP budgets until the end of this financial year. This bid will extend that funding for a further three years	Joint	42,170	42,170	42,170	31,080	0
				61,070	52,170	42,170	31,080	0

South Oxfordshire DC - 2013/14 revenue growth bids

No	Title of bid	Summary	South only or joint bid?	Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
HR, IT & CUSTOMER SERVICES								
JHICREV1	Enabling mobile websites	The council websites are not optimised for viewing on mobile devices. Although they do mostly work, the rendition is slow and some functionality is poor. More and more users want to browse websites from mobile devices, particularly smart phones. If we are serious about extending our reach and making council services accessible then we need to develop our websites so that they provide a fully-featured and responsive service to smart phone users. We anticipate that the necessary research and development could be done within a total budget of £20,000, shared equally between the two councils.	Joint	10,000	0	0	0	0
				10,000	0	0	0	0
PLANNING								
Page 39 SPLAREV2	Up-to-date aerial photographs	This bid is to update our coverage of aerial photographs across the district. This will allow better and quick desk top assessments for planning enforcement investigations and planning applications. Such information provides valuable evidence in planning assessments and at the planning committee and is used regularly by other council teams to help deliver services or in consultations. The last set of aerial photos date from 2009.	South	10,000	0	0	0	0
SPLAREV3	Planning policy function	Following the adoption of the core strategy, there is now a programme of prospective work, in part required to implement commitments made in the core strategy and in part driven by other internal and external factors. The actual work programme will need to be agreed by SMB and cabinet. The growth bid represents the estimated cost of this work, less existing available budget.	South	86,500	0	0	0	0

South Oxfordshire DC - 2013/14 revenue growth bids

No	Title of bid	Summary	South only or joint bid?	Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
PLANNING (CONTINUED)								
SPLAREV5	Updating the South Oxfordshire Ancient Woodland Inventory	There are many areas of ancient woodland throughout South Oxfordshire, identified from survey work undertaken in the mid 1980s which would no longer be considered as being sufficiently up to date. The National Planning Policy framework specifically identifies ancient woodlands as irreplaceable habitats which should be protected from loss or damage from development. The Thames Valley Environmental Records Centre is running a project in Oxfordshire to update the inventory for which they received initial funding, but additional funding is required It is proposed to use unspent, unringfenced New Burdens Grant of £50,615 to fund this work	South	35,000	0	0	0	0
				(35,000)	0	0	0	0
JPLAREV2	Neighbourhood planning resources	This bid covers the need to support town and parishes in developing neighbourhood plans for their area, following government's requirement as set out in the Localism Act for councils to provide technical support for neighbourhood bodies. The proposal is for an officer at both South and Vale. This would be a temp 3 yr post, funded up front by the council, but government funding should cover the staff and on-costs Government funding for neighbourhood planning resources	Joint	38,000	38,000	38,000	0	0
				(10,000)	(10,000)	(10,000)		
				124,500	28,000	28,000	0	0
Total one-off				404,820	80,170	70,170	31,080	0

South Oxfordshire DC - 2013/14 revenue growth bids

No	Title of bid	Summary	South only or joint bid?	Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
Ongoing growth bids								
CORPORATE STRATEGY AND WASTE								
SCORREV1	Improvements to council owned cemeteries and areas of Ladygrove estate in Didcot	Increase our investment in grounds maintenance to further enhance the attractiveness of the district. Cemeteries: Increase the specification for ongoing maintenance, estimate £30K . Ladygrove: there are a number of sites that residents complain about on Ladygrove which we currently own but are not included in the grounds maintenance contract on a routine basis. These could be added to the GM contract but would need to be assessed and a specification created. We estimate the cost would £20K per annum.	South	50,000	50,000	50,000	50,000	50,000
CORPORATE STRATEGY AND WASTE (CONTINUED)								
SCORREV3	Increase the level of street cleansing in town centres	The contractor currently employs a member of staff that is solely based in each of the town centres, a barrow man. These employees have proved particularly popular in Thame and Henley where we get very good feedback from residents and councillors. They are high profile positions which residents and visitors appreciate seeing throughout the day. This bid would enable the contractor to employ an additional barrow man in each of the town centres allowing areas currently cleaned to be extended beyond the immediate town centre. The cost associated with this would be £20,000 per person including on costs.	South	80,000	80,000	80,000	80,000	80,000
JCORREV4	Garden waste scheme price increase	This growth bid would mean that the cost of the garden waste service would remain the same rather than be increased by 2.9 per cent. This would mitigate the concern that customers who have reluctantly moved to DD would phone or write to complain about the increased charge	South	22,900	22,900	22,900	22,900	22,900
				152,900	152,900	152,900	152,900	152,900

