

**2007/2008 Revenue Budget**  
*Policy & Resources Committee - Central Services*

|                              | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|------------------------------|-------------------------------------|-----------------------------|
| Postages & Reception         | 224,059                             | 230,219                     |
| Legal Services               | 1,021,568                           | 1,060,098                   |
| Estates                      | 371,872                             | 383,081                     |
| Personnel Team               | 1,196,242                           | 1,270,291                   |
| Finance Services             | 2,312,187                           | 2,476,530                   |
| ICT Services                 | 1,751,530                           | 1,832,841                   |
| Central Services Eff Savings | 0                                   | -321,417                    |
| F & ICT Efficiency Savings   | 0                                   | -232,239                    |
| Reprographic Services        | -32,268                             | -20,492                     |
| Modernising Government       | 769,000                             | 25,000                      |
| Buildings                    | 1,245,598                           | 1,147,666                   |
| <b>Total</b>                 | <b>8,859,789</b>                    | <b>7,851,579</b>            |

## **POLICY AND RESOURCES COMMITTEE – CENTRAL SERVICES**

The Policy and Resources Committee is also responsible for departments which do not deliver services directly to the public, but which support the work of service departments.

The costs of Central Support Services are required to be fully allocated to services, so that the total cost of services is clearly disclosed to the public.

# 2007/2008 Revenue Budget

| <i>Postages &amp; Reception</i> |                                    | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|---------------------------------|------------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>                        | <b>Employee Costs</b>              |                                     |                             |
| 15                              | APTC                               | 109,122                             | 112,576                     |
| 70                              | Pension contributions              | 18,110                              | 19,359                      |
| 75                              | National Insurance                 | 6,900                               | 6,957                       |
| 80                              | Allowances                         | 632                                 | 632                         |
|                                 | <i>Total</i>                       | 134,764                             | 139,524                     |
| <b>D</b>                        | <b>Supplies and Services</b>       |                                     |                             |
| 05                              | Equipment & Furniture              | 7,600                               | 9,000                       |
|                                 | <i>Total</i>                       | 7,600                               | 9,000                       |
| <b>E</b>                        | <b>Transport &amp; Plant Costs</b> |                                     |                             |
| 05                              | Vehicle Running Costs              | 1,100                               | 1,100                       |
| 15                              | Other Transport & Plant            | 2,750                               | 2,750                       |
|                                 | <i>Total</i>                       | 3,850                               | 3,850                       |
| <b>F</b>                        | <b>Administrative Costs</b>        |                                     |                             |
| 05                              | Printing & Stationery              | 500                                 | 500                         |
| 10                              | Telephones                         | 733                                 | 733                         |
| 20                              | Postages                           | 75,895                              | 75,895                      |
| 40                              | Insurances                         | 717                                 | 717                         |
|                                 | <i>Total</i>                       | 77,845                              | 77,845                      |
| <b>K</b>                        | <b>Financing Costs</b>             |                                     |                             |
| 35                              | Depreciation                       | 0                                   | 0                           |
| 40                              | Capital Charge                     | 0                                   | 0                           |
|                                 | <i>Total</i>                       | 0                                   | 0                           |
|                                 |                                    | 224,059                             | 230,219                     |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **POSTAGES AND CENTRAL RECEPTION**

This budget represents the costs of providing the central reception and postages service at Council Headquarters.