South Oxfordshire DC - 2013/14 revenue growth bids

No	Title of bid	Summary	South only or joint bid?	Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
ECONOMY, LEISURE AND PROPERTY								
SELPREV3	Tourism Marketing support	This bid is to provide additional funding for tourism marketing activity to help achieve the corporate plan target of increasing the value of the visitor economy by five per cent year on year. The corporate target is ambitious given local and regional trends and therefore additional resources are needed to enable this target to be met and this work cannot be covered by internal staffing. The current tourism and marketing contract ends on 31 March 2013 and this would be a useful juncture to retender the contract with additional resources including generation of additional marketing material, national publicity and attendance at relevant trade shows.	South	10,000	10,000	10,000	10,000	10,000
JELPREV2	New shared South and Vale post to assist emergency planning officer	The Civil Contingencies Act places a legal obligation upon local authorities to have an emergency planning officer to ensure their organisation is in compliance with the Act and share information with other responders. Currently the shared technical and facilities manager carries out the role of emergency planning officer. This new part time post would provide resilience for both councils and cover for the shared technical and facilities manager in order to react and co-ordinate resources in times of emergency.	Joint	5,850	5,850	5,850	5,850	5,850
				15,850	15,850	15,850	15,850	15,850

South Oxfordshire DC - 2013/14 revenue growth bids

No	Title of bid	Summary	South only or joint bid?	Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
HR, IT & CUSTOMER SERVICES								
JHICREV2	Harmonisation of pay	When employees' terms and conditions of service were harmonised with effect from April 2010, the councils committed to harmonise pay and grading by 31 March 2013. This commitment was enshrined in a collective agreement with UNISON. 78 Vale employees remain on the old Vale pay scales. This bid is the anticipated cost of harmonising these posts.	Joint	8,500	8,500	8,500	8,500	8,500
				8,500	8,500	8,500	8,500	8,500
	Total ongoing			177,250	177,250	177,250	177,250	177,250
	GRAND TOTAL			582,070	257,420	247,420	208,330	177,250

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SOUTH OXFORDSHIRE DISTRICT COUNCIL
CAPITAL PROGRAMME TO 31 MARCH 2018 LAST UPDATED 11 DECEMBER 2012

	Spend to 31/03/11 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
APPROVED PROGRAMME								
Corporate Management Team	877	2,122	437	1,685	0	0	0	0
Corporate Strategy	4,756	363	1,025	237	0	0	0	0
Economy, Leisure and Property	36,486	517	1,361	173	22	0	0	0
Finance	867	3	3	0	0	0	0	0
HR, IT and Customer Services	15	0	75	0	0	0	0	0
Housing and Health	4,883	995	1,445	1,307	845	845	845	845
Legal and Democratic Services	6	0	4	0	0	0	0	0
Planning	457	0	13	0	0	0	0	0
TOTAL APPROVED PROGRAMME	48,347	4,000	4,363	3,402	867	845	845	845
PROVISIONAL PROGRAMME		1,814	2,459	6,083	9,733	1,720	720	500
GRAND TOTAL	48,347	5,814	6,822	9,485	10,600	2,565	1,565	1,345

Cumulative Total Budget (Approved & Provisional)

32,382

CAPITAL FINANCING								
CIF Interest Distributable - Grants		750	709	737	500	500	500	500
CIF - interest earned in year		2,609	3,789	0	0	0	0	0
CIF - usable capital receipts		100	40	5,000	8,900	1,000	0	0
Enabling Fund		0	65	3,118	720	585	585	365
General Fund Useable Receipts		1,536	1,536	0	0	0	0	0
Other		819	683	630	480	480	480	480
GRAND TOTAL		5,814	6,822	9,485	10,600	2,565	1,565	1,345

GENERAL NOTES

(1) The 2012/13 latest budget figures include:

- unspent provision carried forward from 2011/12;
- budget provision for schemes approved since the original budget was set; and
- transfers to 2013/14 where schemes are not expected to complete in 2012/13.

(2) RP = Rolling Programme

(3) DC = Developers Contributions

KEY TO PROJECT MANAGERS

AD Adrian Duffield

AWD Andrew Down

CT Chris Tyson

CK Clare Kingston

AR Anna Robinson

PS Paul Staines

MR Margaret Reed

WJ William Jacobs

Corporate Management Team

Scheme	No.	Code	RP DC	Project Mgr	Approved Programme									
					Note	Scheme Total £'000	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
Didcot Station Forecourt Growth Points	207	A207		AR	(1)	812	0	812	437	375				
	136	A136		AR	(2)	2,187	877	1,310	0	1,310				
						2,999	877	2,122	437	1,685	0	0	0	0

Notes

- (1) £812k transferred from provisional programme (cabinet 08/11/10)
(2) £553k transferred from provisional programme (cabinet 01/05/08)
£400k added to budget, grant received from DCLG
£906k added to budget, grant received from DCLG

Corporate Strategy

Scheme	No.	Code	RP DC	Project Mgr	Approved Programme											
					Note	Scheme Total £'000	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000		
CIF Grants																
Delegated Powers 2008/09	137	A167		CK	(1)	107	100			7						CIF
Moulsford Parish Council	010	A182		CK	(3)	235	235			0						CIF
Kidmore End Parish Council	010	A185		CK	(3)	200	192			8						CIF
Thame Football Partnership	188	A188		CK	(4)	250	250			0						CIF
All Saints PCC, Didcot	010	A201		CK	(5)	100	68			32						CIF
Thomley Hall	010	A202		CK	(5)	100	100			0						CIF
Didcot Town Council (skate park)	010	A203		CK	(5)	27	27			0						CIF
Henley Baptist Church	010	A204		CK	(5)	100	93			7						CIF
Great Milton Recreation Ground	010	A205		CK	(5)	62	62			0						CIF
CIF Grants - 10/11 Delegated Powers	010	A199		CK	(5)	67	50			17						CIF
Garsington Village Hall	010	A213		CK	(6)	60	45			15						CIF
Goring Village Hall	010	A214		CK	(6)	55	50			5						CIF
Wallingford Rowing Club	010	A215		CK	(6)	82	0	82		82						CIF
Tetsworth Memorial Hall	010	A216		CK	(6)	82	0	82		82						CIF
Wallingford Sports Trust	010	A217		CK	(6)	22	22			0						CIF
South Stoke Parish Council	010	A219		CK	(6)	29	5			24						CIF
Aston Rowant Parish Council	010	A220		CK	(6)	38	34			4						CIF
CIF Grants - 11/12 Delegated Powers	010	A221		CK	(6)	99	18	86		81						CIF
CIF grants - 12/13 Delegated Powers	010	A232		CK	(13)	474				237	237					CIF
CIF Grants - 07/08 Delegated Powers	121	X192		CK		80	80			0						CIF
Other Grants																
Cholsey Parish Council - NHB Grants	010	A218		CK	(14)	250	0	82		250						
Waste																
Green Waste Wheeled Bins	118	X173		CK	(7)	408	408			0						
Cigarette Litter Bins	139	A139		CK	(8)	10	7			3						
On Street Recycling Bins	140	A140		CK	(9)	20	9			11						
Waste Management Initiatives	068	A068		CK	(10)	2,608	2,524			84						
Open Spaces																
Ladygrove Loop	180	A180		CK	(11)	440	377	31		63						
Econsultation system	225	A225		CK	(12)	13				13						
						6,018	4,756	363		1,025	237	0	0	0	0	

Notes

- (1) CIF projects agreed by cabinet 08/07/08.
- (3) CIF projects agreed by cabinet 02/07/09
- (4) Budget transferred from provisional programme (member decision 12/11/10)
- (5) CIF projects agreed by cabinet 08/04/10
- (6) CIF projects agreed by cabinet 24/06/11
- (7) £130k transferred from provisional programme (cabinet 2/3/05)
£58k transferred from provisional programme (member decision 31/10/08)
- (8) £10k transferred from provisional programme (member decision 07/11/08)
- (9) £20k transferred from provisional programme (member decision 21/04/11)
- (10) £2,550 transferred from provisional programme (member decision 27/04/09)
- (11) £440k transferred from Provisional Programme (cabinet 02/07/09)
- (12) £13k transferred from Provisional Programme (member decision 31/07/12)
- (13) £474k transferred from Provisional Programme (member decision 22/06/12)
- (14) £82k of CIF funding withdrawn. £250k NHB funding agreed by council 25/10/12

Economy, Leisure and Property

Scheme	No.	Code	RP DC	Project Mgr	Approved Programme											
					Note	Scheme Total £'000	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000		
Arts Development																
Didcot Arts Centre	026	X125		CT	(1)	8,081	8,041		40							
Public Art - Orchard Centre	126	X130	DC	CT		75	7	54	48	20						DC
Economic Development																
Didcot Town Centre Redevelopment	004	X126		AR	(2)	21,495	21,348	95	147							
Land Drainage	036	X162	DC	CT	(7)	159	29	130	0	130						DC
Town Centre Initiatives	111	X197		CT	(5)	300	216	33	40	22	22					
Leisure																
Riverside Moorings	153	A153		CT		267	266		0	1						
Park Sports Centre Gym Equipment	154	A222		CT	(10)	376	19		357							
Thame Fitness Suite	223	A223		CT		30	4		26							
Riverside Water Feature	193	A224		CT	(19)	165	1		164							
Didcot Leisure Centre	227	A227		CT	(20)	60	0		60							
Thame LC	155	A155		CT	(11)	215	215		0							
Abbey Sports Centre Gym	169	A169		CT		130	130		0							
Carbon Management Programme	176	A176		CT	(8)	180	25		155							
Park & Thame LC Refurbishment	187	A187		CT	(12)	460	456		4							
Didcot ATP	191	A191		CT	(13)	6	3		3							
Leisure Centre - capital works	078	X155		CT		1,508	1,416		92							
Leisure Centre - design works	079	X156		CT		51	51		0							
Henley Leisure Centre Refurbishment	104	X157		CT	(9)	3,223	3,223		0							
Technical																
Didcot Broadway Car Parks	133	X194		CT	(16)	76	76		0							
Minor Land Drainage Schemes		X169		CT			3									
Housing Act Works Refurbishment	103	X170		CT	(14)	780	585	200	195							
Improvement to Public Conveniences		X177		CT	(15)	100	77	5	23							
Car Park Resurfacing & Improvement	142	A142		CT			48		7							
Flood Alleviation Schemes	143	A143		CT	(17)	247	247		0							
						37,984	36,486	517	1,361	173	22	0	0	0		