# 2007/2008 Revenue Budget

| <i>Legal Services</i> |                                    | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|-----------------------|------------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>              | <b>Employee Costs</b>              |                                     |                             |
| 10                    | Chief Officers                     | 77,680                              | 79,623                      |
| 15                    | APTC                               | 676,391                             | 701,641                     |
| 70                    | Pension contributions              | 124,387                             | 133,716                     |
| 75                    | National Insurance                 | 58,387                              | 60,456                      |
| 80                    | Allowances                         | 8,485                               | 8,485                       |
| 85                    | Other Employee Costs               | 4,000                               | 4,000                       |
| 86                    | Vacancy Management Target          | -3,382                              | 0                           |
|                       | <i>Total</i>                       | 945,948                             | 987,921                     |
| <b>C</b>              | <b>Property Costs</b>              |                                     |                             |
| 06                    | Shared Buildings                   | 33,564                              | 29,544                      |
|                       | <i>Total</i>                       | 33,564                              | 29,544                      |
| <b>D</b>              | <b>Supplies and Services</b>       |                                     |                             |
| 05                    | Equipment & Furniture              | 3,181                               | 0                           |
| 09                    | Software licences, maintenance     | 0                                   | 4,000                       |
|                       | <i>Total</i>                       | 3,181                               | 4,000                       |
| <b>E</b>              | <b>Transport &amp; Plant Costs</b> |                                     |                             |
| 10                    | Staff Transport Costs              | 4,518                               | 3,698                       |
|                       | <i>Total</i>                       | 4,518                               | 3,698                       |
| <b>F</b>              | <b>Administrative Costs</b>        |                                     |                             |
| 05                    | Printing & Stationery              | 18,905                              | 18,905                      |
| 10                    | Telephones                         | 4,678                               | 4,678                       |
| 20                    | Postages                           | 15,325                              | 15,903                      |
| 25                    | Subsistence                        | 526                                 | 526                         |
| 30                    | Training                           | 2,611                               | 2,611                       |
| 35                    | Conference Expenses                | 5,610                               | 5,610                       |
| 40                    | Insurances                         | 4,987                               | 4,987                       |
| 55                    | Other Admin Costs                  | 19,843                              | 19,843                      |
|                       | <i>Total</i>                       | 72,486                              | 73,064                      |
| <b>K</b>              | <b>Financing Costs</b>             |                                     |                             |
| 35                    | Depreciation                       | 11,857                              | 11,857                      |
| 40                    | Capital Charge                     | 0                                   | 0                           |
|                       | <i>Total</i>                       | 11,857                              | 11,857                      |
| <b>L</b>              | <b>Income</b>                      |                                     |                             |
| 20                    | Customer & Client Receipts         | -80,982                             | -80,982                     |
| 41                    | Recharges to Other Heads           | 30,997                              | 30,997                      |
|                       | <i>Total</i>                       | -49,985                             | -49,985                     |
|                       |                                    | 1,021,568                           | 1,060,098                   |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **LEGAL SERVICES**

The Legal Services section provides a comprehensive legal service, including litigation, licensing and conveyancing, to the Council and ensures that the Council meets its statutory duties.

The section ensures that all Council Committees are properly administered and minuted. It also deals with Superiors Consents, Property Enquiries and Rights of Way and manages the Registrars service.

# 2007/2008 Revenue Budget

| <i>Estates</i> |                                    | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|----------------|------------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>       | <b>Employee Costs</b>              |                                     |                             |
| 15             | APTC                               | 256,865                             | 272,993                     |
| 70             | Pension contributions              | 42,425                              | 46,726                      |
| 75             | National Insurance                 | 20,713                              | 20,742                      |
| 80             | Allowances                         | 249                                 | 249                         |
| 86             | Vacancy Management Target          | -8,028                              | 0                           |
|                | <i>Total</i>                       | 312,224                             | 340,710                     |
| <b>C</b>       | <b>Property Costs</b>              |                                     |                             |
| 06             | Shared Buildings                   | 11,260                              | 9,962                       |
|                | <i>Total</i>                       | 11,260                              | 9,962                       |
| <b>D</b>       | <b>Supplies and Services</b>       |                                     |                             |
| 05             | Equipment & Furniture              | 750                                 | 0                           |
| 09             | Software licences, maintenance     | 10,100                              | 8,000                       |
| 20             | Clothing & Uniforms                | 150                                 | 150                         |
| 25             | Other Supplies and Services        | 150                                 | 150                         |
|                | <i>Total</i>                       | 11,150                              | 8,300                       |
| <b>E</b>       | <b>Transport &amp; Plant Costs</b> |                                     |                             |
| 10             | Staff Transport Costs              | 17,202                              | 4,050                       |
|                | <i>Total</i>                       | 17,202                              | 4,050                       |
| <b>F</b>       | <b>Administrative Costs</b>        |                                     |                             |
| 05             | Printing & Stationery              | 1,400                               | 1,400                       |
| 10             | Telephones                         | 1,716                               | 1,716                       |
| 20             | Postages                           | 912                                 | 935                         |
| 25             | Subsistence                        | 100                                 | 100                         |
| 30             | Training                           | 3,950                               | 3,950                       |
| 35             | Conference Expenses                | 700                                 | 700                         |
| 40             | Insurances                         | 2,250                               | 2,250                       |
| 55             | Other Admin Costs                  | 3,500                               | 3,500                       |
|                | <i>Total</i>                       | 14,527                              | 14,550                      |
| <b>K</b>       | <b>Financing Costs</b>             |                                     |                             |
| 35             | Depreciation                       | 1,772                               | 1,772                       |
| 40             | Capital Charge                     | 0                                   | 0                           |
|                | <i>Total</i>                       | 1,772                               | 1,772                       |
| <b>L</b>       | <b>Income</b>                      |                                     |                             |
| 20             | Customer & Client Receipts         | -4,000                              | -4,000                      |
| 41             | Recharges to Other Heads           | 7,737                               | 7,737                       |
|                | <i>Total</i>                       | 3,737                               | 3,737                       |
|                |                                    | 371,872                             | 383,081                     |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **ESTATES**