Notes

- (1) Original budget £6320k
£132k budget transfer (cabinet 8/2/07)
£15k vired from revenue
£100k vired from Didcot Town Centre budget (X126)
- (2) Budget reduced and balances moved to 07/08
£300k transferred from provisional programme (cabinet 18/12/03)
£3,000k added to approved programme (urgent decision 21/06/07)
- (5) £22k moved from provisional programme (member decision 23/04/07)
£40k moved to Improvement to Public Conveniences - Environmental Services
£50k transferred from provisional programme (cabinet 03/06/10)
- (6)
- (7) These schemes will be funded from developers contributions, or expenditure may be limited to contributions available.
Budget reduced and balances moved to 07/08
- (8) £21k transferred from provisional programme (MD 25/09/09)
- (9) Separation of budget for Henley LC Refurbishment from Recreation Initiatives - see note (13)
£200k transferred from provisional programme (cabinet 03/08/06)
£15k added to approved programme (cabinet 03/08/06)
£375k transferred from provisional programme (cabinet 07/12/06)
£452k added to approved programme (council 14/12/06)
Budget reduced and balances moved to 07/08
£180k added to balance per cabinet report 6/9/07
- (10) £125 transferred from provisional programme (member decision 21/11/08)
- (11) £215k transferred from provisional programme (member Decision 10/10/08)
- (12) £50k transferred from provisional programme (MD 11/09/09)
- (13) £6k transferred from provisional programme (MD 04/03/11)
- (14) £400k transferred from provisional programme (cabinet 08/02/07)
£200k transferred from provisional programme (member decision 23/09/10)
- (15) £100k transferred from provisional programme (member decision 23/07/10)
- (16) £80k transferred from provisional programme (cabinet 05/07/07)
- (17) £95k transferred from provisional programme (member decision 07/11/08)
£20k grant for Tiddington scheme received and budget increased.
£10k received from EA
- (18) £440k transferred from Provisional Programme (cabinet 02/07/09)
- (19) £165 transferred from provisional programme (MD 13/01/12)
- (20) £60k transferred from provisional programme (cabinet 13/04/12)

Finance

Scheme	No.	Code	RP DC	Project Mgr	Approved Programme									
					Note	Scheme Total £'000	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
Financial Services Contract Fixed Asset System	119 190	X107 A190		WJ WJ	(1)	863 7	860 7	3	3 0					
						870	867	3	3	0	0	0	0	0

- (1) £839,445 transferred from provisional programme (cabinet 12/10/06)
Re-profiled costs to relevant years

HR, IT and Customer Services

Scheme	No.	Code	RP DC	Project Mgr	Approved Programme										
					Note	Scheme Total £'000	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	
Information and Communications Technology															
PCs - new and upgrades	016	X116	RP	AWD	(1)	N/A	N/A			17					
File servers, central h'ware, s'ware & equipment	017	X117	RP	AWD	(2)	N/A	N/A			0					
Desktop Software Upgrades	019	X119	RP	AWD	(3)	N/A	N/A			1					
Communications and Network Equipment	021	X121	RP	AWD		N/A	N/A			41					
E-Government Rolling Programme	023	X123	RP	AWD	(4)	N/A	N/A			11					
Upgrade GIS	088	A088		AWD		20	15			5					
						20	15	0		75	0	0	0	0	0

Notes

- (1) This provides for the replacement of PCs over a five year period.
£10k transferred from provisional programme (cabinet 07/12/06)
£20k transferred from provisional programme (member decision 04/01/08)
£72k transferred from provisional programme (member decision 14/11/08)
- (2) This provides for additions, upgrades and replacement of central servers and equipment, printers and scanners and central software.
£56,885 transferred from provisional programme (member decision 02/05/08)
£31k transferred from provisional programme (member decision 14/11/08)
- (3) This provision meets the cost of the progressive upgrade of software on personal computers used by the council.
£6k transferred from provisional programme (cabinet 1/6/06)
£23k transferred from provisional programme (cabinet 07/12/06)
- (4) Funding to meet ongoing e-government implementation and development staffing costs.
£38k transferred from provisional programme (cabinet 07/12/06)
£7k transferred from provisional programme (member decision 14/11/08)

Health and Housing

Scheme	No.	Code	RP DC	Project Mgr	Approved Programme										
					Note	Scheme Total £'000	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	
Private housing renovation															
Mandatory disabled facilities grants	011	X108	RP	PS	(1)	N/A	N/A	950	955	950	800	800	800	800	800
Discretionary assistance	012	X109	RP	PS		N/A	N/A	45	45	45	45	45	45	45	45
Social Housing Initiatives	057	X110		PS	(2)	5,620	4,883		425	312					
						5,620	4,883	995	1,425	1,307	845	845	845	845	845

60% govt c

Notes

- (1) £300k increase approved by cabinet 04/10/03
£39k vired to CEM10023 (cabinet 03/08/06)
£209k moved to 2007/08
£85k vired to revenue to fund Choice Based Lettings (cabinet 4/10/07)
- (2) £2,000k moved from provisional programme. Split between 04/05 and 05/06 (cabinet 2/9/04).
£1,000 transferred from provisional programme (cabinet 03/08/06)
£540k transferred from provisional programme (cabinet 01/11/07)
£550k transferred from provisional programme (cabinet 08/07/10)
£275k transferred from provisional programme (MD 03/08/12)

Legal and Democratic Services

Scheme	No.	Code	RP DC	Project Mgr	Approved Programme									
					Note	Scheme Total £'000	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
CCTV Control Room Update	208	A208		MR	(2)	6	6		0					
Legal Case Management System	025	X124		MR	(1)	4	0		4					
						10	6	0	4	0	0	0	0	0

Notes

- (1) Purchase of software to enable the electoral register to be maintained in house - cabinet report 4 Apr 2002.
(2) £6k transferred from provisional programme (MD 15.12.11)

Planning

Scheme	No.	Code	RP DC	Project Mgr	Approved Programme									
					Note	Scheme Total £'000	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
Planning Delivery Grant - capital works	112	X168		AD	(1)	465	457		8					
Wallingford Castle Restoration	230	A230		AD	(2)	5	0		5					
						470	457	0	13	0	0	0	0	0

Notes

- (1) £84k transferred from provisional programme (cabinet 01/06/06)
£35k added to approved programme (cabinet 01/06/06)
£25k added to approved programme (cabinet 06/07/06)
£240k transferred from provisional programme (cabinet 13/9/07)
(2) £5k transferred from provisinal programme (MD 04/05/12)

Provisional Capital Programme

Scheme	No.	RP DC	Project Mgr	Provisional Programme										
				Note	Date Added	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	
CORPORATE MANAGEMENT TEAM Didcot Station Forecourt	207		AR	(11)	10/11			0						
CORPORATE STRATEGY														
On Street Litter Bins for Recycling	140		CK	(2)	08/09		15	35						
Replacement Waste Containers	192		CK	(4)	10/11		63	63	63	63				
Carbon Management Programme	210		CK	(12)	11/12			0						
Ecoconsultation System	225		CK	(13)	12/13		13	0						
NHB Capital Grants	233		CK	(14)	12/13			183						
External Capital Grants	009, 010	RP	CK	(5)			500	108	500	500	500	500	500	500 CIF

Provisional Capital Programme Continued

Scheme	No.	RP DC	Project Mgr	Provisional Programme										
				Note	Date Added	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	
ECONOMY, LEISURE & PROPERTY														
Wallingford cemetery - additional land	069		CT	(1)	-				35					
Car Park Resurfacing & Improvement	142		CT	(2)	08/09		55	55						
HAW Moulsoford	194		CT	(4)	10/11		20	20						
Ladygrove - land east of Abingdon Road	063	DC	CT	(8)	?		155	155						
Didcot Town Centre Development	150		CT	(2)	08/09			500						
Essential Capital Works at Leisure Centres	062	RP	CT	(2)	08/09			0						
Park / Thame Leisure Centres - capital investment	154		CT	(2)	08/09			250						
New Gym Equipment for Leisure Centres	155		CT	(2)	08/09			30						
Leisure Centres Essential Works	173		CT	(3)	09/10		160	160	200	200	220	220		
Carbon Management Programme	176		CT	(3)	09/10			0						
Didcot Artificial Turf Pitch (ATP)	191		CT	(4)	10/11			194						
Leisure Projects	193		CT	(4)	10/11			35						
FMP plot development	226		CT	(13)	12/13		80	80	40					
Didcot Leisure Centre	227		CT	(13)	12/13		100	40	5,000	8,900	1,000			
Building Emergency Fund	059		CT	(9)	-			45						