The Estates section is responsible for the management of the Council's property portfolio, disposal of surplus properties and the acquisition of new properties. It sets rent for industrial and other properties let to other organizations. It revalues the Council's properties on a 5 year rolling programme as required by accounting regulations. It also provides advice and information on any property-related matters.

The section takes the lead on Energy Efficiency initiatives and provides advice and assistance to departments.

# 2007/2008 Revenue Budget

| <i>Personnel Team</i> |                                    | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|-----------------------|------------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>              | <b>Employee Costs</b>              |                                     |                             |
| 10                    | Chief Officers                     | 63,693                              | 65,285                      |
| 15                    | APTC                               | 752,644                             | 760,542                     |
| 70                    | Pension contributions              | 138,799                             | 145,324                     |
| 75                    | National Insurance                 | 63,513                              | 64,832                      |
| 80                    | Allowances                         | 1,018                               | 1,018                       |
| 86                    | Vacancy Management Target          | -77,892                             | 0                           |
|                       | <i>Total</i>                       | 941,775                             | 1,037,001                   |
| <b>C</b>              | <b>Property Costs</b>              |                                     |                             |
| 05                    | Rents and Rates                    | 14,880                              | 14,880                      |
| 06                    | Shared Buildings                   | 41,063                              | 33,128                      |
|                       | <i>Total</i>                       | 55,943                              | 48,008                      |
| <b>D</b>              | <b>Supplies and Services</b>       |                                     |                             |
| 05                    | Equipment & Furniture              | 2,713                               | 0                           |
| 09                    | Software licences, maintenance     | 7,500                               | 6,500                       |
| 25                    | Other Supplies and Services        | 49,149                              | 49,149                      |
| 40                    | Procurement Efficiency Savings     | -4,000                              | 0                           |
|                       | <i>Total</i>                       | 55,362                              | 55,649                      |
| <b>E</b>              | <b>Transport &amp; Plant Costs</b> |                                     |                             |
| 10                    | Staff Transport Costs              | 5,472                               | 4,682                       |
|                       | <i>Total</i>                       | 5,472                               | 4,682                       |
| <b>F</b>              | <b>Administrative Costs</b>        |                                     |                             |
| 05                    | Printing & Stationery              | 16,726                              | 16,726                      |
| 10                    | Telephones                         | 6,213                               | 6,213                       |
| 20                    | Postages                           | 3,993                               | 4,139                       |
| 25                    | Subsistence                        | 256                                 | 256                         |
| 30                    | Training                           | 8,954                               | 8,954                       |
| 35                    | Conference Expenses                | 2,089                               | 2,089                       |
| 40                    | Insurances                         | 5,060                               | 5,060                       |
| 49                    | Agency Staff Costs                 | 12,885                              | 0                           |
| 55                    | Other Admin Costs                  | 22,650                              | 22,650                      |
|                       | <i>Total</i>                       | 78,826                              | 66,087                      |
| <b>K</b>              | <b>Financing Costs</b>             |                                     |                             |
| 35                    | Depreciation                       | 12,194                              | 12,194                      |
| 40                    | Capital Charge                     | 0                                   | 0                           |
|                       | <i>Total</i>                       | 12,194                              | 12,194                      |
| <b>L</b>              | <b>Income</b>                      |                                     |                             |
| 20                    | Customer & Client Receipts         | -1,000                              | -1,000                      |
| 41                    | Recharges to Other Heads           | 47,670                              | 47,670                      |
|                       | <i>Total</i>                       | 46,670                              | 46,670                      |
|                       |                                    | 1,196,242                           | 1,270,291                   |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **PERSONNEL SERVICES**

The Personnel Section is responsible for the development, implementation, and monitoring of the Council's policies, practices and procedures in respect of all employees. It holds regular meetings with Trade Union representatives.

It keeps employee and establishment records and issues contracts of employment and conditions of service to new employees.

It co-ordinates and delivers training for Council employees.

It also includes the Health and Safety service which ensures that all staff and services provided by the Council comply with Health and Safety Regulations.