DC

Provisional Capital Programme Continued

Scheme	No.	RP DC	Project Mgr	Provisional Programme									
				Note	Date Added	Spend to 31/03/12 £'000	2012/13 Org Bud £'000	2012/13 Latest £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
FINANCE													
Fixed Asset Register Software	190		WJ	(4)	10/11			13					
HR, IT AND CUSTOMER SERVICES													
Upgrade Geographical Information System	088		AWD	(6)	05/06			0					
Rolling Programme		RP	AWD		-			12					
Transforming the Website	178		AWD	(3)	09/10			8					
IT Investment Plan	211		AWD	(12)	11/12		65	65	145	70			
HOUSING AND HEALTH													
Social Housing Initiatives (Affordable Housing New Build)	057	RP	PS	(10)	04/05		550	160					
Contaminated land	212		PS		08/09			150	100				
Online Housing Advice	228		PS	(13)	12/13		25	25					
LEGAL AND DEMOCRATIC SERVICES													
On-Line Register of Electors Project	089		MR	(6)	05/06			22					
CCTV Control Room Upgrade	208		MR	(12)	11/12			0					
CCTV Control Room DVR System Upgrade	209		MR	(12)	11/12			6					
Case Management System	229		MR	(13)	12/13		8	8					
PLANNING													
Parking for Wallingford Cemetery & Castle Meadows	172		AD	(3)	09/10			37					
Wallingford Castle Restoration	230		AD	(13)	12/13		5	0					
							1,814	2,459	6,083	9,733	1,720	720	500
											21,215		

Notes

- (1) Growth bid for preliminary works regarding the purchase of additional burial land to meet future needs.
- (2) Additions to capital programme approved by cabinet 08/02/08.
- (3) Addition to capital programme approved by cabinet 05/02/09
- (4) Additions to capital programme approved by cabinet 08/02/10
- (5) Capital Grants to be funded from the Community Investment Fund Part 1. External Grants Scheme established by cabinet 6/6/02.
- (6) Additions to capital programme approved by cabinet 10/02/05.
Scheme 084 budget removed - no longer required (06/01/09)
- (8) This land is to be acquired using the land equalisation fund (a Developers Contribution). Tentative estimates have been made for cycleways, open spaces and landscaping. No estimates have been made at this stage for drainage and play area works.
- (9) Emergency Building Fund set up to deal with unprogrammed works.
- (10) Growth bids approved by council on 24/2/04.
Additions to capital programme approved by cabinet 08/02/07.
- (11) Budget added to provisional programme
- (12) Additions to capital programme approved by cabinet 14/02/11
- (13) Additions to capital programme approved by cabinet 13/02/12
- (14) Addition to capital programme approved by council 25/10/12

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South Oxfordshire DC - 2013/14 capital growth bids

No	Title of bid	Summary	South only or joint bid?	CAPITAL SPEND					One-off or rolling	REVENUE CONSEQUENCES				
				Spending profile:						Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £		2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
CORPORATE MANAGEMENT TEAM														
SCMTCAP1	Town Centre Boost	A set of projects that together will make Didcot town centre more visually attractive to visitors, including better pedestrian flow around the town centre, improved access to information promoting facilities available within the centre, leading to higher spending, business confidence and private sector investment (DCLG funding)	South	250,000										
				(10,000)										
				240,000	0	0	0	0		0	0	0	0	0
CORPORATE STRATEGY & WASTE														
SCORCAP1	Community Investment Fund – Capital Grants	This bid is to increase the Community Investment Fund (CIF) capital grant budget by £500,000. There is currently a budget of £500,000 and this proposal would increase the grant budget to £1m.	South	500,000	500,000	500,000	500,000	500,000	Rolling					
SCORCAP2	To upgrade one of Cornerstones disabled toilets to a Changing Places facility	Changing Places toilets are different to standard disabled toilets with extra features and more space. Standard disabled toilets do not meet the needs of all people with a disability – or their carers. People with profound and multiple learning disabilities, as well as other serious impairments such as spinal injuries or muscular dystrophy often need extra facilities to allow them to use the toilets comfortably.	South	8,000					One off	170	170	170	170	170
SCORCAP3	Energy Grant Scheme/Fuel Poverty	An energy grants scheme focussed on those households in the district who are living in fuel poverty. The energy grant scheme the council provided would need to be worked through once the government's Green Deal scheme is fully in place and we are able to assess the full extent of the potential impact upon fuel poor households.	South	15,000	15,000	15,000			One -off (three year)					
SCORREV1 NB: Cemetery element is capital	Improvements to council owned cemeteries	Refurbish areas of the cemeteries under our control in Kidmore End and Wallingford. We would resurface paths, repair gates and benches. Estimate £40K	South	40,000					One off					
				563,000	515,000	515,000	500,000	500,000		170	170	170	170	170