The budget for the Occupational Health service is included in this page.

Personnel Services also manage the Internal Temp Agency, supplying temporary staff to all departments of the Council when required.

# 2007/2008 Revenue Budget

| <i>Finance Services</i> |   | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|-------------------------|---|-------------------------------------|-----------------------------|
| <b>A</b>                | <b>Employee Costs</b>                     |                                     |                             |
| 10                      | Chief Officers                            | 141,373                             | 144,907                     |
| 15                      | APTC                                      | 1,357,933                           | 1,443,198                   |
| 70                      | Pension contributions                     | 249,468                             | 273,596                     |
| 75                      | National Insurance                        | 115,022                             | 118,627                     |
| 80                      | Allowances                                | 5,522                               | 5,522                       |
| 86                      | Vacancy Management Target                 | -67,645                             | 0                           |
|                         | <i>Total</i>                              | <i>1,801,673</i>                    | <i>1,985,850</i>            |
| <b>C</b>                | <b>Property Costs</b>                     |                                     |                             |
| 06                      | Shared Buildings                          | 51,041                              | 40,692                      |
| 30                      | Fixtures & Fittings                       | 368                                 | 368                         |
| 38                      | Building Cleaning                         | 9                                   | 9                           |
|                         | <i>Total</i>                              | <i>51,418</i>                       | <i>41,069</i>               |
| <b>D</b>                | <b>Supplies and Services</b>              |                                     |                             |
| 05                      | Equipment & Furniture                     | 18,189                              | 0                           |
| 08                      | Materials                                 | 5,500                               | 5,500                       |
| 09                      | Software licences, maintenance            | 105,572                             | 119,341                     |
| 25                      | Other Supplies and Services               | 23                                  | 23                          |
|                         | <i>Total</i>                              | <i>129,284</i>                      | <i>124,864</i>              |
| <b>E</b>                | <b>Transport &amp; Plant Costs</b>        |                                     |                             |
| 10                      | Staff Transport Costs                     | 25,127                              | 11,975                      |
|                         | <i>Total</i>                              | <i>25,127</i>                       | <i>11,975</i>               |
| <b>F</b>                | <b>Administrative Costs</b>               |                                     |                             |
| 05                      | Printing & Stationery                     | 34,617                              | 34,617                      |
| 10                      | Telephones                                | 10,762                              | 10,762                      |
| 15                      | Advertising                               | 464                                 | 464                         |
| 20                      | Postages                                  | 26,649                              | 26,781                      |
| 25                      | Subsistence                               | 1,449                               | 1,449                       |
| 30                      | Training                                  | 17,873                              | 24,873                      |
| 31                      | Exam Fees                                 | 482                                 | 482                         |
| 35                      | Conference Expenses                       | 5,236                               | 5,236                       |
| 40                      | Insurances                                | 10,019                              | 10,019                      |
| 49                      | Agency Staff Costs                        | 0                                   | 955                         |
| 55                      | Other Admin Costs                         | 29,193                              | 29,193                      |
|                         | <i>Total</i>                              | <i>136,744</i>                      | <i>144,831</i>              |
| <b>G</b>                | <b>Pymnts-Agencies &amp; Other Bodies</b> |                                     |                             |
| 31                      | Payment to Other Organisations            | 5,000                               | 5,000                       |
|                         | <i>Total</i>                              | <i>5,000</i>                        | <i>5,000</i>                |
| <b>K</b>                | <b>Financing Costs</b>                    |                                     |                             |
| 35                      | Depreciation                              | 27,437                              | 27,437                      |
| 40                      | Capital Charge                            | 0                                   | 0                           |
|                         | <i>Total</i>                              | <i>27,437</i>                       | <i>27,437</i>               |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **FINANCE SERVICES**

The Finance and I.C.T. Department is responsible for the proper administration of the financial affairs of the Council, including the payment of salaries, wages and invoices, and the maintenance of accounting records. The Department produces monthly budget monitoring statements and provides financial advice to the Council's committees and departments.

Through its Internal Audit section, the Department reports on the financial systems in operation in all departments throughout the Council.

The expenditure relating to the section of the Finance Department dealing with the collection of Council Tax, Non-Domestic Rates and Community Charges arrears is charged directly to the Revenues Budget.

# 2007/2008 Revenue Budget

## *Finance Services*

|    |                            | <i>Revised Budget</i> | <i>Budget</i>    |
|----|----------------------------|-----------------------|------------------|
|    |                            | <i>2006/2007</i>      | <i>2007/2008</i> |
| L  | <b>Income</b>              |                       |                  |
| 05 | Government Grants          | 0                     | 0                |
| 20 | Customer & Client Receipts | -9,575                | -9,575           |
| 41 | Recharges to Other Heads   | 145,079               | 145,079          |
|    | <i>Total</i>               | 135,504               | 135,504          |
|    |                            | 2,312,187             | 2,476,530        |

# 2007/2008 Revenue Budget

| <i>ICT Services</i> |                                    | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|---------------------|------------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>            | <b>Employee Costs</b>              |                                     |                             |
| 10                  | Chief Officers                     | 63,693                              | 65,285                      |
| 15                  | APTC                               | 850,457                             | 892,486                     |
| 70                  | Pension contributions              | 150,982                             | 163,926                     |
| 75                  | National Insurance                 | 71,405                              | 72,837                      |
| 80                  | Allowances                         | 879                                 | 879                         |
| 85                  | Other Employee Costs               | 3,000                               | 3,000                       |
| 86                  | Vacancy Management Target          | -14,109                             | 0                           |
|                     | <i>Total</i>                       | 1,126,307                           | 1,198,413                   |
| <b>C</b>            | <b>Property Costs</b>              |                                     |                             |
| 05                  | Rents and Rates                    | 6,990                               | 6,990                       |
| 06                  | Shared Buildings                   | 23,848                              | 21,100                      |
| 20                  | Repairs & Maintenance              | 2,006                               | 0                           |
| 25                  | Energy Costs                       | 21,047                              | 21,047                      |
| 30                  | Fixtures & Fittings                | 273                                 | 273                         |
| 35                  | Other Property Costs               | 14                                  | 14                          |
| 38                  | Building Cleaning                  | 2,647                               | 2,647                       |
|                     | <i>Total</i>                       | 56,826                              | 52,072                      |
| <b>D</b>            | <b>Supplies and Services</b>       |                                     |                             |
| 05                  | Equipment & Furniture              | 289,236                             | 304,000                     |
| 09                  | Software licences, maintenance     | 34,000                              | 34,000                      |
| 15                  | Catering                           | 22                                  | 22                          |
| 20                  | Clothing & Uniforms                | 143                                 | 143                         |
| 40                  | Procurement Efficiency Savings     | -8,000                              | 0                           |
|                     | <i>Total</i>                       | 315,401                             | 338,165                     |
| <b>E</b>            | <b>Transport &amp; Plant Costs</b> |                                     |                             |
| 10                  | Staff Transport Costs              | 22,468                              | 13,700                      |
|                     | <i>Total</i>                       | 22,468                              | 13,700                      |
| <b>F</b>            | <b>Administrative Costs</b>        |                                     |                             |
| 05                  | Printing & Stationery              | 6,513                               | 6,513                       |
| 10                  | Telephones                         | 84,868                              | 84,868                      |
| 20                  | Postages                           | 1,097                               | 1,130                       |
| 25                  | Subsistence                        | 270                                 | 270                         |
| 30                  | Training                           | 24,376                              | 24,376                      |
| 35                  | Conference Expenses                | 3,422                               | 3,422                       |
| 40                  | Insurances                         | 17,094                              | 17,094                      |
| 49                  | Agency Staff Costs                 | 1,966                               | 1,896                       |
| 55                  | Other Admin Costs                  | 47,191                              | 47,191                      |
|                     | <i>Total</i>                       | 186,797                             | 186,760                     |
| <b>K</b>            | <b>Financing Costs</b>             |                                     |                             |
| 35                  | Depreciation                       | 382,677                             | 382,677                     |
| 40                  | Capital Charge                     | 0                                   | 0                           |
|                     | <i>Total</i>                       | 382,677                             | 382,677                     |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **I.C.T. SERVICES**

The Information and Communication Technology Services Section is responsible for determining the I.C.T Strategy and providing a computing and communications service to all departments of the Council. This involves the running of the main data centre and central telephone system, carrying out feasibility studies, writing and supporting software packages and support for departmental and desk top computers.