South Oxfordshire DC - 2013/14 capital growth bids

No	Title of bid	Summary	South only or joint bid?	CAPITAL SPEND					One-off or rolling	REVENUE CONSEQUENCES				
				Spending profile:						Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £		2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
ECONOMY LEISURE AND PROPERTY														
SE LPCAP1	Cornerstone's website	To bring Cornerstone's digital marketing strategy and platforms up to date: 1. Research to improve usability and interactivity 2. Website upgrade 3. Integration of Cornerstone's digital marketing tools 4. Training of staff on new website	South	31,500					One off	4,200	1,900	2,000	2,100	2,200
SE LPCAP2	Leisure centre essential works 2017/18	Essential capital maintenance works at the leisure centres for 2017/18. The funds will be used to maintain the physical condition of the facilities, including plant and equipment, to a standard that maintains customer satisfaction, usage and income.	South					220,000	Rolling					
SE LPCAP3	Berinsfield co-location project - preliminary option assessments	OCC is looking to rationalise its property stock in the Berinsfield area and has approached officers regarding their initial thoughts on co-locating the leisure centre, library, youth service and the information and advice service all within the existing leisure centre site. Instead of embarking on a project to locate all these facilities within the existing constraints of the site, it is proposed that a new, purpose-built facility is constructed.	South	100,000					One off					
SE LPCAP4	Refurbishment of changing facilities in the South Oxfordshire District Council offices	The current changing and shower facilities in the South offices (block D) are dated, shabby and of a low standard. Facilities have received complaints by members of staff about the poor state of the changing facilities. There is only one shower and changing area for both sexes. It would be possible to carry out some minor cosmetic changes in-house. However, what is proposed would be to have single sex facilities and changing rooms that are compliant with building regulations and include for use by disabled people.	South	25,000					One off					
SE LPCAP5	Car park improvements	Five year programme 2013-2018 of resurfacing and relining of district car parks - this is a continuation of a current programme that has been running since 2008.	South	45,000	45,000	45,000	45,000	45,000	Five year prog					
SE LPCAP6	Improvement to public conveniences in Greys Road and Station car parks, Henley	The current public conveniences in Greys Road car park and Station car park in Henley were built in the 1980s to an identical design. The design is robust, but the pans and doors are made of stainless steel and there are no seats on the pans. The floor is Terazzo (sealed sprinkles of granite/marble/quartz) and has ingrained dirt, which is very difficult to clean without damaging the floor itself. Overall, the toilets appear to be of a low standard. Henley Town Council is considering a refurbishment of the Mill Meadows toilets in 2013/14 and officers have contacted and agreed with the town council that some economies of scale could be made by having a contract to carry out improvement works on all three public conveniences at the same time.	South	100,000					One off					

South Oxfordshire DC - 2013/14 capital growth bids

No	Title of bid	Summary	South only or joint bid?	CAPITAL SPEND					One-off or rolling	REVENUE CONSEQUENCES				
				Spending profile:						Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £		2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
ECONOMY LEISURE AND PROPERTY (CONTINUED)														
SELPCAP7	Town centre infrastructure	To work with town councils and town partnerships to develop an action plan of physical town centre improvements needed in the towns of Henley, Thame and Wallingford, alongside the existing annual economic development action plans for each town. This includes the creation of new seating areas, better signage and other enhancements to the public realm infrastructure. The creation of such infrastructure will help attract residents and visitors to the town centres, encouraging people to spend longer in the town centres and help improve the vitality of the town centres.	South	75,000	75,000				One off - two year prog	5,000				
SELPCAP8	Cornerstone capital works	Rolling programme of replacement and upgrade to essential infrastructure and operational kit at Cornerstone	South	56,350	17,040	36,600	24,200	26,230	Five -year programme					
SELPCAP9	External signage and advertising for Cornerstone	To plan and install external signage and advertising to improve awareness of Cornerstone and its programme and wayfinding to the venue	South	18,350					One off					
SELPCAP10	Enhancement to café bar at Cornerstone	The cafe bar is situated on the lower ground floor of the venue, opening out onto the town square opposite the cinema. The café bar is run as a concession under contract to the council and to date two different companies have managed it consecutively. As Didcot expands even further with the development of Phase 2 of the shopping centre and 300 new dwellings at Great Western Park one mile away, it will be even more important for the café bar at Cornerstone to be able to service the town and its social needs. Working with the current café bar operators and a design company we propose investment in infrastructure to increase presence, attractiveness and comfort and, therefore, increase footfall, dwell time, spend and income.	South	74,100					One off	(1,000)	(3,500)	(7,500)		
SELPCAP12	New entrance to Riverside Park, Crowmarsh Gifford	The developer (Croudace) of the new houses on the Lister Wilder site in The Street, Crowmarsh Gifford, has provided the council with a sum of £61,000 under a section 106 agreement. This developer contribution is to provide for a new link road through the development to Riverside car park, pool, splash park and campsite. s106 funding	South	61,000					One off s.106 funded					
				525,300	137,040	81,600	69,200	291,230		8,200	(1,600)	(5,500)	2,100	2,200