# 2007/2008 Revenue Budget

| <i>ICT Services</i> |                          | <i>Revised Budget</i> | <i>Budget</i>    |
|---------------------|--------------------------|-----------------------|------------------|
|                     |                          | <i>2006/2007</i>      | <i>2007/2008</i> |
| L                   | Income                   |                       |                  |
| 41                  | Recharges to Other Heads | -338,947              | -338,947         |
|                     | <i>Total</i>             | -338,947              | -338,947         |
|                     |                          | 1,751,530             | 1,832,841        |

# 2007/2008 Revenue Budget

| <i>Central Services Eff Savings</i> |                              | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|-------------------------------------|------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>                            | <b>Employee Costs</b>        |                                     |                             |
| 85                                  | Other Employee Costs         | 0                                   | 0                           |
| 86                                  | Vacancy Management Target    | 0                                   | -192,417                    |
|                                     | <i>Total</i>                 | 0                                   | -192,417                    |
| <b>C</b>                            | <b>Property Costs</b>        |                                     |                             |
| 25                                  | Energy Costs                 | 0                                   | -5,000                      |
|                                     | <i>Total</i>                 | 0                                   | -5,000                      |
| <b>D</b>                            | <b>Supplies and Services</b> |                                     |                             |
| 25                                  | Other Supplies and Services  | 0                                   | -14,000                     |
|                                     | <i>Total</i>                 | 0                                   | -14,000                     |
| <b>F</b>                            | <b>Administrative Costs</b>  |                                     |                             |
| 05                                  | Printing & Stationery        | 0                                   | -50,000                     |
| 10                                  | Telephones                   | 0                                   | -10,000                     |
| 15                                  | Advertising                  | 0                                   | -50,000                     |
| 16                                  | Staff Advertising            | 0                                   | 0                           |
|                                     | <i>Total</i>                 | 0                                   | -110,000                    |
|                                     |                              | 0                                   | -321,417                    |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **EFFICIENCY SAVINGS**

The Scottish Executive requires all local authorities to make and report Efficiency Savings.

The savings approved by Council to be made by Central Support Services are recorded on this and the following page. They include a factor for vacancy management and for procurement.

# 2007/2008 Revenue Budget

| <i>F &amp; ICT Efficiency Savings</i> |                                    | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|---------------------------------------|------------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>                              | <b>Employee Costs</b>              |                                     |                             |
| 85                                    | Other Employee Costs               | 0                                   | 0                           |
| 86                                    | Vacancy Management Target          | 0                                   | -87,239                     |
|                                       | <i>Total</i>                       | 0                                   | -87,239                     |
| <b>D</b>                              | <b>Supplies and Services</b>       |                                     |                             |
| 25                                    | Other Supplies and Services        | 0                                   | -143,000                    |
|                                       | <i>Total</i>                       | 0                                   | -143,000                    |
| <b>E</b>                              | <b>Transport &amp; Plant Costs</b> |                                     |                             |
| 10                                    | Staff Transport Costs              | 0                                   | -2,000                      |
|                                       | <i>Total</i>                       | 0                                   | -2,000                      |
| <b>F</b>                              | <b>Administrative Costs</b>        |                                     |                             |
| 16                                    | Staff Advertising                  | 0                                   | 0                           |
|                                       | <i>Total</i>                       | 0                                   | 0                           |
|                                       |                                    | 0                                   | -232,239                    |

# 2007/2008 Revenue Budget

| <i>Reprographic Services</i> |                                    | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|------------------------------|------------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>                     | <b>Employee Costs</b>              |                                     |                             |
| 15                           | APTC                               | 125,983                             | 126,942                     |
| 70                           | Pension contributions              | 20,818                              | 21,740                      |
| 75                           | National Insurance                 | 8,450                               | 8,257                       |
| 80                           | Allowances                         | 192                                 | 192                         |
| 86                           | Vacancy Management Target          | -4,600                              | 0                           |
|                              | <i>Total</i>                       | <i>150,843</i>                      | <i>157,131</i>              |
| <b>C</b>                     | <b>Property Costs</b>              |                                     |                             |
| 06                           | Shared Buildings                   | 19,946                              | 17,646                      |
|                              | <i>Total</i>                       | <i>19,946</i>                       | <i>17,646</i>               |
| <b>D</b>                     | <b>Supplies and Services</b>       |                                     |                             |
| 05                           | Equipment & Furniture              | 75,538                              | 78,538                      |
| 06                           | Refuse Collection                  | 120                                 | 120                         |
| 07                           | Print Room Materials               | 74,500                              | 74,500                      |
| 20                           | Clothing & Uniforms                | 92                                  | 92                          |
|                              | <i>Total</i>                       | <i>150,250</i>                      | <i>153,250</i>              |
| <b>E</b>                     | <b>Transport &amp; Plant Costs</b> |                                     |                             |
| 10                           | Staff Transport Costs              | 192                                 | 192                         |
|                              | <i>Total</i>                       | <i>192</i>                          | <i>192</i>                  |
| <b>F</b>                     | <b>Administrative Costs</b>        |                                     |                             |
| 05                           | Printing & Stationery              | 16,000                              | 16,000                      |
| 10                           | Telephones                         | 783                                 | 783                         |
| 15                           | Advertising                        | 273,000                             | 273,000                     |
| 30                           | Training                           | 2,136                               | 2,136                       |
| 55                           | Other Admin Costs                  | 68,000                              | 68,000                      |
|                              | <i>Total</i>                       | <i>359,919</i>                      | <i>359,919</i>              |
| <b>K</b>                     | <b>Financing Costs</b>             |                                     |                             |
| 35                           | Depreciation                       | 5,132                               | 5,132                       |
| 40                           | Capital Charge                     | 0                                   | 0                           |
|                              | <i>Total</i>                       | <i>5,132</i>                        | <i>5,132</i>                |
| <b>L</b>                     | <b>Income</b>                      |                                     |                             |
| 20                           | Customer & Client Receipts         | -130,000                            | -130,000                    |
| 44                           | Print Room Income                  | -588,550                            | -583,762                    |
|                              | <i>Total</i>                       | <i>-718,550</i>                     | <i>-713,762</i>             |
|                              |                                    | <i>-32,268</i>                      | <i>-20,492</i>              |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **REPROGRAPHICS**

This section provides a central printing and photocopying design service to all departments of the Council.

# 2007/2008 Revenue Budget

| <i>Modernising Government</i> |                                    | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|-------------------------------|------------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>                      | <b>Employee Costs</b>              |                                     |                             |
| 15                            | APTC                               | 281,010                             | 0                           |
| 70                            | Pension contributions              | 46,625                              | 0                           |
| 75                            | National Insurance                 | 20,180                              | 0                           |
| 80                            | Allowances                         | 1,566                               | 0                           |
|                               | <i>Total</i>                       | 349,381                             | 0                           |
| <b>C</b>                      | <b>Property Costs</b>              |                                     |                             |
| 05                            | Rents and Rates                    | 200                                 | 0                           |
|                               | <i>Total</i>                       | 200                                 | 0                           |
| <b>D</b>                      | <b>Supplies and Services</b>       |                                     |                             |
| 05                            | Equipment & Furniture              | 383,637                             | 25,000                      |
| 09                            | Software licences, maintenance     | 3,600                               | 0                           |
| 25                            | Other Supplies and Services        | 6,832                               | 0                           |
|                               | <i>Total</i>                       | 394,069                             | 25,000                      |
| <b>E</b>                      | <b>Transport &amp; Plant Costs</b> |                                     |                             |
| 10                            | Staff Transport Costs              | 4,000                               | 0                           |
|                               | <i>Total</i>                       | 4,000                               | 0                           |
| <b>F</b>                      | <b>Administrative Costs</b>        |                                     |                             |
| 05                            | Printing & Stationery              | 7,550                               | 0                           |
| 15                            | Advertising                        | 2,000                               | 0                           |
| 30                            | Training                           | 3,300                               | 0                           |
| 35                            | Conference Expenses                | 8,500                               | 0                           |
|                               | <i>Total</i>                       | 21,350                              | 0                           |
|                               |                                    | <b>769,000</b>                      | <b>25,000</b>               |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **MODERNISING GOVERNMENT**

Modernising Government is a Scottish Executive funded scheme designed to improve the use of ICT for public information and access to services.

The Council bid successfully under the third round of the scheme for two years funding to implement the national Customer First Strategy.

The Customer First Strategy sets targets for ensuring that:

- Citizens have a choice on how they transact with council services via the telephone, face-to-face or online.
- The 46 most frequently requested services are targeted for improvement.
- Customers to have majority of their requests dealt with at first contact with the expectation that 75 per cent of core service requests can be dealt with in this way.
- A customer satisfaction to be set.

The national strategy will be implemented in Moray by continuing with the Easy Access project already underway which has been developed over the last two years.