South Oxfordshire DC - 2013/14 capital growth bids

No	Title of bid	Summary	South only or joint bid?	CAPITAL SPEND					One-off or rolling	REVENUE CONSEQUENCES				
				Spending profile:						Spending profile:				
				2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £		2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
HR, IT& CUSTOMER SERVICES														
JHICCAP1	IT infrastructure	The IT infrastructure for both councils is rapidly approaching its end of life. A review has been carried out as part of the Fit For The Future programme, and our consultant partners have recommended a series of actions. At present the programme is only costed at a very high level, broken into six elements totalling £905,000 although some funds already exist in the programme.	Joint	215,000	35,000				One off - two year prog	4,200	1,800	1,800	1,800	1,800
				215,000	35,000	0	0	0		4,200	1,800	1,800	1,800	1,800
HEALTH AND HOUSING														
JHAHCAP1	Implementation of new Housing Allocations Policy	Both councils are currently reviewing their Allocations Policies in response to the Localism Act. New policies will be agreed late 2012/ early 2013. The ICT provider cannot provide definitive costings until the Allocations Policies are approved by Council. However they have provided indicative costings, which are in the region of £13,000 per authority. There will also be a need to re-cavass all applicants which will cost approximately £2,000. Total bid of £15k per authority	Joint	13,000					One off	2,000				
JHAHCAP3	Local Authority Mortgage Scheme (LAMS)	This scheme provides competitive mortgages for local first time buyers and the councils finances are used as a security against potential loss upon sale. Whilst the council's money is held as security interest is earned.	South	1,000,000					One off					
				1,013,000	0	0	0	0		2,000	0	0	0	0
	GRAND TOTAL			2,556,300	687,040	596,600	569,200	791,230		14,570	370	(3,530)	4,070	4,170

	A	H	I	J	K	L
1	South Oxfordshire DC	Budget	Indicative	Indicative	Indicative	Indicative
2		2013/14	2014/15	2015/16	2016/17	2017/18
3		£000	£000	£000	£000	£000
4	Base budget					
5	Corporate management	391	391	391	391	391
6	Corporate strategy	5,364	5,364	5,364	5,364	5,364
7	Economy, leisure and property	995	995	995	995	995
8	Finance	2,593	2,593	2,593	2,593	2,593
9	Housing and health	1,654	1,654	1,654	1,654	1,654
10	HR, IT, customer	1,648	1,648	1,648	1,648	1,648
11	Legal and democratic	819	819	819	819	819
12	Planning	1,559	1,559	1,559	1,559	1,559
13	Contingency	333	333	333	333	333
14	Total base budget	15,356	15,356	15,356	15,356	15,356
15	Revisions to base budget					
16	Opening budget adjustments	(470)	(582)	(594)	(594)	(594)
17	Inflation, salary increments and adjustments	233	623	1,021	1,427	1,841
18	Essential growth - one-off	109	59	59	59	59
19	Essential growth - ongoing	224	224	224	224	224
20	Base budget savings	(293)	(293)	(293)	(293)	(293)
21	Managed vacancy factor	(182)	(186)	(190)	(193)	(197)
22	Fit for the Future savings	(50)	(200)	(200)	(200)	(200)
23	Total revised base budget	14,927	15,001	15,383	15,786	16,196
24	Growth, savings and other budget adjustments					
26	Growth proposals		Proposals yet to be agreed			
30	Other budget adjustments	0	300	750	900	1,200
31	Net cost of services	14,927	15,001	15,383	15,786	16,196
32	Net property income	(1,034)	(1,034)	(1,034)	(1,034)	(1,034)
33	Gross treasury income	(2,103)	(2,166)	(2,245)	(2,617)	(2,537)
34	Net expenditure	11,790	11,801	12,104	12,135	12,625
35	New Homes Bonus	(1,143)	(1,143)	(1,143)	(1,143)	(884)
36	CT freeze grant 2013/14 tranche	(67)	(67)	0	0	0
37	Transfers to / from earmarked reserves	1,362	1,897	1,763	2,206	1,494
38	Amount to be financed	11,942	12,488	12,724	13,198	13,235
39	Financing					
40	Revenue support grant	(3,421)	(2,623)	(2,079)	(1,674)	(1,214)
41	Business rates retention scheme	(2,276)	(2,345)	(2,392)	(2,440)	(2,489)
42	Total start-up funding allocation	(5,696)	(4,969)	(4,472)	(4,114)	(3,703)
43	Less - Parish share of council tax support grant	246	Future years payments to be determined			
44	+ / - estimated NNDR over/under collection	82	82	82	82	82
45	Collection fund surplus/deficit	(211)	(100)	(100)	(100)	(100)
46	Council tax requirement before use of reserves	6,363	7,502	8,235	9,066	9,515
47	Use of reserves to balance budget	175	1,439	2,294	3,096	3,514
48	Council tax requirement after use of reserves	6,188	6,063	5,941	5,971	6,001
49	Tax base	52,607.0	52,870.0	53,134.4	53,400.1	53,667.1
50	Band D Council tax	117.62	114.68	111.81	111.81	111.81
51	Cumulative use of reserves (total row 47)	175	1,614	3,907	7,003	10,517
53						
54	Projected balances at year end:					
55	General fund balance	23,300	22,521	21,486	18,842	14,903
56	Earmarked revenue reserves	12,168	12,178	11,113	11,537	12,341

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