# 2007/2008 Revenue Budget

| <i>Buildings</i> |                              | <i>Revised Budget<br/>2006/2007</i> | <i>Budget<br/>2007/2008</i> |
|------------------|------------------------------|-------------------------------------|-----------------------------|
| <b>A</b>         | <b>Employee Costs</b>        |                                     |                             |
| 15               | APTC                         | 38,478                              | 40,246                      |
| 30               | Manual Workers               | 3,400                               | 3,400                       |
| 70               | Pension contributions        | 5,766                               | 6,259                       |
| 75               | National Insurance           | 2,201                               | 2,287                       |
|                  | <i>Total</i>                 | 49,845                              | 52,192                      |
| <b>C</b>         | <b>Property Costs</b>        |                                     |                             |
| 05               | Rents and Rates              | 442,997                             | 442,997                     |
| 20               | Repairs & Maintenance        | 110,095                             | 0                           |
| 23               | Maintenance of Grounds       | 1,950                               | 1,950                       |
| 25               | Energy Costs                 | 111,655                             | 116,655                     |
| 35               | Other Property Costs         | 92,470                              | 92,470                      |
| 38               | Building Cleaning            | 141,330                             | 146,146                     |
|                  | <i>Total</i>                 | 900,497                             | 800,218                     |
| <b>D</b>         | <b>Supplies and Services</b> |                                     |                             |
| 05               | Equipment & Furniture        | 6,333                               | 6,333                       |
| 06               | Refuse Collection            | 1,500                               | 1,500                       |
| 25               | Other Supplies and Services  | 32,040                              | 32,040                      |
|                  | <i>Total</i>                 | 39,873                              | 39,873                      |
| <b>F</b>         | <b>Administrative Costs</b>  |                                     |                             |
| 05               | Printing & Stationery        | 3,250                               | 3,250                       |
| 10               | Telephones                   | 51,544                              | 51,544                      |
| 40               | Insurances                   | 870                                 | 870                         |
|                  | <i>Total</i>                 | 55,664                              | 55,664                      |
| <b>K</b>         | <b>Financing Costs</b>       |                                     |                             |
| 35               | Depreciation                 | 201,944                             | 201,944                     |
| 40               | Capital Charge               | 0                                   | 0                           |
|                  | <i>Total</i>                 | 201,944                             | 201,944                     |
| <b>L</b>         | <b>Income</b>                |                                     |                             |
| 18               | Other rental income          | -925                                | -925                        |
| 20               | Customer & Client Receipts   | -3,300                              | -3,300                      |
| 41               | Recharges to Other Heads     | 2,000                               | 2,000                       |
|                  | <i>Total</i>                 | -2,225                              | -2,225                      |
|                  |                              | 1,245,598                           | 1,147,666                   |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **BUILDINGS**

The costs of Council offices and depots that are used by a number of different Council departments and/or outside organizations are managed within this section. Each user is charged with their share of the costs of the buildings they occupy.

# 2007/2008 Revenue Budget

| <i>Central Health &amp; Safety</i> |                              | <i>Revised Budget</i> | <i>Budget</i>    |
|------------------------------------|------------------------------|-----------------------|------------------|
|                                    |                              | <i>2006/2007</i>      | <i>2007/2008</i> |
| <b>D</b>                           | <b>Supplies and Services</b> |                       |                  |
| 05                                 | Equipment & Furniture        | 0                     | 50,000           |
|                                    | <i>Total</i>                 | 0                     | 50,000           |
| <b>L</b>                           | <b>Income</b>                |                       |                  |
| 42                                 | Service Departments Recharge | 0                     | -50,000          |
|                                    | <i>Total</i>                 | 0                     | -50,000          |
|                                    |                              | 0                     | 0                |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **CENTRAL HEALTH AND SAFETY BUDGET**

This is a provision for the purchase of equipment and furniture required on health and safety grounds. It can be bid into by any department.

# 2007/2008 Revenue Budget

| <i>Central Repairs &amp; Maintenance</i> |                              | <i>Revised Budget</i> | <i>Budget</i>    |
|--|------------------------------|-----------------------|------------------|
|  |                              | <i>2006/2007</i>      | <i>2007/2008</i> |
| <b>C</b>                                 | <b>Property Costs</b>        |                       |                  |
| 20                                       | Repairs & Maintenance        | 0                     | 599,656          |
|  | <i>Total</i>                 | 0                     | 599,656          |
| <b>L</b>                                 | <b>Income</b>                |                       |                  |
| 42                                       | Service Departments Recharge | 0                     | -599,656         |
|  | <i>Total</i>                 | 0                     | -599,656         |
|  |                              | 0                     | 0                |

## **POLICY AND RESOURCES COMMITTEE - CENTRAL SUPPORT SERVICES**

### **CENTRAL REPAIRS AND MAINTENANCE BUDGET**

Repairs and maintenance budgets for all buildings other than schools have been centralized to facilitate the development of a planned programme of repairs and maintenance based on the conditions and suitability surveys carried out under the aegis of the Asset management Working Group.